



# Health Information Management Program Student Handbook AY 2024 – 2025



HIM professionals connect the clinical, operational, and administrative functions for various healthcare facilities. Professionals in HIM work across a vast array of positions from analytical roles to project management roles. The many work functions include data analytics, health care statistics, quality improvement, HIPAA/privacy and security, data governance, and medical diagnosis and procedure coding.

Dear East Central College Health Information Management Student:

Welcome to the Health Information Management (HIM) Program! You are probably wondering about the academic program you have chosen and the profession you will be entering.

The HIM profession provides an extremely versatile healthcare career. There are many career pathways to choose from within the HIM profession as it connects the clinical, operational, and administrative functions. HIM is forecasted to be a profession growing “faster than average” per the U.S. Bureau of Labor Statistics. Your education in the HIM program will provide you with the knowledge and skill set for an entry level position within this profession. For additional information about the profession and different career pathways, a good website to visit is: <http://www.ahima.org/careers>.

The intent of the student handbook is to clearly state the policies, procedures, and general information about the HIM program. This handbook is intended to assist you as you progress through the HIM program. Keep this handbook as a guide to help you find answers to questions along the way. This handbook should be used in conjunction with other official documents prepared and distributed by East Central College (ECC).

Please read the student handbook carefully. The signature forms should be reviewed carefully, signed and returned to the Health Science Division Office. Your signature is your acknowledgement of understanding. The signed forms will be placed in your student file along with all required certifications, paperwork, and student progress reports during the two years or the time you are in the program. The HIM program reserves the right to change, delete or add any information without previous notice and at its sole discretion. Furthermore, the provisions of this document are designed by the college to serve as guidelines rather than absolute rules, and exceptions may be made on the basis of particular circumstances.

Everyone at ECC wants you to succeed! The HIM program guides you in developing professionally while learning the necessary HIM skills. Growing personally and working effectively and learning with others is equally important. The ECC HIM program has a history of producing many of the area healthcare leaders and professionals and we hope you will soon be one of them!

Again, Welcome to the HIM program and do not hesitate to email me at [kim.daman-scheel@eastcentral.edu](mailto:kim.daman-scheel@eastcentral.edu) if you need any assistance.

Sincerely,

*Kim Daman-Scheel*

Kim Daman-Scheel, BSN/RN, RHIA, CCS, CDIP  
HIM Program Director/Instructor

*Nancy Mitchell*

Nancy Mitchell, MSN, RN, CCMA  
Dean of Health Sciences

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# Program Information

# East Central College

## Mission Statement

Empowering students and enriching communities through education.

## Vision Statement

East Central College will be a leader in higher education, inspiring academic excellence and driving community development.

## Values

East Central College is committed to the highest ethical and professional standards of conduct. Employees and constituents recognize that the College is held in trust for the community. The college is committed to the following:

- **Integrity** – We commit to building trust through open, honest communication and transparent decision making.
- **Diversity** – We value diverse identities and perspectives, and are committed to fostering an inclusive community that embraces our differences as essential for success.
- **Learning** – We energize our community through continuous personal and intellectual growth, curiosity, innovation, and adaptation.
- **Service** – We strengthen our region through responsible citizenship and environmental stewardship.
- **Empowerment** – We equip our students and employees with the resources and tools needed to be successful, resilient and courageous leaders in a changing world.
- **Collaboration** – We rely on teamwork to accomplish our common goals.

## Purposes

East Central College will fulfill its mission by:

- Providing associate degree programs and coursework to prepare students for transfer to baccalaureate institutions.
- Providing associate degree and certificate programs to prepare students with career skills to enter or advance in the workforce.
- Preparing students in core academic areas for success in college-level studies.
- Surrounding its academic programs with supplemental learning opportunities and support.
- Creating a safe learning environment that is student-centered and effective in its delivery of services.
- Providing the resources and support needed to meet students' educational and personal goals.
- Enhancing campus life through extracurricular activities and community events.
- Providing business and industry services and training in support of regional economic development.
- Offering continuing education, professional certification, and personal enrichment opportunities.
- Being a center of cultural activities, providing enrichment to the community.

## HIM Program Mission

To provide the opportunity for students to develop skills and abilities that will allow them to become competent Health Information Professionals and managers with entry-level skills and the resources needed to acquire, analyze, maintain, and report accurate and complete health information. In addition, the program provides an environment for lifelong learning.

## **HIM Program Vision**

By preparing students to enter a career in HIM, the program will connect education to industry and to the community.

## **HIM Program Perspective**

General education and Core 42 courses are the traditional face to face or web-based virtual courses and recommended to be taken prior to the core HIM program courses. The core HIM program is in an asynchronous online format with few preset synchronous virtual meetings in the various courses throughout the program. The exception to the asynchronous online core format of the HIM program is the professional practice experience (PPE) course. The PPE course is offered in the last semester and is required for achieving experiential learning competencies. In this course you will go on site to one more healthcare facilities.

The online format may be very different from educational experiences you have had in the past. Due to the online learning format, you will be expected to be responsible for learning and assimilating a very large part of your own education. Time management skills are essential. The dedicated and talented HIM faculty is here to provide guidance, opportunities and direction from the curriculum. The HIM faculty is here to help you acquire the necessary HIM skills for analyzing and synthesizing health information and using this information to solve problems. New HIM professionals entering the job market must have the necessary healthcare skills in communication, analysis, and problem solving to function at the expected entry level in HIM.

The HIM program has integrated competency-based education (CBE) into the program. CBE includes measurable, transferable learning objectives that will be demonstrated by students and assessed at a mastery level of achievement. The CBE learning outcomes emphasize competencies in application and knowledge along with the development of important professional skills.

Upon graduating during your last semester graduates are eligible to sit for the national exam for certification as a Registered Health Information Technician (RHIT). The RHIT exam is incorporated into the final semester of study. This RHIT certification and credential is granted by the American Health Information Management Association (AHIMA) and demonstrates your professional competencies in HIM.

## **Associate HIM Program Degree Curriculum Competencies**



### **2018 AHIMA Health Information Management Curricula Competencies<sup>®</sup>**

The American Health Information Management Association (AHIMA) and the Council for Excellence in Education (CEE) developed the 2018 AHIMA Health Information Management Curricula Competencies<sup>®</sup> Model.

Each academic level is comprised of six common domains representing the areas of mastery important for all HIM students and practitioners regardless of academic degree. Competencies are broadly written to allow for program flexibility and attainment of the required Bloom's levels regardless of academic program. The competencies represent progression across all academic levels. See Appendix A for more detail.

Domain I. Data Structure, Content, and Information Governance

Domain II. Information Protection: Access, Use, Disclosure, Privacy, and Security

Domain III. Informatics, Analytics, and Data Use

Domain IV. Revenue Cycle Management

Domain V. Health Law & Compliance

Domain VI. Organizational Management & Leadership

### **Expected Student Outcome**

The Health Information Professional of the 21<sup>st</sup> century works in a dynamic environment and is subjected to rapid change in responsibilities and technology. In response to this, the American Health Information Management Association strives to ensure that the job analysis for the entry-level health information professional accurately reflects the work-related activities of the entry-level RHIT. It is this job analysis that influences the certification examinations. It was the Council on Certification's decision to delineate the roles and functions of the profession by identifying the tasks from data in the literature and from input from experts in the field. The results of this role delineation are now contained in the test specifications for Registered Health Information Technician. This integration of information throughout the curriculum is a result of the need for the student to synthesize information and to see the relationships between functions of a health information center and understand the interdependence of the information in a health care setting.

### **HIM Program General Education Courses**

PSC CIVICS Civics Achievement Exam	0.0
COL*100 Campus Orientation	0.0
COL*101 Falcon Seminar	1.0
BIO*151 Introduction Human Anatomy & Physiology Lecture & Lab	4.0
CIS 110 Technical and Digital Literacy Hours	3.0
ENG 101/114 English Composition I/Honors English Composition I	3.0
HSC 113 Medical Terminology	3.0
MTH 150 Statistics	3.0
CIS 203 Database Structure	3.0
Core 42 Civics	3.0
Core 42 Humanities Fine Arts (PHL 203 Ethics Recommended)	3.0

## HIM Core Courses

Courses	Hours
<a href="#"><u>HIM 101 Intro to Health Information Management</u></a>	3
<a href="#"><u>HIM 103 Legal Aspect of Health Information</u></a>	3
<a href="#"><u>HIM 104 Intro to Pharmacology</u></a>	1
<a href="#"><u>HIM 105 Basic Principles of Disease</u></a>	3
<a href="#"><u>HIM 201 Computers in Healthcare</u></a>	3
<a href="#"><u>HIM 202 CPT Coding</u></a>	3
<a href="#"><u>HIM 203 ICD Coding</u></a>	3
<a href="#"><u>HIM 204 Insurance Billing &amp; Reimbursement</u></a>	3
<a href="#"><u>HIM 206 Health Info Management Statistics</u></a>	3
<a href="#"><u>HIM 207 Analyzing Healthcare Data</u></a>	3
<a href="#"><u>HIM 211 Healthcare Quality Management</u></a>	3
<a href="#"><u>HIM 212 Healthcare Management Supervision</u></a>	3
<a href="#"><u>HIM 213 HIM Profess Practice Experience (PPE)</u></a>	2
<a href="#"><u>HIM 214 HIM Capstone</u></a>	3

See Appendix B HIM Program pathway for Degree or Certificate.



## Health Information Management Program Faculty

### Dean of Health Sciences

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## Admission Criteria & Curriculum

### HIM Admission Process

Students entering the HIM program must have an overall grade point average of 2.0 or greater on a 4.0 scale. Student's must maintain this level of performance throughout the HIM program. It is the student's responsibility to take the necessary steps to raise their overall GPA to meet program requirements.

Students need to demonstrate proficiency in reading, English and mathematics based on the college assessment scores, or by taking and passing the recommended/required courses.

### Transfer Credit Policy

East Central College is committed to assisting students transfer to and from ECC and facilitate credit transfer to and from other post-secondary institutions. Transfer in credit will be analyzed in terms of level, course content, comparability and compatibility with the degree program and course offerings at ECC by the program director, dean and /or college registrar. HIM courses being considered for transfer into ECC must have been successfully completed within the past five (5) years.

### Transfer-In Credit Procedures

Transfer students should follow the ECC "New Student Procedures."

1. Courses completed at any Missouri public institution in compliance with the Missouri Department of Higher Education's guidelines and agreements concerning the transfer and articulation of credit will be accepted for transfer if appropriate to the student's program of study.
2. Courses completed at any institution maintaining current articulation agreements with ECC will be accepted for transfer as outlined in the agreement.
3. Courses completed at any national or regional CAHIIM accredited institution will be reviewed for course equivalency and program relevance and accepted for transfer accordingly.
4. Courses completed at non-CAHIIM accredited institutions are generally not accepted, however, will be reviewed on a case-by-case basis as follows:
  - a) The transfer institution's accreditation status will be examined.
  - b) Information provided by the school or the student regarding the completed coursework, e.g., transcripts, catalog descriptions, course syllabi, faculty credentials, etc. will be distributed to the appropriate program/academic department official for recommendation to the dean and/or Vice President of Academic Affairs.
  - c) After an evaluation has been completed and the results communicated to the student, the student may appeal the decision regarding transfer to the dean, the college Registrar and/or the Vice President of Academic Affairs.
5. Transcripts must indicate a grade C or higher for courses to be accepted into the HIM program.
6. PPE or experiential learning will be reviewed as follows:
  - a) Student will submit a formal written request to the HIM Program Director describing the experiential learning and provide supporting documentation for course/credit equivalency.

- b) Information regarding the request will be distributed and kept in the HIM program/Health Science academic department or if needed sent for recommendation to the Vice President of Instruction.
  - c) After an evaluation has been completed and the results communicated to the student, the student may appeal the decision regarding transfer to the Registrar and the Vice President of Instruction.
7. Military credit will be reviewed as follows:
- a) Student will provide an official copy of their DD214 and/or a transcript from their military service.
  - b) Courses completed through the military will be reviewed for course equivalency and program relevance using ACE credit recommendations and accepted for transfer accordingly.
  - c) After an evaluation has been completed and the results communicated to the student, the student may appeal the decision regarding transfer to the Registrar and the Vice President of Instruction.
8. Dual credit coursework will be reviewed based on the policies and guidelines of the Missouri Department of Higher Education (MDHE) with respect to the transfer in of dual credit coursework. Limitations and exclusions may apply based on the MDHE policy and guidelines statements.
9. All other incoming credit transfer requests not covered by the aforementioned procedures must be made in writing to the Registrar's office.

### **Credit for Prior Learning**

Current coding credential holders requesting to complete their AAS degree from ECC must:

- Successfully complete general education coursework (15 credit hours of last 30 credit hours from ECC)
- Course transcripts indicate a grade C or higher or an average GPA 2.0 on a 4.0 scale
- Must submit a proof of a current coding certification record.
- Coding credentials will be reviewed and taken into consideration for ICD-10 and/or CPT course credit.
  - For example, the AHIMA CCS credential will provide proof of competency for the ICD and CPT courses.
- Medical Terminology and anatomy & physiology courses will be reviewed in the same manner as noted above in transfer in credit.
- The HIM program will allow students to test out an HIM course by passing a final examination with a grade of C or better. There is a fee that must be paid to the college.

### **Medical Assistant, LPN and RN Waiver**

Current Licensed Practical Nurses (LPN) or Registered Nurses (RN) or Certified Medical Assistants (CMA/RMA) will not be required to take HSC 113 - Medical Terminology, HIM 104 – Introduction to Pharmacology, or BIO 151 Introduction to Anatomy & Physiology. A copy of the student's current license or certification must be kept on file in the Health Science office. Official transcripts from the school granting the RN, LPN or CMA/RMA must be on file in the Health Science and Registrar's office for course substitution.

### **Articulation Agreements**

The HIM program at ECC has articulation agreements with two CAHIIM accreditation programs Stephens College and St. Louis University. Maryville University, a non-CAHIIM accreditation program, also has an articulation agreement.

### **HIM Program Format**

ECC's general education and support courses may be offered online and/or face-to-face. HIM prefix courses are only offered online with the exception of the PPE course. HIM courses are offered in preset terms for Fall and Spring and are generally in a sequenced format. You may have to go to campus to register, secure online testing, PPE orientation or for other purposes.

## **Online Education - Technology Requirements**

Technology that will be utilized in the online classroom/labs or that the students will need to purchase.

1. Email access
2. High speed Internet access
3. Microsoft Office (MS Word, Excel, Access, Power Point) Note that all work requiring a word processor MUST be completed using Microsoft WORD. Documents created with Microsoft Works and/or Word Perfect will only be accepted if saved in .docx format. All campus computers are loaded with this software.
4. Web cam with microphone to be utilized during the Zoom virtual meetings.
5. Virtual Lab access
6. Other as per syllabus

### **Email:**

The ECC Falcon student email will be the official source of communication for HIM program related information.

### **Canvas**

ECC online courses utilize Canvas as the online Learning Management System. Canvas Conversations (internal course email) will be the official source of communication within individual courses. To be successful, it is recommended that students log onto Canvas a minimum of once per day/course. Faculty will correspond with students via Canvas Conversations for course related information and updates.

All HIM Canvas asynchronous and/or synchronous courses will include a link to Zoom virtual meetings as indicated in the course syllabus/calendar. There is no cost to students associated when accessing the link in Canvas. Each course may have one or more periodic synchronous Zoom virtual meeting sessions to meet with the instructor, guest speaker and the PPE experiential learning sessions. Students need access to high-speed Internet and will be required to have a web cam and microphone for use during Zoom meetings on selected dates and times. The first Zoom or course orientation is in each Canvas course as a recorded Zoom session and held during the first week of the semester. Students may view recorded sessions if live attendance is not possible. Remaining course work to be completed asynchronously, online, as instructed.

### **Professional Practice Experience (PPE)**

*The PPE is designed to provide students with practical work experience in a field-based practicum. This is a core HIM competency that focuses on skill building and practical application of theory.*

The HIM 213 PPE course of study includes a combination of theoretical and practical instruction integrated with supervised PPE practice. During the period of PPE experiential learning, the student is given the opportunity to correlate the information learned in the virtual classroom with actual hands-on and/or job learning experiences.

To be eligible to enroll in a PPE, students must have completed all prerequisite coursework. See ECC course catalog. In addition to prerequisite coursework, a PPE packet which includes a successful background check in Missouri (all out of state students will be required to apply for a background check in their own state at their own expense), drug screening (Negative results for all drugs included in the screening), proof of required

immunizations, signed confidentiality statements, liability insurance and any other administrative requirements must be completed prior to enrollment in the PPE course.

Random drug screens may be taken, if indicated. If there is any question regarding the validity of an immunization document, the student will be required to have a blood titer drawn at their own expense. Individual facilities may have additional requirements. Students who do not have a clean background check should meet with the director as soon as possible. If the student's background status changes, the student must contact the director immediately to discuss options. Students must meet all requirements AND have permission of the Program Director and/or Health Science Dean to register for a PPE course. Failure to meet these requirements will result in the inability to enroll in the PPE and will prevent successful completion the HIM program. Prior to the start of the Spring semester, students enrolled in the PPE course will be required to attend the mandatory online orientation.

PPEs are offered during the day Monday-Friday based on the availability of the healthcare organization. Students must be present when the HIM department staff or other departments are available. Students may request a specific day, or facility, but due to healthcare facility availability the requests may or may not be honored. The days and dates scheduled are subject to change and spread over a minimum of 40 hours on site(s). There is an addition 50 hours of virtual activities. The PPE course will require students to travel at their own expense to various clinical sites. Students will need to make arrangements to take off work the day(s) when they are scheduled at the PPE sites. All out of state students will be required to assist the Program Director in securing PPE site(s) in their state. See PPE Handbook Packet for further detail.

**See Appendix C - PPE Handbook Packet for further guidelines on vaccinations policies and forms.**

#### Student Service Work Policy

All faculty, students and other personnel furnished by the college to PPE sites for the professional portion of the curriculum are to be considered independent contractors with respect to the facility. All faculty, students and other personnel shall employ their own means and methods and exercise their own professional judgement in the performance of any services or activities at the facility. It should be understood that no faculty member, student or other person furnished, employed, or selected by the college will for any reason be deemed to be an employee, agent, or apparent agent, or servant or borrowed servant of the facility, and that faculty members and students shall instead be considered the employees or agents of the college. Students are not to be substituted for regular staff and are not to take the responsibility or the place of qualified staff.

#### **Virtual Lab**

The HIM Program utilizes the AHIMA Virtual Lab (VLab) to incorporate learning activities into their online courses to meet a variety of course objectives. The Vlab provide students access to a number of information systems that are used by healthcare organizations across the country. The Vlab gives students valuable experience with these applications.

To access the Vlab, students must purchase a license from the ECC bookstore and/or through the AHIMA website. This license is good for 365 days. Do not redeem the VLab code until instructed to do so by your faculty member as this starts you 365-day clock!

## **Professional Affiliation Requirements**

All students are expected to become student members of:

AHIMA, the American Health Information Management Association – see student pricing  
<https://my.ahima.org/join>

MOHIMA, the Missouri Health Information Management Association  
<https://www.mohima.org/members/join/>

Membership to AHIMA includes the state association, MOHIMA. Memberships must be renewed annually. Learning, networking, and scholarship opportunities exist within these organizations. Professional meeting attendance is encouraged.

## Accreditation

### Institutional-Regional Accreditation

East Central College is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools (NCA/HLC) and is a participant in the Academic Quality Improvement Program (AQIP).

North Central Association  
The Higher Learning Commission  
230 South LaSalle Street,  
Suite 7-500  
Chicago, Illinois 60604-1411  
Phone: 800.621.7440 / 312.263.0456  
Fax: 312.263.7462  
[www.ncahlc.org](http://www.ncahlc.org) [info@hlcommission.org](mailto:info@hlcommission.org)

The college is recognized by and operates under the coordination of the Missouri Department of Higher Education, is a member of the American Association of Community Colleges and the Missouri Community College Association.

For Further Information, contact us at:  
East Central College  
1964 Prairie Dell Rd  
Union, MO 63084  
College web site: [www.eastcentral.edu](http://www.eastcentral.edu)

### Program

The Health Information Management (HIM) program at East Central College is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

The CAHIIM accreditation for an associate degree in HIM has been reaffirmed through October 2026.

All inquiries about the HIM program accreditation status should be directed by mail to:

CAHIIM  
200 East Randolph St., Ste. 5100  
Chicago, IL 60601  
312-235-3255  
[info@cahiim.org](mailto:info@cahiim.org)



**PROGRESSION**

**&**

**RETENTION**



## **HIM Program Policies and Procedures**

### **Grade Requirements**

Students in the HIM Program must receive a minimum grade of “C” in all HIM courses and support courses, and a “B” in HIM 214-Capstone course to remain in the program and to be eligible for graduation. Evidence of successful course completion must be on the student’s ECC transcript at the start of each semester.

### **Academic Performance**

If a student has failed an HIM program course or general education course **three** times the student will be dismissed from the HIM program.

### **Late Work/Extra Credit**

The HIM faculty does not regularly offer extra credit in HIM courses. Extra credit and acceptance of late work are at the discretion of the faculty and are not guaranteed. HIM faculty believe as part of our role as faculty to train HIM professionals. As a professional, we are expected to meet deadlines.

### **Testing Methodology**

Testing may be delivered online in any of the following formats:

- Computer based; multiple choice, T/F, case scenarios and medical coding assignments
- Verbal, pronunciation of words
- Competencies, hands on verbal or written, during courses and PPE

### **Online Course and PPE Conduct & Behavior**

Any discriminatory, derogatory or inappropriate comments are unacceptable and subject to the same disciplinary action that they would receive if they occurred face to face in the classroom. If you have concerns about something that has been said, please contact your instructor immediately.

Student conduct in any online classroom or PPE should adhere to the East Central College Student Conduct Policy and the Academic Honor Code. Online classroom or PPE misconduct which may lead to your removal from the class includes, but is not limited to, forgery or misrepresentation of class attendance, obstruction, disruption or interruption of teaching, failure to turn off a cell phone which disrupts teaching, playing games or otherwise misusing a laptop or desktop computer during class time, any physical abuse or safety threat directed toward faculty, staff or other students, theft, property damage, disruptive, lewd or obscene conduct, abuse or misuse of computer time, repeated failure to attend class as required, repeated failure to participate or respond in class as required and any flagrant or disrespectful actions or words directed to the faculty, staff or other students.

PPE conduct is discussed later in the PPE Handbook.

### **ECC Institutional Student Learning Outcomes (ISLO)**

Institutional Student Learning Outcomes (ISLOs) include general skills, knowledge, or applications which students are expected to demonstrate after completing a program of study. The goal of assessing ISLOs is to help improve our courses, curriculum, student success, instruction and/or services. The ongoing process of student outcomes assessment also serves as evidence for institutional planning, resource allocation, and staff and faculty development.

- Critical Thinking – *Students will be able to integrate knowledge for creating solutions to novel challenges.*

- Communication – *Students will be able to effectively express ideas and exchange knowledge in multiple ways.*
- Social Responsibility – *Students will demonstrate an understanding of social responsibility.*
- Personal and Professional Development – *Students will take responsibility for their personal and professional development.*

An ISLO is assigned to each HIM course and is attached to a specific assignment within each of the courses throughout the HIM program.

### **Grading and Evaluation**

The grading scale used in the HIM program:

<u>Letter Grade</u>	<u>Percentage</u>
A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	0-59%
I	Incomplete issued at instructor discretion. See ECC catalog for details.
W	Withdrawals per ECC catalog.

The basis for the letter grade is the composite score of assignments, discussions, quizzes, exams, projects and presentation or papers. The grade is assigned based upon the instructor’s discretion per the requirements defined in the course syllabus.

Graduation – Student’s must maintain a grade point average of 2.0 on a 4.0 scale during the HIM program in order to receive the HIM AAS degree. A total of 65 credit hours are required.

### **Program Completion**

#### **Academic and Graduation Requirements**

Student are awarded a Certificate of Achievement (CA) or an Associates of Applied Science (AAS) in HIM after completing the appropriate courses for the specific program. The awarded AAS degree in HIM will allow the student to sit for the RHIT (AHIMA) exam.

You will register for the RHIT exam the month prior to graduation. The exam fee is bundled with your textbook and is linked to the HIM 214 - Capstone course. Students who take the RHIT exam, but do not pass, are still considered graduates of the HIM program. See the AHIMA test taking guidelines for repeat test taking.

#### **RHIT Certification:**

- Those passing the RHIT examination are awarded the credentials to be used behind your name upon confirmation by AHIMA.
- ECC does not guarantee students that they will pass the certification exam. Your success will be determined by several factors beyond the instruction you are given in the classroom, including your

test-taking skills, your willingness to study outside of class, and your satisfactory completion of appropriate practice exams. Therefore, a thorough understanding of the subject matter is required.

- Professional certification signifies a level of expertise in your field. It gives you, and your employer, confidence in your job skills. Additionally, it is a professional credential that is recognized in all 50 states without the need for reciprocity. Many Missouri area employers do require employees to be certified. Only graduates of schools accredited by the CAHIMA are eligible to take this exam.
- Students are encouraged to access the American Health Information Management Association AHIMA.org to learn more about the benefits of this highly regarded, professional credential.
- AHIMA has partnered with Pearson VUE to offer an online remote proctored option for the RHIT examination. For more information contact [AHIMA proctored exams](#) or the [ECC Testing Center](#).

## **Attendance and Policies**

### **ECC College Attendance Policy**

The college is an attendance taking institution. Student attendance in class, regardless of the delivery modality, is important for student success. Attendance will be taken at each class meeting and recorded in a class record. A student failing to meet the ECC attendance policy requirements of a course may be administrative withdrawal (WX) from the class. This may delay graduation as most classes are only offered once a year. See the individual course syllabi in addition to the ECC Student Handbook Attendance Policy for specifics. Regardless of any action, the faculty member will report the last date of attendance as noted in the class record.

For a student to be considered attending the following conditions must be met:

- A student cannot be absent for all the class meetings held within 14 consecutive calendar days (or a prorated amount based on a reduced class meeting calendar) without having made regular and frequent contact with the instructor regarding class progress.
- A student cannot be absent for the equivalent (intermittent, nonconsecutive absences) of two weeks of class meeting time (or a prorated amount based on a reduced class meeting calendar) without having made regular and frequent contact with the instructor regarding class progress.

HIM Student are encouraged to log in on a regular basis (at least three-four times a week) to check for announcement postings, to participate in activities and to collaborate with your peers in assignments. You should plan to work on average approximately 4-6 hours per week on each course. Important to note, please check your weekly Canvas modules and do not just rely on the Calendar due dates for assignments.

If student absenteeism would continue, further disciplinary action may be necessary, including dismissal from the program.

### **Cancellation of Class/ PPE Externship (Inclement Weather Policy)**

### **Snow Schedule/Procedures**

When snow and/or ice make driving hazardous, East Central College may be (1) Closed, or (2) on a Snow Schedule. Announcements are made on local radio stations throughout the college district and service area TV

and radio stations, placed on the website, and on the college's phone system. Students are encouraged to register with the college's Emergency Notification System – ECC Alert. Instructions are found on the college website or at [www.eastcentral.edu/eccalert](http://www.eastcentral.edu/eccalert)

### **When the college is closed**

When the weather warrants, the college will close and cancel day and/or evening classes. Announcements will be made as soon as possible.

### **When the College is on a Late Start Schedule**

In the event that ECC is prevented from opening on time in the morning, but roads are expected to be passable later in the morning, the college may elect to use a Late Start Schedule. A Late Start Schedule means the college will start later than usual. HIM classes will begin at the established late start time. Any classes scheduled to end prior to the late start time will not meet.

#### **• Online HIM Courses**

Cancellation of class will be decided in accordance with the ECC College inclement weather policy. HIM is an online program and road conditions may not necessarily interfere with the HIM program. Students are expected to meet deadlines even if the campus is closed due to inclement weather. However, interruptions by power outages may cause issues. If you are unable to meet a deadline due to Internet or power outages, please contact your instructor for an extension. Your safety comes first. Please check with individual course syllabi and instructors.

#### **• PPE Externship**

If ECC calls for cancellation of class or late start for the school this also pertains to the PPE site. The student shall not go to the PPE site for cancellation or late start instead call or email the PPE site facilitator to inform them of the ECC inclement weather day. The decision to rearrange the PPE day will be in collaboration with the PPE instructor, PPE site facilitatory and the student.

### **Other**

1. In the event that road conditions deteriorate during the day and the college administration cancels classes in the middle of the day or evening, PPE facilitators will be notified by email or text messaging to cancel the remaining of the PPE.
2. Students and faculty should use common sense and personal judgment in determining travel decisions based on road conditions in their area. If the college is open, students are responsible for missed work in their classes and should contact their instructor for make-up assignments and PPE schedule.

### **Announcements about closing/snow schedule are made on the following stations**

- Radio Stations Dial # KLPW-Union/Washington 1220 AM; KWMO/KSLQ-Washington 1350 AM/104.5 FM; KTUI-Sullivan 1560 AM/102.1 FM; KWRE/KFAV-Warrenton 730 AM/99.9 FM; KMOX-St. Louis 1120 AM; KTTR-Rolla/St. James 1490 AM/99.7 FM; KZNN-Rolla 105.3 FM; KKID-Rolla/Salem 92.9 FM; KFLW – St. Roberts 98.9 FM
- TV Stations Channel KTVI Fox-St. Louis 2; KYTV – Springfield 3; KMOV-St. Louis 4; KOLR – Springfield 10; KSDK-St. Louis 5; KSFY – Springfield 27; Fidelity Cable 6; 95 KSPR – Springfield 33

**Student Services**

**&**

**College Policies**

## Academic Support / Access Services

Need help? The Learning Center (TLC) at ECC is a comprehensive student resource center for educational assistance. Offering free tutoring in English, math, and other subjects that vary by semester.

- Experienced competent tutors available in most subjects and are qualified to assist any student with academic needs.
- In addition, TLC houses the Testing Center, Adaptive Technology Lab, and open computer lab for academic use.

Visit today to see a tutor, watch a course video, DVD, or tutorial, such as getting help with PowerPoint, set up a study group, access your Canvas page, or MyECC account.

Find out for yourself that TLC is a nice place to think and do your homework. *Create good study habits early in the semester!* <http://www.eastcentral.edu/learning-center/>

For tutoring contact:

- In Union stop by Buescher Hall, first floor, at the front desk in the Learning Center to make an appointment or call 636-584-6688
- In Rolla contact [rolla.tutors@eastcentral.edu](mailto:rolla.tutors@eastcentral.edu) or call 573-466-4080.

**\*\*Student IDs are required to use any of The Learning Center facilities.\*\***

Hours of Operation: See the following link for current hours of operation for all College facilities:  
<http://www.eastcentral.edu/locations/operations-schedule>

### **HIM Student Support**

The HIM faculty are the student's first contact for HIM academic support and remediation with HIM concepts. If further assistance is needed with test-taking, or general education courses, etc., please make an appointment with the Learning Center.

## Academic Honor Code / Student Code of Conduct

Students are expected to conduct themselves honestly in all academic endeavors. Any act of academic dishonesty is a violation of the Academic Honor Code.

ECC is an academic community. Integrity and honesty in the classroom, in academic programs and in all related learning experiences is critical. The Academic Honor Code is a statement of the college's position regarding student conduct as it relates to academic integrity. It is not intended to supersede specific course or instructor guidelines, or policies contained in any course syllabus. (Students are responsible for learning about and being fully aware of activities that constitute violation of the Academic Honor Code).

The faculty retains the right to recommend a remedy when students are in violation of the Academic Honor Code. Students retain the right to appeal any accusation of policy violation as outlined in the Student Discipline Policy and Appeal Policy in this handbook.

### Definitions and Clarifying Comments

#### Academic Dishonesty

Academic dishonesty is defined as any form of cheating or dishonesty that has the effect or intent of interfering with any academic exercise or a fair evaluation of a student's performance. Some examples and definitions are given below. The College faculty can provide additional information, particularly as it relates to a specific course, laboratory, or assignment.

#### Cheating

An intentional use or attempted use of unauthorized material or study aids in assignments or tests, or unauthorized assistance by any other party in any academic exercise. \*Examples: unauthorized use of notes for a test; using a "cheat sheet" on a quiz or exam; any alteration made on a graded test or exam which is then resubmitted to the teacher.

If an instructor suspects cheating the ECC student handbook policy will be followed and you will be reported to the Vice President of Student Affairs.

#### Plagiarism

Careless or deliberate use of the work or the ideas of another; representation of another's work, words, ideas, or data as your own without permission or appropriate acknowledgement.

- Examples: copying another's paper, work, computer disk, or answers and submitting or representing it as your own; submitting an assignment which has been partially or wholly done by another and claiming it as yours; not properly acknowledging a source which has been summarized or paraphrased in your work; failure to acknowledge the use of another's words with quotation marks.

#### Artificial Intelligence (AI) Use Policy

- In the HIM program, no content generated by an AI generation tool (such as ChatGPT) is acceptable. *The exception is if a course instructor has given permission to use AI for an individual assignment. Any*

use of AI content-generation software without attribution will be treated as a violation of ECC's Academic Honor Code.

### **Facilitation of Academic Dishonesty**

The following list is presented for information and clarification and is not intended to be exhaustive.

#### **Knowingly assisting another in violation of the Academic Honor Code.**

- Examples: working together without permission on a take-home test; providing another with information about a test that you have already taken before they take it.

**Multiple Submission:** Submission of work from one course to satisfy a requirement in another course without explicit permission.

- Example: using a paper prepared and graded for credit in one course to fulfill a requirement and receive credit in a different course.

**Fabrication/Forgery:** Use or submission of contrived, invented, forged, or altered information in any assignment, laboratory exercise or test; tampering with or production of a counterfeit document, particularly documents which make up the student's academic record.

- Examples: making up a source or citing a nonexistent publication or article; representing made up data as real for an experiment in a science laboratory class; forging a change of grade or student withdrawal record; falsifying any document related to a student academic exercise.

**Obstruction:** Behavior that limits any student's opportunity to participate in any academic exercise or attempts to block access to resources.

- Examples: destroying a library resource before another student can access it; interfering with other students' efforts or work in any academic exercise; tampering with a computer resource before other students can gain access.

**Misconduct in Creative Endeavors:** The misrepresentation of another person's ideas, writing, computer images, artistic effort, or artistic performance as one's own.

- Examples: representing a musical performance as original when it is not; using copyrighted artistic material inappropriately or illegally.

**Professional Behavior:** Students are required to conduct themselves in a manner appropriate to the classroom, laboratory, and PPE externship as specified in the course syllabus and program requirements.

### **Academic Honor Code Disciplinary Procedures**

A. Students who violate the Academic Honor Code will be confronted by the faculty member and referred to the Chief Student Affairs Officer (CSAO). Supporting documentation, when appropriate, will be forwarded to the CSAO. The CSAO will meet with the student, discuss the misconduct, and review the Academic Honor Code and Disciplinary Procedures. The CSAO will maintain a file with supporting documentation and the name of the student will be placed on a disciplinary list accessible only to the CSAO and the Chief Academic Officer (CAO). The faculty member will determine how the violation will affect the student's grade.

B. In the event that the student violates the Academic Honor Code a second time, the student will be required to meet with the CSAO. The student will be placed on academic probation. The faculty member will determine how the violation will affect the student's grade. The student's file and disciplinary list will be maintained by the CSAO.



C. If the Student violates the Academic Honor Code a third time, they will be subject to sanctions up to disciplinary suspension or expulsion.

### **Student Code of Conduct**

Admission to ECC carries an obligation to conduct oneself as a responsible member of the College community. Individual students and student organizations are required to observe the policies of the College and the laws of city, state, and federal governments. Student and organizational behavior must be compatible with the educational objectives of the College thereby maintaining safety standards and promoting the health and wellness of each member of the College community. Students are expected to approach each academic course and activity with a willingness to learn and an attitude of cooperation. Students and student organizations are expected to uphold the key principles of honor, truthfulness, and respect for people and property. Prohibited conduct will lead to student discipline.

(Student Conduct Policy (Revised May 7, 1973; Reaffirmed December 2, 1991; Revised August 28, 2003; Revised June 16, 2014; Revised October 24, 2014)

### **Prohibited Conduct:**

- A. Violations of standards established by college academic programs for student conduct in areas and classes such as the gym, fitness center, locker rooms, clinical settings, labs, shops, and internships.
- B. Violation of or disregard for safety policies and procedures, e.g., lab safety contract.
- C. Violation of the Tobacco-Free Campus Policy.
- D. Violation of East Central College's Information Technology Policy.
- E. All forms of academic dishonesty such as cheating, aiding, or abetting cheating, plagiarism, fabrication, or multiple submission of papers in courses without prior instructor consent or representation of others' work as one's own. Refer to Academic Honor Code.
- F. Knowingly furnishing false information to the College.
- G. Forgery, alteration, or misuse of college documents, records, or identification, whether in written or electronic form.
- H. Obstruction or disruption of teaching, research, administration, disciplinary procedures, or any other College events or activities, including public service functions and other authorized activities on college premises.
- I. Disturbing others with strong, pervasive odors such as perfume, cologne, body odor, animal odor, alcohol, or illegal substances.
- J. Assault, abuse or conduct which threatens or endangers the health or safety of another person on college owned or controlled property or at a college-sponsored or supervised function.
- K. Theft, malicious destruction, damage, misuse, or conversion of property belonging to the College, a college employee, a college student, or a campus visitor.
- L. Unauthorized entry into or use of college facilities.
- M. Violation of local, state, or federal laws on college-owned or controlled property or at college sponsored or supervised functions.
- N. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, an imitation controlled substance, or alcoholic beverages on college premises or at off-campus sites, in college vehicles and in any private vehicles parked on college premises or at off-campus sites or at college-sponsored or supervised functions. An imitation controlled substance is a substance that is not a controlled substance, which by appearance (including color, shape, size, and markings), or by representations made, would lead a reasonable person to believe that a substance is a controlled substance.

- O. Failure to identify oneself when requested to by college officials or College agents or failure to comply with directions of college officials acting in the performance of their duties.
- P. Possession or use of firearms or other weapons, explosives, dangerous chemicals, or fireworks on campus or at college-sponsored or supervised activities.
- Q. Gambling on College-owned or controlled property or at college-sponsored or supervised functions. Charitable or fund-raising raffles may be permitted for student organizations with the approval of the Vice President of Student Development.
- R. Violation of the Policy Regarding Student Protections Against Sexual Assault, Relationship Violence, and Stalking.
- S. Violation of College policies regarding Discrimination and Harassment.
- T. Disorderly conduct, breach of public decency, breach of the peace, aiding or inciting another to breach the peace, infringement upon the rights of another or defamation of another either on college property or at college-authorized activities.
- U. Hazing, or any act that intimidates, frightens, or degrades an individual.
- V. Bullying, defined as repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control, or diminish another person, physically or mentally.
- W. Stalking, defined as engaging in a course of conduct directed at a specific member of the College community that would cause a reasonable person to fear for his or her safety or the safety of others, or to suffer substantial emotional distress. For purposes of this definition, a course of conduct means that two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties by any action, method, device or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property. Stalking may involve physical stalking and/or cyberstalking.
- X. Any aforementioned committed in concert with other persons, may make each participant responsible for the acts of the entire group.

Jurisdiction for this Policy applies to student conduct which occurs on all property owned or operated or maintained by East Central College as well as actions which occur off-campus when the misconduct affects the well-being of students and other members of the College community.

### **Appeals Policy**

The HIM associate degree program follows the Board of Trustee policies for Student Grievance e and Appeals B.B3.11 Grade appeals. A copy of this may be found on the ECC website.

# Professional Conduct

## **HIM Code of Conduct**

ECC students should demonstrate professional conduct throughout the HIM program and during the PPE and always behave in a highly professional manner. The federal regulation of HIPAA standards and confidentiality will be upheld in all situations. Students will fulfill professional roles and treat peers, faculty, and members of the healthcare team with respect and compassion. Students will be exposed to different cultural backgrounds and values and therefore take this into consideration demonstrating respect for the differences by providing professional, empathetic, and understanding for all in the academic setting and during the PPE. See Appendix A for further PPE information.

## **AHIMA Professional Definition and Code of Ethics**

The HIM professional collects, analyzes, and manages the information that steers the healthcare industry. In performing these tasks, the professional must abide by a set of ethical principles to safeguard the public and to contribute within the scope of the profession to quality and efficiency in healthcare. The AHIMA Code of Ethics can be found at <https://www.ahima.org/media/t3knrnci/ahima-code-of-ethics-guidelines-final-2019.pdf>

AHIMA Standards of Ethical Coding <https://bok.ahima.org/topics/coding-compliance-and-revenue-cycle/american-health-information-management-association-standards-of-ethical-coding-2016-version/>

HIM faculty may request your removal from HIM course(s)/PPE for any such misconduct or excessive absences. The instructor may then report a grade of record for such class as indicated within the course syllabus; the grade of record for the course is at the sole discretion of the faculty member.

ECC supports intellectual inquiry and diversity and respects the rights of students to academic freedom. Students with concerns regarding the quality of instruction in the HIM courses may direct those concerns to the Dean of Health Sciences, or the Vice President of Academic Affairs or the Vice President of Student Development. Further, all students may use the electronic course and faculty evaluation tools to submit an evaluation of an instructor and a course.

## **Ethics and Confidentiality**

Students are expected to:

- Adhere to AHIMA's Code of Ethics
- Adhere to AHIMA's Standards of Ethical Coding
- Abide by EEC's Code of Student Conduct
- Abide by applicable PPE facility policies and procedures
- Abide by HIPAA and other regulations, as appropriate

## **Examples of uncivil & unprofessional behavior** (Not an all-inclusive list)

- Discounting or ignoring solicited input from faculty regarding classroom or clinical performance or professional conduct
- Knowingly withholding information from faculty, peers, & clinical staff
- Not responding to email, letters, or voicemail that requires a reply
- Sending emails or text messages that are inflammatory/disrespectful in nature
- Demeaning, or belittling or harassing others
- Rumoring, gossiping about or damaging a classmates/professors/clinical staff members reputation

- Speaking with a condescending attitude
- Yelling or screaming at faculty, peers, clinical staff, or patients & their families
- Display of temper or rudeness that may or may not escalate into threatened or actual violence
- Threatening others: this refers to physical threats, verbal/nonverbal threats, and implied threats
- Inappropriate posting on social media related to ECC MDA program experience (refer to policy on Use of social media)
- Illegally removing college property, healthcare agency or patient property from the premises
- Destruction of any college, healthcare, or patient property
- Falsifying or fabricating clinical experiences
- Documenting medical care that was not performed or falsifying a patient record
- Knowingly accessing a patient's health record that is not in your direct care
- Failure to follow program and /or clinical site policies

\*\*A student may be dismissed on first occurrence of incivility based on severity of offense.

### **Maintain Academic Honesty**

Please refer to the ECC Academic Honor Code found in the ECC HIM Handbook, the ECC Student Handbook and/or the college website.

### **Maintain Confidentiality at All Times**

Please see the ECC HIM Policy regarding Electronic Communications and HIPAA Security Rule along with the ECC Electronic Compliance Form located in the ECC HIM Handbook.

### **ECC and HIM Program Attendance and Dismissal Policies and Procedures**

The College is an attendance taking institution. A student failing to meet the ECC attendance policy requirements of a course may be Administratively Withdrawn (WX) which may delay graduation as most classes are only offered once a year. See the individual course syllabi in addition to the ECC Student Handbook Attendance Policy for specifics.

In addition, students may be dismissed from classes or the program because their conduct is disruptive and detracts from other students' ability to learn or is deemed unprofessional. Violations of the ECC &/or HIM program Codes of Conduct may require the student to meet with the VP of Student Services &/or the HIM program director before returning to class/PPE site(s).

Students may be dismissed from the HIM program for a number of reasons including, but not limited to:

- Violating the ECC Academic Honesty policy as outlined in the most current copy of the East Central College Student Handbook.
- Violating any ECC HIM Student Handbook policies and guidelines.
- Incivility or disruptive behavior.
- Students who do not pass an HIM course may be allowed to retake HIM courses twice for a total of three times in order to progress in the program.
- For failure to pass a background check or drug screening when those are performed prior to PPE enrollment.
- For failure to pass a random drug screening when those are performed during any PPE.

Violations of any of the above policies and responsibilities could result in disciplinary action. Depending on the severity of the violation, disciplinary action could be any one or any combination of the following:

- Dismissal from online class/PPE (requires meeting with Program Director prior to a return to online class/PPE).
- Dismissal from online class/PPE and a failing semester grade (F) for this online class/PPE.
- Dismissal from PPE site and a failing grade (F) for this PPE course.
- Dismissal from the Health Information Management Program.

## **Communication Policy**

### **Cell Phones / Electronic Devices**

- It is required that all cell phones must be turned off during virtual online class time. Voice mail and text messages may be retrieved during breaks.
- During the PPE no cell phone, or other electronic communication device may be used during externship hours. If a disruption occurs due to a cell phone or electronic communication device, the student can be dismissed from the days PPE experience. This will be an unexcused absence.

### **Use of Social Media**

The use of social media outlets (i.e.: Facebook, Twitter, LinkedIn, Instagram, text messaging, etc.) is strictly prohibited in all capacities related to the ECC HIM Program experiences. The posting of pictures, comments or discussions addressing any classroom and /or clinical experience on any of these sites could result in immediate dismissal from the program.

### **Faculty Communication**

Open communication is highly encouraged between student and HIM faculty members. The following guidelines will allow for respectful contact for both students and faculty.

- Students are encouraged to utilize faculty scheduled office hour times to have routine questions answered. Office hour times are posted beside the instructor's office door, in each course syllabi and in each Canvas course. Office hours are for the student to ask their instructor questions or set up one-on-one sessions. An appointment is recommended. This information will be furnished to you at the beginning of the semester.
- The instructor's e-mail should be the primary means of communication for routine matters, concerns, and questions.
- In the event of a PPE externship absence, you must notify the instructor and PPE facility manager 30 minutes before your externship start time.

## **Electronic Communications and HIPAA Security Rule**

Health care professionals have a moral and ethical responsibility to protect the privacy of their patients, and this has been mandated by federal law Health Insurance Portability and Accountability Act (HIPAA). *This encompasses all aspects of patient care from pulling curtains, using towels and sheets to protect the patient's modesty and dignity to refraining from discussing details about a patient in any circumstances where you can be overheard.* HIM students have an obligation to protect the patient's information from being seen by anyone who has no need to know. Students should never leave electronic records open when you leave your seat by the computer. It also means not leaving patient's medical records out and unattended for anyone to view.

## Definitions

**Privacy** - to limit the disclosure of patient personal information.

**Confidentiality** - a condition in which information is shared or released in a controlled manner.

**Security** - consists of measures to protect the confidentiality, integrity and availability of information and the information systems used to access it.

**Electronic health information** - in electronic medical records in a computerized format of the health-care information paper records that is used for the same range of purposes as paper records, namely, to familiarize readers with the patient, to document care, to document the need for care, to assess the quality of care, to determine reimbursement rates, to justify reimbursement claims and to measure outcomes of the care process.

### **Confidentiality and the Patient's Chart Access/Usage in hard copy**

- Confidentiality is to be upheld at all times. Conversations, concerning patients and diseases, between students and/or others (either in the institution or away) are only those which are professional and necessary.
- The patient's chart (hard copy) is a legal document and may not be photocopied for any reason, per facility policy. No printed copies of any portion of the patient's record (chart or computer printout) may be taken from the healthcare facility/clinical site. This includes PCP's, worksheets, census sheets, Kardex, etc. Students do not have authorization to review medical documents of patients not assigned to them unless instructor authorizes review.

### **Confidentiality and the Electronic Health Record Access/Usage**

- All students are fully responsible for following all regulations of the Health Insurance Portability and Accountability Act (HIPAA) guidelines.
- The Security Rule: The HIPAA Security Rule establishes national standards to protect individuals' electronic personal health information that is created, received, used, or maintained by a covered entity. The Security Rule requires appropriate administrative, physical, and technical safeguards to ensure the confidentiality, integrity, and security of electronic protected health information. The Security Rule is located at 45 CFR Part 160 and Subparts A and C of Part 164.

The security rule adopts standards for the security of electronic protected health information to be implemented by health plans, health care clearinghouses, and certain health care providers. Reviewed/Revised: June 2021, July 2022 Electronic Communications and HIPAA Security Rule Policy (cont.)

- Students must adhere to professional standards for all communication including maintaining confidentiality, proper conduct for communication and communicating appropriate material.
- Students are fully responsible to ensure that they adhere to all regulations at all times whether at school, at PPE, on break, or anywhere else. This includes proper management of confidential patient information.
- Personal Health Identifiers (PHI) must be removed from any patient data students collect. Additionally, students will use a password to protect access to information. This password is never to be disclosed to another individual. Students do not have authorization to review electronic health records of patients not assigned to them unless instructor authorizes review. Also, students do not have authorization to review electronic health records of any personal acquaintances such as family member or friend, etc., under any circumstance.
- Research of a medical record is for the purposes of the HIM Program curriculum and course requirements only.
- Students will follow clinical site protocol for review of medical records.
- Photocopying of a medical record is a HIPAA violation and will result in disciplinary action.

- Electronic Medical Records may only be accessed while present at the PPE site. Accessing an Electronic Medical Record while off site is considered a HIPAA violation and will result in disciplinary action.
- Students will sign the East Central College Electronic Compliance Form Authorization to Access/Use PHI prior to entering any clinical setting at any facility annually for all courses. This form will be placed in each student's file.
- Using the internet while at the PPE for personal, non-school related functions is strictly prohibited. Inappropriate internet access/usage or violation of HIPAA guidelines is cause for termination from ECC HIM. See ECC HIM Students Disciplinary Guidelines).
- Handheld electronic devices (I-pods, smartphones, etc.) may be used to obtain clinical information such as the use of an electronic drug book. The devices must be on silent and cannot be used for personal use at a clinical site. It is the PPE instructor's discretion to disallow handheld electronic devices during the PPE experience or based on the usage.
- Violation of patient confidentiality or clinical site medical access policies will result in disciplinary action up to and including dismissal from the HIM program. Violation of patient confidentiality with malicious intent will result in dismissal and can also carry federal charges.



# Health & Safety Guidelines

## **Extended Medical Leave Policy**

1. For the student's safety, upon receiving affirmation from the physician that the student requires a medical extended leave, the instructor must be given written permission from the physician stating the student may participate in a PPE at a level that allows him/her meeting all PPE course objectives. If there are any physical restrictions placed on the student by the physician, these restrictions must be delineated in the written permission from the doctor. This written permission for PPE participation is mandatory. No student on a medical restriction, will be allowed to attend a PPE without written permission from the physician.
2. The student shall pass the course if he/she has:
  - a. a passing theory grade when the theoretical portion has been completed, and
  - b. a laboratory or externship grade of satisfactory.
3. These requirements must be met before the beginning of the subsequent HIM course, unless otherwise stipulated by the HIM Admissions and Retention Committee.
  - a. The student must complete all non-PPE requirements for the course.
    - 1) All tests missed must be taken by the date specified by the instructor. The dates will be set according to the situation and condition of the student.
  - b. The student must demonstrate competence in all course objectives for the course.
    - 1) This can be determined at the time of the medical leave or at the end of the semester if the student returns to the course before the semester ends.
4. It is the responsibility of each student to recognize potential safety hazards in the PPE setting (i.e., exposure to infectious agents, allergens, etc.).
5. Each request will be reviewed by the HIM Admission and Retention Committee for eligibility of extended medical leave. All decisions and stipulations for progression made by the Committee are final.

## **Emergency Policy**

Upon admission into the HIM Program, each student will be asked to complete the official Emergency Information Record with the following information:

- Name
- Current Address
- Current phone number(s)
- Person(s) to be contacted in case of emergency with his/her (their) current phone number(s)

HIM students will be asked to update the record at the beginning of each semester if any of the requested information changes during the semester (for instance, a change of address or person to contact in case of emergency), it is the responsibility of the student to notify the Program Assistant for Allied Health of the new information as soon as possible.

The purpose of the Emergency Information is to provide a plan for emergency care for the students in the HIM Program during the PPE course. It is the responsibility of each student to keep the information in the record current so that the plan may be effective.

## **Health Policy**

Students are responsible for their own health maintenance throughout the HIM Program. Neither the College nor the PPE facility where the student obtains HIM experience is responsible for needed medical care. Students are strongly advised to make arrangements for adequate health insurance coverage. Each clinical facility agency enforces specific health requirements, and the HIM student is obliged to meet the current requirements of the facility in which the PPE is provided.

Proof of current immunization and selected diagnostic testing such as tuberculin testing, rubella vaccine or titer levels will be required prior to entering clinical facilities and the HIM 213 PPE course. HIM students are expected to inform faculty of any health problems that might interfere with the PPE in a timely fashion. The student will be asked to leave the PPE site, if in the judgment of the faculty member, the student or patient's health may be compromised. The College (ECC Board Policies and Procedures Manual, 3.16 Student Health/Safety) has the right and obligation to require individual students to have additional tests, examinations, immunizations, and treatments to safeguard both the health of the student and PPE facilities. As soon as pregnancy or any medical problems are diagnosed, the student is required to bring a written statement from their doctor permitting them to continue in the HIM Program at a level that allows meeting all clinical/course objectives.

Students should be aware that neither the College nor the PPE facility (Clinical) is responsible for any occupational hazards encountered during the course of study. Any treatment or referral to a consulting physician will be at the student's expense.

### **ECC ASSOCIATE DEGREE ALLIED HEALTH PROGRAM VACCINATION POLICY STATEMENT**

Students with concerns regarding the vaccination policy should schedule an appointment with the HIM Program Director or Dean as soon as possible. A vaccination waiver may be signed for certain situations. However, understand that if you are not able to comply with the vaccination policy, you may not be able to be placed or participate at a PPE facility.

### **Substance Abuse and Drug Testing Policy**

The HIM program adheres to the ECC policy on a drug and alcohol –free environment and intends to comply with Drug and Alcohol Abuse Program and the Drug-Free Schools and Communities Act Amendments of 1989.

The ECC Drug and Alcohol Policy states: "The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, narcotics, or alcoholic beverage on college premises or off-campus sites, or college sponsored functions is absolutely prohibited." Further details can be found, including disciplinary action, in the student handbook and ECC Board Policy.

Violations of this policy can result in disciplinary action up to and including discharge for employees and dismissal for students and referral for prosecution. Violations of this policy by students will be considered violation of the college disciplinary code, which may result in dismissal, suspension, or imposition or a lesser sanction.

Offers of acceptance to the Associate of Science in the HIM Program are made as conditional offers. The conditions include satisfactory completion of pre-HIM courses, a satisfactory background check, and a negative drug, and/or controlled substance test. An applicant or current HIM student who refuses to authorize and pay for testing or who tests positive for drugs, alcohol, or controlled substances will not receive a final offer of admission or will not be allowed to continue in the HIM program.

A number of programs are available on campus and in the community to promote alcohol and drug awareness. Policies will be reviewed with students during the admission process and during PPE orientation each semester. Student acknowledgement/consent forms to be tested for the presence of drugs, alcohol, and controlled substances will be signed and must be in the student's file prior to the start of the HIM 213 PPE course.

To ensure compliance with the Drug Free Schools and Communities Act Amendments of 1989, HIM students will be tested:

1. as a condition of admission, readmission, or transfer to the HIM education program and
2. upon reasonable suspicion any student who tests positive for a drug or controlled substance must be able to verify that it was obtained legally and legitimately. If an initial drug or controlled substance test is positive, a second test on the same specimen will be performed to confirm the initial result. A positive test result on the confirming test will result in dismissal from the medical assisting program. If an alcohol test is positive, a second test will be performed to confirm the initial result. Any confirmed alcohol result above 0% will be considered positive. A positive test result on the confirming test will result in dismissal from the HIM program.

Any student dismissed following a positive drug, controlled substance, or alcohol test will be removed from all HIM courses. A grade of "W" will be transcribed if prior to the College withdrawal date. A grade of "F" will be transcribed if the student is removed from courses following the college withdrawal date.

Students in a PPE facility are subject to the policies of ECC and must also abide by the policies of the agency in which they are practicing as an HIM student. A student may be required to have alcohol or drug testing alone or in combination. Any student who refuses to submit to initial or subsequent testing will be dismissed from the HIM program.

The Director of the HIM Program must authorize reasonable suspicion testing on a student before such a test is administered. In the absence of the Director, the faculty, or designated administrator may authorize a test. Reasonable suspicion may include, but not be limited to accidents and injuries caused by human error, unusual or serious violations of rules, secured drug supply disappearance, irrational or extreme behavior, or unusual inattention or personal behavior, such as smelling of alcoholic beverages. A student may not return to the PPE facility assigned until verification that the random drug test was negative. The student will be required to make up missed PPE time. Students must abide by the terms of the above policy and must report any conviction under a criminal drug statute for violations occurring on or off college premises. A conviction must be reported within five (5) days after the conviction. Students convicted of involvement in a criminal drug offense will be dismissed from the HIM program.

Dismissed students will be reconsidered for admission one time. Dismissed students will be eligible for consideration of readmission to the HIM program upon successful completion and documented evidence of treatment remedying the rationale for dismissal.

I understand that this drug screening test is used for the sole purpose of determining my ability to enter the PPE facility in order to be able to complete the PPE requirements of the HIM program and I hereby consent to this test through Missouri Occupational Medicine – Washington, Missouri or Employee Screening Services, Inc., Rolla, Missouri. I have read and understand the Drug and Alcohol policies of East Central College and those of the Associate Degree HIM program as stated in this consent.

Full name (*Print*): \_\_\_\_\_

Address Street: \_\_\_\_\_

City, State, Zip code \_\_\_\_\_

Date of birth: \_\_\_\_\_

Signature: \_\_\_\_\_

## Allied Health Program Medical Marijuana Policy

### Use of Marijuana on Campus - Prohibited

Effective 12/8/2022, recreational use of marijuana is legal in Missouri, however; the possession or use of marijuana on the ECC campus **remains prohibited**. Although state law has changed, marijuana is still classified as a Schedule 1 drug by the federal government. ECC complies with the requirements of the Drug-Free Schools and Communities Act and the Drug-Free Workplace Act, which are referenced in this policy: [5.16 Drug and Alcohol-Free Workplace - Board Policies - East Central College](#)

*The change that goes into effect elsewhere in Missouri generally applies to settings not under the control of these federal laws.*

As of December 2018, Article XIV of the Missouri Constitution now allows for the possession and cultivation of marijuana for medical use, after voters approved a statewide ballot measure. Under the program developed by the Missouri Department of Health and Senior Services, Missouri physicians may certify that their clients are eligible for medical marijuana use. Clients who receive certification must then apply for an identification card authorizing their use of medical marijuana.

Please note, marijuana is still illegal at the federal level. Regardless of whether medical marijuana is legal in Missouri, federal law requires that colleges and universities adopt and enforce drug-free workplace policies, as well as programs to prevent the unlawful possession, use, or distribution of illicit drugs by students and employees. Accordingly, because marijuana is still considered illegal under federal law as a “Schedule I” drug, East Central College must prohibit its distribution, possession, and consumption on property owned and operated by the College or its affiliates (clinical partner affiliations).

Students and employees who are found in possession or under the influence of marijuana will be subject to disciplinary action in keeping with the College’s policies and procedures. Please be advised that disability accommodations are not available for medical marijuana use. Students are encouraged to seek assistance with ACCESS services for options related to alternative accommodations. In the event that the authorized use of marijuana for medical purposes while off-campus impairs a student or results to student conduct violations, it may result in disciplinary consequences from the program and/or College.

CBD oils, supplements, and products derived from hemp are legal under both federal and Missouri law but may not be sold on campus. Individuals are cautioned to use these products at their own risk. These types of supplements may still be detected in small amounts or types and can result in a positive drug screen (AJN, 2/2021)

Student Name (printed legibly): \_\_\_\_\_

Student Signature: \_\_\_\_\_

## **TRANSPORTATION POLICY STATEMENT FOR STUDENTS**

1. Each HIM student is expected to provide their own transportation to and from each clinical site (PPE site). The term “clinical site” shall include any facility which has been selected to provide practice and/or observation experiences.
2. ECC, its agents, employees, and servants disclaim any liability for any and all claims of personal injury and/or property damage which shall arise from, or be incident to, the carriage, transportation, and/or transference of any student to, and/or from, any clinical site.

NOTE: Students should check their liability policy prior to the acceptance of compensation from passengers. Approved by the ECC Board of Trustees on March 1, 1982. Reaffirmed in “East Central College Board of Trustees: Policy & Procedures” (August 28, 2003)

**East Central College  
Health Information Management  
Program**

I, the undersigned, have received, read, and fully understand the policies in the Student Handbook for Health Information Management (HIM), which was reviewed and updated August 2024.

I have received, read, and fully understand the College academic policy regarding class attendance and student conduct found in the East Central College Student Handbook.

I understand that personal information may be required by the PPE facility (clinical sites) (i.e., criminal background check, immunizations, etc.). I give my permission for this information to be divulged for that purpose alone. Refer to individual policies relating to personal information.

I understand that I may have to go to one or more site(s) during the PPE course in the last semester of the program. The on-site facility visits are necessary to acquire and obtain the “hands on” experience.

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Signature

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Printed Name (please print legibly)

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Date

Applicants for admission and employment, students, employees, sources of referral of applicants for admission and employment, and individuals with whom the Board of Trustees and College officials do business are hereby notified that East Central College does not discriminate on the basis of race, sex, color, religion, ethnic or national origin, genetic information, age, disability, sexual orientation, gender identity, gender expression, veteran’s status or any factor that is a prohibited consideration under applicable law.

[For any compliance inquiries, click here for procedures.](#)



## East Central College Request for Release of Information

East Central College is dedicated to protecting the confidentiality of student records in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA).

1. Students have the right to inspect and review their educational records within 45 days from the day ECC receives a written request for access.
2. Students have the right to request an amendment to their record when the student believes the record is inaccurate, misleading, or otherwise a violation of privacy rights under FERPA.
3. Students have the right to limit disclosure of personally identifiable information from the student's educational records, except to the extent that FERPA authorized disclosure without consent.

### Directory Information

Items defined by ECC as Directory Information may be released without a student's written consent as FERPA permits. East Central College defines directory information as follows:

*Student's Name*

*City of Residence*

*Program of Study*

*Academic Classification (Freshman/Sophomore and Full-Time/Part-Time)*

*Participation in Recognized Activities (including photographs of sponsored activities)*

*Dates of Attendance (including matriculation and withdrawal dates)*

*Degrees, Certificates, Recognitions, and Awards received*

*Individual and Group Photographs*

Every student must be given the opportunity to have directory information suppressed from public release. This process is often referred to as a "no release," "opt-out" or "suppression." When a student makes a [Request to Restrict Directory Information](#), everyone within the institution must abide by a student's request that no information be released about the student.

I request the release of additional information to the person listed below for the purpose of discussing my academic progress at East Central College.

- Care plans and student assignments will be available in an area that other students/persons have access.
- Agree to notify Allied Health office if file has restrictions for release of general information.
- Allow release of information to potential employers regarding academic and clinical performance, as requested.
- Allow release of information to clinical sites regarding academic and clinical performance. May also include criminal background checks, drug screening results or other information per contractual agreement.
- This release is valid from date of signature forward.

For more information about FERPA, please see [ECC's Board Policy](#) and the [Department of Education's FERPA page](#) for a full explanation of what FERPA means as a student.

Print Name (legibly): \_\_\_\_\_

Student Signature: \_\_\_\_\_

Student ID: \_\_\_\_\_ Date: \_\_\_\_\_

Witnessed by: Date: \_\_\_\_\_

\*FERPA contains provisions for the release of personally identifiable information without student consent to financial aid organizations, health agencies in emergencies, court officials, third parties with valid subpoenas and others as defined in the provisions of the Family Educational Rights and Privacy Act. Please consult the East Central College Registrar if you have questions regarding FERPA.

**East Central College  
Information and Consent Form**

For valuable consideration, I do hereby authorize East Central College, a public corporation, and those acting pursuant to its authority to:

- a. Record my participation and appearance on video tape, audio tape, film, photograph, digital media or any other medium.
- b. Use my name, likeness, voice, and biographical material in connection with these recordings.
- c. Exhibit or distribute such recording using a private digital video network, or other mechanisms, in whole or in part without restrictions or limitation for any education purpose which East Central College, a public corporation, and those acting pursuant to its authority, deem appropriate.
- d. To copyright the same in its name or any other name it may choose.

I hereby release and discharge East Central College, a public corporation, its successors and assigns, its officers, employees and agents, and members of the Board of Trustees, from any and all claims and demands arising out of or in connection with the use of such images, audio, photographs, film, tape, or digital recordings including but not limited to any claims for defamation or invasion of privacy.

I hereby consent to the release of said video tape, audio tape, film, photograph, digital media or any other medium for the above-stated purposes and in accordance with the terms stated above, pursuant to the consent provisions of the Family Educational Rights and Privacy Act, 20 U.S.C. 1232 et.seq.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

Signature: \_\_\_\_\_

Parent/Guardian Signature (if under 18): \_\_\_\_\_

Date: \_\_\_\_\_



**DEPARTMENT OF ALLIED HEALTH PHYSICAL EXAMINATION FORM**

NAME: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

If normal, please check; if abnormal, please comment. Please attach copy of vaccine record with this form.

✓		COMMENTS
	HEARING	
	VISION	Are glasses/lenses required at all times? Yes ___ No ___ If yes, what is status of vision without glasses/lenses? Right ___/___; Left ___/___ Vision with correction: Right ___/___; Left ___/___
	PULMONARY ASSESSMENT	
	CARDIOVASCULAR ASSESSMENT	
	ABDOMEN	
	NEUROMUSCULAR ASSESSMENT	
	HISTORY OF ALLERGIES	
	CURRENT MEDICATIONS	

**REQUIRED LAB DATA\*\* (Must be documented by established deadline. Please see criteria on the next page.)**

<b>TB (Two-Step)**</b> <i>Interpretation of TST should be read within 48-72 hours.</i>	Date given: #1) _____ Date Read: _____ Result (circle results): - + Date given: #1) _____ Date Read: _____ Result (circle results): - + <b>If positive, chest x-ray result: _____ (See page 3 for instructions)</b>
<b>MEASLES**</b>	Date of Immunization: #1) _____ #2) _____; or, Disease Date: _____
<b>RUBELLA**</b>	Date of Immunization: #1) _____ #2) _____; Date of Disease: _____ or Serology results, if applicable _____
<b>VARICELLA-ZOSTER** (Chicken pox)</b>	Date of Immunization: #1) _____ #2) _____; Date of Disease: _____ or Titer Results _____
<b>HEPATITIS B SERIES</b>	Dates: 1 <sup>st</sup> _____ 2 <sup>nd</sup> _____ 3 <sup>rd</sup> _____ Or 2-dose series 1 <sup>st</sup> _____ 2 <sup>nd</sup> _____ Manufacturer _____
<b>TDaP**</b>	Date of Last Immunization: _____ (Must be within 5-10 years, depending on physician's determination.)
<b>INFLUENZA** (Annually)</b> For current flu season	Date Received: _____ <b>**Due by October 15<sup>th</sup> each year.</b> <b>Receive after September 15<sup>th</sup>.</b>
<b>COVID-19 Vaccine</b> <b>*Not Required</b> <b>Provide copy of COVID card and/or vaccination form from healthcare provider.</b>	Date of Immunization: #1) _____ Lot # _____ #2) _____ Lot # _____ Booster: _____ Facility Name of Administration: _____ Location of Facility: _____

Do you believe this individual is physically and psychologically suitable for the Allied Health profession for which he/she is being educated? Yes \_\_\_ No \_\_\_  
Do you believe that this individual is free from communicable disease? Yes \_\_\_ No \_\_\_; If no, please explain:

\_\_\_\_\_  
Physician's Signature

\_\_\_\_\_  
Address

Date: \_\_\_\_\_

Physician's Name (PLEASE PRINT)

\_\_\_\_\_  
Phone

Updated: 8/22/24 jb

**EAST CENTRAL COLLEGE  
ALLIED HEALTH PROGRAMS  
IMMUNIZATION REQUIREMENT POLICY**

- A. ***Students in the Nursing and Allied Health Programs are required to show proof of immunity to measles, rubella, and varicella-zoster (chickenpox).***
1. **MEASLES:**
    - a. Note signed by physician stating that the individual has had the disease, date, and proof of serological (blood test) screening which reads “reactive” (proof of immunity).
    - b. Immunization record: Date must be after 1968 (when vaccine was made available). Documentation must include dates of the last two (2) doses.
  2. **RUBELLA:**
    - a. Note signed by a physician stating that the individual has had the disease and the date: and the diagnosis is supported by serial (2) serological tests at the time of the disease; or,
    - b. Immunization record: Date may be as early as 1969, for persons who were residing in St. Louis, or 1970, if living elsewhere in Missouri; documentation must include dates of the last 2 vaccinations; OR, Proof of serological (blood test) screening which reads “reactive” (proof of immunity).
  3. **HEPATITIS “B” VACCINE:**
    - a. Note signed by physician stating that the individual has initiated the Hepatitis “B” vaccine series with vaccination dates.
    - b. It is recommended to speak with your healthcare provider in regard to immunity, if your Hepatitis B immunizations are older than 10 years old. *If negative HBsAB is found after a completed first series, a second series may be indicated. If a second negative HBsAB is resulted after a second series, diagnosis of non-responder*
  4. **VARICELLA-ZOSTER (CHICKENPOX) or SHINGLES**
    - a. Note signed by physician stating the individual has had the disease and date of disease; or
    - b. Immunization record: date must be 1995 or later and includes dates of two doses or proof of reactive varicella titer.
- B. ***If acceptable proof of immunity is not available for measles/rubella (positive titer and date, or 2-dose vaccine dates), the individual is required to receive the appropriate immunization with proper precautions taken for Rubella.***
- C. ***Influenza vaccination:*** Clinical sites require an annual influenza vaccination. It is the student’s responsibility to maintain compliance with clinical site requirements. ***Proof of vaccination is required each year by October 15<sup>th</sup>, or the date specified by the clinical site.***
- D. ***\*COVID vaccination:*** As of February 15, 2024, the clinical sites are not currently requiring the Covid vaccine. However, they still collect the data regarding vaccine status. ***If you have been vaccinated, please provide proof.***
- E. **T-dap: Tetanus, Diphtheria & Pertussis:**
1. Immunization Record should indicate three dates (series) of immunization. A booster is recommended every ten years; **OR,**
  2. Recent proof of immunization **by date** in the last 10 years.

## TUBERCULOSIS TESTING

1. HIM Students are required to be tested for tuberculosis before starting the HIM PPE (clinical).
2. The Missouri Division of Health recommends the intradermal injection over the prong (Tine) type and **the 2-step method (2 separate injections, 2-3 weeks apart)** for those who have not previously been tested, OR QuantiFERON Gold blood test, OR T-SPOT (lab report required) yearly.
3. The HIM program supports these recommendations. ALL HIM PPE ready students are required to have the **2-step TB Method**.
4. Documentation of the test includes:
  - a. Type of test
  - b. Dates of the 2-step method test
  - c. Results of the 2-step method test
  - d. Signature of the physician or nurse administering the test.
  - e. The above should be recorded on official stationery, or on the physical examination.
5. Students with a baseline positive, or newly positive, test result for m. tuberculosis infection or documentation of previous treatment for TB disease should receive one chest radiograph result (within the last 2 years) to exclude TB disease. Instead of participating in annual serial testing, the student should complete a symptom screen assessment annually.

NOTE: Problems or questions should be discussed with the HIM Program Director before the test is done.

Source: CDC, Recommendations & Reports Guidelines for Preventing the Transmission of mycobacterium tuberculosis in Health-care Settings.

## 2018 Health Information Management Associate Degree Curriculum Competencies

The HIM program at ECC demonstrates competency for Associate Degree Data Management Track

### Supporting Body of Knowledge (Prerequisite or Evidence of Knowledge)

- Pathophysiology and Pharmacology
- Anatomy and Physiology
- Medical Terminology
- Computer Concepts and Applications
- Math Statistics

### Domain 1. Data Structure, Content, and Information Governance

#### Competency

- I.1. Describe health care organizations from the perspective of key stake Holders. Bloom's Level (B) 2
- I.2. Apply policies, regulations, and standards to the management of information. B3
- I.3. Identify policies and strategies to achieve data integrity. B3
- I.4. Determine compliance of health record content within the health organization. B5
- I.5. Explain the use of classification systems, clinical vocabularies, and nomenclatures. B2
- I.6. **DM** Evaluate data dictionaries and data sets for compliance with governance standards. B5

### Domain II. Information Protection: Access, Use, Disclosure, Privacy, and Security

#### Competency

- II.1. Apply privacy strategies to health information. B3
- II.2. Apply security strategies to health information. B3
- II.3. Identify compliance requirements throughout the health information life cycle. B3

### Domain III. Informatics, Analytics, and Data Use

#### Competency

- III.1. Apply health informatics concepts to the management of health information. B3
- III.2. Utilize technologies for health information management. B3
- III.3. Calculate statistics for health care operations. B3
- III.4. Report health care data through graphical representations. B3
- III.5. Describe research methodologies used in health care. B2
- III.6. **DM** Manage data within a database system. B5
- III.7. **DM** Identify standards for exchange of health information. B3

### Domain IV. Revenue Cycle Management

#### Competency

- IV.1. Validate assignment of diagnostic and procedural codes and groupings in accordance with official guidelines. B3
- IV.2. Describe components of revenue cycle management and clinical documentation improvement. B2
- IV.3. Summarize regulatory requirements and reimbursement methodologies. B2

## **Domain V. Health Law & Compliance**

### **Competency**

- V.1. Apply legal processes impacting health information. B3
- V.2. Demonstrate compliance with external forces. B3
- V.3. Identify the components of risk management related to health information management. B3
- V.4. Identify the impact of policy on health care. B3

## **Domain VI. Organizational Management & Leadership**

### **Competency**

- VI.1. Demonstrate fundamental leadership skills. B3
- VI.2. Identify the impact of organizational change. B3
- VI.3. Identify human resource strategies for organizational best practices. B3
- VI.4. Utilize data-driven performance improvement techniques for decision making. B3
- VI.5. Utilize financial management processes. B3
- VI.6. Examine behaviors that embrace cultural diversity. B4
- VI.7. Assess ethical standards of practice. B5
- VI.8. Describe consumer engagement activities. B2
- VI.9. Identify processes of workforce training for health care organizations. B3



## Appendix B

### Health Information Management, AAS

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Health Information Management - Associate of Applied Science

This program of study is a sample plan for a full-time student; part-time study is also available. Students interested in the ECC Health Information Management program are encouraged to contact the program coordinator. Some coursework will work toward the Certificate of Achievement - Health Information Management. All academic schedules are subject to change.

Campus Offered	Credits Required
ECC-Online	65

#### Fall Semester (17 Hours)

---

- PSC CIVICS - Civics Achievement Exam Hours: 0
- COL 100 - Campus Orientation Hours: 0
- COL 101 - Falcon Seminar Hours: 1 **CA**
- BIO 151 - Introduction Human Anatomy & Physiology Lecture & Lab Hours: 4 **CA**
- CIS 110 - Technical and Digital Literacy Hours: 3 **CA**
- ENG 101 - English Comp I Hours: 3 **CA OR**
- ENG 114 - Honors English Comp I Hours: 3 **CA**
- HSC 113 - Medical Terminology Hours: 3 **CA**
- MTH 150 - Statistics Hours: 3 **CA**

#### Spring Semester (12 Hours)

---

- HIM 101 - Intro to Health Information Management Hours: 3 **CA**
- HIM 103 - Legal Aspect of Health Information Hours: 3 **CA**
- Core 42 Civics Hours: 3
- HIM 105 - Basic Principles of Disease Hours: 3 **CA**

#### Summer Semester (6 Hours)

---

- CIS 203 - Database Structure Hours: 3
- **Core 42 Humanities Fine Arts (PHL 203 Ethics Recommended)** Hours: 3

#### Fall Semester (15 Hours)

---

- HIM 201 - Computers in Healthcare Hours: 3 **CA**
- HIM 203 - ICD Coding Hours: 3
- HIM 206 - Health Info Management Statistics Hours: 3
- HIM 211 - Healthcare Quality Management Hours: 3
- HIM 212 - Healthcare Management Supervision Hours: 3
- HIM 104 - Intro to Pharmacology Hours: 1 **CA**

## Spring Semester (15 Hours)

---

- HIM 202 - CPT Coding Hours: 3
- HIM 204 - Insurance Billing & Reimbursement Hours: 3
- HIM 207 - Analyzing Healthcare Data Hours: 3
- HIM 213 - HIM Profress Practice Experience (PPE) Hours: 2
- HIM 214 - HIM Capstone Hours: 3

## Health Information Management Certificate

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The certificate track includes instruction in medical records, health information software applications and data entry, coding and classification. Coursework also includes the fundamentals of medical science and treatment procedures, medical terminology and basic anatomy and physiology. All courses with the HIM prefix are fully online. **The normal completion time for the program is 12 months, assuming appropriate placement scores.**

Campus Offered	Credits Required
Online	30

## Certification

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- [COL 100 - Campus Orientation](#) Hours: 0
- [COL 101 - Falcon Seminar](#) Hours: 1
- [BIO 151 - Introduction Human Anatomy & Physiology Lecture & Lab](#) Hours: 4
- [CIS 110 - Technical and Digital Literacy](#) Hours: 3
- [ENG 101 - English Comp I](#) Hours: 3 or
- [ENG 114 - Honors English Comp I](#) Hours: 3
- [HSC 113 - Medical Terminology](#) Hours: 3
- [HIM 101 - Intro to Health Information Management](#) Hours: 3
- [HIM 103 - Legal Aspect of Health Information](#) Hours: 3
- [HIM 104 - Intro to Pharmacology](#) Hours: 1
- [HIM 105 - Basic Principles of Disease](#) Hours: 3
- [HIM 201 - Computers in Healthcare](#) Hours: 3
- [MTH 150 - Statistics](#) Hours: 3

## Appendix C

PPE Packet



PPE Packet AY  
24\_25.pdf