Laramie County Community College

Division of Health Sciences andWellness

Student Handbook
For the
Health Information Technology and Management Program

A Student Handbook

2022-2023

LARAMIE COUNTY COMMUNITY COLLEGE

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Laramie County Community College
Health Information Technology and Management Program

Welcome from the Program Director

On behalf of the faculty and staff, I am pleased to welcome you to the Laramie County Community College (LCCC) Health Information Technology and Management (HITM) program! Thank you for allowing us the opportunity to assist you in meeting your educational and career goals. This handbook orients you with an overview of the program, acceptance requirements, policies and guidelines.

Introduction

Students in the LCCC Health Information Technology and Management Program observe the college rules and regulations as stated in the current college catalog and the program student handbook. In addition, professional practice experience affiliates have rules and regulations observed while the student is at a particular site.

The HITM program follows the guidelines set forth by industry partners. The college is proud of the high standards of the program and the many diverse stakeholders who have contributed to its success.

Thank you for applying to the program! We look forward to working to reach your goals.

Ann Howard, MHA, RHIA, CCS, CCS-P

HITM Program Faculty and Staff

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Application Instructions – Health Information Technology and Management

1. Apply and be accepted to LCCC.
2. Provide an official copy of all past high school and college transcripts to the LCCC Admissions office.
    - This step takes time begin this early in the application process.
3. Complete Financial Aid requirements.
4. Schedule and complete McCann and ALEKS placement tests in the LCCC Testlab.
    - HITM students should contact the LCCC Testing Center via e-mail to complete the ALEKS Math Placement and McCann College Success Exam remotely.
    - Please e-mail the Center at testcenter@lccc.wy.edu from your MyLCCC (student.lccc.wy.edu) account to confirm to the Testing Center you are a fully on-line student working towards acceptance into the HITM program.
    - The Center will send instructions and information to your MyLCCC account to proceed with testing.
    - Complete any additional steps the Center asks you to complete.
5. Complete and submit HITM Program Application.
    - Complete the electronic application and press submit.
    - The applications come directly to Ann Howard.
6. Notification of Applicants.
    - Successful applicants are notified of conditional acceptance by e-mail followed by a formal letter by mail. To be considered for admittance to the fall semester, all completed applications must be received by August 10 with student notifications of acceptance by August 20th.
7. Complete and pass background check and drug screen.
    - A pre-admission background check and drug screen is required for admission to the HITM program. Information on completing the pre-admission background check and drug screen will be sent with the student's acceptance letter. Any associated fees will be the responsibility of the student. Generally, the urine drug test screens for alcoholic beverages, illegal drugs or drugs that impair judgment. Testing positive on the screening, or evidence of tampering with a specimen, will disqualify a student from participating in the program. In addition to drug screening, for the safety of patients and health care workers, elder and child abuse clearance and criminal background checks are required by some agencies prior to a clinical assignment. Certain criminal activity, as evidenced by a criminal background check, also may disqualify a student from clinical participation.
    - A second drug screen is necessary the semester prior to the planned Professional Practice Experience (PPE). (The College Catalog 2022-2023 describes HIT 2970: Professional Practice Experience, HIM in more detail.) The course, offered in the spring semester, is the capstone of the program.
    - If "For Cause" drug screening is deemed necessary while the student is at an externship site, the program will follow the policy outlined in the Health Science and Wellness Policy for allied health students, Version 10, Section 8, accessible at the link below, and is included in the PPE Handbook provided to each student at the time of externship.

    For more information, please see the complete Health Science and Wellness Policies Handbook for allied health students, Sections #6 and 7.

Laramie County Community College

Mission Statement

The mission of Laramie County Community College is to transform our students' lives through the power of inspired learning.

We believe the basic understanding that our students, regardless of how they arrive at LCCC, yearn for a better life by engaging in the process of acquiring knowledge. Thus, we are compelled to aid this transformation by offering diverse educational experiences designed to be inspirational for all those involved in the learning process. We recognize our work is diverse, the entirety of the work we do grounded in the four foundational elements of the comprehensive community college mission:

1. To prepare people to succeed academically in college-level learning (academic preparation)
2. To engage our students in learning activities that will prepare and advance them through the pursuit of a baccalaureate degree (transfer preparation)
3. To develop individuals to enter or advance in productive, life-fulfilling occupations and professions (workforce development)
4. To enrich the communities we serve through activities that stimulate and sustain a healthy society and economy (community development)

Vision

The Big Goal

Our over-arching goal is that our accomplishments as a community college will distinguish LCCC from others in the nation, in turn benefiting our communities and bringing pride to the great State of Wyoming.

Vision Statement

As educators, we are individuals united for a single purpose – to transform our students' lives. Our nationally recognized, entrepreneurial, and innovative programs and services help students become the most sought-after individuals. Our instructors are world class. We are relentless in the use of evidence to make decisions that responsibly and efficiently allocate resources, drive instruction, and create an environment of adaptability and productivity. Every individual has the freedom to innovate and take informed risks based on promising practices and creative ideas. We fail fast and learn from that failure as much as from our success. Clear academic pathways, high-touch services, and engaged employees are the bedrock of our students' success. We drive collaboration throughout the community to ensure the success of all students who come to LCCC. We are changing the world of higher education facing seemingly impossible challenges head on.

HITM Program Mission Statement

The primary mission of the HITM program at Laramie County Community College is to provide a high-quality education in health information technology and management in order to produce certified and competent professionals in the field with a high potential for advancement and leadership. Guided by the Mission of the College, the Program strives to provide authentic and rigorous experiences that produce competent and compassionate professionals with a commitment to the performance of quality and the pursuit of lifelong learning.

HITM Program Goals and Objectives

1. Create a learning environment that supports the needs of future and present HIM professionals.
2. Promote an environment that recognizes and values the diversity of our students.
3. Utilization of technology in the HIM program designed to improve student success in the HIM profession.
4. Cultivate local and global affiliations that promote HIM professionals and the HIM profession.
5. Foster a professional attitude in our students that recognize the importance of the publics' right to accurate and confidential health information.
6. Promote adherence to the industry's Code of Ethics.

HITM Program Value Statements

- Excellence. Valuing excellence means setting the highest standards for our students, faculty and program.
- Professionalism. Personal integrity, ethical behavior, service and professional development are vital to the success of our students, and the health of our program.
- Diversity. Valuing different backgrounds and perspectives we listen to, respect, and support faculty, staff and students professionally and personally.
- Innovation. Flexibility, creativity and critical thinking are encouraged and fostered in the health information technology and management academic environment.

Program Description

Creation of the HITM program came as a response to the demand for HITM careers. The careers created in this program all have a bright outlook according to O*Net. The Medical Secretary (Medical Office Essentials) (43-6013.00) and Medical Records and Health Information Technicians (A.A.S. Degree) (29-2071.00), and Medical Coders (Medical Claims Coding Associate) (29-2071.00) careers are represented in the HITM program.

The Laramie County Community College HITM program provides a stacked, educational pathway for careers in administration of multiple health care environments.

Students may earn a Medical Office Essentials credit diploma, continue in the program with a Medical Claims Coding Associate certificate or complete the Associate of Applied Science degree.

Program Curriculum Information

Curriculum follows the philosophy, purpose and objectives of the Health Information Technology and Management Program faculty, industry and the Advisory Committee to the program. Designed to develop the potential of students leading to a meaningful career.

Students receive course descriptions, content outlines, and specific behavioral objectives for successful completion of each course/unit of study. The expectation from faculty is for students to seek clarification for further directions.

Sequencing in the program expands and builds upon previously taught concepts. Therefore, it is essential that concepts and principles taught in each unit are understood and retained as they form the foundation for the next set of concepts and principles introduced in following units/courses.

The student must take responsibility for his or her own learning. The faculty will introduce several units and the remainder of the learning will be independent. The faculty will be available for assistance, but the student will be responsible to search out the references and for their own learning. This handbook and the course catalog contain specific course descriptions.

Degree Awarded:
Associate Degree in Applied Science (A.A.S.)

Academic Standards:

Health Information Technology students must maintain a 2.0 "C" cumulative grade point average.

The HITM and MEDC courses must be taken in the appropriate sequence in a designated semester.

Following a review of performance, students receiving a grade less than a "C" in any course in the Health Information Technology and Management curriculum that does not carry the HIT or MEDC prefix will be required to repeat the course (or an acceptable alternative). If a student receives a grade lower than a "C" in a repeated course, he/she will be subject to dismissal from the Program.

Students receiving a grade less than a "C" (75%) in any course with the HIT or MEDC prefix will be dismissed from the Program.

Due Process/Appeal procedures are addressed in the Health Science and Wellness Policies Handbook for allied health students, Section #14.

HITM Program Objectives and Outcomes

Upon completion of the HITM Program, a student will be able to:

Option One: Medical Office Essentials Certificate:

Students demonstrate and apply knowledge and skills for the following areas that support medical office environments:

1. Demonstrate accurate and productive computer office skills.
2. Explain the key elements for personal success in an office environment.
3. Demonstrate proficiency with the technical skills required in a medical office environment.

Option Two: Medical Claims Coding Associate Certificate:

In addition to learning outcomes for Option One, students apply the knowledge and skills needed to support the medical office environment with an emphasis on how to maximize reimbursement using both the CPT and ICD-10-CM/PCS coding guidelines:

1. Demonstrate proficiency required for a medical office environment to ensure appropriate reimbursement in a variety of health care settings.
2. Apply the guidelines for effective coding to ethically maximize reimbursement levels in a health care environment.
3. Assign appropriate CPT/HCPCS and ICD-10-CM/PCS codes based on the analysis of the documentation provided in the medical record.
4. Develop an effective revenue cycle system to be used in the medical office to include effective reimbursement methods, coding, and analysis of the systems and how they work.
5. Conduct an analysis of both paper and electronic health records to assure that the documentation supports the diagnosis and procedure codes used for proper reimbursement.

Option Three: Health Information Technology A.A.S. Degree:

In addition to learning outcomes for Options One and Two, students use coding and couple it with health information to analyze and report data used in the delivery of health care:

1. Demonstrate proficiency by integrating reimbursement methods and coding regulations.
2. Ethically use electronic health records.
3. Analyze electronic data for its appropriate use in medical reporting processes.
4. Validate protected data for reporting and analysis using computer applications and health care delivery systems.
5. Use computer applications for data gathering and quality improvement projects in order to enhance the quality of patient care.

In order to achieve its mission and objectives, the program and its personnel will strive to:

1. Conduct continuing assessment of student and employer needs in the field of HITM.
2. Maintain and enhance partnerships with pertinent health care institutions, including institutions offering specialized and/or advanced training in the HITM field.
3. Prepare students for a technologically changing workplace by providing instruction, equipment, and clinical experiences utilizing current and future technologies.
4. Appoint and retain high-quality faculty and professional practice partners.
5. Offer a comprehensive and up-to-date curriculum as suggested by the field's recognized professional organizations including, but not limited to: AHIMA, and AAPC.
6. Maintain an accessible learning environment that encourages personal growth, recognizes academic achievement, and provides adequate support mechanisms to further foster student success.
7. Address short-term and long-term continuing education needs of current and future professionals in the community.

The benefit of enrolling in this program is the multi-level, or stacked, certificates. Students can complete the initial certification in one semester, then seek employment and/or continue with the

Medical Claims Coding Associate certificate. This certificate, which takes roughly three semesters to complete, allows students to prepare for a career in medical billing and coding. If students wish to complete the full associate degree, it takes about two years. Most importantly, these stackable certificates are completely online with the option to enroll full- or part-time.

Prospective students interested in the program may contact the Program Director for details about the program admission process and timeline. Additional information is also available on the program's website: www.lccc.wy.edu/programs/healthinformationtechnology.

About the Profession

LCCC's HITM program curriculum ensures students are qualified for their chosen profession. Upon graduation from the program, students are qualified to take the Certified Coding Associate (CCA) exam through American Health Information Management, an entry-level certification demonstrating coding competency in any medical setting.

Additional information about the profession is available by contacting the following professional organizations:

American Health Information Management Association (AHIMA)
http://www.ahima.org/

American Academy of Professional Coders (AAPC)
https://www.aapc.com

Health information career map
http://hicareers.com/CareerMap/

Student Rights and Responsibilities: Institutional Guidelines

Laramie County Community College has established expectations designed to maximize the learning environment on campus. It is our expectation that all members of the college community approach their academic endeavors, relationships and personal responsibilities with a vigorous commitment to the pursuit of free expression and inquiry, integrity, civility, appreciation for diversity, and respect for self and others. Each student enrolling in the college assumes an obligation as a responsible member of the college community to demonstrate conduct compatible with the college's mission as an educational institution. You, as a member of our campus community, have the right and responsibility to be informed. The following documents are just a few of the reports, policies and procedures pertaining to your student rights and responsibilities:

- Statement of Student Rights and Responsibilities, LCCC
- Annual Campus Security Report
- Graduation/Persistence Report
- Alcohol and Drug Education and Prevention information

- Sexual Harassment and Sexual Assault Policy and Procedures
- Family Educational Rights and Privacy Act, (FERPA) Procedure
- Student Grievance Procedures

These materials regarding student rights and responsibilities are in the LCCC Student Handbook. They are also available online at lccc.wy.edu or from Student Services or the Dean of Student's Office.

Student Rights and Responsibilities: LCCC HITM Program

The LCCC HITM Program has established standards to ensure that all of its students graduate with a high level of competency and the ability to elevate the public image of the profession.

Each student accepted into the Program assumes an obligation to conduct him or herself in a manner compatible with this goal. Conduct found not to be compatible with program goals and policies may be subject to disciplinary action.

A. **Academic and Professional Practice Experience Rights**:
A student will have a right to:

1. Be informed of the contents of the HITM Program Student Handbook and the requirements and policies of professional practice affiliates.
2. Be informed of specific HITM course requirements.
3. Be evaluated objectively based on his/her academic and/or professional practice experience performance and as outlined on the syllabus for a given course.
4. Experience competent instruction, in both the academic and professional practice experience settings.
5. Expect protection against an instructor's or professional practice experience supervisor's improper disclosure of a student's views, beliefs, or other information that may be confidential in nature.
6. Expect protection, through established procedures, against prejudiced or capricious evaluation.

B. **Student Academic and Professional Practice Experience Responsibilities**:
A student will have the responsibility to:

1. Further, inquire about program policies if he/she does not understand them or is in doubt about them.
2. Adhere to the standard of academic and professional practice experience performance as outlined in the HITM Program Student Handbook.
3. Pursue the proper grievance procedure as outlined in the LCCC Student Handbook if he/she believes his/her academic or professional practice rights have been violated.
4. Complete all program course work and professional practice experience assignments in the specific semester allotted, subject to time and facility constraints, and as outlined in the HITM Program Handbook and individual course syllabi.

5. Participate in learning experience activities.
6. Apply theoretical knowledge and information learned in courses to professional practice experience application.
7. Submit assignments on time, in a legible, neat and professional fashion.
8. Submit timely evaluation material to professional practice experience supervisors and faculty as required.
9. Demonstrate professional behavior (good attendance, punctuality, civility, neat grooming, and ethical behavior).

Academic Integrity

Academic integrity is the moral code or ethical policy of academia. This includes values such as avoidance of cheating or plagiarism and maintenance of academic standards. Maintaining academic integrity involves creating and expressing your own ideas in course work; acknowledging all sources of information; completing assignments independently or acknowledging collaboration; accurately reporting results when conducting your own research or with respect to labs; and honesty during exams (LCCC Administrative Procedure 3.16P).

All LCCC students are expected to display appropriate conduct while on campus or attending college-sponsored activities. The College will take appropriate action for any demonstrations of academic dishonesty. Academic dishonesty is defined as a willful perversion of truth, or stealing, cheating, or defrauding in instructional matters. Students will have engaged in academic dishonesty if they copied the work of another without attribution, willfully allowed another to copy their work, falsified information, participated in unauthorized collaboration, obtained an examination prior to its administration, used unauthorized aid(s) during an examination, knowingly assisted someone else during an examination, submitted the work of another as though it were their own, or committed other acts of plagiarism or actions deemed to be dishonest by the instructor.

Plagiarism occurs in many different formats such as writing, performance, recording, and visual composition. Consequences for participating in any form of academic dishonesty may include receiving a failing grade for the assignment and/or course or being subject to suspension or dismissal pursuant to the LCCC Student Handbook.

ACCOMMODATIONS FOR DISABILITIES:

Any student with a documented disability is welcome to contact the Disability Support Services office (DSS) as early in the semester as possible so that we may arrange reasonable accommodations. Without prior approval by the DSS accommodations cannot be provided by the instructor. DSS staff may be contacted at 307.778.1359 or e-mail to DSS@lccc.wy.edu.

Laramie County Community College is committed to providing a safe and nondiscriminatory educational and employment environment. The college does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, veteran status, political affiliation, sexual orientation or other status protected by law. Sexual harassment, including sexual violence, is a form of sex discrimination prohibited by Title IX of the Education Amendments of 1972. The college does not discriminate on the basis of sex in its educational, extracurricular, athletic or other programs or in the context of employment.

The College has a designated person to monitor compliance and to answer any questions regarding the college's non-discrimination policies: Please contact: Title IX and ADA Coordinator, Room 205B, Pathfinder Building, 1400 East College Drive, Cheyenne, WY 82007; 307-778-1217. TitleIX_ADA.Coordinator@lccc.wy.edu.

Course Sequence

Prerequisite Course:

	Credits	Prerequisites
HIT 1210 Human Body Systems	3	

First Year

Fall Semester

HIT 1500-Intro to Health Care Careers	4	Admit to program
HIT 1510-Computer Software for Medical Office Prof	4	Admit to program
HIT 1550-Med Office Procedural Skills	3	Admit to program
HLTK 1200-Medical Term	2	
COLS 1000-Intro to College Success	3	

Spring Semester

HIT 1600-Intro to Health Information	2	HIT 1550
MEDC 1500-Basic ICD-10-CM/PCS Coding	3	HLTK 1210
MEDC 1600-Basic CPT Coding	3	HLTK 1210
MEDC 1750-Disease Processes in Coding	3	HLTK 1210
English 1010	3	Placement tests

Second Year

Fall Semester

MEDC 1675-Advanced Coding	4	MEDC 1500 and 1600
MEDC 1700-Reimbursement Methodologies	3	HIT 1550
MEDC 1970-Professional Practice Experience, Coding	2	MEDC 1600
Math 1000-Problem Solving (or higher)	3	
CO/M 2010-Public Speaking or CO/M 1015 Find of Comm	3	

Spring Semester

HIT 2500-Health Data Management	2	HIT 1510
HIT 2550-Health Care Quality and Performance Improve	2	MEDC 1700
HIT 2600-Health Info Application Skills	3	Intro to HIT 1600
HIT2700-Health Information Management	3	HIT 1600
HIT 2970-Professional Practice Experience, HIM	2	HIT 2600
POL/S 1000-American and Wyoming Government	3	
Total:	**63**	

Health Information Technology and Management *Associate of Applied Science*
Core Course Descriptions

HIT 1500 Introduction to Health Care Careers and Workplace Preparedness 4 credits
Students explore the health care system and examine different types of careers available to them in the administrative realm of health care. Students focus on introductory positions such as medical secretary, coding career clusters and health information technology career clusters as well as a brief overview of how success in those clusters can lead to management positions. Students are introduced to basic skills needed to succeed in a medical office environment including basic business writing, verbal and nonverbal communication, professional dress and behaviors.

HIT 1510 Computer Software for Medical Office Professionals 4 credits
Students explore and apply computer software used in many medical offices. Through hands-on exercises, students explore a Windows environment; create medical documents in MS Word; work with formulas, functions and charts in MS Excel; use basic features in MS Access; and utilize common features of MS Outlook.

HIT 1550 Medical Office Procedural Skills 3 credits
Students are introduced to the basic skills needed to succeed in a medical office environment. Students examine the importance of effective and timely scheduling and the effects on customer service, discuss the necessity of complying with medical ethics, create and work with basic medical records, and review basic insurance used in a medical office.

HIT 1600 Introduction to Health Information 2 credits
Students build knowledge of the health care delivery system with emphasis on health information management (HIM), organizational structures, regulatory and accreditation standards; and health care reform. Students explore the content of health records and documentation requirements, use and structure of health data and data sets, primary and secondary records, and discus the data sets and what they mean to the organization. Students are introduced to the various tasks and skills performed in a health record department.

HIT 2500 Health Data Management 2 credits
Students study the compilation and interpretation of health care statistics for clinical indices and databases/registries. Students collect, organize, and present data using common data software applications to design and generate reports for patient care and related studies. Clinical data will be analyzed to identify trends that demonstrate quality, safety, and effectiveness in health care.

HIT 2550 Health Care Quality and Performance Improvement 2 credits
Students develop a working knowledge of the health care data and statistics necessary to address quality of care and performance improvement. Students analyze data to identify trends in the facilities that represent quality, safe, and effective patient care. Students use the analyzed data to report quality measures and initiatives that apply to the federal, state and local regulations in the health care industry.

HIT 2600 Health Information Application Skills 3 credits
Students build on the foundations of health data management and the uses for the data collection and management within the health care industry. Students apply the principles of health information

management to the practical situations and case studies in class. Students use and evaluate the various software applications found within the industry. Using the technology and the primary knowledge of health information management, the students analyze patient records and perform audits of patient charts and correlate the information found in the audits to quality measurements.

HIT 2700 Health Information Management **3 credits**
Students explore the basic theories and concepts of management in the health care environment. Students study the functions, skills, roles and challenges in managing health information service areas in health care. Students gain a fundamental understanding of strategic and operational planning, workflow, project management, financial management, and vendor/contract management.

HIT 2970 Professional Practice Experience (HIM) **2 credits**
Students gain real-world experience in health care settings. The guidelines of this course are set in the Professional Practice Experience (PPE) handbook published by the American Health Information Management Association. Students are placed in different health care settings to achieve the experience and competencies set forth in the handbook while utilizing management and leadership skills. Placements vary and could include a hybrid PPE, meaning a real-world placement with an online experience in a virtual lab. Students complete the PPE in a health information management setting.

MEDC 1500 Basic ICD-10-CM/PCS Coding **3 credits**
Students are introduced to the basic coding guidelines using the International Classification of Diseases (ICD-10-CM/PCS) coding classification system. Students practice the application of diagnosis codes, focusing on accuracy and the clinical information found in the medical record. Ethical coding standards are applied and promoted while students focus on current regulations and guidelines.

MEDC 1600 Basic CPT Coding **3 credits**
Students are introduced to the basic coding guidelines of the Current Procedure Terminology (CPT) nomenclature. Students practice the application of CPT/HCPCS codes to validate coding accuracy using clinical information found in the medical record. Students gain a fundamental understanding of the general steps in coding and apply the guidelines of the National Correct Coding Initiative.

MEDC 1675 Advanced Coding **4 credits**
Students build on the base knowledge learned from the Basic Diagnosis Coding and Basic CPT Coding courses. Students link CPT codes and ICD codes using examples from medical records. Analyzing both inpatient and outpatient records, students follow the guidelines for reporting codes for procedures, diagnosis, and ancillary services. Students review the current regulations related to coding compliance and evaluate ethics in relation to fraud and incorrect coding.

MEDC 1700 Reimbursement Methodologies **3 credits**
Students explore health care billing and reimbursement. Students examine the basics of medical insurance and track claims from patient registration through collections, identifying “missing” information and process improvement to avoid gathering incorrect information. Students review claim payments for accuracy and examine the appeals process. Students review the Fair Debt Collection Act and apply the principles of the Act through the accounts receivable process.

MEDC 1750 Disease Processes in Coding **3 credits**
This course is the study of common disease processes, and the drugs used in their treatment. Students describe various conditions and diseases of the organ systems including etiology, signs, symptoms and methods of diagnosis and treatment. Students identify disease entities and describe appropriate diagnostic and treatment modalities. Students examine the action of drugs, including the absorption, distribution, metabolism and excretion of drugs by the body.

MEDC 1970 Professional Practice Experience (Coding) **2 credits**
Students gain real world experience in a virtual health care setting. Students code authentic patient records from a variety of patient types and encounters using the AHIMA Virtual Lab. Focus is placed on improving speed, accuracy and skill in medical coding.

Brief Overview of Professional Practice Experience (Practicum)

The following is a general overview of the Professional Practice Experience (PPE). An additional PPE handbook goes into much more detail once enrolled in the PPE.

The PPE will allow you to accomplish the following:

- Acquire proficiency in a wide variety of health record procedures that apply classroom theory to the actual practice of technical skills.
- Develop and practice professional work habits and appropriate interpersonal relationships in the field.

Employment whether it is part time or full time (including employment by PPE sites) does not count toward required hours in HIT 2970 (PPE course). For specific information, please consult the HITM Director.

Hour Requirement for PPE Sites:

The Professional Practice Experience (PPE) consists of a minimum of 40 hours in a supervised position in the health information management department of a hospital or non-acute care facility to provide varied work opportunities in health information management. Students will work under the supervision of qualified certified coder, Registered Health Information Administrator/Registered Health Information Technician or other qualified personnel. Students will also receive college faculty consultation from the HITM PPE supervisor/coordinator. The PPE enables students to obtain actual work experience in theoretical and application-based procedures previously studied in the coursework. The HITM PPE supervisor/coordinator in conjunction with the student arrange the hours of the PPE. The PPE addresses all skill areas that a newly graduated coder and health information technician can perform. Although LCCC would ideally like to have students complete as many hours close to the maximum, it is appropriate for students and clinical supervisors to adjust the specifics of the PPE. This allows students more time in a particularly difficult skill area (while still exposing the student to all skill areas) or to explore an area that is new in the HITM profession that the student would like to learn more about. Students are responsible for submitting notebook competencies and evaluation from the site supervisor, student log, and any other course work to the instructor by the due dates noted on the syllabus.

Confidentiality Statement and Agreement

Students in the HITM program will be exposed to various levels of confidential information. Information accessed during the course and during the professional practice experience may pertain to patients, physicians, other health care workers and health related business. It is confidential, by law.

Protect confidential information at all times. Do not disclose confidential information to any unauthorized individual, including family members and friends/associates. Unauthorized disclosure of confidential information may be just cause leading to immediate dismissal from the HITM program.

Students complete and sign a Confidentiality Statement and Agreement form before returning it to the HITM program director. All information obtained and learned during the program capstone is completely confidential. Information obtained from patient medical records is confidential requiring written consent for release.

AHIMA Code of Ethics

The AHIMA Code of Ethics outline the standards of ethical behavior for the HIT professional. Students should review and become familiar with the AHIMA Code of Ethics, found in their entirety at the following website:
http://bok.ahima.org/doc?oid=105098#.WqBb_WrwZhE

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

Health information management professionals shall:

1. *Advocate, uphold, and defend the individual's right to privacy and the doctrine of confidentiality in the use and disclosure of information.*
2. *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, their peers, and to the health information management profession.*
3. *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.*
4. *Refuse to participate in or conceal unethical practices or procedures and report such practices.*
5. *Advance health information management knowledge and practice through continuing education, research, publications, and presentations.*
6. *Recruit and mentor students, peers and colleagues to develop and strengthen professional workforce.*
7. *Represent the profession to the public in a positive manner.*

8. *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.*
9. *State truthfully and accurately one's credentials, professional education, andexperiences.*
10. *Facilitate interdisciplinary collaboration in situations supporting health information practice.*
11. *Respect the inherent dignity and worth of everyperson.*