

COLUMBUS STATE

HEALTH INFORMATION MANAGEMENT TECHNOLOGY

Columbus State Community College
Health and Human Services Division
Health Information Management Technology (HIMT)
Student Handbook
2025-2026

Table of Contents

MESSAGE FROM THE DEAN OF HEALTH AND HUMAN SERVICES	4
HEALTH INFORMATION MANAGEMENT TECHNOLOGY (HIMT) STUDENT HANDBOOK PURPOSE	5
STATEMENT ACKNOWLEDGING CHANGES TO THE HEALTH INFORMATION MANAGEMENT TECHNOLOGY (HIMT) STUDENT HANDBOOK.....	5
COLLEGE POLICIES	5
STUDENT CODE OF CONDUCT SUMMARY	5
BACKGROUND CHECK AND DRUG SCREENING DISCLOSURE FOR STUDENTS PURSUING HEALTH AND HUMAN SERVICES PROGRAMS	6
INDIVIDUALS WITH DISABILITIES.....	6
STUDENT RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)	6
NOTICE OF NON-DISCRIMINATION/ANTI-HARASSMENT	7
SEXUAL MISCONDUCT AND TITLE IX	7
CAMPUS SAFETY/CLERY ACT.....	8
VETERANS AND SERVICE MEMBERS SUPPORT AND ASSISTANCE	8
DRUG AND ALCOHOL-FREE CAMPUS	9
TOBACCO FREE CAMPUS	9
GRADE GRIEVANCE PROCEDURE SUMMARY	9
WRITTEN STUDENT COMPLAINTS.....	10
IMAGE RELEASE ACKNOWLEDGMENT.....	10
ADDITIONAL COLUMBUS STATE WEBSITES.....	10
PROGRAM OVERVIEW.....	12
OVERVIEW	12
MISSION.....	12
COMMISSION ON ACCREDITATION FOR HEALTH INFORMATICS AND INFORMATION MANAGEMENT EDUCATION (CAHIIM)	12
STARTING AUTUMN SEMESTER 2026, THE COLUMBUS STATE COMMUNITY COLLEGE HIMT PROGRAM WILL TRANSITION TO CAHIIM’S “FUTURE EDUCATION MODEL (FEM)” WHEREBY THE ABOVE AMERICAN HEALTH INFORMATION MANAGEMENT ASSOCIATION’S (AHIMA) ASSOCIATE DEGREE DOMAINS AND COMPETENCIES WILL BE REPLACED BY CAHIIM’S ENTRY-LEVEL TO PRACTICE COMPETENCIES AND PERFORMANCE INDICATORS. THE HIMT PROGRAM IS CURRENTLY TRANSITIONING TO THE NEW CAHIIM COMPETENCIES AND PERFORMANCE INDICATORS WITH FULL COMPLIANCE SCHEDULED TO BE FULLY IMPLEMENTED AUTUMN SEMESTER 2026. THE FEM IS A HYBRID COMPETENCY-BASED EDUCATION MODEL WHEREBY STUDENTS ARE REQUIRED TO ACHIEVE “COMPETENCY” ON THE PERFORMANCE INDICATORS AND COMPLETE EXPERIENTIAL LEARNING ACTIVITIES/EXPERIENCES. PLEASE REFER TO APPENDIX C FOR A LIST OF CAHIIM COMPETENCY ASSESSMENT STATEMENTS AND PERFORMANCE INDICATORS.	13
LEARNING OUTCOMES.....	14
PLAN OF STUDY.....	14
COURSE DESCRIPTIONS	14
FACULTY DIRECTORY	14
HEALTH RISKS AND WORKING CONDITIONS	14
PROGRAM ADMISSION AND CONTINUING COMPLIANCE REQUIREMENTS	15
• PRE-ADMISSION REQUIREMENTS FOR THE HIMT ASSOCIATE DEGREE AND THE MEDICAL CODING CERTIFICATE PROGRAMS....	15
• BACKGROUND CHECK AND DRUG SCREENING.....	15
• HEALTH RECORDS, HEALTH REQUIREMENTS, AND IMMUNIZATIONS.....	16
ESSENTIAL SKILLS/ABILITIES	17
(1) PHYSICAL ESSENTIAL SKILLS/ABILITIES	18
(2) SENSORY/OBSERVATIONAL ESSENTIAL SKILLS/ABILITIES.....	18

(3)	COGNITIVE ESSENTIAL SKILLS/ABILITIES	18
(4)	COMMUNICATION ESSENTIAL SKILLS/ABILITIES.....	21
PROFESSIONAL CONDUCT STANDARDS		22
CONFIDENTIALITY		24
CONFIDENTIALITY STATEMENT		24
PROGRAM POLICIES AND PROCEDURES		24
STUDENT RESPONSIBILITIES		24
GRADUATION REQUIREMENTS		27
DRESS CODE		27
HEALTH INSURANCE		30
ATTENDANCE.....		30
GRADING		30
AUDIO/VIDEO DEVICE, IMAGING, AND ELECTRONIC DEVICES USE		32
SOCIAL MEDIA		32
COMMUNICATION IN THE HEALTH INFORMATION MANAGEMENT TECHNOLOGY (HIMT) PROGRAM		33
IT STUDENT SUPPORT CENTER		34
HEALTH AND HUMAN SERVICES ACADEMIC ADVISING		34
REGISTERING FOR COURSES		35
PLANS OF STUDY		35
CATALOG YEAR		36
TUTORING AND ASSISTANCE CONTACT INFORMATION.....		36
LETTER OF RECOMMENDATION/VERBAL REFERENCE		37
STUDENT CODE OF CONDUCT ACTION AND ACADEMIC PERFORMANCE		38
DISPUTE OF CONTINUED PARTICIPATION DISMISSAL		38
ACADEMIC INTEGRITY		38
PROFICIENCY TESTING/CREDIT (X CREDIT).....		40
NON-TRADITIONAL CREDIT (N CREDIT)		40
TESTING CENTER		40
PROCTORED TESTING		41
OUT-OF-REGION PROCTORED TESTING.....		42
TESTING WINDOW FOR REMOTELY ADMINISTERED EXAMS.....		42
PROFESSIONAL PRACTICE EXPERIENCE (PPE) POLICIES AND EXPERIENTIAL LEARNING ACTIVITIES PROCEDURES		42
PROFESSIONAL PRACTICE EXPERIENCES (PPEs) - OVERVIEW		42
CLINICAL/PARTNER FACILITY ADMISSION AND POLICIES		42
BACKGROUND CHECK AND DRUG SCREENING FOR PROFESSIONAL PRACTICE EXPERIENCE (PPE) PLACEMENTS.....		43
DRESS CODE FOR PROFESSIONAL PRACTICE EXPERIENCE (PPE) PLACEMENTS		43
PPE HEALTH REQUIREMENTS		43
OTHER PROFESSIONAL PRACTICE EXPERIENCE (PPE) REQUIREMENTS		44
REMOVAL DUE TO HEALTH RISK AND/OR SAFETY RISK.....		44
PROFESSIONAL PRACTICE EXPERIENCES (PPE)/EXPERIENTIAL LEARNING (EL) – DESCRIPTION		44
PREREQUISITES		45
REGISTERING FOR PPEs		46
ALTERNATIVE PPE SITE ASSIGNMENTS.....		46
TRANSPORTATION.....		46
DISMISSAL AND WITHDRAWAL		47

PROFESSIONAL PRACTICE EXPERIENCE (PPE) EXPECTATIONS.....	47
FORMS	48
HANDBOOK ACKNOWLEDGEMENT FORM	49
ACKNOWLEDGEMENT OF HIMT PPE AND WEB-BASED POLICIES	50
GRADUATION-EMPLOYMENT RELATIONSHIP ACKNOWLEDGEMENT FORM	51
CONFIDENTIALITY ACKNOWLEDGEMENT FORM.....	52
APPENDIX A	53
LETTER OF RECOMMENDATION/VERBAL REFERENCE AND FERPA RELEASE	53
APPENDIX B	55
GLOSSARY/ACRONYMS.....	55
APPENDIX C.....	57
APPENDIX C: CAHIIM COMPETENCIES AND PERFORMANCE INDICATORS	

COLUMBUS STATE

HEALTH & HUMAN SERVICES DIVISION

MESSAGE FROM THE DEAN OF HEALTH AND HUMAN SERVICES

Welcome to the Division of Health & Human Services.

I am excited that you chose Columbus State to pursue your education. One of the favorite parts of my job is being able to welcome new students and speak about our wonderful institution. I can honestly and enthusiastically say you have made an excellent choice.

As Ohio's premier community college, we deliver a variety of academic programs to meet the needs of the greater Central Ohio area. The Division of Health and Human Services offers a wide range of learning opportunities to students. Made up of ten departments offering nearly 70 degree and certificate programs, we have something for everyone.

Our faculty, support staff, advisors, and administrators all work together to help you succeed in your education at Columbus State and beyond. They embody the Columbus State spirit of student success. We are genuinely committed to helping you reach your goals.

We offer state-of-the-art equipment and technology, accredited academic programs, a highly qualified faculty, and all the support tools you will need to complete your education with us. We think you will agree that Columbus State is a truly extraordinary place.

Beyond what you will learn, your education has tremendous value. With each passing year, a greater number of employers are turning to Columbus State graduates. Columbus State provides a relevant education for an ever-changing workplace. You will acquire the skills you need for a job today, but also develop deep learning abilities for a career tomorrow.

We welcome you to participate in all that our fine institution offers. You will find that there are many opportunities that extend well beyond the classroom. There are numerous student clubs and organizations as well as recreational and athletic opportunities that you can share in as a student. I hope you will take advantage of these opportunities.

On behalf of the Health and Human Services Division, I wish you the very best in your studies at Columbus State and in your future!

Best wishes,

Terrence A. Brown, Ph.D.

Dean, Health & Human Services

HEALTH INFORMATION MANAGEMENT TECHNOLOGY (HIMT) STUDENT HANDBOOK PURPOSE

This Student Handbook provides information specific to students in the HIMT Program. This handbook applies to all students in the HIMT Program who are pursuing the following: HIM Technician Certificate, Medical Coding Certificate, and HIMT associate degree.

Each student must sign the Handbook Acknowledgement form. Be advised that even if a student fails to return a signed Handbook Acknowledgment Form, the student is still responsible for abiding by the content in this program specific student handbook, the Columbus State Policies and Procedures, course syllabi, the Columbus State Catalog, and the Columbus State Student Handbook.

STATEMENT ACKNOWLEDGING CHANGES TO THE HEALTH INFORMATION MANAGEMENT TECHNOLOGY (HIMT) STUDENT HANDBOOK

This student handbook is subject to federal, state, and local law as well as national and state governing bodies, Columbus State Policies and Procedures, and HIMT Policies and Procedures. As changes in the law or policy by one or more of these entities occur, corresponding revisions to this handbook will be made periodically. Students are advised that these changes may occur with or without prior notice. Therefore, students should check for updates to program information at <https://www.csc.edu/academics/departments/health-information/>

COLLEGE POLICIES

Student Code of Conduct Summary

As an enrolled student at Columbus State, you have agreed to abide by the Student Code of Conduct as outlined in Columbus State Policy and Procedure 7-10. Columbus State has a high standard of conduct for members of its college community, including students. Consistent with the educational mission of the College, Columbus State students are expected to perform all work honestly, maintain prescribed academic standards, pay all debts to the college, and respect the property and rights of others. To ensure the maintenance of an environment conducive to the attainment of the educational mission of Columbus State, the President is authorized to establish such rules and regulations as are deemed appropriate and necessary for the orderly operation of the college. In addition to these rules, the behaviors enumerated under Academic and Behavioral Misconduct may result in penalties up to and including expulsion from the college. Should the concern involve allegations sexual harassment, sexual misconduct, harassment, and/or violations civil rights by an employee the matter will be referred to the College's Title IX Coordinator.

The complete Columbus State Student Code of Conduct Policy and Procedure 7-10 can be accessed at the following website: <https://www.csc.edu/about/policies-procedures.shtml>. It

is the student's responsibility to read through the entire Student Code of Conduct. For more information about the Student Code of Conduct and the Office of Student Conduct, please visit the following website: <https://www.csc.edu/services/student-conduct/>.

Background Check and Drug Screening Disclosure for Students Pursuing Health and Human Services Programs

Students who are pursuing degrees or certificates leading to application for professional licensure or certification, and/or who will be participating in clinical placements, internships, practicums, or similar experience through their program, should be aware that Columbus State may require a criminal background check, fingerprinting, and/or drug screening prior to placement or acceptance into such a program. Please see the program specific policy in the Program Admission and Continuing Compliance Requirements Chapter to learn more about your academic program's requirements.

Individuals with Disabilities

It is Columbus State's policy to provide reasonable accommodations to students with disabilities as stated in the Americans with Disabilities Act (ADA), The Americans with Disabilities Act Amendments Act (ADAAA), and Section 504 of the Rehabilitation Act of 1973. It is also the policy of Columbus State to comply with all federal and state laws concerning the application, admission, or other terms and conditions of educational programs for qualified students, student applicants and other participants of College-sponsored programs or services who have disabilities. These acts can be found in Columbus State Policy 3-41, which can be accessed at the following website: <https://www.csc.edu/about/policies-procedures.shtml>.

Columbus State offers a wide range of support to encourage the enrollment of people with disabilities. Located in Eibling Hall 101, the Accessibility Services Office provides services to qualified students with disabilities for all Columbus State locations. It is the student's responsibility to request accommodations for access. If you would like to request such accommodations for access, please contact Accessibility Services: 101 Eibling Hall, (614)-287-2570. Delaware Campus students may contact the Accessibility Services Coordinator by stopping by the Student Services Center on the first floor of Moeller Hall, or calling (740) 203-8345 to begin the process of registering with Accessibility Services. Students can also visit the accessibility services website at: <https://www.csc.edu/services/disability/register.shtml>. Email or give your instructor a copy of your accommodations letter from Accessibility Services as soon as possible.

Accommodations do not start until the letter is received, and accommodations are not retroactive.

For more information about Accessibility Services at Columbus State please visit the Disability Services website at: <https://www.csc.edu/services/disability/>.

Student Rights under the Family Educational Rights and Privacy Act (FERPA)

Columbus State complies with the Family Educational Rights and Privacy Act (FERPA), which is a federal law that protects the privacy of student education records. Student rights under FERPA are published in the Columbus State Catalog. To view the Columbus State Catalog online please visit <https://www.csc.edu/academics/catalog/>. Also pursuant to FERPA, Columbus State has designated certain information about students as directory information. To learn more about what information is considered directory information or how to request that your directory information be withheld from the public, please visit the following website: <https://www.csc.edu/services/registrar/withhold-information.shtml>.

Notice of Non-Discrimination/Anti-Harassment

While the college does not tolerate any form of discrimination or harassment, the Non-Discrimination/Anti-Harassment Policy and related procedures are intended to cover discrimination and harassment based on protected class. Protected classes for purposes of this policy are sex, race, color, religion, national origin, ancestry, age, disability, genetic information (GINA), military status, sexual orientation, and gender identity and expression. The complete Columbus State Non-Discrimination/Anti-Harassment Policy 3-43 can be accessed at the following website: <https://www.csc.edu/about/policies-procedures.shtml>. Any student found to be in violation of Policy 3-43 will be referred to the student conduct office for resolution in accordance with the Student Code of Conduct Policy and Procedure 7-10.

Columbus State uses a secure, online reporting system as the preferred way of reporting alleged incident(s) of discrimination based on a protected class, including harassment, sexual misconduct and retaliation. This form can be found at the following website [csc.edu/discrimination-report](https://www.csc.edu/discrimination-report) or by visiting the following website <https://www.csc.edu/services/title-ix/> and clicking on “To Submit a Complaint.” For more information about resources, and to learn about Columbus State’s Office of Equity and Compliance please visit the following website: <https://www.csc.edu/services/title-ix/>.

Sexual Misconduct and Title IX

The Columbus State Sexual Misconduct Policy 3-44 can be accessed at the following website: <https://www.csc.edu/about/policies-procedures.shtml>.

Title IX is a federal law that prohibits sex-based discrimination in education programs and activities receiving federal financial assistance. “Education programs and activities” include all of a school's operations, including

Title IX prohibits sex discrimination in educational institutions, programs and activities. This includes, but is not limited to:

- Sexual assault
 - Domestic, intimate partner and dating violence
 - Gender-based stalking
 - Sexual harassment (quid pro quo and hostile work environment)
-

- Failing to provide appropriate accommodations for a pregnant or parenting student
- Treating a person differently based on marital status.

Columbus State uses a secure, online reporting system as the preferred way of reporting alleged incident(s) of discrimination based on a protected class, including harassment, sexual misconduct and retaliation. This form can be found at the following website [csc.edu/discrimination report](https://www.csc.edu/discrimination-report) or by visiting the following website <https://www.csc.edu/services/title-ix/> and clicking on “To Submit a Complaint.” For more information about resources, and to learn about Columbus State’s Office of Equity and Compliance please visit the following website: <https://www.csc.edu/services/title-ix/>.

Campus Safety/Clery Act

A college campus offers an open, welcoming environment where many people congregate during the course of a day. To be safe, everyone should be aware of his/her surroundings at all times. If an emergency occurs, immediately at the Columbus Campus in Delaware Hall, Room 047, activate an emergency phone, or you can call the local police department by dialing 911.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (commonly referred to as the Clery Act), codified at 20 USC 1092 (f), is a federal law that requires colleges and universities to disclose certain timely and annual information about campus crime and security policies. The Police Department is responsible for completing the Clery Crime Statistics, and the Annual Security Report. Columbus State also complies with the Violence Against Women Act (VAWA) and the Campus Sexual Violence Elimination Act (Campus SaVE Act).

For more information about campus safety, how to sign up for emergency text alerts, and to view the Columbus State Clery Act Annual Security Report, please visit the Columbus State Police website at: <https://www.csc.edu/services/police/>. The Columbus State Campus Safety Policy and Procedure 13-11 can be accessed at the following website: <https://www.csc.edu/about/policies-procedures.shtml>.

Veterans and Service Members Support and Assistance

Columbus State seeks to assist service members and veterans as they pursue an advanced degree and/or certificate. In an effort to better serve this population, the College has adopted Columbus State Policy 7-15 as required by Ohio Revised Code Section 3345:421(B). The complete Columbus State Veterans and Service Members Support and Assistance Policy 7-15 can be accessed at the following website: <https://www.csc.edu/about/policies-procedures.shtml>.

The Columbus State Military and Veterans Services Department provides individualized enrollment and referral services to assist community members in successfully meeting their educational and career goals. The Columbus State Military and Veterans Services Department is committed to providing uncompromising service by adhering to the highest standards of compassion, commitment, excellence, professionalism, integrity, accountability and stewardship.

If you would like more information regarding Columbus State's Military and Veterans Services, please contact Military and Veterans Services in Delaware Hall room 156 or by calling (614) 287-2644 or by visiting the following website: <https://www.cscs.edu/services/military-veterans/>. Columbus State's G.I Bill Office is located in Union Hall, Rm 48 and their phone number is: (614) 287-2644.

Drug and Alcohol-Free Campus

Under the Federal Drug-Free Schools and Communities Act Columbus State has established a drug and alcohol prevention program for all students and employees. To access information on services and programming please visit the Columbus State Counseling Services website at: <https://www.cscs.edu/services/counseling/>

Further, Students should be aware that the Columbus State Student Code of Conduct Policy and Procedure 7-10 prohibits the use, possession, or distribution of an alcoholic beverage; the use, possession, or distribution of a narcotic, inhalant or other controlled substances, as well as drug paraphernalia, except as expressly permitted by law; and the abuse or misuse of prescriptions or over-the-counter medication. The Student Code of Conduct Policy and Procedure 7-10 can be accessed at the following website: <https://www.cscs.edu/about/policies-procedures.shtml>.

Tobacco Free Campus

Columbus State strives to enhance the general health and wellbeing of its students, faculty, staff, and visitors. We desire to support individuals to be tobacco free, achieve their highest state of health, and to launch students into their careers at a high level of health and wellbeing. To support this commitment, we intend to provide a tobacco free environment. As of July 1, 2015, smoking and the use of tobacco are prohibited in or on all College-owned, operated, or leased property, including vehicles. The policy includes indoor and outdoor use of all tobacco products, smoke or smokeless, including e-cigarettes. To view the Columbus State Tobacco Free Campus Policy 13-13, please visit the following website: <https://www.cscs.edu/about/policies-procedures.shtml>.

Grade Grievance Procedure Summary

The purpose of the grade grievance procedure is to provide a method of recourse to students who reasonably believe that a final course grade was assigned in error. This is intended for students who believe the instructor made an error in computing the final grade, evaluated the student using different standards than applied to others in the class, or failed to follow the grading policy as stated in the course section syllabus.

It is the student's responsibility to initiate the grade grievance procedure. The complete Grade Grievance Procedure can be found in Columbus State's Grading and Academic Requirements Procedure 5-09(D) and can be accessed at the following website: <https://www.cscs.edu/about/policies-procedures.shtml>. It is the student's responsibility to

read through the entire Grade Grievance Procedure as it contains a detailed process and includes deadlines.

Written Student Complaints

Columbus State Community College encourages student communication with the administration, faculty, and staff regarding college operations and procedures and encourages students to use existing policies, personnel, and departmental offices to express specific concerns. Should a student deem that the existing policies, personnel, and departmental offices cannot address his/her specific concern or complaint, Columbus State Community College, in accordance with federal regulations, accepts and maintains records of formal written complaints filed with the office of the President, a Vice-President, or the Provost. The complete Columbus State Written Student Complaints Policy and Procedure 7-13 can be found at the following website: <https://www.cscs.edu/about/policies-procedures.shtml>.

Image Release Acknowledgment

Generally, under Ohio law, the use of a person's persona (photo, image, name, voice, signature, or likeness) for a commercial purpose is not allowed unless the person consents in writing. However, institutions of higher education have an exception under the law, which allows the college to use a student's, faculty's or staff's persona without consent, for educational purposes to promote the college, its educational or institutional objectives, *see Ohio Revised Code section 2741.09(A)(5)*. This educational exception also extends to former students, faculty, and staff. Students are advised that photos may be taken of individuals (or groups) associated with Columbus State, while on Columbus State property or at Columbus State events and used as long as the use is to promote the college's educational purposes.

Additional Columbus State Websites

Below are the links to additional Columbus State websites:

- For the current policies and procedures of Columbus State, please visit the following website: <https://www.cscs.edu/about/policies-procedures.shtml>
 - For information about Columbus State services, resources, and policies and procedures (such as information technology, food services, college success resources, student leadership resources, and financial aid resources) please view the Columbus State Student Handbook, which can be accessed at the following website: <https://www.cscs.edu/services/student-handbook.shtml>
 - To search for courses and plans of study, general information and directories, and Columbus State resources and policies and procedures (such as community and civic engagement, academic study abroad, and college testing services), please view the Columbus State Catalog, which can be accessed at the following website: <https://www.cscs.edu/academics/catalog/>
-

- Columbus State's Social Media Guidelines can be accessed at the following website: <https://www.cscs.edu/about/policies-procedures.shtml>
 - Institutional Disclosure-Student Right to Know can be accessed at the following website: <https://www.cscs.edu/about/institutional-disclosure.shtml>
-

PROGRAM OVERVIEW

Overview

The Health Information Management Technology (HIMT) program prepares the student to become a professional responsible for maintaining components of health information systems consistent with medical, administrative, ethical, legal, and regulatory requirements of the health care delivery system.

Programs within HIMT include the following: HIM Technician Certificate, Medical Coding Certificate, and HIMT associate degree.

Students are advised that this overview is subject to change and the handbook may not be immediately revised, therefore students should check for the most current information regarding the program overview on the Columbus State Catalog website:

<https://catalog.csc.edu/> or on the academic program website:
<https://www.csc.edu/academics/departments/health-information/>

Mission

The mission of the HIMT program is to provide its students with the education and skills necessary to experience success as an HIM professional and to become life-long learners within the profession and beyond contributing to both the profession and their community.

Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM)

The HIMT program is accredited by CAHIIM. CAHIIM accreditation offers employers assurance that graduates have received the expected professional knowledge and entry-level skills for employment marketability. CAHIIM accreditation is required in order for graduates to be eligible to sit for certification examinations such as the Registered Health Information Technician (RHIT) offered by the American Health Information Management Association (AHIMA).

The curriculum for the HIMT associate degree includes content and assessments that meet the American Health Information Management Association's (AHIMA) Associate Degree Domains and Competencies. These domains and competencies include:

Domain I. Data Content, Structure & Standards

- I.1. Describe health care organizations from the perspective of key stakeholders
- I.2. Apply policies, regulations, and standards to the management of information
- I.3. Identify Policies and strategies to achieve data integrity
- I.4. Determine compliance of health record content within the health organization
- I.5. Explain the use of classification systems, clinical vocabularies, and nomenclatures
- I.6. Describe components of data dictionaries and data sets

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

- II.1. Apply privacy strategies to health information
- II.2. Apply security strategies to health information
- II.3. Identify compliance requirements throughout the health information life cycle
- Domain III. Informatics, Analytics and Data Use
 - III.1. Apply health informatics concepts to the management of health information
 - III.2. Utilize technologies for health information management
 - III.3. Calculate statistics for health care operations
 - III.4. Report health care data through graphical representations
 - III.5. Describe research methodologies use in health care
 - III.6. Describe the concepts of managing data
 - III.7. Summarize standards for the exchange of health information
- Domain IV. Revenue Cycle Management
 - IV.1. Validate assignment of diagnostic and procedural codes and groupings in accordance with official guidelines
 - IV.2. Describe components of revenue cycle management and clinical documentation improvement
 - IV.3. Summarize regulatory requirements and reimbursement methodologies
- Domain V. Health Law & Compliance
 - V.1. Apply legal processes impacting health information
 - V.2. Demonstrate compliance with external forces
 - V.3. Identify components of risk management related to health information management
 - V.4. Identify the impact of policy on health care
- Domain VI. Organizational Management & Leadership
 - VI.1. Demonstrate fundamental leadership skills
 - VI.2. Identify impact of organizational change
 - VI.3. Identify human resource strategies for organizational best practices
 - VI.4. Utilize data-driven performance improvement techniques for decision making
 - VI.5. Utilize financial management processes
 - VI.6. Examine behaviors that embrace cultural diversity
 - VI.7. Assess ethical standards of practice
 - VI.8. Describe consumer engagement activities
 - VI.9. Identify processes of workforce training for health care organizations
- Supporting Body of Knowledge (Pre-requisite or Evidence of Knowledge)
 - Pathophysiology & Pharmacology
 - Anatomy & Physiology
 - Medical Terminology
 - Computer Concepts and Applications
 - Math Statistics

Starting autumn semester 2026, the Columbus State Community College HIMT program will transition to CAHIIM's "Future Education Model (FEM)" whereby the above American Health Information Management Association's (AHIMA) Associate Degree Domains and Competencies will be replaced by CAHIIM's entry-level to practice competencies and performance indicators. **The HIMT program is currently transitioning to the new CAHIIM competencies and performance indicators with full compliance**

scheduled to be fully implemented autumn semester 2026. The FEM is a hybrid competency-based education model whereby students are required to achieve “competency” on the performance indicators and complete experiential learning activities/experiences. Please refer to Appendix C for a list of CAHIIM Competency Assessment Statements and Performance Indicators.

Learning Outcomes

The learning outcomes for this academic program can be found on the Columbus State Catalog website: <https://catalog.cscs.edu/> or on the academic program website: <https://www.cscs.edu/academics/departments/health-information/>

Plan of Study

The plan of study for this academic program can be found on the Columbus State Catalog website: <https://catalog.cscs.edu/> or on the academic program website: <https://www.cscs.edu/academics/departments/health-information/>

Course Descriptions

The course descriptions for this academic program can be found on the Columbus State Catalog website: <https://catalog.cscs.edu/> or on the academic program website: <https://www.cscs.edu/academics/departments/health-information/>

Faculty Directory

The faculty directory for this academic program can be found at the following website: <https://www.cscs.edu/academics/departments/health-information/>

Health Risks and Working Conditions

As a student enrolled in this academic program, you may be required to participate in activities (i.e., Professional Practice/Experiential Learning Activities/ Experiences) that may present a risk to your health, and you may be working with other students and patients in various states of health/illness. As stated in the contracts with our clinical partners, no patient is discriminated against in the provision of health care. Students may be exposed to significant risks including but not limited to various diseases, micro-organisms, pathogens, needle stick injuries, exposure to communicable diseases, infections, or exposure to blood and/or bodily fluids. However, it is important to understand that there is always a risk. Further, a student who is, or becomes pregnant while enrolled in a health-related program has the potential for exposure to several agents or conditions that could adversely affect the well-being of a fetus. This academic program is strongly committed to working with students who voluntarily choose to declare a pregnancy while enrolled in the program.

More examples of potential risks to students in clinical/laboratory placements include but are not limited to:

- Ionizing radiation may cause damage to a student or developing fetus, when the student does not use required shielding.
-

- Students may be exposed to communicable diseases. Students may be required to have immunizations and health exams prior to beginning some laboratory and all clinical courses.
- Risk of falling, especially on wet surfaces.
- Risk of injuries related to lifting heavy objects or moving patients.
- Risk of needlestick or instrument-related injuries.
- Risk of blood borne pathogen exposure.

Students are solely responsible for the cost of medical treatment due to exposure to the risks, illness, or injury. Please see the program specific policy in the Program Policies and Procedures Chapter which discusses health insurance.

PROGRAM ADMISSION AND CONTINUING COMPLIANCE REQUIREMENTS

Students are advised that the below admission and continuing compliance requirements are subject to change and the handbook may not be immediately revised, therefore students should check for the most current information regarding admission and continuing compliance requirements at the following website: <https://www.cscce.edu/academics/departments/health-information/>

• Pre-Admission Requirements for the HIMT Associate Degree and the Medical Coding Certificate Programs

- ✓ High school graduate or GED equivalency
- ✓ Placement into ENGL 1100-Beginning Composition
- ✓ Placement into STAT 1350 or completion of MATH 1025
- ✓ Completion of the HIM Technician Certificate
<https://catalog.cscce.edu/programs/HealthInformationManagementTechnicianCertificate>
- ✓ Completion with 70% or higher on the first-year experiential learning experience projects/activities.
- ✓ Students who complete the HIM Technician Certificate with a final grade of “C” or higher in each of the courses and complete the first-year experiential learning activity will be eligible to apply to continue on to complete the HIMT associate degree or the Medical Coding Certificate programs.
- ✓ The online application period for these programs is October 1 – December 30 with a program start date of the following autumn semester (provided that pre-admission requirements have been completed within the published timeframe). Seats are limited in both the HIMT associate degree and the Medical Coding Certificate programs. Students are admitted to the programs on a first-come, first-serve basis until both programs are full. Submission of an application does not guarantee admission into either the HIMT Associate’s degree or the Medical Coding Certificate programs.
<https://www.cscce.edu/academics/departments/health-information/>
- ✓ Students must pass a background check before they can be accepted into either the HIMT associate degree or the Medical Coding Certificate programs

• Background Check and Drug Screening

Students are required to complete a criminal background check as a requirement for admission and continuation in the academic program. Each student is responsible for paying for the background check. Students should be prepared to submit the background checks required by clinical/partner facilities, professional practice experience (PPE) sites, licensing agencies, and/or program accreditation. If a PPE site also requires a drug screening, the student is required to complete a drug screening and have a clear result before participating in the PPE experience.

Background checks and drug screenings are commonly required by the contracted clinical/partner facilities where students are required to perform a clinical, practicum, internship, professional practice experience (PPE), or other type of experiential learning experience to meet graduation requirements. It is acknowledged by the student that such background checks and drug screenings are necessary to matriculate toward degree completion successfully. Further, such background checks and drug screenings may require completion annually or immediately before the clinical, practicum, internship, or other experiential learning experience would start. Depending on the background check and drug screening outcome, students may be denied the ability to participate in clinical practicums, internships, professional practice experiences (PPEs), or other types of experiential learning experiences. The academic program will make reasonable efforts to place students, but this cannot be guaranteed. If a placement cannot be found this may result in the student being denied admission or continuation in the academic program.

Students are further advised that a criminal record may jeopardize licensure by the state certification body. Students should consult the licensing certification body corresponding with their intended occupation for details. Successful completion of a program of study at Columbus State does not guarantee licensure, certification, or employment in the relevant occupation. Standards may change during a student's program of study.

Individuals who were previously admitted to Columbus State and wish to re-enroll must disclose to the Office of Student Conduct any felony convictions that occurred since their last term of enrollment. Current students with new felony convictions must report updated conviction history to the Office of Student Conduct within the semester in which the conviction occurs.

Specific information regarding the background check process will be provided to students after they have tentatively been accepted into either the HIMT associate degree program or the Medical Coding Certificate program. Specific information regarding the background check process will be provided to students via email notification after they receive tentative acceptance to either the HIMT associate degree program or the Medical Coding Certificate program. Your acceptance to the HIMT program is not finalized until the Background check is completed and the results are received by Columbus State.

- **Health Records, Health Requirements, and Immunizations**

If you are accepted to, or take courses in this academic program, you may be required to submit a health record prior to attending a professional practice experience (PPE)/Experiential Learning Activity in either HIMT 2870 or HIMT 2930 or other courses with experiential learning experiences included. You may also be required to meet certain health requirements as specified by the PPE site including but not limited to the following: completion of health record form, proof of physical examination stating that you are “well” enough to participate in the PPE, proof of two-step Mantoux (intradermal) TB test and/or other immunizations such as flu shot, Tdap, MMR, HepB, varicella or documentation of chicken pox disease, COVID and the flu as required by the PPE site. The health record forms will be provided by the specific PPE site, if applicable. It is the student’s responsibility to be aware of the PPE site health requirements and submission deadlines.

Please refer to the “PPE Health Requirements” section in the Professional Practice Experience (PPE) Policies and Procedures for additional information on the health records, health requirements, and immunizations requirements for PPE.

- **American Health Information Management Association (AHIMA) Membership**

Students are **required** to become a student member of the American Health Information Management Association (AHIMA) and maintain current membership status while in the HIMT program to access member-only areas of the AHIMA website for coursework, etc. Information on how to become a student member of AHIMA can be found at <https://ahima.org/ahima-membership/membership/>.

ESSENTIAL SKILLS/ABILITIES

To assure safe and successful advancement through the HIMT Program, students must possess the following essential skills/abilities necessary to complete the entire curriculum, either with or without reasonable accommodations. These essential skills/abilities should be considered conditions for continuation in the HIMT Program, as they reflect the characteristics necessary for success as a student and to become a credentialed HIM professional (i.e., RHIT, CCA, etc.). These essential skills/abilities are based on literature noting what it takes to be a successful online learner, the demands of the HIM profession, the American Health Information Management Association (AHIMA) Code of Ethics, and standards established by this academic program faculty and staff. Students must continually meet these essential skills/abilities throughout their course of study. Failure to maintain these essential skills/abilities may result in but is not limited to non-admission to the program or removal from the program.

It is the policy of Columbus State to make reasonable accommodations as defined in Columbus State Policy 3-41 which will provide otherwise qualified applicants, employees, and students with disabilities equal access to participate in opportunities, programs, and services offered by Columbus State. If you would like to request such accommodations, please contact Accessibility Services at 101 Eibling Hall or at (614) 287-2570. Delaware Campus students may contact the Accessibility Services Coordinator by stopping by the Student Services Center on the first floor of Moeller Hall, or by calling (740) 203-8345. Please visit the Accessibility Services website to learn more: <https://www.csc.edu/services/disability/>. Columbus State’s Americans with Disabilities Act (ADA), The Americans with Disabilities Act Amendments Act

(ADAAA), and Section 504 of the Rehabilitation Act of 1973 Policy 3-41 can be accessed at the following website: <https://www.cscce.edu/about/policies-procedures.shtml>.

The essential skills/abilities for the HIMT Program are categorized into the following categories: (1) Physical Essential Skills/Abilities; (2) Sensory/Observational Essential Skills/Abilities; (3) Cognitive Essential Skills/Abilities; (4) Communication Essential Skills/Abilities.

(1) Physical Essential Skills/Abilities

Physical Essential Skills/Abilities including but not limited to:	Context and Reasoning behind Physical Skills/Abilities
<i>Lifting</i>	<ul style="list-style-type: none">HIM professionals/students may have to lift paper records.
<i>Kneeling</i>	<ul style="list-style-type: none">HIM professionals/students may have to kneel to retrieve patient records.
<i>Reaching</i>	<ul style="list-style-type: none">HIM professionals/students may have to reach to retrieve patient records.
<i>Walking</i>	<ul style="list-style-type: none">HIM professionals/students may have to walk to floors in facility to collect patient records.

(2) Sensory/Observational Essential Skills/Abilities

Sensory/Observational Skills/Abilities including but not limited to:	Context and Reasoning behind Sensory/Observational Skills/Abilities
<i>Visual</i>	<ul style="list-style-type: none">HIM professionals/students must be able to view information on computer screens and in paper format.
<i>Auditory</i>	<ul style="list-style-type: none">HIM professionals/students need to be able to respond to verbal requests from supervisors, medical staff, and other medical professionals and facility staff.

(3) Cognitive Essential Skills/Abilities

Cognitive Essential Skills/Abilities including but not limited to:	Context and Reasoning behind Cognitive Essential Skills/Abilities
<i>Critical Thinking</i>	<ul style="list-style-type: none">HIM professionals/students need to develop critical thinking skills that enable them to objectively analyze and

	<p>evaluate complex subjects and situations. They must be able to assess, analyze, interpret, and apply problem-solving techniques to HIM scenarios. This includes applying foundational course content to HIM simulations, exams, and PPE/Experiential Learning projects and activities.</p>
<i>Decision Making</i>	<ul style="list-style-type: none"> • HIM professionals/students need to develop good decision-making skills that enable them to objectively gather information, identify the principles to judge the alternatives, brainstorm, and list possible choices, and evaluate each choice in terms of its consequences.
<i>Computer Skills</i>	<ul style="list-style-type: none"> • HIM professionals/students must be able to work at a computer for extended periods of time and use applications such as word processing, spreadsheets, and databases. • HIM professionals/students must have the ability to troubleshoot computer issues and appropriately seek assistance for computer problems when they occur. • HIM professionals/students must be able to use virtual meeting platforms to attend and participate in online meetings.
<i>Reading and Comprehension</i>	<ul style="list-style-type: none"> • HIM professionals/students must be able to read and comprehend technical, legal (e.g., HIPAA, regulations, medical reports, policies, release of information, etc.), and college-level subject matter.
<i>Time Management</i>	<ul style="list-style-type: none"> • HIM professionals/students must be able to manage time so as to balance academic, professional, and social obligations. • HIM professionals/students must be able to meet productivity benchmarks in the HIM department (i.e., coding so many charts per hour).

	<ul style="list-style-type: none"> HIM professionals/students must be able to work independently on most tasks.
<i>Knowledge</i>	<ul style="list-style-type: none"> HIM professionals/students must have knowledge of safety practices (e.g., HIPAA, OSHA, infection control), office practices and procedures, skill in typing, equipment operation (e.g., computer, printer, addressograph, fax, copier, telephone). HIM professionals/students must be able to collect, collate, analyze, interpret, and synthesize information about data, people, or things (i.e., disease classification, statistical data, and regulatory requirements). HIM professionals/students must be able to apply knowledge to new scenarios and situations.
<i>Course Obligations</i>	<ul style="list-style-type: none"> HIM professionals/students are expected to meet deadlines and submit work by posted due dates. HIM students are expected to take proctored exams at approved testing center or as virtually proctored exams. (Testing requirements are provided in the syllabus for each course.) HIM students are expected to travel or participate in-person at professional practice experiences (PPEs) and class meetings. HIM students are required to complete 90 hours of field experience in HIMT 2870 and 90 hours of field experience/experiential learning in HIMT 2930. The 90 hours of PPE/experiential learning activity may require in-person scheduled activities and online synchronous (scheduled) meetings, scheduled group work, as well as asynchronous online activities. Online hours will be completed using approved HIM software applications. HIM professionals/students are required to become a member/student member of the American Health

	<p>Information Management Association (AHIMA) and maintain current membership status while in the HIMT program in order to access member-only areas of the AHIMA website for coursework, etc.</p> <ul style="list-style-type: none"> HIMT students are expected to maintain the highest level of academic integrity in all courses (e.g., by not plagiarizing, not using unauthorized resources, not collaborating with other students on assignments/tests/quizzes unless otherwise authorized by the instructor). Students must follow all testing procedures to ensure the integrity of the testing environment.
--	--

(4) Communication Essential Skills/Abilities

Communication Essential Skills/Abilities <i>including but not limited to:</i>	Context and Reasoning behind Communication Essential Skills and Abilities
<i>Speaking</i>	<ul style="list-style-type: none"> HIM professionals/students are required to speak/communicate clearly in English with others in the work setting, etc. HIM professionals/students are required to establish rapport with other team members for effectiveness and efficacy in the HIM work environment. Use of slang, profanity and other inappropriate communication is never acceptable.
<i>Non-verbal</i>	<ul style="list-style-type: none"> HIM professionals/students are required to use appropriate non-verbal communication that is professional and <i>not</i> offensive or disrespectful of others.
<i>Listening</i>	<ul style="list-style-type: none"> HIM professionals/students are required to possess good listening skills and attentiveness and ability to interpret and follow instructions. HIM professionals/students must attend class meetings, virtual meeting sessions, PPE site visits, etc. without

	<p>the distractions such as electronic devices, phones, etc.</p> <ul style="list-style-type: none"> • Students are expected to engage in all virtual meetings and course activities as assigned.
<i>Writing</i>	<ul style="list-style-type: none"> • HIM professionals/students must communicate effectively in the written English language using correct grammar, spelling, and language. This includes recognizing grammatical and spelling errors. • HIM professionals/students are expected to be professional in their email communication. Use of slang, profanity and other inappropriate communication is never acceptable. • HIM professionals/students must be able to comprehend and record figures accurately.
<i>Interpersonal Skills</i>	<ul style="list-style-type: none"> • HIM professionals/students are expected to have professional interactions with supervisors, co-workers, classmates, instructors, others from diverse backgrounds, etc.
<i>Professionalism/Confidentiality</i>	<ul style="list-style-type: none"> • HIM professionals/students are required to follow the ethical principles based on the core values of the AHIMA Code of Ethics. • HIM professionals/students must be able to handle sensitive inquiries from contacts with officials and the public with upmost confidentiality.

PROFESSIONAL CONDUCT STANDARDS

Professional conduct is required of students in the HIMT Program. Students are responsible for conducting themselves in accordance with the professional standards set forth by their profession and the standards established by their academic program faculty and staff. Professional conduct standards supplement the behavioral expectations for all students. Violating these professional conduct standards may result in discipline up to and including dismissal. The following professional conduct standards to which students are expected to adhere are based on the American Health Information Management Association (AHIMA) Code of Ethics and the standards established by this academic program faculty and staff.

Students in the HIMT program are required to:

- Uphold patient confidentiality pursuant to HIPAA
- Treat others with respect in all areas of the clinical and academic setting
- Comply with Columbus State's Student Code of Conduct Policy and Procedure 7-10.
- Comply with requirements in course syllabi and the policies outlined in this handbook.
- Demonstrate accountability, responsibility, and maturity in the classroom, online, and in the experiential learning activities/professional practice experience (PPE) setting when engaging in conflict management and problem resolution
- Represent the profession, college, and program to the public in a positive manner, as such profanity and/or other offensive language, is unacceptable.

Students in the HIMT program are also required to follow the American Health Information Management Association (AHIMA) Code of Ethics as outlined below:

The following ethical principles are based on the core values of the American Health Information Management Association and apply to all AHIMA members.

- I. *Advocate, uphold, and defend the individual's right to privacy and the doctrine of confidentiality in the use and disclosure of information.*
 - II. *Put service and the health and welfare of persons before self-interest and conduct oneself in the practice of the profession so as to bring honor to oneself, peers, and to the health information management profession.*
 - III. *Preserve, protect, and secure personal health information in any form or medium and hold in the highest regards health information and other information of a confidential nature obtained in an official capacity, considering the applicable statutes and regulations.*
 - IV. *Refuse to participate in or conceal unethical practices or procedures and report such practices.*
 - V. *Use technology, data, and information resources in the way they are intended to be used*
 - VI. *Advocate for appropriate uses of information resources across the healthcare ecosystem.*
 - VII. *Recruit and mentor students, staff, peers, and colleagues to develop and strengthen professional workforce.*
 - VIII. *Represent the profession to the public in a positive manner.*
 - IX. *Advance health information management knowledge and practice through continuing education, research, publications, and presentations.*
 - X. *Perform honorably health information management association responsibilities, either appointed or elected, and preserve the confidentiality of any privileged information made known in any official capacity.*
 - XI. *State truthfully and accurately one's credentials, professional education, and experiences.*
 - XII. *Facilitate interdisciplinary collaboration in situations supporting health information practice.*
 - XIII. *Respect the inherent dignity and worth of every person.*
-

CONFIDENTIALITY

Confidentiality Statement

As an important part of a student's education in this academic program, students will come into possession of confidential information concerning the health care services rendered to patients. All medical information is considered confidential and may not be released except by the patient's own authorization or by state and/or federal law.

In the case of education, a student may view confidential information that is pertinent to their studies under the supervision of an instructor. The identity of the patient must be protected, and the student must never disclose any confidential information linked to the identity of any patient to any person whatsoever for any reason.

Disclosure includes but is not limited to: verbally discussing confidential information of an identified patient; permitting an unauthorized individual to review the medical record; copying any part of the medical record for an unauthorized individual; making copies of medical documentation for education or research activities without obliterating the patient's demographic information and abstracting medical data for education or research activities in which the patient's identity is linked to the data.

It is a student's professional responsibility and duty to protect the confidentiality of all patient medical records with which they are associated with. Failure to uphold patient confidentiality may result in discipline up to and including dismissal. All students are required to sign the Confidentiality Acknowledgment form that is located in this handbook.

PROGRAM POLICIES AND PROCEDURES

Student Responsibilities

The HIMT program is primarily a web-based program that offers the flexibility of working on many course materials and assignments any time of day. However, there will be some experiences and courses that require students to be present in person (e.g., HIMT 2870, HIMT 2930, BIO 2300). Many HIMT courses are online courses. Some courses require scheduled virtual meetings that require the student to be in attendance, engaged and actively participating. Effective time management and strong study skills are essential to be a successful web-based learner, as the program is not self-paced, and there are deadlines to meet in each course. To be successful in web-based courses, the student's responsibilities are to:

1. **Set aside time weekly:** For you to be successful in web-based courses, you must set aside time weekly to learn the material, participate in course activities, complete assignments, readings, etc.
 - The time set aside weekly should, at a minimum, be equivalent to the time you would be expected to spend in a traditional-based, on-campus classroom.
-

- The minimum estimated study time that you should plan to spend on a course is 2 to 3 times its credit hours.
 - For example, HIMT 1255 (Introduction to CPT Coding) is 3 credit hours (1 hour lecture + 4 hours lab) so the student should plan to spend 5 hours plus an additional 6-9 hours study time per week in that course.
- 2. **Start the first week of the semester:** All courses start the first day of the semester unless it is a flex term course or otherwise directed by the instructor. Students are expected to start courses the first week of the semester. In most courses, one or more assignments or quizzes may be due at the end of the first week. Although students typically have access to the course website before the semester starts, the HIMT courses are officially not ready for student access until the first day of the semester. Do not print information from the course website before the first day of the semester. If the students access the website prior to the start of the semester, they may be reviewing information that has not been updated for the new semester.
- 3. **Check announcements frequently:** Important information is posted in the announcements located on Blackboard throughout the week for each course. You should plan on checking announcements on Blackboard at least two times each week. If you do not check announcements frequently, you will miss important information (i.e., course material or assignment clarifications, assignment, and test deadlines, etc.). Reading the announcements will answer many of your questions about a particular course. Be sure to click on “view all” and scroll down the screen to assure you see all posted announcements.
- 4. **Attend online meetings:** The time of a live online course or an in-person course is published on the CSCC schedule of courses. Live online courses meet virtually each week on the day(s) and time(s) noted on the schedule. Students are expected to attend the live online class meetings. Live Online class meetings are typically not recorded, and attendance/participation is expected.

Some web and blended courses have online meeting times. For non PPE/Experiential learning courses, if there is not a specific meeting time on the course schedule on the CSCC website, then online meetings are recorded and alternative assignments are provided to make up missed meetings points if the student is absolutely unable to attend an online meeting. **Attendance at all PPE/Experiential (i.e. HIMT 2870-HIMT 2930 online and in-person meetings is required.**

- 5. **Complete ALL assignments:** It is important that students complete all the assignments to learn the material (graded and ungraded). Reading assignments should be done in a manner that allows for comprehension of the content. Set aside quiet time, highlight the textbook, take notes, and complete all review/study questions. Complete all assignments and submit by the posted due date. There will be ungraded and graded assignments/quizzes. The ungraded assignments/quizzes are just as important as the graded material. Each assignment is designed to help you learn the material and reinforce concepts presented to you in your reading assignments. Additionally, when an answer key is provided, you are encouraged to answer the
-

questions before looking at the answer key. Answering questions on your own first and then comparing your answers to the key is the only way for you to truly learn the course material and to self-assess your strengths and weaknesses which will help you to determine where you need to go back and study more.

Completing course readings and all assignments will help you perform better on the graded portions of the course. Students tend to get out of the course what they put into the course. More time and effort (effective studying) generally lead to higher levels of success and better grades.

In order to meet the program's accreditation requirements and accomplish CAHIIM performance indicators, students must complete all course assignments and earn at least the minimum scores (percentages) as indicated in the course syllabi and assignment instructions.

6. **Meet deadlines:** Students who are successful in web-based courses submit assignments on or before the due and take the quizzes and exams by the posted deadlines. Assignments and testing not completed by the deadline will receive a score of zero. Assignments and testing dates are posted at least a week before they are due. Students are given ample time to complete assignments/quizzes/exams.
 7. **Ask questions:** The main mode of communication with your instructor is via email or through the discussion board. The instructor's email address will be posted in the syllabus and on the course website. Part of being an active learner is to be prepared and to ask questions. Read announcements and discussion boards (if applicable) before emailing your instructor because many times a classmate has asked the same question, and the answer has been posted to the course website. Ask questions throughout the semester as you study the material.
 8. **Do not procrastinate:** Students are encouraged to not wait until the last minute to complete assignments and tests. A technical difficulty is not an acceptable reason for assignments and tests not to be submitted by the due date. It is recommended that students complete and submit assignments, quizzes, or tests at least two days before posted the due date. Campus-wide Blackboard system problems will be considered on a case-by-case basis.
 9. **Textbooks:** Buy and use textbooks. Learning activities are often centered on information contained in the textbooks. Textbooks for HIMT courses should be kept after the semester is over so that the student can start to build a professional "library". The reference books will be helpful after you complete the program in preparation for the certification examination offered by the American Health Information Management Association (AHIMA).
 10. **Computer Access:** An HIMT student must have access to a computer with a working camera and microphone. The student must have reliable internet connectivity. Students may be required to have a camera and microphone turned on for virtual meetings, presentations, etc. A computer with a working camera and microphone is
-

also required for courses where quizzes and tests are virtually proctored. The student must be able to download lockdown browser to their computer.

11. **Distraction-free workspace:** Students are encouraged to have a workspace that is distraction free when attending virtual meetings and taking virtually proctored exams. A flat surface such a desk or table is required for the computer when testing virtually. A well-lit, quiet work area is also required when the student is taking virtually proctored quizzes and exams.
12. **Other Student Responsibilities:** Generate and review a DARs (personal degree audit) each semester to track progress toward graduation or completion requirements.

Graduation Requirements

Students must complete a graduation application by the deadline published on the academic calendar. Graduation information and the deadline for the application to graduate can be found at

[https://www.csc.edu/services/registrar/pdf/Step by Step Graduation Application Instructions.pdf](https://www.csc.edu/services/registrar/pdf/Step%20by%20Step%20Graduation%20Application%20Instructions.pdf)

When completing the application to graduate form, students must also run a degree audit. The degree audit will indicate any missing coursework and will provide the students with their GPA.

The application to graduate form will be reviewed by HIMT program coordinator. If the student has any deficiencies, the HIMT program coordinator will contact the student to make them aware of the course deficiencies. Although HIMT faculty advise and review of each student's plan of study, ultimately it is the student's responsibility to meet and confirm that graduation requirements are met.

Dress Code

The purpose of this dress code is to promote professionalism. This dress code has been formulated based on professional standards, clinical/partner facility policies, and the standards established by this academic program faculty and staff. To continue in this academic program students must adhere to this dress code policy when at PPE sites and attending live experiential learning meetings/activities.

Further, some clinical/partner facilities may require a different dress code policy than the below policy. Students are expected to comply with the clinical/partner facilities dress code. Not following the clinical/partner facilities dress code policy may result in discipline up to and including dismissal.

Varying circumstances may warrant a change in the dress code policy. If you have questions regarding this dress code policy or requests for exceptions including religious accommodations, please contact the program coordinator. For questions regarding disability services refer to the College Policies and Procedures Chapter.

A. Personal Hygiene

- i. All students should observe high standards of personal hygiene to promote professionalism. This includes frequent bathing, shampooing, and oral hygiene to help guard against offensive body odors and bad breath.

B. Makeup, Fragrances, and Other Scented Products

- i. Students should not wear strong colognes, highly scented hair spray, or scented oils as others may have allergies to such fragrances.

C. Hair and Head Coverings

- i. Hair should be neat and clean. Bangs should not extend below the eyebrows and interfere with your ability to see.
- ii. Hats are not appropriate at PPE sites.
- iii. Head covers that are required for religious purposes or to honor cultural tradition are permitted.

D. Hands and Fingernails

- i. Hands and fingernails should be clean. Nails must be short in length. If wearing nail polish, nail polish must be freshly applied and not chipped.

E. Jewelry

- i. Students wearing jewelry (including body piercings, rings, earrings, etc.) must abide by dress code policy of PPE site.

F. Tattoos

- i. Students with tattoos must abide by dress code policy of PPE site regarding exposure of tattoos on neck, arms, legs, etc.

G. Clothing

The following guidelines are based on professional expectations in the field. This is a general overview of appropriate business casual attire. Items that are not appropriate for the PPE site are also noted. No dress code can cover all contingencies, so students must exert a certain amount of judgment in their choice of clothing at PPE. If you experience uncertainty about acceptable, professional business attire, please ask your PPE site supervisor.

- a. Appearance of clothes: Clothes must be clean and neatly pressed, not faded, discolored or ripped, and not see through.
 - b. Slacks, Pants, and Suit Pants: Slacks that are similar to Dockers and other makers of cotton or synthetic material pants, wool pants, flannel pants, dressy capris, and nice-looking dress synthetic pants are acceptable. Inappropriate slacks or pants include jeans, sweatpants, exercise pants, Bermuda shorts, short shorts, shorts, bib
-

overalls, leggings, and any spandex or other form-fitting pants such as people wear for exercise or biking.

- c. Skirts, Dresses, and Skirted Suits: Casual dresses and skirts, and skirts that are split at or below the knee are acceptable. Dress and skirt length should be at which you can sit comfortably in public. Short, tight skirts that ride halfway up the thigh are inappropriate. Mini-skirts, skorts, sundresses, beach dresses, and spaghetti-strap dresses are inappropriate.
- d. Skirts, Tops, Blouses, and Jackets: Casual shirts, dress shirts, sweaters, tops, golf-type shirts, and turtlenecks are acceptable attire. Most suit jackets or sport jackets are also acceptable. Inappropriate attire includes tank tops; midriff tops; shirts with potentially offensive words, terms, logos, pictures, cartoons, or slogans; halter-tops with bare shoulders; sweatshirts, and t-shirts unless worn under another blouse, shirt, jacket, or dress.
- e. Shoes and Footwear: Conservative walking shoes, loafers, flats, dress heels, and leather shoes are acceptable. Wearing no stockings is acceptable in warm weather. Flashy athletic shoes, thongs, flip-flops, slippers, and any shoe with an open toe is not acceptable.

H. Enforcement

Since the dress code is intended to nurture professionalism, the dress code will be enforced. Discipline action may be taken when a student deviates from the dress code up to and including dismissal.

Health Insurance

Although health insurance is not a requirement for this academic program, as a student in a health-related program you may be exposed to health risks in the classroom, clinical, practicum, or professional practice experience (PPE) setting. If incidents, exposures, or injuries occur, students are responsible for all costs associated with evaluation and treatment; for this reason, it is highly recommended that all students have personal health insurance.

Attendance

The attendance policies for students enrolled in the HIMT program are as follows:

- Students are expected to uphold good attendance practices when attending scheduled professional practice experiences (PPEs) online and on or off-campus. Good attendance means being punctual to the PPE site and scheduled online meetings and staying for the duration of the scheduled experiential activity/PPE .
- Students shall not extend their professional practice experience (PPE) past week 15 of the semester they are enrolled in HIMT 2870-PPE Field Experience HIM Applications or HIMT 2930-PPE HIM Experiential Learning Activities & Exam Prep. Students are required to complete 90 hours of field experience in HIMT 2870 and 90 hours of field experience in HIMT 2930.
- Students in web-based courses are expected to have behaviors that are the equivalent to participation and attendance in the traditional classroom, including but not limited to:
 - Submitting assignments/tests/quizzes by the due date and time.
 - Participating on discussion boards.
 - Participating in and attending online meetings and presentations.
 - Responding to emails, voice messages and Starfish notifications in a timely manner.
- To learn about Columbus State's severe weather policy, please visit the following website: <https://www.csc.edu/about/severe-weather.shtml>.
- Students should refer to the course syllabus for course specific attendance requirements.

Grading

Columbus State's Grading and Academic Requirements Policy is found in Policy and Procedure 5-09 and can be accessed at the following website:
<https://www.csc.edu/about/policies-procedures.shtml>.

Additionally, HIMT students must earn a final grade of "C" or higher in all technical and basic related courses.

Students earning a final grade below “C” in any HIMT technical and basic related courses will *not* meet prerequisite requirements. Students are required to repeat each HIMT technical and basic related course in which they earn a final grade below “C” before they can proceed to the course requiring successful completion of that course. **HIMT courses can only be taken twice.**

A student who receives a final grade of “D” or “E” in any two courses from their plan of study, or twice in the same course, is dismissed from the program and must re-apply for program acceptance the following year.

Students should refer to the course syllabus for course specific grading requirements and grade evaluations.

HIMT Grading Scale:

90-100% = A

80-89% = B

70-79% = C

60-69% = D

59% and below = E or EN

An E represents a failing grade and that a significant portion of the coursework was attempted by the student.

An EN represents a failing grade and that a significant portion of the coursework was not attempted by the student. An “EN” is a failing grade that may be assigned if a student has not actively engaged in the course (i.e., if the student missed classes, missed exams, missed assignments, etc.) If a student receives an EN and has financial aid, they **may be required to pay back a portion of their tuition**. Please stay engaged with your coursework each week!

Course grades will be posted on Cougar Web. Please look up your final course grade on Cougar Web.

Students enrolled in the HIMT must maintain a minimum level of performance (no lower than a “C” grade) in each required technical course to be eligible for further progress in the HIMT Program.

A minimum level of performance of 70% (no lower than a “C” grade) is required in HIMT courses to meet prerequisite and HIMT graduation requirements. PPE courses/Experiential Learning Activities are required. PPE and Experiential learning activities require a minimal level of achievement as noted in the syllabi in order to pass the PPE courses and Experiential Learning activities. The minimal level of achievement required for PPE and Experiential Learning activities/courses is for most activities 80% or higher. However, some PPE and Experiential Learning activities/courses require 100% achievement. Read your syllabi carefully. This standard has been established to allow the student to gain the knowledge needed to successfully achieve the course objectives and pass the certification examination offered by the American Health Information Management Association

(AHIMA). A grade below a “C” for any course will not meet the prerequisite and graduation requirements for the HIMT program.

Audio/Video Device, Imaging, and Electronic Devices Use

Audio- and videorecording, photographs, transmission, or distribution of class/lab content (e.g., lectures, discussions, demonstrations, etc.) is strictly prohibited unless a student has a Letter of Accommodation from Disability Services and has presented it to the course instructor or if the course instructor has provided written permission via the syllabus or a signed form. Authorization to record extends solely to students in that course.

Transmitting, sharing, or distributing course content onto public, commercial, or social media sites is strictly prohibited.

Photographs, audio recording, and/or video recording during clinical, practicum, internships, or other type of experiential learning experience is prohibited. In accordance with legal and professional standards, regarding patient rights of privacy and confidentiality, students are strictly prohibited from taking photos, audio recording, and/or video recording any information regarding patients or information regarding the clinical, practicum, internships, or other type of experiential learning experience.

Unless specified as required for classroom activity, electronic devices such as cell phones, laptops, iPods, iPads, tablets, ear buds, etc. should not be used in on-campus class sessions during presentations or learning activities or at professional practice experience (PPE) sites, as use of such devices is distracting to the learning environment. CSCC nor PPE sites will be responsible for lost or stolen items. Use of electronic devices not otherwise required for participation in an online meeting/class session are prohibited.

Unless an accommodation is approved, the use of audio or video-recording devices is prohibited for recording exam reviews, other students, meetings with instructors, and general class discussion as class begins and concludes. Recordings are not permitted to be distributed to classmates who do not have accommodations or shared or transcribed electronically in any medium.

Failure to follow the above standards may result in discipline up to and including dismissal.

Social Media

Postings on social networking sites may be subject to the same professional and ethical standards as any other personal interactions. Harassment, bullying, and discrimination are prohibited by Columbus State Policy 3-43 and Policy and Procedure 7-10. Complaints or alleged violations of these policies and procedures will be referred to the Office of Equity and Compliance and/or the Office of Student Conduct. Students are prohibited from disclosing any of the following through social media including but not limited to:

- A patient's protected health information and confidential information about the patient, as defined by the Health Insurance Portability and Accountability Act (HIPAA) and other state and federal laws.
- Confidential, non-public, or proprietary information about patients and families, clinical facility staff, or clinical institutions; of the College, its employees, and students.
- Class content, including but not limited to lectures, discussions, demonstrations, quizzes, exams answers. Posting class content to unauthorized websites (e.g., Course Hero, Chegg, etc.) is prohibited.
- Comments that express or imply sponsorship or endorsement by the College unless the individual is officially authorized to act in this capacity for this purpose on behalf of the College.
- Taking and displaying photos/videos/audio of patients, or photos depicting the body parts of patients.

Failure to follow the above standards may result in discipline up to and including dismissal.

No matter what the platform (Facebook, X, Instagram, LinkedIn, etc.), be vigilant about *not* posting anything you would not want an employer or potential employer to see.

Communication in the Health Information Management Technology (HIMT) Program

Students are required to use their CSCC student email address when contacting instructors. If the instructor initiates an original email, the student's CSCC email address will be used. Communication can also occur via phone.

Students should be professional in their email communication with instructors, PPE site supervisors, students, etc. Email etiquette requires students to consider that there is a person on the receiving end of the email. Using all capital letters in an email, for example, is considered the same as "yelling" and makes the message more difficult to read. Correct grammar, spelling, and punctuation should be used as well as providing key information in your email (e.g., Cougar ID when requesting assistance in registering for HIMT courses, course number to identify the course you have questions about, page number in text where you have questions, assignment instructions you are unclear about, etc.). If you have many questions, it's best to list and number them to help your instructor more efficiently and effectively assist you.

Students are expected to check Blackboard and their CSCC student email at least twice a week. Typically, students enrolled in web-based programs check their email and Blackboard five (5) days per week.

Students are expected to reply to their email within 48 hours of receipt.

Email communication is not real-time. Expected response time on email from **faculty** (course instructors) in the HIMT is generally the same day or next, Monday-Friday. If an

email is received on the weekend or a holiday, course instructors will typically respond to the email the next working day.

Faculty will post announcements and course information (i.e., assignments, course instruction, etc.) on Blackboard.

Attendance Reporting: Instructors will report students as not attending for financial aid reporting, if the student has missed more than one posted quiz, assignment, exam/test due date or is not consistently engaging in the course meetings or requirements.

Grading quizzes/tests/exams: Quizzes/tests/exams will be graded within one week of testing deadline.

Grading assignments: Assignments are generally graded within one week of the due date. If the nature of the assignment requires additional grading time by the instructor, an announcement will be posted in Blackboard with the date students can expect the assignment to be graded.

Grades posted on Blackboard: Quiz/test/exam and assignment grades will be posted on Blackboard.

Provide feedback/answer students' questions: Instructors will provide a means for students to submit questions about course content, course assignments, etc. The instructor will provide feedback and answer questions asked by the student in a timely manner. Questions will be answered within two days upon receipt of the question via email or discussion board. However, if the email or discussion board posting is received late on a Friday, on a weekend, or on a holiday, the instructor will answer the question on the next business day.

IT Student Support Center

The Student IT Student Support Center provides Information Technology (IT) related services and support to Columbus State Community College faculty, staff, and students.

If you are having trouble with Blackboard, email, or CougarWeb, contact the IT Support Center/Help Desk. You can reach the help desk at (614) 287-5050 or you can email them at helpdesk@csc.edu. For more information about the IT support Center visit their website at <https://www.csc.edu/services/itsc/>

Health and Human Services Academic Advising

Students enrolled in any program in the Division of Health and Human Services may receive advising assistance in Union Hall 477. The Health and Human Services Advising Team can provide assistance with: course registration, academic planning, program admission requirements, academic restrictions, scheduling, placement test referrals, and a number of other advising related issues. Contact the Health and Human Services Advising Office for more information at (614) 287-2779 or hhsadvising@csc.edu or by visiting them online at: <https://www.csc.edu/services/advising/hhs-advising.shtml>.

The academic advisors for the HIMT program are Ashley Borgemenke and Jane Roberts. Students with questions regarding how to progress through the HIMT program should email or call Krystal Phillips at (614) 287-5376 ([mailto: kphillip@csc.edu](mailto:kphillip@csc.edu)) or Jane Roberts at (614) 287-5459 (jroberts@csc.edu),

Registering for Courses

Students are strongly encouraged to register for courses within the first week that registration opens. If you meet the course prerequisites and are unable to register for an HIMT course, please contact the HIMT department for assistance. You will need to provide your name, phone number, Cougar ID, course name and section number to be registered for an HIMT course. Your prerequisite completion will be checked before registering you in an HIMT course. If you have completed the required prerequisite course(s), you will be registered for the course if a seat is available. If you are trying to register for a non-HIMT course (e.g., BIO, CSCI, etc.), you will need to contact that academic department for assistance.

Students pursuing a Medical Coding Certificate and the HIMT associate degree must contact the program coordinator to register for the professional practice experience (PPE) courses, HIMT 2930 and HIMT 2870.

Plans of Study

The established plans of study for the programs within the HIMT department are published in the CSCC college catalog. <https://www.csc.edu/academics/catalog/> Please note that the CSCC college catalog is revised annually.

The published plans of study outline the courses students must complete each semester. The published plans assume that the student is beginning the program indicated as “semester one” in the catalog. Semester one for the HIM Technician Certificate and the HIMT associate degree is autumn. Semester one for the Medical Coding Certificate is summer. The HIMT associate degree and the Medical Coding Certificate required the completion of the HIM Technician Certificate by the end of spring semester immediately following the submission of the HIMT program application.

Students who deviate from a published plan of study (i.e., attends part-time, drops out of school for one or more semesters, etc.), must develop and submit a revised semester-by-semester plan of study for review by the HIMT department academic advisor, (Jane Roberts). Students who deviate from a published plan of study will delay their completion of the program by several semesters. Please refer to the CSCC college catalog for the most current information concerning required courses for a particular plan of study (i.e., course description, course prerequisites, semester course is offered).

Attention:

As the HIMT program transitions to the CAHIIM Future Education Model (FEM) requirements, which will be fully implemented by the autumn semester 2026, there may be

changes to when courses are offered, course numbers, and prerequisite/corequisite requirements. If your plan of study that was reviewed by a HIMT advisor extends beyond summer 2026, contact Jane Roberts for a review of your plan of study. Your advisor will assist you with revising your plan of study to reflect any changes required to accommodate the changes to the published HIMT plans of study and/or course descriptions.

Catalog Year

Your catalog year is the semester in which you completed HIMT 1111-Introduction to Health Information Management with a final grade “C” or higher. For example, students who completed HIMT 1111 in autumn semester 2025, will have the catalog year of autumn 2025-2026. Because of the curriculum changes that will be effective autumn semester 2026, students who have a plan of study that extends beyond summer 2026, will have their catalog updated to the 2026-2027 catalog year. Your catalog year serves to indicate the published plan of study you are required to follow. For example, those students with a catalog year of autumn 2025-2026 are required to follow the published plan of study in the 2026-2027 CSCC college catalog.

All course descriptions published in the current CSCC catalog apply to all students registering for courses regardless of catalog year. Therefore, the current college catalog must be reviewed by the student to determine course prerequisites prior to registering for a course.

If a course appearing on the plan of study for a specific catalog year is deleted, the student must contact an HIMT department advisor to determine what course will be substituted for the one that was deleted.

In addition, all coding courses (HIMT1245, HIMT 1255, and HIMT 2275) that were completed over 3 years ago must be repeated for the student to remain current with coding guidelines. The HIMT 1245 and HIMT 1255 courses will be renumbered in the 2026-2027 college catalog to HIMT 2245 and HIMT 2255 respectively. If a student’s catalog year is greater than three years, the student’s degree audit will be reviewed, and the student may have the current catalog year assigned. The requirements of the new catalog year must be completed for the student to meet current program, accreditation, and professional requirements.

Tutoring and Assistance Contact Information

Tutoring for HIMT Students: Students should contact the course instructor with questions on course content or for assistance with course assignments. There is no specific tutoring service for HIMT courses at CSCC. Students are expected to utilize the various means available to them for assistance within the immediate course environment (e.g., email to course instructor for clarification, discussion boards, supplemental course material, suggested readings, coding roundtables, review sessions held by instructor, virtual online meetings, recordings from instructor, course embedded videos and learning objects, etc.).

HIMT faculty are available to assist students enrolled in HIMT courses for clarification regarding course content or assistance with assignments, etc.

It is always helpful for students to contact their course instructor early on when seeking assistance. Students should include a summary of the specific reasons they are requesting assistance (e.g., “I have worked on this week’s coding assignment in HIMT 1255 and have three questions about how to assign evaluation and management codes.”).

Students are expected to be prepared with specific content questions when meeting with their course instructor. Course instructors are available to answer specific questions. Course instructors are *not* expected to provide an additional lecture of course material. Students unprepared with specific questions may be asked to reschedule a meeting with their course instructor. The more specific the questions are for the course instructor, the more beneficial the tutoring session will be for the student.

Students are expected to submit professional, well-written reports and assignments. Students who need a review of a writing assignment for grammar, organization, and sentence structure should contact the writing center or Net Tutor. The writing center and Net Tutor information can be found at <https://www.csc.c.edu/academics/departments/english/writing-center.shtml>

Columbus State also offers all students a variety of other tutoring services. To learn more about these tutoring services, please visit the following website:
<https://www.csc.c.edu/services/tutoring.shtml>.

Letter of Recommendation/Verbal Reference

Students who seek a letter of recommendation and/or a verbal reference from a Columbus State faculty/instructor should speak directly with that faculty/instructor. Once the faculty/instructor has agreed to write a letter of recommendation and/or provide a verbal reference for the student, the student should then complete the “Letter of Recommendation/Verbal Reference and FERPA Release” form, found in the forms section and then return it to the faculty/instructor. This “Letter of Recommendation/Verbal Reference and FERPA Release” form will allow the student: (1) to designate whether the faculty/instructor is to provide a letter of recommendation and/or a verbal reference; (2) to provide information about the recipient(s); (3) the opportunity to authorize the faculty/instructor to use information obtained from the student’s education records (such as course grades, GPA, documented attendance, or examination results) in the letter of recommendation and/or verbal reference; and (4) if it is a letter of recommendation the form gives the student the opportunity to waive or not waive the right to read the letter of recommendation.

Pursuant to FERPA, students are not required to authorize the release of their education records in a letter of recommendation and/or a verbal reference. If the student does not authorize the faculty/instructor to use their education records in the letter of recommendation and/or verbal reference, then the faculty/instructor may only share directory information (unless the student has requested the College to withhold their directory information) and/or the faculty/instructor’s personal observations and knowledge about the student (i.e., remarks about the student’s work ethic, dependability, and creativity).

Further, pursuant to FERPA a student has the right to read a letter of recommendation, unless that right has been waived by the student. Students are not required to waive this right to review a letter of recommendation.

Student Code of Conduct Action and Academic Performance

Students are responsible for understanding and complying with college, their academic program, and clinical/partner facility policies and procedures; College and Program academic standards; standards of student conduct in the learning environment; and expectations for professional behavior on and off campus. These policies and expectations can be found on Columbus State's website, the academic program's materials, and orientation. Failure to comply may result in disciplinary action. Students subject to certain adverse actions will be afforded due process rights.

The policies and procedures related to student violations of the Columbus State Student Code of Conduct are outlined in Columbus State's Policy and Procedure 7-10. The due process, within these procedures, assures timely written notice and a hearing before an objective decision-maker. The appeal process for violations of the Student Code of Conduct is also found within 7-10. (Policy and Procedure 7-10 can be accessed at the following website: <https://www.csc.edu/about/policies-procedures.shtml>).

A student's academic performance, professionalism, safety, and/or conduct in the classroom and learning environment, which is determined by the academic program as unsatisfactory, unprofessional, inappropriate, and/or interferes with the learning environment, will be addressed with notice to the student of the unacceptable behavior by the academic program. The student may discuss the matter with the academic program staff. Further, the academic program has the authority to exercise control over the learning environment should a student's behavior be found unsatisfactory, unprofessional, inappropriate, and/or interferes with the learning environment, including initiating a range of disciplinary action, which may include but is not limited to, a warning up to and including dismissal.

Some violations may warrant dual processes through the academic program and the Student Code of Conduct.

Dispute of Continued Participation Dismissal

In the event of a dismissal by the program, the student has the right to appeal through meeting with the program staff. Such appeals will pertain only to the continued participation requirements listed in this handbook.

Academic Integrity

Academic integrity is a concept central to academic success, just as personal integrity is central to the development of a socially responsible student. CSCC does not tolerate academic misconduct as defined in College Policy and Procedure 7-10 in any form (including plagiarism and cheating), and the Student Code of Conduct process is used to educate students who

violate this policy. Academic misconduct comes in two major forms: intentional and unintentional. Unintentional academic misconduct may occur due to a lack of familiarity with citation rules, misunderstanding course requirements or assignment instructions, or lack of preparation. It is important to note that any form of academic misconduct, whether intentional or unintentional, is a violation of the Student Code of Conduct. Students will be referred to the Office of Student Conduct for alleged violations of academic misconduct. Definitions and sanctions for Academic Misconduct can be found in College Policy and Procedure 7-10 (<https://www.csccl.edu/about/policies-procedures.shtml>). For more information regarding Academic Misconduct, please visit <https://www.csccl.edu/services/student-conduct/academic-misconduct.shtml>.

- ✓ Tests and quizzes are to be completed independently without the use of reference books, textbooks, notes, websites, AI, etc., unless otherwise specified by the instructor. Using textbooks, reference material, websites, notes, etc. on a closed book test/quiz is considered cheating and will be subject to the Student Code of Conduct.
 - ✓ Examples of Cheating, include but are not limited to:
 - Using open textbooks, notes, electronic devices, Internet sites, or other assistance during an examination, except those that have been authorized by the instructor.
 - Copying from another person's work during an examination.
 - Collaborating with another person on an assignment in a manner not authorized by the instructor.
 - Obtaining, distributing, or using the contents of an un-administered test.
 - Substituting for another student or permitting any person to substitute for oneself in an examination.
 - ✓ Examples of Plagiarism, include but are not limited to:
 - Submitting an assignment purporting to be the student's original work which has been wholly or partly created by another person. (i.e., material from website, textbook, etc.).
 - Presenting as one's own the ideas, organization, or wording of another person without acknowledgment of sources.
 - Knowingly permitting one's own work to be submitted by another student as if it were the student's own.
 - Knowingly resubmitting work previously completed when retaking a course.
 - Knowingly resubmitting PPE time and or experiential learning activity work previously reported.
 - ✓ Use of AI on tests, assignments, etc.: The submission of work generated by artificial intelligence (AI) without explicit permission from the instructor constitutes a violation of CSCC's student code of conduct. Faculty may use AI/plagiarism-detection tools to ensure that student writing is original and human-created. Unauthorized use of AI will be reported to the Office of Student Conduct.
 - ✓ Not following virtual proctoring procedures (e.g. example failure to complete an acceptable environmental scan of the testing environment) will be reported to the Office of Student Conduct.
-

Proficiency Testing/Credit (X Credit)

Permission is given for students wishing to take proficiency exams in HIMT 1121 – Advanced Medical Terminology and HIMT 1141- Pharmacology and only in cases when it is evident that previous experience or study warrants. A \$50 non-refundable fee will be charged for each proficiency examination.

Examination/proficiency credit does not apply to meeting residency credit hour requirements.

The procedure for pursuing proficiency credit for HIMT courses is as follows...

- ✓ Complete the request for proficiency testing form and submit to HIMT program coordinator.
- ✓ Student pays the \$50 fee at the cashier's office and asks for receipt of payment.
- ✓ Student presents paid receipt and photo ID to the testing center (WD 223) at the time of testing.
- ✓ Student emails Jane Roberts (jroberts@csc.edu) when the student has completed the proficiency test.
- ✓ Student will be notified as to whether proficiency credit has been awarded within five (5) business days in which the proficiency exam was taken.

The student may only take a proficiency test once for a given course. If proficiency credit is not earned for performance on a proficiency test, the student will be required to complete the course for credit.

There are NO study guides provided for the proficiency tests. Upon request, the student will be provided with the title of the textbook last used in the course. The HIMT department does not provide copies of the textbooks for proficiency testing preparation. Students wishing to take a proficiency test for non-technical courses (non-HIMT) courses must contact the department that offers that course.

Non-Traditional Credit (N Credit)

Non-traditional credit may be granted for work experience outside the typical classroom environment.

Non-traditional credit will be considered for the following HIMT courses with the required documentation.

Course	Required documentation
HIMT 1255 CPT coding	Current certification CCS-P or CPC-H or CPC
HIMT 1245 ICD-10-CM/PCS	Current certification CCA or CCS
HIMT 2275 Intermediate Coding	Current certification CCS

Testing Center

Some course assessments will require the student to take exams in person at the testing center. The CSCC Testing Center is available to provide students with a testing environment where tests are administered securely according to the instructor's guidelines.

Additionally, if a student fails to follow virtual testing procedures in courses that allow for the use of testing with the lockdown browser (e.g. Respondus Monitor, Zoom proctoring with lockdown browser) the student will be required to complete their quizzes and exams in person at the testing center. If a student persists with technical issues and/or a distracting testing environment when using the virtual proctored tests/quizzes, the student may be required to take their exams and quizzes in person at the testing center. To contact the CSCC Testing Center call (614) 287-5750. For more information about testing center services and policies visit their web site at <https://www.cscce.edu/services/testingcenter/>

Proctored Testing

In-person proctored tests or virtually proctored tests will be required for most of the courses listed on the HIMT plans of studies. Virtually proctored tests require that the student use a webcam, microphone, and lockdown browser. Your instructor will provide details as to the testing requirements for the course. There are several reasons why proctored tests/exams are required. Proctored exams...

- ✓ Encourage students to be more rigorous in their study of course content and in the completion of course assignments. By completing assignments and quizzes (graded and ungraded) students can learn the course material and ask questions to clarify content that they find difficult. Requiring students to take proctored graded test(s) encourages students to learn the course content to a level that will be needed to prepare them for future certification exams.
- ✓ Prepare students for the certification examination. By taking proctored exams that are time-limited, computerized exams, students are better prepared for the testing environment they will experience when taking the certification exams. Students gain experience answering various question types. Students who can successfully complete the proctored tests at the course level are better prepared for certification exams.
- ✓ Are considered assessment tools not learning tools. Student learning is to take place before the proctored exam through the completion of quizzes and assignments. The proctored tests provide CSCC and the student with an assessment as to whether learning has taken place.
- ✓ Provide integrity to the web-based learning environment. Proctored exams provide an assessment process that is comparable to the traditional learning environment. Proctored testing provides students with the opportunity to show that they are doing their own work and that they have learned the required material. For this reason and the other above-mentioned reasons, proctored exams are weighted high in the calculation of the course grade.

As an assessment tool, HIMT exams are treated similarly to how professional certification exams are handled. Students are not permitted to have copies of HIMT exams or write down specific test questions and answers. Once an exam is graded and all students have taken the exam, the student may request a summary of areas that he/she needs to improve based on the

performance on the exam. Specific test questions will NOT be released to students. If the student feels that their test score is lower than expected, the student may request a second review of the exam by the instructor. The request for review must be received by the instructor within one week of the last day of the exam.

In-person proctored exams will be available at the CSCC testing centers during the testing window specified by the instructor for the course. Information regarding the testing center policies and hours of operation can be found at <https://www.csc.edu/services/testingcenter/academic-testing/academic-hours-location.shtml>. If the student does not complete a test by the testing deadline, a score of zero "o" will be earned for the test.

Only the test score will be displayed on the Blackboard system.

Out-of-Region Proctored Testing

If you live outside of Columbus State's five-county service area and it is not convenient to drive to one of our testing locations, you will need to set up a testing location <https://www.csc.edu/services/testingcenter/academic-testing/out-of-region-testing.shtml> according to the Columbus State procedures and with the approval of your instructor. Email your instructor for permission to test out of region the first week of the semester.

All tests will be taken on Blackboard.

Testing Window for Remotely Administered Exams

Remotely proctored exams may have a specific limited testing window to take the exam to assure that technical support is available in the event a student's test becomes locked. For example, there may be a specific day and time that the tests will be available for remote testing. The student wishing to test remotely must be able to arrange his/her schedule to meet the testing deadline set forth by the instructor.

Professional Practice Experience (PPE) Policies and Experiential Learning Activities Procedures

Professional Practice Experiences (PPEs) - Overview

Professional Practice Experiences (PPE)/Experiential Learning (EL) Activities provide students with the opportunity to apply knowledge gained in the classroom to an actual healthcare setting or equivalent experience. Students gain exposure to actual working conditions, HIM software applications, and experience in various aspects of HIM services. Students are expected to have a good working knowledge of HIM concepts to perform relevant tasks at the PPE sites/simulations.

Clinical/Partner Facility Admission and Policies

Clinical/Partner facility sites for clinical, practicums, internships, professional practice experiences (PPEs), or other type of experiential learning experiences, often have their own

admission and participation requirements that students must meet before students can be placed at the clinical/partner facility. The clinical/partner facility may have admission requirements that exceed or are in addition to the admission requirements of Columbus State and the student's specific academic program. Clinical/Partner facilities have the right to deny student participation even when the student is fully admitted into the academic program. Therefore, students should expect to meet the requirements of the clinical/partner facility in addition to their academic program's requirements. If a student cannot be admitted into any of their academic program's clinical/partner facilities, the following may occur but is not limited to the student being dismissed from the academic program. For more information, please consult with the HIMT program coordinator.

Further, students are expected to comply with all clinical/partner facility policies and Columbus State policies when completing a clinical, practicum, internship, professional practice experience (PPE), or other type of experiential learning experience. It is also an expectation that students comply with policy expectations off premises if any conduct pertains to the clinical/partner facility. Examples of such conduct could include, but is not limited to, work responsibilities that occur off premises, uniform and appearance expectations, social media usage, patient/client interaction, and any other activities related to the learning experience. Failure to follow the clinical/partner facility's policies and Columbus State policies may result in discipline up to and including dismissal.

Background Check and Drug Screening for Professional Practice Experience (PPE) Placements

Some Professional Practice Experience (PPE) sites may have additional requirements for students assigned to their site, which may include drug screening and/or another background check. Please see the "Background and Drug Screening" section under Program Admission and Continuing Compliance Requirements.

Dress Code for Professional Practice Experience (PPE) Placements

Please see the "Dress Code" section under Program Policies.

PPE Health Requirements

Students may be required to meet certain health requirements as specified by the PPE site including but not limited to the following: completion of health record form, proof of physical examination stating that you are "well" enough to participate in the PPE, proof of two-step Mantoux (intradermal) TB test and/or other immunizations such as flu shot, Tdap, MMR, HepB, varicella or documentation of chicken pox disease, COVID, and the flu, etc. The health record forms will be provided by the specific PPE site, if applicable. It is the student's responsibility to be aware of the PPE site health requirements and submission deadlines.

Note: TB test – Students may be required to have a two-step Mantoux intradermal test done to participate in a PPE at a healthcare facility. This involves two TB Mantoux tests at least 7 days apart and within the last year. Two or three days after each TB test is given it must be

read by the physician, nurse, or physician's assistant. TB tine tests are not acceptable per state regulations. Two Mantoux tests within the past year can be substituted per state regulations. If the student recently received an MMR or varicella vaccine, the tuberculosis test must be postponed until at least four to six weeks after the MMR.

If this test or a previous test is positive:

Submit documentation of positive PPD and a negative chest x-ray post-conversion according to PPE site policy. Documentation of TB test results are to be sent to the designated person at the PPE site.

Other Professional Practice Experience (PPE) Requirements

Some Professional Practice Experience (PPE) sites may have additional requirements for students assigned to their site, including but not limited to, HIPAA training, and/or orientation.

Removal Due to Health Risk and/or Safety Risk

Clinical/Partner facilities have an expectation that students completing a clinical, practicum, internship, professional practice experience (PPE), or other type of experiential learning experience at their site will not be a health risk and/or safety risk to their clients. Students are therefore expected to conform to all standard health and safety practices required by the clinical/partner facility. Being unsafe and/or a health risk includes but is not limited to a student that consistently fails to demonstrate competence in clinical patient/client care, a student who does not adhere to policies, and/or a student who behaves in any manner that compromises or threatens the well-being of the patient/client's health and welfare. Students will be evaluated during their clinical, practicum, internship, professional practice experience (PPE), or other type of experiential learning experience and the evaluations may show student deficiencies that would deem them a health risk and/or unsafe. A student that is deemed a health risk and/or unsafe may result in discipline up to and including dismissal. In addition, the clinical/partner facility is under no obligation to allow or approve a student's experience if a health or safety issue is identified.

Professional Practice Experiences (PPE)/Experiential Learning (EL) – Description

Students completing the HIMT degree program, who have a catalog year of autumn 2024 or before are required to complete two PPE courses (HIMT 2870 and HIMT 2930). Students starting the HIMT AAS program autumn 2025 and after, complete an experiential learning activity during their first spring semester as an admission requirement to continue on for the HIMT AAS and/or Medical Coding Certificate. Additionally, students starting the HIMT AAS program autumn 2025 and after will complete PPE/Experiential Learning course (HIMT 2870). Students who have a catalog year of autumn 2024 or before and are completing the Medical Coding Certificate program are required to complete one PPE course (HIMT 2930). Students starting the Medical Coding Certificate program autumn 2025 and after will only be required to complete the first year experiential learning activity(ies) as part of the admission requirement to the medical coding certificate program. Professional Practice Experiences

(PPE)/Experiential Learning courses (HIMT 2870 and HIMT 2930) are only offered once a year as noted in the college catalog. Starting with the autumn 2026 catalog, HIMT 2870 will be offered in the spring semester only, . Students who deviate from the published plan of study must plan accordingly to ensure that all prerequisites are met prior to registering for a Professional Practice Experience (PPE)/Experiential Learning course(s).

HIMT 2930 will be deleted from the autumn 2026 catalog and students who are transitioning from an older catalog year, should contact the HIMT program coordinator, Jane Roberts, to revise their plan of study.

As part of the HIMT 2870 and HIMT 2930 courses, students are required to participate in the OHIMA Virtual Intercollegiate Practicum (VIP) experiences. The instructor will indicate which OHIMA VIP activities are required for each course. The OHIMA VIP activities include synchronous virtual meeting attendance. Students are required to attend and participate in all synchronous OHIMA VIP meetings in order to pass the course.

Other experiential learning experiences/projects are also required and will include synchronous and/or in person projects and experiences.

ALL synchronous and asynchronous components of the OHIMA VIP and other experiential learning projects must be completed with the level of achievement indicated in the syllabus and or assignment instructions in order to pass the course.

Each Professional Practice Experience (PPE) is unpaid and may require the student to be on-site (i.e., in the HIMT lab or assigned healthcare facility) and/or engage with approved project work for up to 6 hours per week for the 15-week semester. Ninety (90) hours of PPE time equals 6 hours of PPE time each week X 15 weeks. In spring of 2027, HIMT 2870 will require 105 hours for PPE/EL time (7 hours of PPE/EL time each week x 15 weeks. HIMT 2930 will no longer be required with the autumn 2026 catalog.

PPE hours are typically completed during daytime hours, which are scheduled on weekdays and require you to attend specific hours and specified days (i.e., no evenings, no weekends).

PPE hours are completed weekly throughout the semester and are varied depending upon what clinical sites and externally supervised projects are available during a particular semester.

Failure to complete more than six virtual lab activities hours (i.e. Vlab or EHRGo activities) will result in the student failing the PPE course.

Prerequisites

The prerequisites for each Professional Practice Experience (PPE)/Experiential Learning courses (HIMT 2870 and HIMT 2930) are specified in the Columbus State Community College Catalog. Students must complete all prerequisite coursework with a grade “C” or

higher prior to registering for a PPE courses (HIMT 2870 or HIMT 2930). The pre-requisite and corequisite requirements for Medical Coding certificate are the courses noted on the Medical Coding Certificate's plan of study as published in the catalog. If at the time of registration for the PPE the prerequisites are being completed, students can register for the PPE courses; however, if the student does not earn a "C" or higher in those prerequisite courses, the student will be de-registered and will not be permitted to complete the PPE course until the required prerequisite coursework has been completed with a final grade of "C" or higher.

Registering for PPEs

Students are strongly encouraged to register for PPEs the first week of registration to facilitate planning meaningful PPE experiences. Adequate notice of your intent to participate in the PPEs is necessary for the HIMT Program Coordinator to arrange externally supervised PPE projects/experiences.

Alternative PPE Site Assignments

Occasionally, a student may have access to an HIM related on-site PPE experience. If the student wishes to have a site considered for experiential learning project(s), they may contact the HIMT Coordinator, Jane Roberts, to seek approval to complete PPE time at the site. The proposed site's projects must meet the same performance indicators as the scheduled experiential learning projects covered by the PPE course. Approval of alternative PPE/EL experiences will be determined on a case-by-case basis and is based on the relevancy to the required performance indicators and program accreditation standards.

If the alternative PPE site is proposed, the student must provide the HIMT program coordinator (in writing, email accepted) with the names, email addresses, and phone numbers of possible facility PPE contacts.

The HIMT program coordinator will initiate a site-specific Clinical Affiliation Agreement once the PPE site has been secured, and facility representative(s) have agreed to take students for PPE placement and coverage of the required performance indicators has been determined.

If an alternative PPE experience is approved, it may be acceptable for the student to complete 90 hours of PPE time in a period shorter than 15 weeks provided that the site is in agreement for the students to do so.

Please note that students are not guaranteed an onsite/ in person PPE/EL placement. PPE/EL placement depends on site availability and possible site requirements (i.e., student skill set, health screenings, TB test, drug screens, background checks, facility orientation, etc.).

If an alternative clinical site is not approved or the site decides not to provide the PPE/EL experience for the student, the student will be required to complete the scheduled virtual PPE hours and the externally supervised projects/experiences.

Transportation

Each student is responsible for providing his or her own transportation to and from professional practice experience (PPE)/Experiential Learning sites. Student parking is available at most sites at no cost. Students may be assigned to sites that do not provide parking; therefore, it is the student's responsibility to pay for parking. At no time is a student permitted to use valet parking at any facility.

Dismissal and Withdrawal

Students should only register for the Professional Practice Experience (PPE)/Experiential Learning courses (HIMT 2870 and HIMT 2930) if they are prepared to complete the requirements for the PPE (i.e., attend all meetings, complete assignments at the required level of achievement, and 90 PPE hours).

If a student is dismissed from a PPE site/experiential project for misconduct, including but not limited to, unprofessional behavior, insubordination, confidentiality breach, and/or theft, the student will not be assigned to another PPE site and will be required to withdraw from the PPE course.

If the student withdraws from the PPE due an extenuating circumstance (e.g., death in the immediate family, illness that prevents the student from continuing the PPE per doctor's note) and the student then registers for the same PPE in a subsequent semester, all required hours must be repeated. No completed PPE hours will be carried to the new semester.

Professional Practice Experience (PPE) Expectations

Students are expected to...

- ✓ Be present and participate in ALL Professional Practice Experience (PPE)/experiential learning activities for a minimum of 6-7 hours per week as noted in the course schedule (i.e., no weekends, no evenings) or according to PPE schedule arranged with the external site supervisor.
 - ✓ Be professional at all times. Be respectful to all patients, employees, other students, instructors, evaluators, and supervisors. Keep expression of distressed personal emotions out of the presence of external PPE participants. Communicate respectfully to all. Treat your professional practice experience (PPE)/experiential projects as you would a real job.
 - ✓ Maintain confidentiality at all times. Do NOT discuss patients or employees with any person(s).
 - ✓ Do NOT remove any patient or facility specific information from the professional practice experience (PPE) facility site.
 - ✓ Abide by PPE/EL site dress code and code of conduct.
 - ✓ Submit assignments on or before the due dates posted in the course syllabus and/or course announcements.
 - ✓ Participate in online, on-campus and on-site PPE activities as scheduled.
 - ✓ Complete 90 PPE hours in HIMT 2870 and 90 PPE hours in HIMT 2930. Starting autumn 2026, HIMT 2870 will require 105 PPE/EL hours.
 - ✓ Achieve the required level of achievement on all PPE Projects/Assignments.
-

Failure to follow the above may result in discipline up to and including dismissal from HIMT 2870 or HIMT 2930 and the HIMT program.

FORMS

The following forms included in this section are:

- (1) Handbook Acknowledgment Form
- (2) Graduation-Employment Relationship Acknowledgement Form
- (3) Confidentiality Acknowledgment Form
- (4) Acknowledgement of HIMT PPE and Web-based Policies

Please read each of these forms carefully before signing. If you have any questions regarding these forms, please contact Jane Roberts, MS, RHIA at (614) 287-5459 (jroberts@csc.edu) or your course instructor.

All forms must be signed and returned to Jane Roberts by the end of week three (3) of autumn semester.

Jane Roberts, RHIA, Professor/Coordinator, HIMT
Columbus State Community College
Room 318 Union Hall
550 East Spring Street, Columbus, OH 43215

Division of Health and Human Services

Handbook Acknowledgement Form

I, _____, hereby acknowledge that I have received and read a copy of the student handbook for the Health Information Management Technology (HIMT).

By signing below, I agree to abide by the requirements, standards, policies and procedures contained herein, including by reference or hyperlink, and any changes that may occur from time to time. I also understand that I am responsible for understanding the information within this handbook. I acknowledge that any deviation from or violation of the requirements, standards, policies and procedures contained herein will be subject to disciplinary action, including but not limited to my removal from the academic program. In addition, I acknowledge that revisions to this handbook will be made periodically, with or without prior notice, and that I am responsible for checking for updates to program information.

Furthermore, along with abiding by this academic program handbook, I agree to abide by the Columbus State Policies and Procedures, course syllabi, the Columbus State Student Handbook, and the Columbus State Catalog.

I acknowledge that my signature on this form does not guarantee my progression in the academic program.

(Student's Printed Name)

(Student's CID)

(Student's Signature)

(Date Signed)

Acknowledgement of HIMT PPE and Web-based Policies

I, _____ acknowledge and understand that the Health Information Management Technology (HIMT) is a program that is primarily web-based, and I agree to this type of learning methodology and the program's policies and procedures.

I agree to participate in online, on-campus, and on-site PPE activities as scheduled. I understand that I must be able to attend Professional Practice Experiences (PPEs)/Experiential Learning activities up to 6 hours per week, during the weekdays and daytime hours. I understand that there are no evening or weekend PPEs and that 90 hours of PPE time is required in both HIMT 2870 and HIMT 2930. Starting autumn 2026, the required PPE/EL hours will be 105 hours for HIMT 2870 (7 hours per week x 15 weeks). Students are not guaranteed in-person PPE placement. Any onsite PPE placement depends on site availability, the ability of the site to meet required competencies and performance indicators, and possible site requirements such as student skill set, health screenings, TB tests, drug screens, background checks, facility orientation, etc.

I agree to be honest, truthful, and respectful with CSCC faculty, staff, students, and others.

I understand that submitting work generated by artificial intelligence (AI) without explicit permission from the instructor constitutes a violation of CSCC's student code of conduct. Using AI on quizzes, exams, and assignments is prohibited.

In-person or virtually proctored tests will be required for most of the courses listed on the HIMT plans of studies. I agree to follow virtual proctored testing procedures and if these procedures are not followed, I may be reported to the Office of Student Conduct.

(Student's Printed Name)

(Student's CID)

(Student's Signature)

(Date Signed)

Division of Health and Human Services

Graduation-Employment Relationship Acknowledgement Form

I, _____, hereby acknowledge that I am informed, I understand, and I agree that my graduation from the Health Information Management Technology (HIMT) and Columbus State does not guarantee my employment in my chosen field of study or otherwise. Furthermore, I also understand that neither the faculty nor staff of Columbus State are responsible for my employment or placement into a job. Therefore, neither Columbus State nor any individual employed by Columbus State is accountable for my employment in my field of study or otherwise. In signing this acknowledgement form, I recognize and agree that employment is my own responsibility.

(Student's Printed Name)

(Student's CID)

(Student's Signature)

(Date Signed)

Division of Health and Human Services

Confidentiality Acknowledgement Form

I, _____, hereby acknowledge that I am bound by federal and state laws regarding patient confidentiality, including where applicable the federal Health Insurance Portability and Accountability Act (HIPAA) and its policies.

I acknowledge that I may work with patients in a class, clinical, practicum, internship, or other type of experiential learning experience where I have access to patient's protected health information. I understand that all medical information is considered confidential and may be protected by HIPAA. In addition, I acknowledge that I have read the confidentiality statements in this handbook and that it is my responsibility to abide by them. I understand that it is therefore unlawful to disclose a patient's confidential health information and medical records without consent. I further acknowledge, that it is my professional responsibility and duty to protect the confidentiality of all patient medical records and protected health information with which I have access to.

My signature confirms that I understand and will abide by patient confidentiality and that I understand the consequences of any inappropriate actions regarding patient confidentiality.

(Student's Printed Name)

(Student's CID)

(Student's Signature)

(Date Signed)

APPENDIX A

Letter of Recommendation/Verbal Reference and FERPA Release

Introduction

Pursuant to FERPA, a faculty/instructor may share the following about a student for a letter of recommendation and/or a verbal reference **without a signed release** from the student:

- Directory information¹
- The faculty/instructor's candid assessment of strengths and weaknesses of the student based on the faculty/instructor's personal observations or knowledge (examples include remarks such as the student's work ethic, dependability, and creativity)
- Information about the College/academic program's policies and practices
(Please note that if your letter of reference is/was submitted and maintained through a third-party online reference system, it will not be available for your review.)

A faculty/instructor **cannot share** a student's education records (such as course grades, GPA, documented attendance, or examination results) in a letter of recommendation and/or verbal reference **without obtaining a signed release from the student** which 1) specifies the records that may be disclosed, 2) states the purpose of the disclosure, and 3) identifies the party or class of parties to whom the disclosure can be made. Additionally, pursuant to FERPA a student has the right to read a letter of recommendation, unless that right has been waived by the student.

Students who seek a letter of recommendation and/or a verbal reference from a Columbus State faculty/instructor should speak directly with that faculty/instructor. Students must also check with their program regarding whether the faculty/instructor will agree to be a reference. Once the faculty/instructor has agreed, the student should fill-out the following form, "Letter of Recommendation/Verbal Reference and FERPA Release," and then return it to the faculty/instructor.

Part I of the below form allows the student to designate whether the faculty/instructor is writing a letter of recommendation and/or providing a verbal reference. It also allows the student to provide information about the recipient(s) of the letter of recommendation and/or verbal reference.

Part II of the below form, is *optional* and only required if the student wants to authorize the faculty/instructor to use information obtained from the student's education records for the purpose of the letter of recommendation and/or verbal reference. If authorization is given the faculty/instructor may then choose to include some or all of the authorized information, in addition to providing their personal observations about the student. **Students are not required to authorize the release of their education records for a letter of recommendation and/or verbal reference. If a student chooses not to fill-out part II or chooses not to authorize the release of their education records on the below form, then no information from the student's education records may be included in the letter of recommendation and/or verbal reference.**

Finally, Part III of the below form, is to be filled out if student has asked the faculty/instructor to write a letter of recommendation. Part III provides the student with the opportunity to waive or not waive the right to review a copy of the letter of recommendation. **Students are not required to waive this right to review a letter of recommendation.**

To Columbus State Faculty/Instructor: You may not insist on a student's release of education records or waiver of the right to review a copy of the letter of recommendation as a condition for writing a letter of recommendation and/or providing a verbal reference. If a student does not authorize you to use their education records then you may not include that information. Please maintain a copy of this Letter of Recommendation/Verbal Reference FERPA Release form in your files and if there is a letter of recommendation maintain this form with each copy of the letter of recommendation.

Revised May 2018
Page 1 of 2

Letter of Recommendation/Verbal Reference and FERPA Release

¹If a student has requested the College to withhold their directory information, then a faculty/instructor is not allowed to release directory information about that student. To view the information Columbus State designates as directory information please visit the following website: <https://www.csc.edu/services/registrar/withhold-information.shtml>.

Student: *This form should be filled out and then returned to the Columbus State faculty/instructor who has agreed to write you a letter of recommendation and/or serve as a verbal reference. If you would like to authorize the faculty/instructor to use your education records in constructing their letter of recommendation and/or verbal reference please fill-out Part II, students are not required to authorize the release of their education records for this letter of recommendation/verbal reference. For letters of recommendation, please choose one of the options in Part III, students are not required to waive their right to review a letter of recommendation.*

Part I: (Required) Letter of Recommendation/Verbal Reference Information

Student/Graduate Name: _____

I authorize the following Columbus State faculty/instructor (check one or both boxes):

- ☐ To write a letter of recommendation on my behalf
and/or
☐ To serve as a verbal reference on my behalf

(Submit one form for each Columbus State faculty/instructor)

I grant the Columbus State faculty/instructor named above to provide the letter of recommendation and/or verbal reference to the following recipient(s):

- ☐ All prospective employers, all educational institutions to which I seek admission, and/or all organizations considering me for an award or scholarship

OR

- ☐ To the following specific recipient(s)*:
Recipient's name: _____

Recipient's address/email: _____

*please list more specific references on the reverse side.

Part II: (Optional) FERPA Release of Education Records

I understand that, pursuant to FERPA, (1) I have the right not to consent to the release of my education records; (2) This consent shall remain in effect until revoked by me, in writing, and delivered to the above named person to whom this release is granted, but that such revocation shall not affect disclosures previously made by the above named person prior to receipt of any such written revocation.

With this understanding and by checking below, I make the following decision:

- ☐ I do NOT authorize the above named faculty/instructor to release my education records to the above named recipients.
☐ I do authorize the above named faculty/instructor to release information and provide an evaluation about any and all information from my education records at Columbus State Community College, including information pertaining to my education at other institutions I have previously attended that is part of my education records at Columbus State Community College, as deemed necessary by the above named faculty/instructor to provide the letter of recommendation and/or verbal reference to the above named recipients.

Part III: (Only applicable for Letter of Recommendation) Right to Review a Copy

I understand that, under FERPA, I have a right to review a copy of this letter of recommendation upon request, unless I choose to waive that right. With this understanding and by checking below, I make the following decision:

- ☐ I do NOT waive my right to review a copy of this letter of recommendation at any time in the future.
☐ I waive my right to review a copy of this letter of recommendation at any time in the future.

Authorization:

Student Signature _____

Date: _____

APPENDIX B

Glossary/Acronyms

American Health Information Management Association (AHIMA): The national professional association for health information management professionals that promotes the standards of practice for health information. AHIMA offers the certification examinations for HIM professions.

Asynchronous: Virtual meetings and activities that do not require real-time scheduled student attendance and engagement.

Blackboard: The course management system used by Columbus State Community College for the delivery of web-based courses.

Distance Education: The delivery of educational programs where the instructor is not at the same location as the students (i.e., web-based courses).

Health Information Management Technology (HIMT): The academic department at Columbus State that houses the following programs: (1) The HIM Technician Certificate, (2) The Medical Coding Certificate program, and (3) The CAHIIM accredited two-year associate degree HIMT program that prepares students to take the RHIT certification examination offered by the American Health Information Management Association (AHIMA).

EHR Go: An electronic health record platform used in courses to provide authentic experience with HIM software applications.

Ohio Health Information Management Association (OHIMA): Ohio's state professional association for health information management professionals that promotes the standards of practice for health information management.

OHIMA Virtual Intercollegiate Practicum (VIP): Experiential learning projects/activities that are externally offered through Ohio's professional association for health information management professionals and are required by students completing the PPE/EL course requirements.

Professional Practice Experience (PPE)/Experiential Learning (EL) Activities: The PPE courses are intended to help students to bridge the gap between the classroom and work environment. These experiences are projects and activities that are reflective of what is found in the workplace and are externally supervised.

Registered Health Information Administrator (RHIA): The certification credential available for graduates of four-year degree programs in health information management. Successful completion of a bachelor's degree (major in HIM) is required to sit for the RHIA certification examination.

Registered Health Information Technician (RHIT): The certification credential available for graduates of two-year degree programs in health information management. Successful completion

of an associate degree (major in HIM) is required to be eligible to sit for the RHIT certification examination.

Synchronous: Virtual and or in-person meetings and activities that require real-time scheduled student attendance and engagement.

Virtual Lab: HIM software applications that are available through AHIMA to allow students to gain experience with authentic software and activities that HIM professionals use in the workplace.

APPENDIX C

Unit 1: Applied Sciences	
Competence Assessment Statements Students upon graduation will demonstrate competence in:	Performance Indicators
1.1 Written and Oral Communications (does)	1.1.1 Use proper grammar and spelling in written communications. (does) 1.1.2 Ensure thorough and logical explanations founded on evidence-based information. (does) 1.1.3 Include proper scholarly or professional literature citations in written reports. (does) 1.1.4 Select or develop graphical representations and images to enhance communication and demonstrate appropriate understanding. (does)
1.2 Technology Competence (does)	1.2.1 Use digital technology, networks, and communication tools to find, evaluate, and communicate information. (does) 1.2.2 Use software packages that allow for the analysis and presentation of the data. (does)
1.3 Anatomy and Physiology (knows)	1.3.1 Identify musculoskeletal and physiological body systems and functions. (knows) 1.3.2 Integrate knowledge of body systems and functions in decision-making. (shows)
1.4 Medical Terminology (does)	1.4.1 Integrate prefixes, suffixes, word roots, and combining forms of medical terms. (knows) 1.4.2 Interpret proper phrases and terms of diseases, pathological conditions, and systems of the body. (knows) 1.4.3 Use medical terminology and abbreviations within the correct context. (does)
1.5 Pathophysiology and Pharmacology (knows)	1.5.1 Recognize the physical and functional changes that occur with disease, injury and throughout the human life cycle. (knows) 1.5.2 Describe diagnostic and therapeutic tests and procedures in disease processes and

	interventions. (knows)
	1.5.3 Identify generic and brand name pharmaceuticals and the indications for commonly prescribed drugs and agents. (knows) 1.5.4 Identify contraindications and side effects associated with drug therapies. (knows)
1.6 Healthcare Services Delivery (knows)	1.6.1 Identify types of healthcare organizations and systems. (knows) 1.6.2 Differentiate the scope of health professionals and healthcare services in various settings. (knows)
1.7 Fundamental Statistical Concepts (shows)	1.7.1 Demonstrate understanding of statistical terminology. (knows) 1.7.2 Calculate descriptive statistics and solve fundamental statistical problems. (shows)
1.8 Determinants of Health (knows)	1.8.1 Recognize how the determinants of health impact individual, community and population disease and health. (knows) 1.8.2 Identify the social determinants of health in clinical documentation. (knows)

Unit 2: Professionalism	
Competence Assessment Statements	Performance Indicators
Students upon graduation will demonstrate competence in:	
2.1 Advocacy Efforts (shows)	2.1.1 Support patients in navigating the health care system, including reimbursement and access to services. (shows) 2.1.2 Advocate for health information services and resources that benefit patients, the organization, and the population. (shows) 2.1.3 Educate others on the scope of practice and role of health information management professions.

	<p>(does)</p> <p>2.1.4 Mentor others to support competence in the profession. (shows)</p>
2.2 Self-reflection (does)	2.2.1 Self-reflect on experiences and personal opinions learn from others and identify growth areas. (does)
	<p>2.2.2 Recognize when services are beyond personal competence and consult or refer services to others. (does)</p> <p>2.2.3 Consider the relationship between the health information management role and the responsibilities of other team members. (knows)</p> <p>2.2.4 Engage in continuing education and professional development. (does)</p>
2.3 Ethical Behaviors (knows)	<p>2.3.1 Recognize ethical issues and identify potential actions that support a positive outcome. (knows)</p> <p>2.3.2 Identify and manage potential and actual conflicts of interest. (knows)</p> <p>2.3.3 Evaluate and apply ethical frameworks to provide professional guidance. (knows)</p>

Unit 3: Health Law and Policy	
Competence Assessment Statements	Performance Indicators
Students upon graduation will demonstrate competence in:	

<p>3.1 Health Information Legislation, Regulations, Licensure and Accreditation (shows)</p>	<p>3.1.1 Apply knowledge of the US legal system and the legislative processes. (knows)</p> <p>3.1.2 Identify legislation, regulations, regulatory standards, and judicial processes impacting health information management. (knows)</p> <p>3.1.3 Identify the alignment of policy to legislation and regulations. (shows)</p> <p>3.1.4 Recognize the impact of licensure and accreditation standards on health information management policies and procedures. (shows)</p> <p>3.1.5 Properly cite and reference legislation and regulations. (does)</p>
<p>3.2 Privacy, Security and Confidentiality (shows)</p>	<p>3.2.1 Obtain authorization for the collection, use and release of personal health information. (shows)</p> <p>3.2.2 Identify potential and actual privacy and security risks and define steps to mitigate vulnerabilities and the risk of unauthorized access. (shows)</p>
	<p>3.2.3 Follow legal requirements when releasing information to patients and authorized individuals and organizations. (shows)</p> <p>3.2.4 Use physical, technical, and administrative controls to ensure safeguards are in place to protect assets. (shows)</p> <p>3.2.5 Identify the vulnerabilities and the risk of unauthorized access. (knows)</p> <p>3.2.6 Identify potential and real cyber security risks and define steps to mitigate risks. (knows)</p> <p>3.2.7 Validate legal documents to protect patients and the organization. (shows)</p> <p>3.2.8 Participate in reviewing a health information compliance plan to assess the level of compliance within the health system. (shows)</p>
<p>3.3 Healthcare Fraud and Abuse (shows)</p>	<p>3.3.1 Differentiate between healthcare fraud and abuse as defined in legislation. (knows)</p> <p>3.3.2 Identify the reporting requirements associated with healthcare fraud and abuse. (knows)</p> <p>3.3.3 Analyze data and reports to identify trends and patterns of fraud or abuse. (shows)</p>

	3.3.4 Monitor clinical documentation integrity metrics and compare results to identify data trends. (shows)
3.4 State and Federal Reporting (shows)	3.4.1 Identify required elements for reporting vital statistics and notifiable diseases, abuse, and deaths. (knows) 3.4.2 Apply exceptions to the privacy legislation to release information for required reporting purposes. (shows) 3.4.3 Conduct data queries to identify physician and practitioner compliance with regulatory, credentialing, and licensure requirements. (shows)

Unit 4: Data Management	
Competence Assessment Statements Students upon graduation will demonstrate competence in:	Performance Indicators
4.1 Health Record Life Cycle (does)	4.1.1 Identify the content of the health record and documentation for various types and sizes of health organizations, including virtual environments. (knows) 4.1.2 Apply understanding of the health record life cycle. (shows) 4.1.3 Accurately enter, export, and sort health records data. (does) 4.1.4 Analyze workflow within an electronic health record. (does) 4.1.5 Identify components and interactions of software applications in the electronic health record. (does) 4.1.6 Implement, maintain and sunset an information system or application. (knows)
4.2 Data Configuration (does)	4.2.1 Follow interoperability standards to ensure data sharing across systems. (knows) 4.2.2

	<p>Work with data dictionaries, templates, flow sheets, and forms align with requirements and parameters. (does)</p> <p>4.2.3 Use data collection templates, flows sheets and forms, and identify purposes for collecting data and the required data elements. (does)</p>
4.3 Advanced Digital Applications (shows)	<p>4.3.1 Examine the trends, applications, benefits, and risks of AI and machine learning. (knows)</p> <p>4.3.2 Identify various artificial intelligence applications and other advanced technologies used in healthcare operations. (knows)</p> <p>4.3.3 Examine data generated from advanced digital applications to review the security, authenticity or reliability of the data generated. (shows)</p>

Unit 5: Informatics & Data Analytics	
Competence Assessment Statements	Performance Indicators
Students upon graduation will demonstrate competence in:	
5.1 Data Collection and Databases (does)	<p>5.1.1 Determine appropriate data collection methods considering end-user perspectives and needs. (knows)</p> <p>5.1.2 Access data in databases using analytic software. (does)</p>
	5.1.3 Apply knowledge of database structures to search for, compile and modify data sets. (does)
5.2 Data Interpretation (does)	<p>5.2.1 Identify data type and appropriate statistical application for the analysis. (knows)</p> <p>5.2.2 Use spreadsheets and Excel to perform a variety of data analyses. (does)</p> <p>5.2.3 Accurately interpret, calculate, summarize, and visualize data using statistical software. (does)</p>

5.3 Data Visualization (does)	<p>5.3.1 Choose the type of visualization based on the audience and data set. (does)</p> <p>5.3.2 Ensure correct data presentation to support accurate conclusions. (does)</p> <p>5.3.3 Use various data analytic tools to create a visual display of data. (does)</p>
-------------------------------	--

Unit 6: Clinical Coding	
Competence Assessment Statements	Performance Indicators
Students upon graduation will demonstrate competence in:	
6.1 Classification Systems, Nomenclature and Terminology (does)	<p>6.1.1 Navigate various classification systems. (does)</p> <p>6.1.2 Apply coding rules and guidelines. (does)</p> <p>6.1.3 Apply classification systems, methodologies, and approaches to assess data to identify patterns, trends, or differences. (does)</p>
6.2 Payer Transmittals, Coding and Payment Procedures and Documentation (shows)	<p>6.2.1 Identify and report required changes to the revenue cycle based on payor requirements. (Knows)</p> <p>6.2.2 Apply diagnostic and procedural coding knowledge to support reimbursement methodologies and payment systems. (shows)</p> <p>6.2.3 Locate and navigate the CMS transmittal and other payor portals. (know)</p>
6.3 Coding Technological Resources (does)	<p>6.3.1 Conduct audit reviews to detect any performance issues and flaws in the applications. (does)</p> <p>6.3.2 Recommend corrective actions to mitigate discrepancies and prevent future coding errors. (does)</p>

	6.3.3 Identify and correct problems with billing, coding and documentation to improve accepted claims. (shows)
--	--

Unit 7: Financial and Revenue Cycle Management	
Competence Assessment Statements	Performance Indicators
Students upon graduation will demonstrate competence in:	
7.1 Revenue Cycle Management (shows)	<p>7.1.1 Apply reimbursement methodologies and payment systems for the continuum of care. (shows)</p> <p>7.1.2 Apply regulatory requirements for patient billing data collection, claim generation, and adjudication for reimbursement and compliance. (shows)</p> <p>7.1.3 Define revenue life-cycle management from the initial patient contact through billing, payment adjudication, and cash posting. (knows)</p> <p>7.1.4 Evaluate code assignment for accurate reimbursement from payer sources. (shows)</p> <p>7.1.5 Explain the remittance advice and payment process for revenue cycle management. (knows)</p>
7.2 Patient Encounters and Payers Responsibilities (knows)	<p>7.2.1 Facilitate prior authorization and insurance eligibility activities. (knows)</p> <p>7.2.2 Document patient encounters and data collection, including charge capture, coding, and charge entry. (knows)</p> <p>7.2.3 Follow an established pricing estimate protocol to generate a transparent and compliant patient estimate of proposed services. (knows)</p> <p>7.2.4 Identify underpayments by payors or failure to capture revenue. (knows)</p> <p>7.2.5 Process denials and appeals for claims. (knows)</p>

Unit 8: Quality, Risk Management and Safety	
Competence Assessment Statements	Performance Indicators
Students upon graduation will demonstrate competence in:	

8.1 Quality Assessment and Improvement (shows)	<p>8.1.1 Audit the quality of patient records and report on</p> <p>8.1.2 issues and trends. (shows) Recognize the role of health information management in tracking and reporting on</p> <p>8.1.3 performance indicators. (shows) Collect data at the level of detail needed to monitor and analyze performance. (shows)</p> <p>8.1.4 Review quality reports to identify trends and areas of improvement for continuous quality improvement. (shows)</p>
8.2 Compliance Audits and Risk Management (does)	<p>8.2.1 Conduct an audit of health record data requirements and report on findings to promote workforce compliance with legal, regulatory, or accreditation requirements.</p> <p>8.2.2 (does) Compile and generate an audit report aligned to accreditation standards and communicate results. (does)</p> <p>8.2.3 Test new features and functions of new applications or templates to confirm data accuracy and use. (shows)</p> <p>8.2.4 Monitor data to identify risks, adverse events, or safety issues. (shows)</p>

Unit 9: Operational Management	
Competence Assessment Statements Students upon graduation will demonstrate competence in:	Performance Indicators
9.1 Virtual Business Administration (does)	<p>9.1.1 Interact with people virtually in their communities and other regions, states or nations. (does)</p> <p>9.1.2 Take steps to ensure authorized access to the session and the privacy and confidentiality of communication. (shows)</p> <p>9.1.3 Apply advanced communication skills to support transparent and engaging interactions. (does)</p>

	9.1.4 Apply time management skills and productivity principles to ensure a conducive virtual environment. (does)
9.2 Financial Management (shows)	9.2.1 Identify the broad financial imperatives facing the health systems and the basics of good financial stewardship. (knows) 9.2.2 Review a cost-effectiveness and cost-benefit analysis of budget priorities. (shows)

Unit 10: Leadership	
Competence Assessment Statements Students upon graduation will demonstrate competence in:	Performance Indicators
10.1 Leadership Principles (does)	10.1.1 Practice shared decision-making with internal and external partners. (does) 10.1.2 Practice ethical and transparent communications. (does) 10.1.3 Provide coaching and mentoring to foster the professional development of others. (does) 10.1.4 Applies evidence-based information and research to inform decisions and justify actions. (does)
10.2 Interprofessional Collaboration (does)	10.2.1 Identify professionals with legal authority to access electronic health records and their professional obligations to document patient care services. (knows) 10.2.2 Develop training materials for various individuals, groups, and populations. (does) 10.2.3 Recognize the various roles and scope of the inter-professional team. (knows)
10.3 Critical Thinking (does)	10.3.1 Apply conflict resolution practices during difficult situations or conversations. (shows) 10.3.2 Analyze problems, promote solutions, and encourage decision-making. (does) 10.3.3 Apply evidence-based information and research to practice. (does)