



Health Sciences Student Handbook 2022-2023

Health Information Management
Medical Coder/Abstractor/Biller

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FORWARD

This Student Handbook is designed to provide Health Sciences students with a reference manual that deals with policies and procedures for individual programs within the Health Sciences Department. This Handbook serves to assist Health Sciences students toward successful completion of their course of study by directing them to College resources via webpage links. As such, it is intended to supplement, not replace the policy and procedure publications to which all students of Montgomery College are subject, such as the:

- [Current College Catalog](#)
- [Current Semester Schedule of Classes](#)
- Student Handbook ([Student Code of Conduct](#))
- [College Policy and Procedures](#)
- [Academic Regulations](#)

It is the responsibility of each student to review this Handbook regularly and to understand its contents. It is the intention of this Handbook to eliminate the redundancy some might find in course syllabi or course guides. Information, policies and procedures that are relevant to all are included in the first part of this Handbook. The second part of this Handbook deals specifically with individual Health Science Programs within the Department. This Handbook should not be construed as constituting a contract, express or implied, between the individual Health Science Programs and any person. The statements and provisions of this Handbook are subject to change at the discretion of the Health Sciences Department and/or individual Program without notice. The most current version of this Handbook is located on the website for individual Programs.

COLLEGE

MISSION, VISION, AND VALUES

More than just words, our mission, vision, and values reflect, in an inspiring way, who we are as an institution and why we are so dedicated to our students and their success. These aspirational standards set our priorities and drive our actions every day.

OUR MISSION: We empower our students to change their lives, and we enrich the life of our community. We are accountable for our results.

OUR VISION: With a sense of urgency for the future, Montgomery College will be a national model of educational excellence, opportunity, and student success. Our organization will be characterized by agility and relevance as it meets the dynamic challenges facing our students and community.

OUR VALUES: Excellence, Integrity, Innovation, Diversity, Stewardship, Sustainability

Leadership Team

[Jermaine F. Williams, PhD](#), President

[Sharon A. Fetcher, PhD](#), Interim Senior Vice President for Academic Affairs

[Monica Brown, EdD](#), Senior Vice President for Student Affairs

[Janee' McFadden](#), Dean of Student Engagement and TPSS Student Affairs

[Alice Boatman](#), Associate Dean of Student Engagement & TPSS Student Affairs

[Brad J. Stewart, PhD](#), Vice President/Provost, Communications, Health Sciences, Health and Physical Education, and Humanities **[Takoma Park/Silver Spring]**

[Monique Davis, PhD, MSN, RN](#), Collegewide Instructional Dean of Health Sciences and Director of Nursing

Brenda Knopp, MSN, CNE, RN, Nursing Department Chair

Melissa Sprague, MSN, RN Health Sciences Department Chair

College

[Applying for Graduation](#) :

December Graduation: Apply between June 2 – October 1

May Graduation: Apply between October 2 – February 15

August Graduation: Apply between February 16 – June 1

[Attendance Policy](#): Academic Regulations Article 5.1; Students are expected to attend all class sessions. In cases involving excessive absences from class, the instructor may drop the student from the class, resulting in a grade determined in accordance with this Academic Regulation. “Excessive absence” is defined as one more absence than the number of classes per week during a fall or spring semester (with the number of absences to be prorated for accelerated sessions).

[Closures and delays](#) What to do when MC is closed, has a delayed opening, or closes early for any reason.

Communication

EMAIL: Students and Faculty must use College email when corresponding via email. The College prohibits use of personal email accounts for College communication. Students are expected to check their email regularly. Students are held responsible for information, assignments, and announcements that are distributed via email. Please include your full name, MC ID number, and the course number for which you are currently enrolled. Students can anticipate 48-72 hour email response time from faculty / staff during business hours.

[Family Educational Rights & Privacy Act \(FERPA\)](#) As a student at MC, your educational record information is protected by FERPA.

[MC ALERT](#): All students are encouraged to sign up for MC Alerts.

Counseling & Advising:

[Disability Support Services](#): Students requesting reasonable accommodations related to a disability must self-identify and are encouraged to contact DSS as soon as possible after admission to the College. If eligible, must be completed each semester.

[Accommodations](#): Determined on a case by-case basis and may include extended time, note-taking assistance, sign language interpreting services, and alternative formats for printed materials.

[Grades](#) Academic Regulations Article 6

Disputed Final Grades

Incomplete Grades

[Hardware Specifications](#): Technology will be a major component of your education at MC. The College identifies general technical requirements and minimal hardware specifications so that online learning is successful.

[Closures and delays](#)

Resources

[Financial Aid](#)

[Student Health and Wellness](#)

[Title IX & Sexual Discrimination Information](#)

[TPSS Raptor Central](#)

[Veterans and Military](#)

[Virtual Tutoring](#)

[Student Complaint Resolution](#): In general, students are encouraged to approach their faculty member first to resolve their complaint. If the complaint cannot be resolved by the faculty member, then the student should address their complaint to the Department Chair. If the complaint still cannot be resolved, the complaint will be escalated to the Dean. Attempting to resolve a complaint at these levels will help assure timely resolution of student complaints.

[Student Code of Conduct](#): All students are expected to achieve their goals with academic honor. Cheating, plagiarism, and/or other forms of academic dishonesty or misconduct, examples of which can be found in the Student Code of Conduct, are not to be tolerated. A student who engages in any act that his or her classroom instructor considers academic dishonesty or misconduct is subject to any and all sanctions deemed appropriate by the classroom instructor. Grade sanctions may range from an "F" on an assignment to an "F" in the course. The instructor will refer all violations to the campus dean of student development. The rights and responsibilities of both the course instructor and the student, as well as the procedures to be followed, are detailed in the Student Code of Conduct.

Health Sciences Department

Advising: Faculty provide program advising to current and prospective students. All students will meet with a program advisor by week 8 of the semester and are encouraged to seek advising as needed. Program advising should occur at least twice per semester.

Blackboard: The College uses Blackboard as the designated Learning Management System. Students and faculty must self-enroll in the appropriate Hub (Health Sciences Hub or Nursing Hub) to receive communications about learning resources, volunteer opportunities, and to complete mandatory training.

Employment Policy: Students shall be treated as trainees who have no expectation of receiving compensation for clinical training or future employment from the clinical affiliate. In an effort to prevent role conflict, students employed with a clinical affiliate will not be assigned at their place of employment for their clinical rotation. Students must immediately notify the clinical coordinator if they are employed at any of our clinical affiliates.

Health Record Requirements

CastleBranch: Health Record Management System utilized by all Health Science programs and many clinical facilities

CPR Certification: Proof of current CPR certification must be by the *American Heart Association* for the **Basic Life Support/BLS-provider**; no on-line classes accepted, blended (online AHA Heartcode with Face-to-Face skills testing) classes are acceptable.

Criminal Background Check: A criminal background check is required by the clinical agencies and is handled by an external vendor. Currently, the vendor is CastleBranch, Inc. The background check must be completed to attend clinical. All students must complete this background check even if a background check has already been done by another vendor. This is an **annual** requirement. You must address all “adverse” issues in a timely manner.

Drug & Alcohol Screening: Drug and Alcohol screening is required and is handled by an external vendor, currently the vendor is Castle Branch, Inc. All students must complete this screening check even if a screening has already been done by another vendor. This is an **annual** requirement.

HIPAA / OSHA for Healthcare Workers: All Health Science students will complete this module which includes Infection Control, Bloodborne Pathogens,

Safety and test via Blackboard on the Health Science. Nursing follows a different process to complete this requirement. This is an **annual** requirement.

Physical Exam: A health history and physical exam with lab work for complete blood count (CBC) & routine urine analysis (UA) are required to be admitted into health science programs. The physical exam is an **annual** requirement.

Proof of Health Insurance: All clinical facilities require that students have active health insurance coverage while in the program. Students are required to upload a copy of their insurance card (front & back).

Tuberculosis Screening: A two-step PPD test is required for **all incoming students**. The two PPD tests must be completed **within 30 days** from the first PPD. A single PPD test is then required **annually**. If the PPD is positive, documentation that the student is free of symptoms of TB is required and must be repeated **yearly** while the student is in the health science program. A **Positive PPD** form is available on the Health Science Hub. Your healthcare provider must complete the Positive PPD form. Students may also submit lab results for the QuantiFERON TB Gold instead of the PPD.

Vaccinations / Proof of Immunity: Students must provide proof of immunity to Measles, Mumps, Rubella, Varicella, and Hepatitis B. Proof of immunity is determined by a titer; a laboratory test that measures the presence of antibodies in the blood. If the titer is positive, the individual has immunity to the disease. A negative titer means there are inadequate antibodies present. Therefore, the individual is not immune and must receive the vaccination(s). In addition to the above vaccinations, students must receive Tetanus, diphtheria, acellular pertussis (Tdap) vaccine every ten years and Seasonal Flu vaccine annually, usually from August – October.

Learning Skills Support Services: Academic support for students enrolled in any health science program is available at the TPSS campus. Services can be customized based on student needs; individual academic study consultation and referrals to college resources. Workshops for time management, note-taking skills, effective study skills, test-taking skills, and organizational tactics are offered throughout the semester.

MC ID: All students and faculty are required to wear their MC photo ID and present the ID upon entering the Health Sciences building.

Medical Learning Center has computers, health science books, media, and equipment to enhance students' learning. Also available are printer kiosks, scanners and a Disability Support Services workstation.

Parking & Transportation: Students must provide their own transportation to and from campus and their clinical assignment. Students are responsible for any parking fees incurred. Students are expected to display MC parking permit when parking on campus.

Pregnancy: A student who is, or becomes, pregnant is strongly encouraged to notify her course instructors and/or the Title IX Coordinator as soon as possible. By doing so, the student and instructors and the Title IX Coordinator can collaborate and develop an appropriate plan for the continuation of the student's education in light of the unique nature of the College's nursing and health sciences programs and their clinical requirements, as well as particular challenges the student may face while pregnant or when recovering from childbirth (e.g., missed classes, make-up work, etc.). However, the choice to declare a pregnancy is voluntary, and a student is not required to disclose this information to the College. The College cannot ask the student to provide medical documentation or clearance for participation in clinical, however, the student is reminded that the program has Technical Standards that each student must meet to ensure the safety of students and patients. Students should consult with their healthcare provider to determine if they meet those Technical Standards. TitleIX@montgomerycollege.edu

Health Information Management

The Philosophy of the Program

The philosophy and goals of the Health Information Management (HIM) and Medical Coder/Biller/Abstractor Certificate Programs interface with those of Montgomery College. They are exhibited by the College in its support of professionalism and academic excellence, by the provision of qualified faculty, a carefully designed academic environment, and in the HIM Program by a wealth of clinical experience.

Program Accreditation

The College is accredited by the Middle States Association of Colleges and Secondary Schools. The Health Information Management Program is accredited by the Commission on Accreditation of Health Informatics and Information Management Education (CAHIIM) with the American Health Information Management Association (AHIMA). These organizations cooperate in establishing and maintaining standards of quality for the Program. These standards, the Essentials and Guidelines of an Accredited Educational Program for the Health Information Management, associate level are found in the appendices. Montgomery College Health Information Management or Coding Certificate courses well-exceed the quality described in these standards. Any student who fully meets the standards described should be able to function as a Health Information Technician or Medical Coder upon graduation.

The Health Information Management Program Learning Experience

Humanistic attitudes are fostered in both the didactic and clinical areas. The faculty believes that humanistic qualities are of key importance in this health-related career. Through the development of interpersonal relationships with patients and fellow professionals, self-awareness and self-actualization may be enhanced.

The faculty constructs behavioral and performance objectives throughout the program to produce graduates who are highly proficient and competent in the art and science of health information management. Graduates become knowledgeable in the theoretical foundation of their profession and capable of functioning in a variety of clinical settings.

As in any learning experience, the faculty play the role of facilitator to the student. A competency-based program in which didactic and professional practice learning are closely correlated helps students develop into professionals who are practiced in the art of problem solving, and capable enough to find advancement in their chosen field. The instructors guide and direct the students in discovering the role that they must play in actively participating and being responsible for the learning processes in order to become proficient as practicing health information technicians.

Finally, the faculty feels that being RHIT credentialed and CCA or CCS certified by the American Health Information Management Association is the ultimate goal of the graduate. These credentials and certifications play a key role in providing opportunities to work in the profession and to contribute to the health information sciences. Graduates who are knowledgeable in the theoretical foundation of health information are able to share their knowledge with fellow health information technicians, future students and allied health workers. Continuing education enables these health information technicians to assume higher levels of responsibility in their occupation. These factors lead the registered health information technician to become a fully qualified member of the health care team.

Program Leadership

Corinne Smith, MBA, RHIA, CCS, CDIP, CHDA	Program Coordinator
Tonya D. Powell-Witherspoon, MSA, RHIT, CHDA, CCS	Clinical Coordinator
Melissa A. Sprague, MSN, RN	Chair of Health Sciences

Program Learning Outcomes

A Registered Health Information Technician is a skilled person qualified by successful completion of a national accreditation examination to provide numerous services to the health care community. Many objectives must be met to become competent. At the conclusion of the program, the graduate meets the entry-level requirements as outlined by the American Health Information Management Association. Follow this link for AHIMA RHIT Domains and Tasks: [Domains-Subdomains and Tasks for a Registered Health Information Technician](#)

Upon completion of the HIM program a student will be able to:

- A. Demonstrate appropriate interpersonal and communication skills.
- B. Illustrate competency in compiling health records and coding medical data using different formats and coding systems.
- C. Identify the components of management and how they relate to running a health record department.
- D. Assess management techniques for controlling automated functions in a health record department.
- E. Apply entry-level knowledge, clinical skills, and professional abilities appropriate for an HIM professional.
- F. Demonstrate correct spelling, punctuation and proficiency in communicating through the oral and written use of basic medical terminology.

Upon completion of the Medical Coder/Abstractor/Biller Certificate program a student will be able to:

- A. Demonstrate appropriate interpersonal and communication skills.
- B. Show competency in compiling health records and coding medical data using different formats and coding systems.
- C. Demonstrate entry-level knowledge, clinical skills, and professional abilities appropriate for an HIM professional.
- D. Demonstrate correct spelling, punctuation, and proficiency in communicating through the oral and written use of basic medical terminology.

Program of Study

Health Information Management Degree Curriculum (67 Credit Hours)

General Education and Other Requirements (26 credit hours)

BIOL 130	The Human Body	3
BIOL 131	The Human Body Lab	1
BIOL 150 or BIOL 101	Principles of Biology I or General Biology	4
CMAP 120	Introduction to Computer Applications	3
ENGL 101	Techniques of Reading and Writing	3
ENGL 102	English Foundation	3
MATH 120 Or MATH 117	Survey of College Mathematics or Elements of Statistics	3
COMM 108 Or COMM 112	Introduction to Human Communications or Business and Professional Speech Communications	3
	Behavioral and Social Sciences Distribution	3

Health Information Management Requirements (41 credit hours)

HINM 115	Medical Terminology I	2
HINM 116	Medical Terminology II	2
HINM 120	Concepts of Disease	3
HINM 134	Healthcare Delivery Systems	3
HINM 144	Health Data Content, Structure and Standards	3
HINM 150	Introduction to Pharmacology	1
HINM 154	Legal and Ethical Issues in Health Information Management	2
HINM 155	CPT Coding	2
HINM 165	ICD-10 Coding	4
HINM 180	Health Data Management	4
HINM 190	Supervision of Health Information Services	3
HINM 200	Professional Practice Experience I	1

HINM 220	Advanced Coding and Clinical Documentation Improvement	3
HINM 225	Ambulatory Coding	2
HINM 230	Revenue Cycle and Reimbursement Management	2
HINM 271	Professional Practice Experience II	2
HINM 272	Professional Practice Experience III	1
HINM 280	Research in Health Information Management	1

Medical Coder Certificate Curriculum (31 Credit Hours)

General Education and Other Requirements (7 credit hours)

BIOL 130	The Human Body	3
BIOL 131	The Human Body Lab	1
ENGL 101	Techniques of Reading and Writing	3

Coding Certificate Requirements (24 credit hours)

HINM 115	Medical Terminology I	2
HINM 116	Medical Terminology II	2
HINM 120	Concepts of Disease	3
HINM 134	Healthcare Delivery Systems	3
HINM 150	Introduction to Pharmacology	1
HINM 155	CPT Coding	2
HINM 165	ICD-10 Coding	4
HINM 220	Advanced Coding and Clinical Documentation Improvement	3
HINM 225	Ambulatory Coding	2
HINM 230	Revenue Cycle and Reimbursement Management	2

Grading Scale

The HIM Program percentage and letter-grading system is as follows:

93 - 100%	A
86 - 91%	B
78 – 83%	C
Less than 78%	F

Progression Policy

Students need to complete the HINM- or Coding certificate-designated courses within three years of graduation, or they must pass a competency test in current course content or repeat the course. A suggested course sequence for full-time students (3- semesters per year) is designed for each student by the Program Coordinator after acceptance into the Program. Students are responsible for following their individual Program Completion Plan. Deviation from the plan should be discussed with the

Program Coordinator as soon as possible, as deviation from the plan may result in a delay in graduation.

Course Policies

Health Information Management is a profession where high standards must be met to ensure the effectiveness and competency of our graduates. Students must maintain a grade of 'C' (78%) or better in all HINM courses to be considered in good standing in the program and be eligible to advance to the next semester. Students not meeting the above minimum requirements may not be allowed to continue taking Health Information Management courses. Students can continue with courses other than those in Health Information Management, and apply for readmission into the program the following year, completing satisfactorily the course in which their deficiency occurred.

The HIM and Coding programs offer all its professional courses (HINM courses) via the Blackboard Learning Management System. The HINM professional course of study uses online learning modules combined with online classes with lab activities. Students use MyMC to access Blackboard where the course syllabus course content, discussion forums, assignments, quizzes and tests are located.

The Health Information Management and Coding Certificate Programs are online and evening programs with minimal on-campus classes. Some HIM classes require attendance at synchronous online class meetings conducted in the evening via Zoom or Blackboard Collaborate. Some classes require students to take live proctored exams either online in Examity or in the Health Sciences Medical Learning Center. Students are expected to adhere to the instructor requirements for online and classroom attendance as outlined in the course syllabus. It is the student's responsibility to communicate attendance issues to the instructor and HIM Program Coordinator in a timely manner.

Clinical Policies / Professional Practice Experience (PPE)

PPE education begins in the third semester of the HIM Program and is much different than traditional classroom instruction. The affiliated clinics and hospitals provide a set number of hours of instruction to each student on a one-on-one basis. This instruction process should not have any negative implications on patient care. Since many factors together constitute a very different situation than a classroom education, a much more structured set of rules and regulations are necessary to ensure the smooth functioning and effectiveness of the PPE courses. Montgomery College has a uniform written agreement with all affiliated hospitals, and close cooperation between the College and hospital coordinators is vital to the success of the program. The student's part in ensuring the effectiveness of the PPE portion of the program is to have a good understanding of the educational philosophy of "hands on" PPE training,

a thorough knowledge of the pertinent rules, and a commitment to follow rules and procedures. The following sections represent the regulations and policies for the PPE education of students in the HIM program at Montgomery College. These regulations and policies apply to all HIM students in the program. The Medical Coder/Biller/Abstractor Certificate Program does not contain a PPE course.

PPE Assignment

Students enrolled in the Montgomery College Health Information Management program may be scheduled at various PPE affiliations by the clinical coordinator in consultation and agreement with the PPE affiliates. If a student has any conflicts or problems at a PPE site, and desires to change hospitals, a written explanation of why they consider the change necessary, must be submitted to the clinical coordinator. It will be left to the discretion of the clinical and program coordinators to make such a change. Any student having an issue with the Clinical Coordinator, Supervisor, or Employee may ask for a conference, and both the Program and Clinical Coordinator should be informed. A conference date may then be arranged with the student, Clinical Coordinator, and/or appropriate PPE site personnel.

A clinical facility has the right to dismiss a student permanently, if the facility feels the student is compromising patient safety or presents otherwise disruptive and/or unsafe behavior. If a student is dismissed from their assigned clinical facility, the student WILL NOT be placed at another facility to complete the semester/session and WILL receive a failing grade in the course and may be administratively withdrawn from the program. Furthermore, for clinical courses, upon assessment from the faculty that the student is unsafe clinically, fails to perform skills previously learned, demonstrates behavior that jeopardizes the operation and management of the health care facility, is noncompliant with program policies or violates the student code of conduct, the student will receive a failing grade in the course and may be administratively withdrawn from the program.

Student Work Service

Students are not to be substituted for paid staff. Students may not take the responsibility or the place of "qualified" staff. However, after demonstrating proficiency, students may be permitted to perform procedures with careful supervision. Students may be employed in the PPE facility outside regular education hours provided the work is limited so it does not interfere with regular academic responsibilities. The work must be non-compulsory, paid and subject to employee regulations.

Absences during PPE

It is necessary to meet the number of PPE hours to meet guidelines of the Program and ensure student competency in essential procedures. Daily log sheets are completed for each day at the PPE affiliate and are used as part of the student's grade. It is the student's responsibility to complete the daily PPE log.

1. Students who are ill or who for some other reason cannot attend the PPE as scheduled **MUST** notify the Site Manager and the Clinical Coordinator as far in advance as possible. This should be done via email and phone.
2. There are no unexcused absences on PPE days due to the importance of the PPE experience.
3. Excusable absences from the PPE include illness, death of a member of the immediate family, or similar family emergency requiring the student to miss the scheduled PPE. Proof of the excused absence must be submitted when appropriate (or as requested by the Clinical Coordinator). For example, absence of two or more days due to illness may require a physician's note or statement.
4. In the event of an absence, it is left up to the Site Manager's discretion to determine if the time can be made up (e.g., the PPE missed can be rescheduled).
5. Excessive absences necessitate rescheduling of the missed PPE days (if possible). Excessive absence from the PPE is defined as:
 - a. Absence for more than three (3) consecutive scheduled PPE days
 - b. Absence of more than one (1) scheduled PPE days
 - c. More than 3 absences during the entire PPE (per semester)
6. Students can be allowed breaks and lunch at the discretion of the PPE Site Manager.
7. The student should refrain from personal phone calls, Internet usage, etc. while in the facility completing PPE hours. Personal calls can be made during arranged breaks if necessary.

Program Costs

Tuition charges are based on the student's residence status as of the first day of classes for any semester. The Health Information Management and Medical Coder/Biller/Abstractor Certificate Programs are designated as [Health Workforce Shortage Programs](#). Maryland residents who enroll in Health Workforce Shortage Programs, as identified by the Maryland Higher Education Commission, may pay the in-county tuition rate of each school on a space-available basis.

Fees related to registration, tuition and other charges are payable in full immediately upon completion of registration, unless prior arrangements have been made with the student financial aid offices. Follow this link for additional information regarding financial obligations and policies [Tuition, Fees and Refunds](#)

**Estimated Health Information Management Program (AAS) Costs
(Based on AY 2021 – 2022 per credit hour fees)**

In-County/In-State

67 credit hours x \$201.00/credit hour	\$13,467
Books and course materials	\$2200
Professional Practice Experience	\$108
AHIMA Student Membership	\$49
RHIT Exam Application	<u>\$229</u>

Estimated cost of HIM Program \$16,053

**Estimated Medical Coder/Biller/Abstractor Certificate Program
(Based on AY 2021 – 2022 per credit hour fees)**

In-County/In-State

31 credit hours x \$201.00/credit hour	\$6231
Books and course materials	\$1200
AHIMA Student Membership	\$49
CCA or CCA Exam Application	<u>\$299</u>

Estimated cost of Coding Program \$7779

Technical Standards

Technical Standards: The student must possess sufficient physical and emotional functional abilities with or without reasonable accommodations. Following a health history and comprehensive physical examination, a licensed medical provider will determine if this student demonstrates these abilities. If the licensed medical provider determines that the student is unable to meet the technical standards, they will provide an explanation and suggested accommodation(s); this may result in a Disability Support Services referral. If an accommodation is recommended, the student will be referred to Montgomery College's Disability Support Services for a consultation.

Technical Standards	
1.	<p>Vision: Corrected or uncorrected</p> <ul style="list-style-type: none"> a. Able to demonstrate sufficient peripheral vision to function while interacting with patients. b. Able to distinguish multiple color variations in hues, tone, or brightness. c. Sufficient acuity to read instruments with small print (sphygmomanometers, goniometers, gauges) <p><i>Additionally, Radiologic Technology students must be able to evaluate images distinguishing between black, white, and shades of gray.</i></p>
2.	<p>Hearing: With or without hearing aid(s)</p> <ul style="list-style-type: none"> a. Able to hear and respond to patients, staff, and others. b. Able to hear audible signals on equipment in the clinical environment and understand muffled communication without visualization of the communicator's mouth / lips within 20 feet.
3.	<p>Olfactory: Able to detect odors sufficient to assess and maintain patient comfort and safety.</p>
4.	<p>Tactile:</p> <ul style="list-style-type: none"> a. Able to utilize the sense of touch to provide patient care, palpate anatomical landmarks, position patients, conduct assessments, and administer treatments. b. Able to manipulate files, switches, dials, touch screens and keyboards.
5.	<p>Strength and Motor Skills:</p> <ul style="list-style-type: none"> a. Able to perform patient care activities with moderate physical effort. b. Able to lift, push, or pull up to 35 lbs. c. Able to handle patients including lifts, rolls, transfers, etc. with the use of mandatory Safe Patient Lifting Equipment. d. Able to perform CPR and respond to emergency situations. e. Able to assist with and or lift, move, position, and manipulate the patient who is unconscious with or without assistive devices.
6.	<p>Fine Motor Skills:</p> <ul style="list-style-type: none"> a. Able to manipulate instruments, supplies, and equipment with precision, dexterity, with good hand-eye coordination. b. Able to perform patient care, utilize equipment and documentation systems in the clinical environment. <p><i>Additionally, Surgical Technology students must be able to load a fine (10-0) suture in to needles and needle holders.</i></p>

Technical Standards	
7.	Physical Endurance: a. Able to walk, stand, or sit for prolonged periods; to walk, stand, bend, lift, reach without assistive devices.
8.	Communication: a. Able to speak, read, comprehend, convey information, type and write effectively using English language. b. Able to demonstrate appropriate interpersonal skills during patient, staff, and faculty interactions.
9.	Emotional Stability: a. Able to manage patients with physical and/or emotional trauma. b. Able to function effectively under stressful or emergent situations, adapt to changing conditions, and remain productive and capable throughout.
10.	Cognitive Ability: a. Utilize critical thinking skills to implement, modify or evaluate patient care. b. Ability to collect, analyze and integrate information and knowledge to make clinical judgements. c. Ability to compile and evaluate data on patients' responses to treatment and progress. <i>Additionally, Surgical Technology students must possess short-and long-term memory sufficient to perform tasks such as but not limited to mentally tracking surgical supplies and performing anticipation skills intraoperatively.</i>

Professional Licensure/Certification

Students successfully completing the Health Information Management Program are eligible to take the Registered Health Information Technician (RHIT) exam offered by the American Health Information Management Association (AHIMA). Health Information Management students are also eligible to take the Certified Coding Specialist (CCS) or Certified Coding Associate (CCA) exams offered by the American Health Information Management Association.

Students successfully completing the Medical Coder/Biller/Abstractor certificate program are eligible to take the Certified Coding Specialist (CCS) or Certified Coding Associate (CCA) exams offered by the American Health Information Management Association (AHIMA).

Use the following link to learn more about [AHIMA Certification Exams](#).

Handbook Acknowledgement Page

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My signature below indicates that I acknowledge receipt of this Handbook and understanding of the contents.

Student (Print Name)		MC ID # M
Student (Signature)		Date: