

MALCOLM X COLLEGE

CITY COLLEGES OF CHICAGO

HEALTH INFORMATION TECHNOLOGY PROGRAM



Student Handbook 2024-2025

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PROGRAM DESCRIPTION

The CAHIIM Accredited (2021) Health Information Technology (HIT) Program at Malcolm X College is composed of stackable credentials. Students start with the Pre-HIT pathway and upon completion of their Assoc. in HIT will have also obtained a Basic Certificate in Billing (BC) and an Advanced Certificate in Coding (AC). Admission is tentative if the student meets certain criteria including having the minimum required GPA, the completion of a background check along with a drug screening, and all of the medical forms that are required by the program. Aside from this, the students need to have health insurance and have transportation to and from their clinical sites. All students need to be familiar with all of the policies and procedures that are included in the HIT Program's Student Handbook along with signing all of the program's required forms as well.

The Health Information Technology (HIT) program at Malcolm X College, a City College of Chicago, offers an introductory career-focused educational path into the healthcare industry. This program is designed for students who aspire to become healthcare professionals in the Health Information Technology (HIT) career field, this includes professional opportunities for Medical Coders and Billers. The program is designed to prepare students to successfully attain professional coding certifications, such as the Certified Coding Assistant, (CCA), through the American Health Information Management Association and the Certified Coding Professional, Apprentice (CPC-A) through the American Academy of Professional Coders (AAPC). Upon completion of the Health Information Technology (HIT) Associate's Degree Program, students will be prepared for job opportunities within the healthcare industry.

Accreditation

The HIT Program is accredited by Commission on Accreditation for Health Informatics and Information Management Education effective April 28, 2021.



Please reach out to Director Hill-Burns dhill7@ccc.edu to review the courses you will need to take, especially if you are matriculating from the Advanced Coding Program.

Recommended Academic Plan - HIT			Semester	Grade	Comments
Pre-Admission SUMMER					
Course	Course Title	Credits			
CIS 120	Introduction to Computer Info Systems	3			
Pre-Admission					
BIO 116	Anatomy & Pathophysiology	4			
HIT 110	Medical Terminology	3			
HIT 105	Pharmacology for HIT Professionals	2			
HIT 101	Introduction to HIT	3			
	All courses can be taken together in the FALL CIS 120 is recommended to be taken in the Summer				
Semester I.					
HIT 201	Fundamentals of Medical Science	3			
ENG 101	English 101	3			
HIT 102	Medical Billing	4			
PSY 201	General Psychology	3			
Semester II.					
HIT 103	Basic ICD-10-CM/PCS Coding	3			
HIT 104	Basic CPT/HCPCS Coding	3			
SPEECH 101	Speech	3			
MATH 125	Introduction to Stats	4			
Semester III.					
HIT 108	Advanced ICD-10-CM/PCS Coding	3			
HIT 213	Supervisory & Legal Aspects	3			
HIT 221	Professional Practice Experience I	3			
HIT 214	Quality & Performance Improvement	3			
Semester IV.					
HIT 222	Professional Practice Experience II	4			
HIT 204	Health Statistics & Registries	2			
HIT 203	Reimbursement Methodologies	3			
HIT 109	Advanced CPT/HCPCS Coding	3			
HIT AAS Completion					
Total Credits for HIT AAS		65			

City Colleges of Chicago Mission Statement

Malcolm X College, a learning and assessment-centered community college, empowers students of diverse backgrounds and abilities to achieve academic, career, and personal success.

Pursuit of this mission is guided by our core values.

- **Accountability**: We emphasize diligence and innovation in order to promote efficient and effective learning.
- **Communication**: In order to promote understanding and accessibility we encourage sharing ideas and information.
- **Community**: We support our community by promoting collaboration and cooperation in activities that enhance the quality of life.
- **Diversity**: We value differences among individuals and prepare ourselves to live successfully in a global society.
- **Integrity**: Our policies and practices center around honesty, professional ethics, responsibility, and fairness.
- **Learning**: We promote student-centered learning and lifelong learning among faculty, staff, and students.
- **Quality**: We emphasize continuous improvement in the quality of student learning experiences.

- **Respect:** We appreciate and consider the choices, endeavors and relationships of others.
- **Service:** We are committed to providing supportive services that meet the needs of our students.

Program Mission Statement

The Health Information Technology (HIT) program at Malcolm X College, a City College of Chicago, offers an introductory career-focused educational path into the healthcare industry. This program is designed for students who aspire to become healthcare professionals in the Health Information Technology (HIT) career field, that includes professional opportunities for Medical Coders and Billers. This program is designed to prepare students to successfully attain a variety of professional coding certifications such as the Certified Coding Professional (CPC) through the American Academy of Professional Coders (AAPC). The knowledge and skills upon completion of the Health Information Technology (HIT) Associate's Program will allow students to enter the vast opportunities that are available in the healthcare industry.

PROGRAM GOALS

- ✓ Students will demonstrate comprehension and correct application of medical terminology.
- ✓ Students will demonstrate an understanding of basic health care information needs.
- ✓ Students will demonstrate written communication skills in applicable healthcare-related situations.
- ✓ Student will utilize critical thinking and problems-solving skills in coding.
- ✓ Students will demonstrate advanced coding skills.
- ✓ Students will demonstrate awareness of current issues in healthcare.

STUDENT LEARNING OUTCOMES

Upon successful completion of the course, students will be able to:

1. Apply diagnosis/procedure codes according to current guidelines.
2. Evaluate the accuracy of diagnostic and procedural coding.
3. Apply diagnostic/procedural groupings.
4. Evaluate the accuracy of diagnostic/procedural groupings.
5. Analyze the documentation in the health record to ensure it supports the diagnosis and reflects the patient's progress, clinical findings, and discharge status.
6. Utilize software in the completion of HIM processes.
7. Apply policies and procedures for the use of data required in healthcare reimbursement.
8. Evaluate the revenue cycle management processes.
9. Analyze policies and procedures to ensure organizational compliance with regulations and standards.
10. Identify potential abuse or fraudulent trends through data analysis.
11. Identify discrepancies between supporting documentation and coded data.

12. Comply with ethical standards of practice.

Health Information Technology (HIT) Competencies

- Medical terminology: learning the foundations of prefixes, suffixes, root words that comprise the definitions of the anatomical human body, related diagnoses, and medical procedures.
- Classification of diseases coding system: extensive knowledge pertaining to the coding system of the International Classification of Diseases ICD-10-CM to accurately apply the guidelines and assignment of diagnosis codes.
- Current Procedural Terminology (CPT) coding: The utilization of Current Procedural Terminology (CPT)/HCPCS II. for the assignment of outpatient procedural coding.
- Procedure Coding System (PCS) coding: application of coding knowledge of the Procedural Coding System (PCS) for the assignment of inpatient procedural coding.
- Health Care Policies and Procedures: the ability to accurately apply the Health Information Privacy and Accountability Act (HIPAA), The American Recovery and Reinvestment Act (ARRA), The guidelines pertaining to The Centers for Medicare and Medicaid Services (CMS), and the Health Information Technology for Economic and Clinical Health Act (HITECH) and the requirements for documentation and transmission of Protected Health Information (PHI).
- The various models of healthcare reimbursement: the knowledge to compare and contrast the different healthcare insurance/revenue methodologies including Managed Care Organizations (MCO), Health Managed Care Organizations (HMO), Preferred Provider Organizations (PPO), Consumer-Driven Health Plans (CDHP), Private Insurances, Medicare, Medicaid, CHAMPVA, and TRICARE.
- Data analysis of Medical Records: ability to gather timely demographic, insurance, diagnosis, data and maintain this information in the Electronic Health Record (EHR), UB-04 claim forms, and HIPAA 837P forms for the processing of claims.

Conditional Professional Certifications

Billing Certification:

Certified Billing and Coding Specialist (CBCS) awarded by American Association of Professional Coders (AAPC)

Advanced Coding/HIT Certifications:

- Certified Professional Coder (CPC) ◦ AS encouraged
 - 80 hours of instruction (apprenticeship)
 - ICD-10-CM/CPT coding guidelines

- Certified Outpatient Coding (COC)
 - AS encouraged
 - 80 hours of instruction (apprenticeship)
 - ICD-10-CM/CPT coding guidelines
- Certified Inpatient Coder (CIC)
 - AS encouraged
 - ICD-10-CM and CPT inpatient coding guidelines
- Certified Risk Adjustment Coder (CRC)
 - AS encouraged
 - ICD-10-CM and risk adjustment models/ revenue cycle models

**The mentioned certifications are awarded by the American Association of Professional Coders (AAPC)*

- Certified Coding Associate (CCA)
 - 6 months coding experience directly applying codes; OR
 - Completion of an AHIMA approved coding program (PCAP Program);
 - OR ◦ Completion of other coding training program to include anatomy & physiology, medical terminology, Basic ICD diagnostic/procedural and Basic CPT coding.

**The mentioned certificate is awarded by the American Health Information Management Association*

Registered Health Information Technology (this is the certification required after completion of HIT AAS). Course HIT 222 is designed to help students prepare for and student for the RHIT Exam. <https://www.ahima.org/certification-careers/certification-exams/rhit/>

Faculty and Staff

College President..... David A. Sanders

Dean of Health Sciences Elizabeth Gmitter

Associate Dean of Health Sciences Manoze Kaushal

**HIT Program Director DeShawna Hill-Burns,
MPA, RHIA CHTS-CP**

Full-Time Faculty..... Laliqe Petersen

Adjunct Faculty Cecelia Harrison, RHIA

..... Gerald Imperial

..... Angelia Hamilton, RHIA

..... Denise Nelson

..... Rayna Scott, MHI, RHIA

..... Christine Rys, RHIA

..... Arletrice Watkins, MHA, RHIA

ADMISSION CRITERIA FOR PROGRAM

Applicant must:

1. Have successfully completed and passed **all** pre-HIT Courses
2. Be at least 18 years of age
3. HS graduate or completion of GED and submission of all transcripts to MXC Registrar
 - a. Students do not need transcripts for courses taken within CCC
4. Be enrolled at City Colleges of Chicago

ADMISSION CRITERIA FOR HIT PROGRAM

A program admission application, college transcripts (foreign, other colleges, and out of district) must be evaluated for credits to be transferred prior to application for admission (see the Registrar's Office for evaluation), one letter of recommendation (a template included in the application packet), and a personal interview are required. A GPA of 2.5 is required for any prior college courses. All students must have completed **all** required HIT courses required for admission in the HIT program.

APPLICANTS MUST

1. Complete Pre-HIT Courses with a grade of "C" or higher
2. Submit one letter of recommendation either from a past teacher, employer, counselor, or minister (the template is provided within the application packet)
3. Submit a letter of intent outlining why they are interested in MXC HIT Program
4. Provide an official copy of your CCC transcripts. Grades must be at least "Cs" and the cumulative Grade Point Average on all transcripts submitted to the Office of Admissions must be a 2.5 on a 4.0 scale.
5. Meet with the Program Director and Faculty of the HIT Program for a required 1:1 discussion that is conducted in an interview-type format

Note: All documents MUST BE sent prior to the deadline in the requested manner (i.e. email)

Incomplete applications will not be accepted for processing for admission. You must make sure that your application is received before the deadline for Spring or Fall admissions. Applications that are sent before the deadline and received in the program office after the deadline will be considered.

Completed Applications are ranked and accepted into the Health Information Technology Program based on:

1. Grade Point Average and pre-HIT Courses
2. 1:1 Discussion Points (i.e. Meeting with HIT Department)

The students, who apply to the Health Information Technology (HIT) program, also need to fulfill the following requirements:

- Provide a copy of current health insurance
- Provide a copy of recent Medical Examination
- Background and Drug Screening (**students must pass drug screen**)
- Flu immunization, TB, Hepatitis, MMR, and other medical screening tests

TUITION

Credit Courses

Category	Tuition Per Credit Hour
In-District City of Chicago	\$153.00
Out-of-District	\$403.00
Out-of-State	\$505.00
International	\$505.00

**This cost does not reflect charges for books, supplies, cost of participation for clinical sites, or gathering of medical documents.*

Student Performance Expectations

Instructor Policies

Attendance, makeup exams, and general expectation: A short summary of course expectations and policies are provided below. Please see the current Program Handbook for policy on absenteeism, makeup examination and other classroom requirements in addition to these. Attendance requirements will be enforced.

General Expectations

Students are expected to maintain a professional demeanor at all times. This includes:

- Arriving for classes on time, and remaining attentive throughout.
- If you need to arrive late to a specific class, communicating this well in advance so that the course director, your fellow students, and/or class guests are not uninformed or interrupted by your late arrival.
- If you will need to leave prior to the end of the class session, you should communicate this prior to the beginning of the class, in all cases generally and especially if there is a guest lecturer present. Leaving in the middle of a guest's lecture without explanation, for any reason (even to go to the bathroom) can be highly disruptive.
- Your full attention during class sessions is a basic expectation of Malcolm X City College

programs. It is also a common courtesy in many formal meetings, interviews, and an important professional habit to develop.

- Laptops/tablets maybe used during the course for taking notes. Your full attention during class sessions is a basic expectation of Malcolm X City College programs. It is also a common courtesy in many formal meetings and an important professional habit to develop. Students who use their laptops/tablets inappropriately during class (surfing the web, shopping, using Facebook) will be asked to leave class
- Expressing disagreements respectfully.
- Active participation is critical and expected.
- Listed readings are to be completed prior to the class period listed in the syllabus.
- Assignments are due as listed in the course syllabus; lateness, regardless of cause, will result in loss of credit, the exception of this is due to a health circumstance for which documentation is provided. Each week will open on Monday and close the following Sunday. Late assignments are subject to a 3% penalty. This could also be structured as a progressive loss of credit with no less than a total 25% loss of credit. Please refer to Instructor syllabi for specific information regarding late assignments.

Attendance Policy

Attendance and punctuality are expected and are part of the responsibility of the student. Grades are to reflect only the students' performance toward meeting the objectives of the course. Good attendance is related to good performance toward meeting the objectives of the course. A student who desires to withdraw from the course or from the college must contact the Registrar's office.

Classroom Etiquette

- All students entering Malcolm X College are requested to remove all head coverings unless such coverings are associated with medical conditions or religious beliefs.
- All cellular telephones and electronic devices that are not directly related to instruction must be turned to vibrate upon entering the classroom.
- If you are absent from class **you must notify the instructor** by telephone or email prior to the time the class begins. You are expected to check Brightspace in case you are absent and consult classmates for any course content that is missed as a result of absence or tardiness.
- Interruption of class by cell phones, talking or coming in late will be subject to a penalty.
Only water can be brought for consumption in class.

Grading System for Courses

- Letter grades for the above points are as follows:
- A = 92-100
- B = 84-91
- C* = 76-83
- D = 68-75
- F < 68

* A grade of "C" or better is required eligibility to matriculate into the Health Careers programs. Student must maintain a C in each course to continue in the program. Students receiving a grade of "D" or "F" are not eligible to matriculate into the Health Careers programs.

Submission of Assignments

All graded assignments must be submitted on the Learning Management System (LMS) Brightspace by the due date. Assignments cannot be submitted via email to the instructor. If you experience technical difficulties upon trying to submit please reach out to your course instructor and IT help desk.

Late Policy

Each week will open on 12:00 AM CST the day of class and close the at 11:59 PM CST the day of class. All assignments are subject to a __2_% penalty per day. This could also be structured as a progressive loss of credit with no less than a total 30% loss of credit. Exceptions to this include an extenuating circumstance, where the student must provide documentation. In addition, this policy may be revised on an individual basis if the student has documentation from the Disability Center warranting additional time for assignments.

Program Dismissal Policies

The following situations can result in dismissal from the Basic Billing, Advanced Coding, and HIT program:

- Each student is allowed to retake a(n) HIT course only ONE time because they have not achieved a grade of "C" or higher.
- Regardless of where students are in the program (BC, AC, or HIT AAS) this will apply.

Example:

- If a student takes 2 classes as a BC he/she is not in the HIT AAS program yet. Can they retake HIT courses without penalty?

Answer: No, regardless of where a student is in the program you are only allowed to retake a(n) HIT course once.

- **Question:** What if I take HIT 101 and HIT 110 and receive a C in HIT 101 and a D in HIT 110. Can I move on to the next set of courses?

Answer: No, since you failed HIT 110 you are allowed to retake this course and this will be the only chance you have to retake a course. If you achieve less than a C in any other HIT course, this is a reason for program dismissal.

- Student does not maintain at least a 2.0 GPA
- This policy also applies to students who, at the time of withdrawal, are carrying a grade of D or F in their coursework. While there is no penalty to the GPA for withdrawing, the program will keep a record of the grade earned at the time of withdrawal.
- Failure to adhere to enroll and complete courses assigned to cohort with a grade of C or higher
 - **Example:** I am enrolled in HIT 108, 109, 203, & 221. I have a C or higher in all my courses except HIT 108, can I be placed at PPE?

- No, you must maintain a grade of C or higher in all of your courses.
- Student does not complete their required PPE practicum hours for HIT 221 & HIT 222
- Academic dishonesty (not able to reapply)
- Attending class or PPE site under the influence of drugs or alcohol

Reinstatement Policy

Any student who exits the Health Information Technology program must complete an Exit Interview with the Medical Program Director of Health Information. Unexpected life events (including pregnancy), may require a student who is in good academic standing to interrupt their sequence of Health Information Technology courses. The student will be reinstated in the program. A student must submit a written request for reinstatement within one year of exiting the program. Reinstatement will be contingent on the following:

1. Request for an extended absence must be submitted in writing to the Medical Program Director of Health Information Technology when they are beginning the absence. An appointment must be scheduled with the Medical Program Director of Health Information Technology to discuss the request.
2. The student, must complete an exit interview with the Medical Program Director of Health Information Technology, including a study plan for the period not enrolled in the program.
3. There is available space in the Health Information Technology Program at the time of reinstatement.

The following is required:

- a. The student must complete an Exit Interview with an Medical Program Director of Health Information Technology.
 - b. The student must meet all program admission and graduation requirements at the time readmission is sought.
 - c. There is available space in the Health Information Technology program at the time of readmission request.
 - d. Must complete the mandatory HIT Advisement plan developed with the Health Information Technology Education Program Director and provide evidence of completion.
2. Students who are unsuccessful in a second Health Information Technology course attempt will not be eligible for reinstatement. Students are only allowed to retake a(n) HIT course once.
 3. Students who are dismissed for a PPE violation/incident or unprofessional behavior/conduct will not be eligible for reinstatement. Violations of the following CCC Polices include but are not limited to:

- a. Academic Integrity
- b. Equal Opportunity in Employment (EEO), Programs, Services, Activities
- c. Drug and Alcohol-Free Campus
- d. Safety and Security
- e. Responsible Computer Usage
- f. Smoke Free

PREGNANCY POLICY

It is the CCCSHS's intent to ensure the health and safety of the student and the unborn child and are consistent with Title IX (related to disability discrimination). Therefore, the following guidelines are adhered to strictly:

1. Students who have declared pregnancy during PPE portions of the program must have written documentation from their primary healthcare provider to remain in PPE without restriction during the course of their pregnancy upon the PPE site's discretion. For your safety, it is encouraged you share this information with your PPE site. An update of this written documentation must be required for each new PPE rotation. Students are responsible for obtaining this documentation and providing it to the Medical Program Director and PPE Instructor.
2. Inability to attend PPE due to pregnancy may necessitate course withdrawal or incomplete per student's discretion. Any change in health status must be reported immediately to the PPE site in written format and uploaded in Castlebranch if the site requires this. It is highly encouraged that you report your pregnancy to the PPE site for your safety. All students and faculty must adhere to a PPE site's policy and protocol concerning pregnancy.
3. Primary Healthcare Provider directed limitations must be clearly delineated and may require student withdrawal from the course if PPE course objectives cannot be met.
4. Agency policies concerning pregnant students in their PPE facility and measures to avoid potential hazards to mother and/or unborn fetus may supersede other pregnancy policy.
5. Following delivery, the student is required to notify the Medical Program Director of Health Information Technology and the course faculty member of the Health Information Technology Program of plans to resume PPE practice. In addition, a statement from the student's healthcare provider certifying the student is physically able to participate in PPE experiences without restrictions (i.e., moving, lifting and transferring patients) may be required per PPE site's discretion.

Professionalism Statement

All students are graded on specific course content AND professionalism. A grade of "Pass" requires a passing performance in BOTH the course content AND professionalism. Professionalism in general is the expectation that you will abide by the standards expected of your chosen profession. This means that you will: behave in an ethical manner; familiarize yourself with, and abide by the regulations that govern this institution in general, and which govern your position as a student in Health Information Technology (HIT) Program; will take responsibility for your own actions; work to the highest level of competence; treat all those with whom you interact in a collegial, respectful, and professional manner; familiarize yourself with, and abide by the regulations that govern each course you take, as detailed in the course syllabus.

This includes but is not limited to things such as arriving to class on time, prior to the start time, attending mandatory components of the course, reading assigned materials, coming prepared for course activities such as labs, and small group sessions. Incidents of unprofessional behavior will be documented by the Instructor of Record and provided to the HIT Medical Director.

Attendance

1-2 days late - 10% deduction from final grade

3-4 days late - 20% deduction from final grade

5-6 days late - 30 % deduction from final grade

7 or more days late - Student has not passed the professionalism component of the course

Tardiness

Definition of late - not in all classes and PPE site at least 5 minutes prior to start time no later than actual start time 1 minute after start time is considered to be late.

Working in groups

Failure to receive a 10 from a team project from team score for participation

PPE Site

Failure to receive a B or better from your site

Please read and sign the following statement:

The practice of HIM requires the highest standards of personal and social responsibility. These standards should be fostered during didactic courses as well as throughout practice. I have read this Professionalism Statement and will abide by these standards to the best of my ability during my time as a HIT student at Malcolm X College.

Signature

Academic Standing Procedure

A student must maintain a Cumulative Grade Point Average (CUM-GPA) of 2.0 or higher to remain in good Academic Standing. Section 3.13

Non-Grade Designations Procedures:

Non-grade designations are recorded on a student's permanent academic record and appear on the transcript. Non-grade designations issued to degree-seeking students do not apply towards graduation and are not used in Grade Point Average (GPA) calculations.

(a) ADH – Academic Dishonesty Withdrawal

A student found to have engaged in academic dishonesty may receive an academic dishonesty withdrawal (ADH) designation. For more information, see Academic Integrity and Dishonesty.

(b) ADR – Administrative Removal from College

In situations where a student's presence at City Colleges constitutes a substantial and sustained threat to the health, safety and well-being of the college community, the President, in consultation with the College's Supportive Intervention Team (SIT), and with the approval of the District SIT Team, can elect to remove the student from the College or all City Colleges, for a definite or indefinite amount of time. For more information, see Administrative Removal from College. Prior to any removal being finalized, the student will be notified that a removal is being considered and the basis for the proposed administrative removal. The student will be given an opportunity to provide medical and other relevant information regarding the proposed removal to the Dean of Student Services for SIT review. See Supportive Intervention Team (SIT) for more information. An administrative removal will result in an ADR indicator on the student's permanent academic record. CCC policies for class withdrawals and refunds apply.

(c) ADW – Administrative Withdrawal

Students are required to attend class. A student may be awarded an administrative withdrawal (ADW) at midterm if the instructor determines that the student is not actively pursuing completion of the course, based upon the instructor's active pursuit criteria. Instructors are required to publish their measures of active pursuit and distribute them to students via their class syllabus during the first week of class. Active pursuit may be measured by class participation, taking required examinations, quizzes, submission of papers, work assignments, class attendance, etc.

(d) I – Incomplete

Incomplete "I" designations are non-grade designations received by students who have actively pursued a course and are doing passing work at the end of the course, but who have not completed the course's final examination and/or other specific course assignments due to extenuating circumstances. "I" grades are awarded upon request of the student and at the discretion of the instructor, and must be supported by documentation that explicitly explains the extent of the extenuating circumstances.

Students must:

- Have completed at least eighty percent (80%) of the course

- Be able to complete all remaining course requirements without further classroom instruction. All remaining course requirements must be satisfied and turned into the instructor (or Department Chair in the absence of the instructor) no later than the midpoint of the following term (excluding the Summer term). Otherwise, the “I” grade will convert to an “F” grade.
- Academic & Student Policy, March 2017 City Colleges of Chicago

(f) NSW – No-Show Withdrawal

Students are required to attend class. Students will be issued a no-show withdrawal (NSW) under the following circumstances (see No-Show Withdrawals (NSW) & Refunds for information about NSW refund policies):

- Courses that meet more than once per week: students who do not attend the first two class sessions will be withdrawn from the class by the instructor and issued an NSW.
- Courses that meet once per week: students who do not attend the first-class session of a course which meets only once per week will be withdrawn from the class by the instructor and issued an NSW. Students who have been issued an NSW by the instructor may, at the request of the instructor, be reinstated (RNS) into the class. See RNS – Reinstatement (in a Class) for more information.

College Policies

District and College attendance policies are listed in the college catalog and the Student Policy Manual:

http://www.ccc.edu/menu/Documents/Academic_Student_Policy/2016_Mar_Academic_Student_Policy_APPROVED.pdf

NON-DISCRIMINATION POLICY

The City Colleges of Chicago does not discriminate on the basis of race, color, national origin, sex, sexual orientation, religion, age, disability or marital status in its employment practices, admissions policies or access to its educational programs, resources, and activities.

Disability Policy

Malcolm X College Disability Access Center is responsible for the coordination and provision of supportive services to students with documented disabilities. Accommodations are made based on the documentation received and the needs of student. Accommodations are designed to ensure that students who are otherwise qualified receive equal access to all of the College's programs and services. Malcolm X College adheres to the guidelines set forth in Title II of the Americans with Disabilities Act 1990 and Section 504 of the Rehabilitation Act of 1973.

Disability Access Center

Any student with a disability, including a temporary disability, who is eligible for reasonable accommodations should contact the Disability Access Center located in Room 1302 at Malcolm X College. Hours of Operation are 9:00am to 5:00pm on Monday, Tuesday and Wednesday; 9:00am to 6:00pm on Thursday; and 9:00am to 1:00pm on Friday.

Academic Support Center

Did you know that students who see a tutor regularly throughout the semester increase their chances of success in their courses? The ASC offers free tutoring on a walk-in basis for a variety of subjects. Stop by the front desk in Room 2301 to request a tutoring session. We are located behind the Library on the second floor, and can also be accessed through Stairwell and Elevator #7 behind the Cafeteria. Hours of Operation are 8:00am to 8:00pm on Monday through Thursday; 8:00am to 5:00pm on Friday; and 9:00am to 1:00pm on Saturday. Summer session hours may be slightly reduced. Be sure to also look out for the various workshops we host throughout the semester!

Wellness Center

Walk-in's are welcome and can frequently be seen immediately. Appointments also can be made in person or by calling us at 312-850-7122. Hours of Operation are 9:00am to 5:00pm on Monday through Thursday and 9:00am to 1:00pm on Friday. We are located in Room 2211 on the second floor in the Sports Complex. We are not connected to the rest of the second floor. We offer: individual counseling, monthly STI testing and SNAP sign-up, workshops and group discussions, sport psychology programs, assistance to access community resources, assessment for learning disabilities, free feminine hygiene products, and free male and female condoms. Also, we have emergency food and hygiene kits for students in need. We are free and confidential!

Veteran's Affairs

The Veteran's Center is a centralized, on-site source of support and access to veterans'-specific information and resources. Hours of Operation are 9:00am to 5:00pm on Monday through Thursday and 9:00am to 1:00pm on Friday. We can be reached at 312-850-7859 or in Room 1300 of Malcolm X College.

Veteran's Re-Admit Policy

Veterans Readmission Policy - Limited Admission Programs Higher Education Act of 2008 – Public Law 110-315 ensures entitlement to readmission of military service members returning from active duty who have completely withdrawn from Malcolm X College.

1. Limited Admission Programs include:

- Basic Nursing
- Dental Hygiene
- EMT Paramedic
- Health Information Technology
- Medical Assisting
- Mortuary Science
- Nursing AAS
- Pharmacy Technology

- Phlebotomy
 - Physical Therapy Assistant
 - Practical Nursing
 - Radiography
 - Respiratory Care
 - Surgical Technology
2. Readmission requirements apply to those students who perform service under Federal authority under a call to order to active duty.
 3. Readmission requirements apply to those students who have completely withdrawn from an institution.
 4. Readmission requirements do not apply to a service member's absence from class to attend training.
 5. The service member who is eligible for readmission will be readmitted into the next class or classes in the service member's program beginning after the service member provides notice of his or her intent to reenroll to the director and registrar.
 6. The cumulative length of absences due to service must not exceed five years.
 7. A service member's eligibility for readmission terminates upon the occurrence of a dishonorable or bad conduct discharge.

Non-Attendance Due to Military Service In accordance with Illinois Statute (330 ILCS 60/5.2) a service member enrolled in courses and unable, because of his or her military service, to attend classes on a particular day or days has the right to be excused and to reschedule a course examination administered on the missed day or days. The student and instructor are to determine if the student will be able to successfully complete the course due to missed classes or if the student needs to withdraw due to military service. A copy of military leave orders must be presented to each instructor prior to the student's absence(s). Successful completion of the course(s) remains the sole responsibility of the student. For additional information please visit Malcolm X College's Veterans Services Center <https://www.ccc.edu/colleges/malcolm-x/departments/Pages/Veterans-Services.aspx> If a student's military service requires them to take a leave of absence (more than 30 consecutive days of active duty), the student should withdraw due to active military service. In accordance with the Higher Education Act 2008; Public Law (110-315), the service member is entitled to be readmitted in the next class or classes in their program after giving notice to re-enroll. Student may contact program director for additional information.

FERPA

FERPA (Family Educational Rights and Privacy Act) is a federal law that protects the privacy of student educational records: www.ed.gov/policy/gen/guid/fpco/ferpa/index.html. Faculty cannot reveal information about students, or discuss student records over the phone or unsecure e-mail. CCC student e-mail meets FERPA requirements.

AMERICAN HEALTH INFORMATION MANAGEMENT (AHIMA) CODE OF ETHICS

Principles and Guidelines

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. Guidelines included for each ethical principle are a non-inclusive list of behaviors and situations that can help to clarify the principle. They are not meant to be a comprehensive list of all of situations that can occur.

I. ***Advocate, uphold, and defend the individual's right to privacy and the doctrine of confidentiality in the use and disclosure of information.***

A health information management professional **shall**:

- 1.1. Safeguard all confidential patient information to include, but not limited to, personal, health, financial, genetic, and outcome information.
- 1.2. Engage in social and political action that supports the protection of privacy and confidentiality, and be aware of the impact of the political arena on the health information issues for the healthcare industry.
- 1.3. Advocate for changes in policy and legislation to ensure protection of privacy and confidentiality, compliance, and other issues that surface as advocacy issues and facilitate informed participation by the public on these issues.
- 1.4. Protect the confidentiality of all information obtained in the course of professional service. Disclose only information that is directly relevant or necessary to achieve the purpose of disclosure. Release information only with valid authorization from a patient or a person legally authorized to consent on behalf of a patient or as authorized by federal or state regulations. The minimum necessary standard is essential when releasing health information for disclosure activities.
- 1.5. Promote the obligation to respect privacy by respecting confidential information shared among colleagues, while responding to requests from the legal profession, the media, or other non-healthcare related individuals, during presentations or teaching and in situations that could cause harm to persons.
- 1.6. Respond promptly and appropriately to patient requests to exercise their privacy rights (e.g., access, amendments, restriction, confidential communication, etc.). Answer truthfully all patients' questions concerning their rights to review and annotate their personal biomedical data and seek to facilitate patients' legitimate right to exercise those rights.

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.***

A health information management professional **shall**:

2.1. Act with integrity, behave in a trustworthy manner, elevate service to others above self-interest, and promote high standards of practice in every setting.

2.2. Be aware of the profession's mission, values, and ethical principles, and practice in a manner consistent with them by acting honestly and responsibly.

2.3. Anticipate, clarify, and avoid any conflict of interest, to all parties concerned, when dealing with consumers, consulting with competitors, in providing services requiring potentially conflicting roles (for example, finding out information about one facility that would help a competitor), or serving the Association in a volunteer capacity. The conflicting roles or responsibilities must be clarified and appropriate action taken to minimize any conflict of interest.

2.4. Ensure that the working environment is consistent and encourages compliance with the AHIMA Code of Ethics, taking reasonable steps to eliminate any conditions in their organizations that violate, interfere with, or discourage compliance with the code.

2.5. Take responsibility and credit, including authorship credit, only for work they actually perform or to which they contribute. Honestly acknowledge the work of and the contributions made by others verbally or written, such as in publication.

A health information management professional **shall not**:

2.6. Permit one's private conduct to interfere with the ability to fulfill one's professional responsibilities.

2.7. Take unfair advantage of any professional relationship or exploit others to further one's own personal, religious, political, or business interests.

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.***

A health information management professional **shall**:

3.1. Safeguard the privacy and security of written and electronic health information and other sensitive information. Take reasonable steps to ensure that health information is stored securely and that patients' data is not available to others who are not authorized to have access. Prevent inappropriate disclosure of individually identifiable information.

3.2. Take precautions to ensure and maintain the confidentiality of information transmitted, transferred, or disposed of in the event of termination, incapacitation, or death of a healthcare provider to other parties through the use of any media.

3.3. Inform recipients of the limitations and risks associated with providing services via electronic or social media (e.g., computer, telephone, fax, radio, and television).

IV. ***Refuse to participate in or conceal unethical practices or procedures and report such practices.***

A health information management professional **shall**:

4.1. Act in a professional and ethical manner at all times.

4.2. Take adequate measures to discourage, prevent, expose, and correct the unethical conduct of colleagues. If needed, utilize the *Professional Ethics Committee Policies and Procedures* for potential ethics complaints.

4.3. Be knowledgeable about established policies and procedures for handling concerns about colleagues' unethical behavior. These include policies and procedures created by AHIMA, licensing and regulatory bodies, employers, supervisors, agencies, and other professional organizations.

4.4. Seek resolution if there is a belief that a colleague has acted unethically or if there is a belief of incompetence or impairment by discussing one's concerns with the colleague when feasible and when such discussion is likely to be productive.

4.5. Consult with a colleague when feasible and assist the colleague in taking remedial action when there is direct knowledge of a health information management colleague's incompetence or impairment.

4.6. Take action through appropriate formal channels, such as contacting an accreditation or regulatory body and/or the AHIMA Professional Ethics Committee if needed.

4.7. Cooperate with lawful authorities as appropriate.

A health information management professional **shall not**:

4.8. Participate in, condone, or be associated with dishonesty, fraud and abuse, or deception. A non-inclusive list of examples includes:

- Allowing patterns of optimizing or minimizing documentation and/or coding to impact payment
- Assigning codes without physician documentation
- Coding when documentation does not justify the diagnoses or procedures that have been billed
- Coding an inappropriate level of service

- Miscoding to avoid conflict with others
- Engaging in negligent coding practices
- Hiding or ignoring review outcomes, such as performance data
- Failing to report licensure status for a physician through the appropriate channels
- Recording inaccurate data for accreditation purposes
- Allowing inappropriate access to genetic, adoption, health, or behavioral health information
- Misusing sensitive information about a competitor
- Violating the privacy of individuals

Refer to the *AHIMA Standards of Ethical Coding* for additional guidance.

4.9. Engage in any relationships with a patient where there is a risk of exploitation or potential harm to the patient.

V. ***Advance health information management knowledge and practice through continuing education, research, publications, and presentations.***

A health information management professional **shall**:

5.1. Develop and enhance continually professional expertise, knowledge, and skills (including appropriate education, research, training, consultation, and supervision). Contribute to the knowledge base of health information management and share one's knowledge related to practice, research, and ethics.

5.2. Base practice decisions on recognized knowledge, including empirically based knowledge relevant to health information management and health information management ethics.

5.3. Contribute time and professional expertise to activities that promote respect for the value, integrity, and competence of the health information management profession. These activities may include teaching, research, consultation, service, legislative testimony, advocacy, presentations in the community, and participation in professional organizations.

5.4. Engage in evaluation and research that ensures the confidentiality of participants and of the data obtained from them by following guidelines developed for the participants in consultation with appropriate institutional review boards.

5.5. Report evaluation and research findings accurately and take steps to correct any errors later found in published data using standard publication methods.

5.6. Design or conduct evaluation or research that is in conformance with applicable federal or state laws.

5.7. Take reasonable steps to provide or arrange for continuing education and staff development, addressing current knowledge and emerging developments related to health information management practice and ethics.

VI. ***Recruit and mentor students, staff, peers, and colleagues to develop and strengthen professional workforce.***

A health information management professional **shall**:

6.1. Provide directed practice opportunities for students.

6.2. Be a mentor for students, peers, and new health information management professionals to develop and strengthen skills.

6.3. Be responsible for setting clear, appropriate, and culturally sensitive boundaries for students, staff, peers, colleagues, and members within professional organizations.

6.4. Evaluate students' performance in a manner that is fair and respectful when functioning as educators or clinical internship supervisors.

6.5. Evaluate staff's performance in a manner that is fair and respectful when functioning in a supervisory capacity.

6.6. Serve an active role in developing HIM faculty or actively recruiting HIM professionals.

A health information management professional **shall not**:

6.7. Engage in any relationships with a person (e.g. students, staff, peers, or colleagues) where there is a risk of exploitation or potential harm to that other person.

VII. ***Represent the profession to the public in a positive manner.***

A health information management professional **shall**:

7.1. Be an advocate for the profession in all settings and participate in activities that promote and explain the mission, values, and principles of the profession to the public.

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.***

A health information management professional **shall**:

8.1. Perform responsibly all duties as assigned by the professional association operating within the bylaws and policies and procedures of the association and any pertinent laws.

8.2. Uphold the decisions made by the association.

8.3. Speak on behalf of the health information management profession and association, only while serving in the role, accurately representing the official and authorized positions of the association.

8.4. Disclose any real or perceived conflicts of interest.

8.5. Relinquish association information upon ending appointed or elected responsibilities.

8.6. Resign from an association position if unable to perform the assigned responsibilities with competence.

8.7. Avoid lending the prestige of the association to advance or appear to advance the private interests of others by endorsing any product or service in return for remuneration. Avoid endorsing products or services of a third party, for-profit entity that competes with AHIMA products and services. Care should **also** be exercised in endorsing any other products and services.

IX. ***State truthfully and accurately one's credentials, professional education, and experiences.***

A health information management professional **shall**:

9.1. Make clear distinctions between statements made and actions engaged in as a private individual and as a representative of the health information management profession, a professional health information association, or one's employer.

9.2. Claim and ensure that representation to patients, agencies, and the public of professional qualifications, credentials, education, competence, affiliations, services provided, training, certification, consultation received, supervised experience, and other relevant professional experience are accurate.

9.3. Claim only those relevant professional credentials actually possessed and correct any inaccuracies occurring regarding credentials.

9.4. Report only those continuing education units actually earned for the recertification cycle and correct any inaccuracies occurring regarding CEUs.

X. ***Facilitate interdisciplinary collaboration in situations supporting health information***

practice. A health information management professional **shall**:

10.1. Participate in and contribute to decisions that affect the well-being of patients by drawing on the perspectives, values, and experiences of those involved in decisions related to patients.

10.2. Facilitate interdisciplinary collaboration in situations supporting health information practice.

10.3. Establish clearly professional and ethical obligations of the interdisciplinary team as a whole and of its individual members.

10.4. Foster trust among group members and adjust behavior in order to establish relationships with teams.

XI. ***Respect the inherent dignity and worth of every person.***

A health information management professional **shall**:

11.1. Treat each person in a respectful fashion, being mindful of individual differences and cultural and ethnic diversity.

11.2. Promote the value of self-determination for each individual.

11.3. Value all kinds and classes of people equitably, deal effectively with all races, cultures, disabilities, ages and genders.

11.4. Ensure all voices are listened to and respected.

Code of Ethics 2011 Ethical Principles

Ethical Principles: 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.

A health information management professional **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, and experiences.
10. Facilitate interdisciplinary collaboration in situations supporting health information practice.
11. Respect the inherent dignity and worth of every person.

ESSENTIAL SKILLS EXPECTED OF A MEDICAL BILLER / CODER / HIT TECHNICIAN Students may be expected to perform satisfactorily in the following areas:

Physical

- View computer screens for long periods of time.
- Use keyboard or input devices to enter data into the computer.
- Have good hand-eye coordination to enter data, answer phones, and write.
- Lift light objects such as code books and carts loaded with records.
- Spend long periods of time sitting.
- Hear adequately enough to permit contact with patients, physicians, and other employees.
- Interpret reading material correctly, spell accurately, and regularly communicate health information in written and verbal form.

Cognitive

- Demonstrate the interpersonal skills necessary to interact effectively with patient's families, physicians, co-workers and other facility personnel.
- Demonstrate the organizational and time management skills necessary to carry out multiple functions on a daily basis.
- Follow job related logical thought processes to make judgments.
- Take initiative and work independently, yet recognize self-limitations.
- Regularly accept guidance and supervision from superiors.
- Demonstrate prolonged concentration skills.
- Apply numeric logic and analytical skills in interpretation and presentation of data

Emotional/Psychological

- Cope in an appropriate manner to common job-related stressful situations.

- Articulate ideas and communicate information clearly.
- Exhibit flexibility in response to shifting priorities.
- Display a courteous and professional manner through interaction, appearance, and attitude.
- Keep confidential material confidential.
- Meet ethical standards of profession

STUDENT RIGHTS AND RESPONSIBILITIES

Student Rights

As a MXC HIT student, you have the right to:

- Expect safe working conditions in the learning environment.
- Be treated fairly no equitably without regard to race, color, religion, sex, sexual orientation, nationality, age, or disability.
- Know about policies and procedures of the HIT program and MXC.
- Expect that all records, including health information, will be kept confidential.
- Receive course syllabi, which contain course goals and evaluation policies.
- A student who seeks justice for what he/she perceives to be any unfair treatment by an instructor should follow the college grievance procedure. A description of student rights, grievance should follow the college grievance procedure.

Student Responsibilities

As a MXC HIT student, you have the following responsibilities:

- You conduct yourself in a professional manner with integrity. This includes demonstrating punctuality, attentiveness, patience, respect, and cooperation with all instructors and fellow students.
- Demonstrate a responsible attitude toward your work and others by acting in the best interest of the college.
- Be knowledgeable about and abide by MXC policies HIT Program policies and procedures.
- Meet with your instructor or advisor regarding any academic concerns.
- Not represent someone else's work as your own.
- Practice safety precautions at all times.
- Dress appropriately and professionally for all classes and lab activities.

Accreditation Disclosure for HIT Students

Students accepted into and entering the Health Information Management (HIT) Program at Malcolm X College in January 2019 do so knowing that they are matriculating into an unaccredited program. Without graduating from an accredited HIT program, students will be unable to sit legally for the certification exam to be able to gain employment as a Health Information Technologist or similar employment that requires RHIA or RHIT certification in the United States.

The HIT program is seeking accreditation from CAHIIM in the summer of 2019. The accreditation process through CAHIIM requires that programs submit for accreditation *not more than* six (6) months before students enrolled are to complete the program. For students on track to complete the HIT-AAS degree program, six (6) months before completion is December 2019. As such, neither Malcolm X College nor the HIT program will know the decision from CAHIIM to be accepted into the accreditation cycle for 2019, until late 2019. Malcolm X College [HIT program] cannot guarantee accreditation of the program by CAHIIM. However, the college leadership is confident that all requirements to receive accreditation will be met to the best of its ability.

Please note that in the event the program is not granted candidacy or accreditation there is no recourse for students. The program, if approved for candidacy will aim to receive final accreditation between 90-180 days after students complete the program. This means that graduates of the program **will not** be eligible to take the AHIMA certification exam until the institution has received accreditation status.

To ensure that graduates are prepared to be successful in taking the exam, a preparatory course will be offered to all completers/eligible students at no cost for the first course. This preparatory course is required for all students who successfully complete a HIT/HIM non-accredited program (as the program awaits a final accreditation decision).

DESCRIPTION OF THE CORE COURSES INCLUDED IN THE HIT AAS DEGREE

HIT 101 (3 Credit Hours): Course examines sources of health information and relationship with health agencies. Course discusses healthcare delivery system in the United States and professional and trade associations related to healthcare. Content includes study of origin and purpose, content, order, analysis and use of medical records, methods of compiling, numbering, retrieving, and retention of health information. It introduces students to the electronic health information systems and electronic health record environment including standards, applications, and capabilities of the EHR.

HIT 102 (4 Credit Hours): Course provides instructions in health records and insurance processing procedures, application of third party and managed care policies, procedures, guidelines, including obtaining referrals and pre-certifications. Various claim forms along with filing guidelines are introduced. Focus is on correlating health information with billing procedures in different healthcare settings. Course covers in-depth study of Medicare insurance system with emphasis on knowledge of terminology and guidelines involved in claim filing process. Topics also include understanding of Medicare reimbursement policies, appeal rights, and CMS current efforts to curtail healthcare fraud and abuse. Additionally, introductory information about other major insurance programs, reimbursement methodologies, and federal healthcare legislation programs will be provided.

HIT 103 (3 Credit Hours): Course covers the ICD-10-CM/PCS classification system required to organize medical information for retrieval and reporting. Focus is on both the ICD-10-CM disease classification system and ICD-10-PCS classification system. Work focuses on acquiring skills in coding diseases and procedures and abstracting medical data. Hands-on experience in coding case scenarios assignments.

HIT 104 (3 Credit Hours): Course covers basic principles and guidelines of CPT coding in both hospital-based and ambulatory environments. Students develop skills in using CPT to report reimbursable services. Topics include the format of CPT and practice code assignment, ethical coding principles, encoding systems and software with practice applications.

HIT 105 (2 Credit Hours): Course offers comprehensive coverage of pharmacology as it relates to clinical documentation in the health record. Content includes medical terminology, drug classifications, therapeutic use in diseases and conditions, adverse effects, and side effects. This course introduces the student to the basic skills that are performed by the medical assistant in the medical office. The course will emphasize the principles of pharmacology as they relate to medication administration in the medical office and clinic settings.

HIT 108 (3 Credit Hours): Course covers the ICD-10-CM/PCS classification systems required to organize medical information for retrieval and reporting. Focus in on both the ICD-10CM disease classification system and ICD-10-PCS classification system. Work focuses on mastering skills in coding diseases and procedures and abstracting medical data. Hands-on experience in

coding site-specific cases. Writing assignments, as appropriate to the discipline, are part of the course.

HIT 109 (3 Credit Hours): Course covers principles and guidelines of CPT coding in both hospital-based and ambulatory environments. Students master coding skills in using CPT to report reimbursable services. Hands-on experience in coding site-specific cases. Writing assignments, as appropriate to the discipline, are part of the course.

HIT 110 (3 Credit Hours): This course presents medical terminology through study of medical word roots, prefixes, and suffixes. Focus of the course is on relationship among symptomatic, disease, and procedural terms.

HIT 201 (3 Credit Hours): Course provides introduction to medical science. Content includes study of nature and cause of disease, treatment and management of patients, and practical application of knowledge by health information management professional. Writing assignments, as appropriate to the discipline, are part of the course.

HIT 203 (3 Credit Hours): This course introduces terminology, rationale and methodology used by third-party payers to determine the reimbursement for health care providers. Proper completion of the 1500 billing form and legal issues related to reimbursement will be discussed, as well as the role health information management plays in the charge master maintenance, reimbursement monitoring, revenue cycle. An overview of hospital and nursing home billing systems including proper submission of UB-92 billing forms will also be covered. Writing assignments, as appropriate to the discipline, are part of the course.

HIT 204 (2 Credit Hours): This course is a survey of sources and uses of health data in the United States. It focuses on the collection of data, commonly used computations, and the presentation and reporting of data. The function and use of registries with emphasis on the Tumor Registry is studied. Writing assignments, as appropriate to the discipline, are part of the course.

HIT 213 (3 Credit Hours): Course studies impact of legal system on health information. Focus of this course is on the health record as a legal document, and effect of confidential communication laws, including HIPAA, on release of information and use of health information. Content of this course also includes management principles and supervisory role in healthcare organizations. Writing assignments, as appropriate to the discipline, are part of the course.

HIT 214 (3 Credit Hours): Course covers trends in healthcare quality control and performance, Performance Improvement (PI) foundations, fundamentals and principles. It reinforces understanding of PI concepts and issues with case studies and real-world scenarios. Hands-on practice through analytical and practical tools. Writing assignments, as appropriate to the discipline, are part of the course.

HIT 221 (3 Credit Hours): Course contains planned and supervised clinical experiences in medical facilities. Opportunity to gain knowledge and skill in admission and discharge procedures, health and vital statistics, coding and abstracting, physician incomplete records, medical transcription supervision, cancer registry, billing site and long-term care facilities. Writing assignments, as appropriate to the discipline, are part of the course. Hours required on PPE are at least 20.

HIT 222 (4 Credit Hours): Continuation of HIT 221. This course provides opportunity to increase proficiency in coding skills, gain knowledge and skill in release information, patient care evaluation procedures, supervisory duties, and ambulatory care settings. Writing assignments, as appropriate to the discipline, are part of the course. Hours required on PPE are at least 40.

HEALTH INFORMATION TECHNOLOGY PROGRAM

ACKNOWLEDGEMENT OF THE HIT PROGRAM STUDENT HANDBOOK

I have received a copy of the HIT Program 2021- 2022 Student Handbook. As a HIT Program student: I have read, understand, and had the opportunity to ask questions; and further accept responsibility for all of the content within it.

1. I am aware of and accept the physical, cognitive, and emotional/psychological requirements involved in this profession.
2. I understand that I must comply with drug screening policies and procedures, along with medical documents, immunizations, and a background check if I choose to apply for the HIT Program.
3. I agree to abide by all of the policies and AHIMA's Code of Ethics.
5. I am aware that I need to successfully complete all core HIT courses for Basic Billing and Advanced Coding prior to matriculating to the HIT degree.
5. I understand that failure to abide by the policies and procedures contained within this handbook will be grounds for disciplinary action and dismissal from the HIT Program.

Please date, sign, and print your name below and return this form to your instructor by the due date.

Student Signature _____ Date _____

Printed Name _____

HEALTH INFORMATION TECHNOLOGY PROGRAM APPLICATION

Complete this application and submit to: Malcolm X College, Office of Admission, 1900 West Jackson Street, Chicago, IL 60612

Please print or type:

Student ID Number:

Date of Application:

Last Name:

First Name:

Middle Name:

Address:

City:

State:

Zip Code:

Home Phone:

Business Phone:

Cellular Phone:

Emergency Contact: Name, Relationship, Phone Number:

List all colleges or universities attended since high school graduation, including any of the City Colleges of Chicago. If never attended, write "none." Continue list on separate sheet of paper, if necessary.

School	City	State	Dates (from/to)	Degree Earned
--------	------	-------	-----------------	---------------

Please explain why you have chosen the program for which you are applying. (You may include a continuation sheet if you need additional space).

HEALTH CARE EXPERIENCE:

List all health care experience, paid and volunteer, beginning with your present position.
(you may use a continuation sheet if you need additional space).

Name of Institution: **Supervisor:** **Phone:**

Address:

From: To: Volunteer/Paid Duties:

Reason for Leaving:

Name of Institution: **Supervisor:** **Phone:**

Address:

From: To: Volunteer/Paid Duties:

Reason for Leaving:

WORK EXPERIENCE: (Non-health-care related). You may use a continuation sheet if you need additional space).

Employer (Name/Address)	Dates of Employment	
	From:	To:

HAVE YOU EVER BEEN CONVICTED OF A CRIME?

____ Yes

____ No

CERTIFICATION / LICENSE: If you currently hold certification or licensure in the health care field, please list below (e.g., EMT, RN, etc.). **Please attach a copy of certificate or license.**

	License/Certificate	State	Expiration Date
1.			
2.			
3.			
4.			

Signature

Date

The HIT Program does not discriminate on the basis of race, color, national origin, sex, religion, age, or marital status based on admission policies.



HEALTH INFORMATION TECHNOLOGY PROGRAM

REFERENCE FORM

Applicant: Please complete the information below and present this form to your recommender:

Your Name: _____ Phone: _____

Your Address: _____

Recommender: Your input is needed in order for the program to establish a complete profile on the applicant...

1. How long have you known the applicant? _____ years
2. Please rate the applicant in the following areas.

	<i>Above Average</i>	<i>Average</i>	<i>Below Average</i>	<i>Unable to Comment</i>
<i>Reliability</i>				
<i>Responsibility</i>				
<i>Motivation</i>				
<i>Academic Potential</i>				
<i>Integrity</i>				
<i>Oral Communication</i>				
<i>Written Communication</i>				
<i>Interactive Ability</i>				

3. Is there anything you wish to highlight about this applicant?

Recommender's Name: _____ **Title:** _____

Company / Agency Name: _____

Recommender's Signature: _____ **Date:** _____



HEALTH INFORMATION TECHNOLOGY PROGRAM

REFERENCE FORM

Applicant: Please complete the information below and present this form to your recommender:

Your Name: _____ Phone: _____

Your Address: _____

Recommender: Your input is needed in order for the program to establish a complete profile on the applicant...

4. How long have you known the applicant? _____ years

5. Please rate the applicant in the following areas.

***Above
Average***

Average

***Below Average Unable to
Comment***

Reliability

Responsibility

Motivation

Academic Potential

Integrity

Oral Communication

Written Communication

Interactive Ability

6. Is there anything you wish to highlight about this applicant?

Recommender's Name: _____ ***Title:*** _____

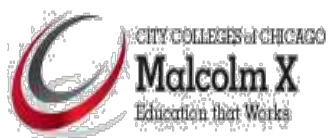
Company / Agency Name: _____

Recommender's Signature: _____ ***Date:*** _____

Appendix A

Medical Forms

(for students applying to the Advanced coding and HIT Program)



MEDICAL COMPLIANCE CHECKLIST

These items are required for participation in the clinical setting, a critical part of your learning experience in your Health Sciences program here at City Colleges of Chicago. All correspondence regarding medical compliance will be via your CCC issued email address.

Completed	Requirement	Comments
	Healthcare Provider Release	To be signed by you and the healthcare provider .
	Student Health Report	To be completed and signed by healthcare provider .
	Health History	To be completed by healthcare provider .
	Mandatory Titers Verified yearly.	<input type="checkbox"/> TB/PPD or Chest X-ray or Quantiferon-TB Gold
		<input type="checkbox"/> Measles (Rubeola)
		<input type="checkbox"/> Mumps
		<input type="checkbox"/> Rubella
		<input type="checkbox"/> Varicella
		<input type="checkbox"/> Hepatitis B Surface Antibody
		<input type="checkbox"/> Tetanus (within last 9 years)
	Urine Drug Screen Repeated yearly and as needed.	<input type="checkbox"/> Cocaine (COC)
		<input type="checkbox"/> Amphetamine (AMP)
		<input type="checkbox"/> Tetrahydrocannabinol (THC)
		<input type="checkbox"/> Methadone (MTD)
		<input type="checkbox"/> Opiates (OPI)
		<input type="checkbox"/> Phencyclidine (PCP)

		<input type="checkbox"/> Barbiturates (BAR)
		<input type="checkbox"/> Benzodiazepines (BZD)
		<input type="checkbox"/> Propoxyphene
	Criminal Background Check	Final result of background check through vendor specified by City Colleges of Chicago. <i>Verified yearly Sites may require it every 3 months.</i>
	Influenza Vaccine	Must provide proper documentation for current season's vaccine.
	COVID-19 Vaccine	Must provide proper documentation for COVID-19 vaccination.

I understand that medical compliance to the above items must be maintained throughout my attendance in my Health Sciences program. Medical non-compliance will affect my attendance in the clinical setting and, therefore, my clinical grade. I also testify that the information contained in this packet is accurate, complete, and about me.

Student Name _____

Student ID _____

Student Signature _____

Date _____

Reviewed By _____

Date _____

Revised 2/1/22



HEALTHCARE PROVIDER RELEASE

DEAR HEALTHCARE PROVIDER:

The following student is enrolled in a Health Sciences at City Colleges of Chicago. If your physical examination reveals any condition which would present a threat to his/her patients or if this person has a condition that would render patient care hazardous to him/her, please note so on this form.

The student,

_____ DOES **NOT** have a condition that would interfere with his/her the ability to safely perform patient care duties as a Health Sciences student.

_____ DOES have a condition that would interfere with his/her ability to safely perform patient care duties as a Health Sciences student.

Their limitations are as follows:

HEALTHCARE PROVIDER'S NAME (PLEASE PRINT)

ADDRESS _____ **CITY** _____

HEALTHCARE PROVIDER'S SIGNATURE _____

DATE _____

I, _____, give my permission
for my healthcare (Student's Name)

provider to release the requested health records to City Colleges of Chicago.

STUDENT SIGNATURE

DATE

**STUDENT ID
NUMBER**

Revised 2022



HEALTH HISTORY

STUDENT'S NAME _____ STUDENT ID NUMBER _____

CURRENT HEIGHT: _____ FEET AND _____ INCHES CURRENT WEIGHT: _____ POUNDS

Please complete the table indicating your past medical history. Please check 'No' if you have NOT had the disease. Check 'Yes' if you have had or currently have the disease. Please list date of diagnosis, treatment, and any other necessary comments.

	NO	YES	MONTH/YEAR	COMMENTS
CONTAGIOUS DISEASES				
Hepatitis (list type)				
Measles (Rubeola)				
Mumps				
Rubella (German/3-day Measles)				
Tuberculosis/Positive TB Test				
Varicella/Shingles				
HEALTH CONDITIONS				
Arthritis				
Asthma				
Autoimmune Disease				
Blood Disorders				
Bone Fractures/Deformities				
Cancer (type & location)				
Diabetes				

Gastrointestinal Problems				
Glaucoma				
Heart Attack/Stroke				
Heart Failure				
Heart Murmur				
Hypertension				
Kidney Disease				
Liver disease				
Mental Illness				
Muscle Weakness/Paralysis				
Neurologic Disease				
Pneumonia				
Pulmonary Disease (specify)				
Seizure Disorder				
Thyroid Disorder				
ALLERGIES				
SURGERIES				
CURRENT MEDICATIONS				
OTHER CONDITIONS NOT LISTED				

Revised 2022



PHYSICAL ASSESSMENT- HEALTH INFORMATION TECHNOLOGY PROGRAM

STUDENT'S NAME _____

STUDENT ID NUMBER _____

DATE OF BIRTH _____

GENDER _____

VISION: LEFT _____ RIGHT _____

HEARING: LEFT _____ RIGHT _____

HEAD

NECK

CHEST

LUNGS

UPPER EXTREMITIES

ABDOMEN

HAIR, SKIN, NAILS

GASTROINTESTINAL

GENITOURINARY

LOWER EXTREMITIES

MUSCULOSKELETAL

NOTE: For pregnant or lactating students, please provide a written statement indicating if the student is able to meet the physical demands of the Health Sciences program.

HEALTHCARE PROVIDER'S NAME (PLEASE PRINT)

ADDRESS _____

CITY _____

HEALTHCARE PROVIDER'S SIGNATURE _____

DATE _____

Revised 2022



STUDENT HEALTHCARE INFORMATION RELEASE

I, _____, give permission for City Colleges of Chicago to release my health

Student's Name

records, which include my criminal background check and urine drug screen, to clinical sites in which I am assigned. I understand that this is necessary in order for me to complete the clinical requirement of the Health Sciences program.

SIGNATURE _____

DATE _____

STUDENT ID

NUMBER _____

EMERGENCY CONTACT INFORMATION

NAME

RELATIONSHIP _____

CONTACT

NUMBER _____

Revised 2022



IMMUNIZATIONS

PLEASE ATTACH OFFICIAL LAB RESULTS.

<p>TUBERCULIN REQUIREMENT</p> <p>Choose one option and provide proof. If TST or QuantiFERON results are positive, CXR required. If CXR is positive, must provide documentation of treatment.</p>	<p>C) Two Step Tuberculin Skin Test</p> <p>Step 1:</p> <p>_____</p> <p>Date Read Result</p> <p>Step 2:</p> <p>_____</p> <p>Date Read Result</p>	<p>B) QuantiFERON TB Gold Blood Test</p> <p>_____</p> <p>Date Collected</p> <p>_____</p> <p>Result</p>
	<p>C) Chest X-Ray</p> <p><i>(Results must be less than 3 Years)</i></p> <p>_____</p> <p>_____</p> <p>Results Date Performed</p>	
<p>VACCINES</p> <p>Provide proof of administration of each.</p>	<p>Tetanus <i>(Within last 10 years)</i></p> <p>_____</p> <p>Date</p>	
	<p>Seasonal Influenza</p> <p>_____</p> <p>Date</p>	
<p>SEROLOGIES</p>	<p>Measles (Rubeola)</p> <p>Date Collected _____</p> <p>Titer Results _____</p> <p>Mumps</p> <p>Date Collected _____</p> <p>Titer Results _____</p>	

<p>If titers show non-immune, vaccination series must be completed. Once completed, a repeat titer must be drawn 60 days after completion of the series to prove immunity.</p>	Rubella Date Collected _____ Titer Results _____		
	MMR Series (if applicable) _____ Vaccine #1 (Day 0) Vaccine #2 (Day 28) Repeat Titer _____ Date collected (Day 88) Titer Results		
	Varicella Date Collected _____ Titer Results _____		
	Varicella Series (if applicable) _____ Vaccine #1 (Day 0) Vaccine #2 (Day 28) Repeat Titer _____ Date collected (Day 88) Titer Results		
	Hepatitis B Surface Antibody _____ Date Collected Titer Results		
	Hepatitis B Series (if applicable) _____ Vaccine #1 (Day 0) Vaccine #2 (Day 30) Vaccine #3 (Day 180) Repeat Titer		

	Date Collected _____
	Titer Results _____

Student Name: _____

Student ID: _____

Healthcare Provider's Signature: _____

Date: _____

Revised 2022

Appendix B

Castle Branch Information

Drug Screening + Background Check



Malcolm X College- Medical Programs

How to Place Order

Welcome to myCB

To place your order go to:



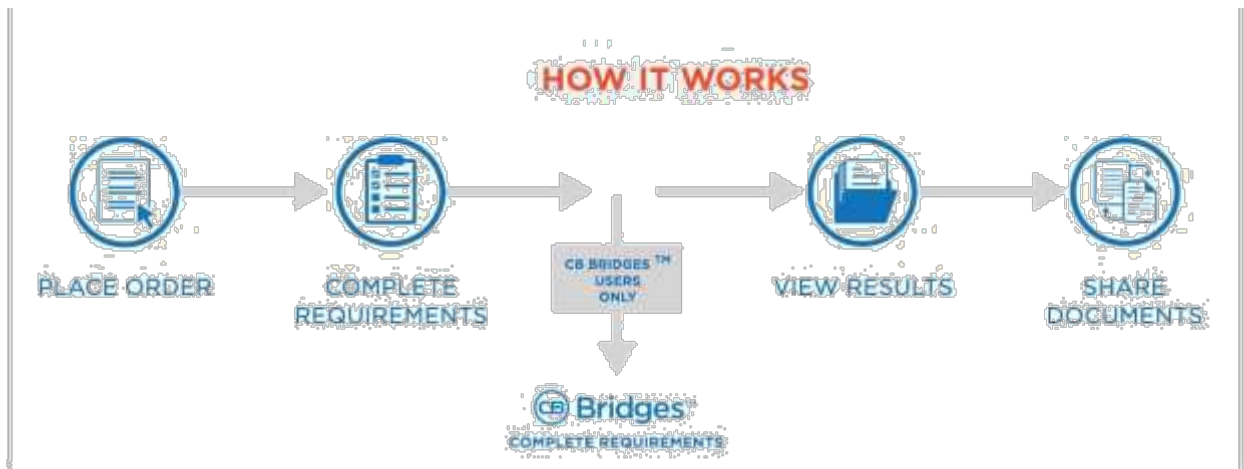
To place your initial order, you will be prompted to create your secure myCB account. From within myCB, you will be able to:

- ✓ View order results
- ✓ Upload documents
- ✓ Manage requirements
- ✓ Place additional orders
- ✓ Complete tasks

Please have ready personal identifying information needed for security purposes.

The email address you provide will become your username.

Contact Us: info@castlebranch.com



Students will need to create a CastleBranch (myCB) account for their health and safety requirements with their appropriate program package code. Each program has their specific package code. Requirements are aligned with their respective academic program. The requirements then are completed by the student in their account Clinical Requirements Tracker (may be referred to as Document Manager or To-do List).

Health and safety requirements are subject to immediate change in order to maintain compliance with state and federal requirements, Center for Disease Control requirements and standards of practice.

Program Codes

Program codes will be emailed to students on or before registration.

International Students

If the student is an international student, and is required to complete a Background Check, they will need to call CastleBranch to request the cost of the background check as prices vary by country.

Costs

The student is responsible for all costs.

The cost of Castlebranch will be approximately \$210.00 and will include (prices may vary at the time of purchase, CCC does not determine Castlebranch prices).

1. Drug Screen (\$45.00)
2. Background Check (\$45.00)

3. Document Manager (\$120)

-Students who are not successful passing the PPE course will be required to complete the requirements again.

The Process is All Online

Mozilla Firefox and Google Chrome are the suggested internet browser for using myCB.

Setting Up an Account

Students will place an order using their package code at <https://mycb.castlebranch.com> to register for their new account. If the student has an account already set up from another college/university, they will still need to purchase the specified package for your program. By using the same email as the initial account, this will merge the accounts tracks together.

Deadlines

The deadline for the requirements for students beginning PPE I and II:

- Summer (June) of that academic year
- Lateness may jeopardize timely PPE placement

MyCB Account

There are two sides to the account.

- First, the To-Do List - (the College has access to see) this is where the student will upload what the College is asking them to do; and
- Second, the Document Center - (Student only has access) where everything uploaded automatically saves a copy in their My Documents Clinical Requirements track.
 1. In their Document Center, *My Documents* they can make other folders to store things; such as, class work or say they want to go on academic travel they could make a folder and keep a copy of their passport there. The site is secure and available as long they have internet access.
 2. Another feature in the Document Center is the *Share Documents*. Students can share requirements or documents securely by following the process – choose

who gets access, select what to share, and for how long. This is useful, if their clinical site would like a copy of any of their documentation.

Drug Test

If the program package requires a drug test, about 48 hours after registration of your myCB account, the student will receive an email. The email will contain an attachment (Drug Test Authorization Form from Form Fox). They will need to print out/or show this attached form from your electronic device (it should have a barcode or QR code at the top right). The drug testing lab location will be based on the zip code the student has entered and CastleBranch will find a Quest Diagnostics lab in that area. If the student has questions about the lab, they should call CastleBranch. The authorization form is proof of payment and also an order form. Students do not pay the lab as this was included in their package price. Once the drug testing is completed the barcode then links the results report back to their account and the student is not required to upload anything. If any alerts are reported on the Drug Test an email is sent to the Clinical Education Compliance Coordinators and they will notify the appropriate Director Hill-Burns.

Mobile App

If you download the device app, after opening your myCB account, you will first be asked to enter in your email address (College email) and password (they created). From there you will be prompted to enter a 4-digit PIN number (you create). Then when using the app, you only need to enter the PIN number. Also, when using the app function to upload your documentation it will prompt the you to take a photo. When taking a photo, be sure to not crop out information on the documentation. Student needs to take a photo of the full document (i.e., the full 8 1/2 x 11 paper) and check to see if the image is clear before accepting the photo. Next, it will prompt you to either "use the photo" or "retake photo". If you select use, it will attach the image and then prompt you to SUBMIT. When clicking on SUBMIT this is sending the attachment(s)-the upload. If you need to take a photo of the front and back of a document, you will repeat the photo taking steps to add both attachments before clicking on SUBMIT. Once the SUBMIT button is selected it is sent to Review.

To-Do List Requirement Notes

- a. If a Background Check is required, The Nebraska Child/Adult Abuse and Neglect Central Registry for Nebraska (NE DHHS) will also be required. The instructions are provided in this requirement and completed thru the NE DHHS portal.

- b. HIPAA and Bloodborne Pathogen and Airborne Pathogen Training. This is a course in Canvas Catalog. After completing the course a certificate of completion will generate. The certificate(s) can be saved and used to upload into your myCB.
- c. Immunizations:
 - 1. If the student is employed and have an employee health office, please request a print out of your immunizations to have your current information to upload into your account.
 - 2. Influenza, this is not due until November 30th. No need to upload anything until then. For students on campus, we will have a campus-wide free clinics usually held the first week of November.
 - 3. If all of their immunization information is on one page you will upload the same document to each requirement respectively (photo or scanned document).
- d. BLS certification must be the Basic Life Support for the Health Care Provider course from the American Heart Association! No other certification is accepted (No Red Cross, National Safety Council, etc.).
- e. If a physical examination is required. There is a form to download and print from your account for your provider to complete. The exam is essentially like a sport physical. If a student needs any immunizations, please have this done during your visit with your provider to avoid additional visits and copays.

Definitions

UPLOAD – Attached documentation submitted in your myCB account by fax, scan, or photo. Extra Reminder: If uploading from a computer desktop/ laptop be sure to use only Firefox or Chrome as your internet browser!

PENDING REVIEW - Submitted documentation is sent to the queue of the Reviewers at CastleBranch. The Reviewers have been sent a list of the College requirements and if the documentation does not meet the criteria it will cause it to be rejected. If rejected, you will then receive an email (this is the importance of the College email) with the reason why and need to resubmit what is required. If it is accepted, your account To-Do List will then show Complete (in green). During the review if the requirement is recurring (i.e., TB is an annual requirement) the student account is then set with the renewal date and you will receive an email at 60-days, 30-days, and then at 21-day open the prompt to add their new documentation for the requirement to maintain your account. Review may take up to a couple of days and can fluctuate during holidays or inclement weather as CastleBranch is located in North Carolina.

ONBOARDING – Any agency specific requirement(s), such as: Orientation Checklist, EPIC training, Mandatory Reporter Training, specific timed drug testing, etc.

Deadline Concerns

If the student has concerns on deadlines, they should contact their Program Director and/or Advisor to discuss alternatives.

After You Graduate

Last, when the student graduates or leaves the College they can update their myCB account to their personal email. Their Clinical Requirements (To-Do List) will be archived. Their information will be theirs for life in their Document Center.

REVISED SPRING 2024