

COLUMBUS STATE

HEALTH INFORMATION MANAGEMENT TECHNOLOGY

Columbus State Community College
Health and Human Services Division
Health Information Management Technology (HIMT)
Professional Practice Experience Handbook

Revised 03/24/21

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COLUMBUS STATE

HEALTH & HUMAN SERVICES DIVISION

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, 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 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 Disability 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 Disability Services: 101 Eibling Hall, (614)-287-2570. Delaware Campus students may contact the Disability 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 Disability Services. Students can also visit the disability services website at:

<https://www.csc.edu/services/disability/register.shtml>. Email or give your instructor a copy of your accommodations letter from Disability Services as soon as possible. Accommodations do not start until the letter is received, and accommodations are not retroactive.

For more information about Disability 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/discriminationreport](https://www.csc.edu/discriminationreport) 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 employment and school-sponsored athletics and activities (on or off campus).

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/discriminationreport](https://www.csc.edu/discriminationreport) or by visiting the

following website <https://www.cscce.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.cscce.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 call 911, then the Police Department Communications Center at 614-287-2525. You can also send a text through the Rave Guardian App or directly from your phone to 67283. In the text, type CSCCTIP and enter a space. Everything after the space will be sent as your tip. Criminal acts, accidents, medical emergencies, suspicious behaviors, or other emergencies must be reported to the Police Department. You can call the Police Department, visit in-person on 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.cscce.edu/services/police/>. The Columbus State Campus Safety Policy and Procedure 13-11 can be accessed at the following website: <https://www.cscce.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.cscce.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.csc.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.csc.edu/services/counseling/> and the Alcohol and Other Drug Prevention Brochure at:

https://www.csc.edu/services/counseling/pdf/alcohol_drug_prevention.pdf.

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.csc.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. For cessation resources, please visit <http://legacy.csc.edu/about/tobaccofree/>.

To view the Columbus State Tobacco Free Campus Policy 13-13, please visit the following website: <https://www.csc.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.csc.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.csc.edu/about/policies-procedures.shtml>.

Image Release Acknowledgment

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

PROGRAM OVERVIEW

• Health Risks and Working Conditions

As a student enrolled in this academic program, you may be required to participate in activities (i.e., PPE) 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 a number of 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.

- **Background Check and Drug Screening**

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

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 successfully matriculate toward degree completion. Further, such background checks and drug screenings may require completion on an annual basis or immediately before the clinical, practicum, internship, or other type of experiential learning experience would start. Depending on the outcome of the background check and drug screening, students may be denied the ability to participate in clinical, practicums, internships, professional practice experiences (PPEs), or other type 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. For more information please visit the following website:

<https://www.csc.edu/services/student-conduct/criminal-history.shtml>.

Specific information regarding the background check process will be provided to students after they have tentatively been accepted into either the HIMT Associate's degree program or the Medical Coding Certificate program. Specific information regarding the drug screening process will be provided to students via email notification after they receive tentative acceptance to either the HIMT Associate's degree program or the Medical Coding Certificate program.

- **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) in either HIMT 2870 or HIMT 2930. 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 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 in order to access member-only areas of the AHIMA website for coursework, etc.

ESSENTIAL SKILLS/ABILITIES

In order 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, CHDA, 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 Disability Services at 101 Eibling Hall or at (614) 287-2570. Delaware Campus students may contact the Disability 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 Disability 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.csc.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 have to 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 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.
<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.

<i>Reading and Comprehension</i>	<ul style="list-style-type: none"> • HIM professionals/students must be able to read and comprehend technical, legal (i.e., HIPAA, release of information), 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). • 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 professionals/students are expected to take proctored exams at approved testing center. • HIM professionals/students are expected to travel or participate in-person at professional practice experiences (PPEs) and class meetings. • HIM professionals/students are required to complete 90 hours of field

	<p>experience in HIMT 2870 and 90 hours of field experience in HIMT 2930.</p> <ul style="list-style-type: none"> • HIM professionals/students are required to become a member/student member of the American Health 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. • HIMT professionals/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 student on assignments/tests/quizzes unless otherwise authorized by the instructor).
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(4) Communication Essential Skills/Abilities

Communication Essential Skills/Abilities including but not limited to:	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 are 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

	<p>skills and attentiveness and ability to interpret and follow instructions.</p> <ul style="list-style-type: none"> • HIM professionals/students must attend class meetings, WebEx sessions, PPE site visits, etc. without the distraction of electronic devices, such as phones.
<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, 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 general public with utmost 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 to 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 professional practice experience (PPE) setting when engaging in conflict management and problem resolution

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 and certificants.

- 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, taking into account the applicable statutes and regulations.*
- IV. *Refuse to participate in or conceal unethical practices or procedures and report such practices.*
- V. *Advance health information management knowledge and practice through continuing education, research, publications, and presentations.*
- VI. *Recruit and mentor students, staff, peers, and colleagues to develop and strengthen professional workforce.*
- VII. *Represent the profession to the public in a positive manner.*
- VIII. *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.*
- IX. *State truthfully and accurately one's credentials, professional education, and experiences.*
- X. *Facilitate interdisciplinary collaboration in situations supporting health information practice.*

XI. *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

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.

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 in order 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 in regard to 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) on or off-campus. Good attendance means being punctual to the PPE site and staying for the duration of the scheduled PPE session.
- 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 Field Experience & Exam Prep. Students are required to complete 90 hours of professional practice experience (PPE) in HIMT 2870 and 90 hours of PPE time in HIMT 2930.
 - A minimum of 40 PPE hours must be completed face-to-face in HIMT 2870 and HIMT 2930.
 - A maximum of 50 online hours (i.e., AHIMA V-Lab activities, EHR Go activities, and other approved activities) may be completed in HIMT 2870 and HIMT 2930.

PROFESSIONAL PRACTICE EXPERIENCE (PPE) POLICIES AND PROCEDURES

Professional Practice Experiences (PPEs) - Overview

Professional Practice Experiences (PPE) provide students with the opportunity to apply knowledge gained in the classroom to an actual health care 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 in order 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 will 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 another 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 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 in order 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) – Description

Students completing the HIMT degree program are required to complete two PPE courses (HIMT 2870 and HIMT 2930). Students completing the Medical Coding Certificate program are required to complete one PPE course (HIMT 2930). Professional Practice Experiences (PPE) are only offered once a year. HIMT 2870 is offered autumn semester; HIMT 2930 is offered spring semester. Students who deviate from the published plan of study must plan accordingly to

assure that all prerequisites are met prior to registering for a Professional Practice Experience (PPE) course (HIMT 2870, HIMT 2930).

Each Professional Practice Experience (PPE) is unpaid and requires the student to be on site (i.e., in the HIMT lab or assigned healthcare facility) 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. It is acceptable for students to complete 90 hours of PPE time in a period shorter than 15 weeks provided that the site is available for students to do so or other PPE opportunities are available for students. For example, a student might earn 14 PPE hours in one week from attending the OHIMA spring meeting and also 2 hours of PPE time for attending a PPE session on campus. In this example, the student would earn 16 hours of PPE time in one week (14 hours + 2 hours = 16 hours).

PPE hours are typically completed during day-time hours, which are scheduled on week days and require you to attend specific hours and specified days (i.e., no evenings, no weekends). Some of the PPE hours may include online simulations and projects.

Students enrolled in HIMT 2870 are required to complete 90 PPE hours. Students enrolled in HIMT 2930 are required to complete 90 PPE hours. Of the 90 PPE hours completed in HIMT 2870, 40 hours must be completed face-to-face; 50 hours may include completion of approved virtual activities (i.e., AHIMA Virtual Lab, EHR Go, and other approved activities). Of the 90 PPE hours completed in HIMT 2930, 40 hours must be completed face-to-face; 50 hours may include completion of approved virtual activities (i.e., AHIMA Virtual Lab, EHR Go, and other approved activities).

PPE hours are completed throughout the semester and are varied depending upon what clinical sites are available during a particular semester. In the past, professionals working in healthcare have provided opportunities for students to work on projects or shadow employees at their sites. Students also earn PPE hours by completing online projects, attending professional conferences, and attending PPE sessions in the HIMT Computer Lab at CSCC.

The 90 PPE hours students are required to complete in HIMT 2870 and the 90 PPE hours students are required to complete in HIMT 2930 may be completed at multiple sites if single site placement is not available. Students are encouraged to gain a variety of PPE experiences throughout the semester if single site placement is not available.

PPE Prerequisites

The prerequisites for each Professional Practice Experience (PPE) (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). 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 possible site placement. Adequate notice of your intent to participate in the PPEs is necessary for the HIMT Program Coordinator to assist you in obtaining site placement.

PPE Site Assignments

Students are required to select an appropriate site for PPE placement in consultation with the HIMT program coordinator. Students should 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.

Please note that students are not guaranteed PPE placement. PPE placement depends on site availability and possible site requirements (i.e., health screenings, TB test, orientation, etc.).

As noted above, students are encouraged to gain a variety of PPE experiences throughout the semester if single site placement is not available.

Suggested Sites for PPE Placement

- **Healthcare Facilities:** hospitals, primary care and specialty physician offices, nursing homes or long-term care agencies, mental health facilities, dialysis centers, cancer registries, trauma registries
- **Public Health Facilities:** local, state, and federal health departments, medical clinics
- **Government Agencies:** Ohio Bureau of Workers’ Compensation, Department of Health and Human Services, Veterans Affairs
- **Other HIM/Healthcare Related Entities:** insurance and billing companies, managed care organizations, veterinary clinics, dental offices, Health IT vendors, electronic health record (EHR) vendors, etc.

Transportation

Each student is responsible for providing his or her own transportation to and from professional practice experience (PPE) 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) courses (HIMT 2870 and HIMT 2930) if they are prepared to complete the requirements for the PPE (i.e., assignments and 90 PPE hours).

If a student is dismissed from a PPE site 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. The program coordinator may discuss with the student other options on how to complete the remaining PPE hour requirements.

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 at the Professional Practice Experience (PPE) site for a minimum of 6 hours per week as noted in the course schedule (i.e., no weekends, no evenings) or according to PPE scheduled arranged with site. It is acceptable for students to complete 90 hours of PPE time in a period shorter than 15 weeks provided that the site is available for students to do so or other PPE opportunities are available for students.
- ✓ Be professional at all times. Be respectful to all patients, employees and supervisors. Keep expression of distressed personal emotions out of the presence of clients. Communicate respectfully to all. Treat your clinical experience 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 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.
- ✓ Complete 90 PPE hours in HIMT 2870 and 90 PPE hours in HIMT 2930.

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