Health Information Technology Handbook
2014-2015
Dear Student:

Parker University is pleased to provide you with information regarding the Health Information Technology Program. This handbook is designed to serve as a guide to information concerning the associate degree in Health Information Technology and to student policies that are particular to these courses of study (hereafter known as “the Program”). The requirements given in this handbook apply to all students enrolled in the Program. The student should become familiar with and make plans to comply with these guidelines. Please feel free to discuss any questions or concerns with the instructors in the Program. Be sure to read through the entire handbook.

I am happy to have you as a student in the HIT program and look forward to working with you. I hope that you will find the pursuit of your HIT degree at Parker University to be a rewarding experience.

Joe Lintz, MS, RHIA
Program Director
Accreditation

Parker University plans to initiate its first class subject to approval by the SACSCOC – Southern Associate of College and Schools Commission on College.

The HIT Program is expected to prepare for an accreditation with the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM) in the near future. Upon accreditation of the program students will be eligible to sit the national certification examination for the Registered Health Information Technician (RHIT) credentials. Students can become members of the American Health Information Management Association (AHIMA) at a cost of $35.00.

Mission

The Health Information Technology Program provides graduates with the technical and administrative skills to manage health information systems consistent with professional standards (medical, administrative, ethical, and legal) in health care delivery systems. Graduates also possess the knowledge and skills needed to plan and develop health information systems which meet standards of accrediting and regulating agencies.

Program Student Learning Outcomes

1. Identify and apply legal and ethical principles to health information technology, maintain compliance with standards and regulations regarding health information.
2. Define and apply appropriate computerized and manual record management techniques for the maintenance of a quality health information system ensuring that health information is complete, accurate, and accessible to appropriate users.
3. Collect and analyze information related to healthcare delivery.
4. Code, classify, and index diagnoses and procedures using ICD-9-CM, ICD-10-CM/PCS, CPT, and HCPCS.
5. Identify and apply management techniques appropriate to health information technology.

Faculty

Joe Lintz, MS, RHIA, Program Director
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The program will also use qualified adjunct faculty to teach various courses. Many of these are practicing HIM professionals but may also represent other professional knowledge such as MBA and nursing.

The Health Information Technician

The Associate of Applied Science degree with a major in Health Information Technology prepares students for a career in the health information technology profession which focuses on health care data and the management of health care information resources. The profession addresses the nature, structure, and translation of data into usable forms of information including electronic health records for the advancement of health care. Health information technology professionals collect, integrate, and analyze primary and secondary health care data, disseminate information and manage information resources, related to the research, planning, provision, and evaluation of health care services. Health Information Technology professionals are an integral part of the planning, implementation and utilization of electronic health record systems.

Our courses transfer to a Bachelor's degree in Health Information Management that Parker University is currently offering. If you decide to continue your education to pursue a Bachelor’s degree in Health
Information Management at Parker University, the Registrar’s Office at Parker University should be contacted to assure a smooth transfer of credit.

Entry Level Competencies for Registered Health Information Technicians (RHIT)

The AHIMA provides the lists of entry level competencies that detail the skills and knowledge necessary for entry level health information technician. These lists are called Domains, Subdomains. Please see the following information.

**DOMAIN I: Health Data Management**

**A. Subdomain: Health Data Structure, Content and Standards**
1. Collect and maintain health data (such as data elements, data sets, and databases).
2. Conduct analysis to ensure documentation in the health record supports the diagnosis and reflects the patient’s progress, clinical findings and discharge status.
3. Apply policies and procedures to ensure the accuracy of health data.
4. Verify timeliness, completeness, accuracy, and appropriateness of data and data sources for patient care, management, billing reports, registries, and/or databases.

**B. Subdomain: Healthcare Information Requirements and Standards**
1. Monitor and apply organization-wide health record documentation guidelines.
2. Apply policies and procedures to ensure organizational compliance with regulations and standards.
3. Maintain the accuracy and completeness of the patient record as defined by organizational policy and external regulations and standards.
4. Assist in preparing the organization for accreditation, licensing, and/or certification surveys.

**C. Subdomain: Clinical Classification Systems**
1. Use and maintain electronic applications and work processes to support clinical classification and coding.
2. Apply diagnosis/procedure codes according to current nomenclature.
3. Ensure accuracy of diagnostic/procedural groupings such as DRG, MSDRG, APC, and so on.
4. Adhere to current regulations and established guidelines in code assignment.
5. Validate coding accuracy using clinical information found in the health record.
6. Use and maintain applications and processes to support other clinical classification and nomenclature systems (e.g. DSM IV, SNOMED-CT).
7. Resolve discrepancies between coded data and supporting documentation.

**D. Subdomain: Reimbursement Methodologies**
1. Apply policies and procedures for the use of clinical data required in reimbursement and prospective payment systems (PPS) in healthcare delivery.
2. Apply policies and procedures to comply with the changing regulations among various payment systems for healthcare services such as Medicare, Medicaid, managed care and so forth.
3. Support accurate billing through coding, chargemaster, claims management, and bill reconciliation processes.
4. Use established guidelines to comply with reimbursement and reporting requirements such as the National Correct Coding Initiative.
5. Compile patient data and perform data quality reviews to validate code assignment and compliance with reporting requirements such as outpatient prospective payment systems.
6. Ensure accuracy of diagnostic/procedural groupings such as DRG, APC and so on.
DOMAÎN II: Health Statistics, Biomedical Research, and Quality Management

A. Subdomain: Healthcare Statistics and Research
   1. Collect, maintain, and report data for clinical indices / databases/registries to meet specific organization needs such as medical research and disease registries.
   2. Collect, organize, and present data for quality management, utilization management, risk management, and other related studies.
   3. Comprehend basic descriptive, institutional, and healthcare vital statistics.

B. Subdomain: Quality Management and Performance Improvement
   1. Abstract and report data for facility-wide quality management and performance improvement programs.
   2. Analyze clinical data to identify trends that demonstrate quality, safety, and effectiveness of healthcare.

DOMAÎN III: Healthcare Services Organization and Delivery

A. Subdomain: Healthcare Delivery Systems
   1. Apply current laws, accreditation, licensure, and certification standards related to health information initiatives from the national, state, local and facility levels.
   2. Differentiate the roles of various providers and disciplines throughout the continuum of healthcare and respond to their information needs.

B. Subdomain: Healthcare Privacy, Confidentiality, Legal and Ethical Issues
   1. Adhere to the legal and regulatory requirements related to the health information infrastructure.
   2. Apply policies and procedures for access and disclosure of personal health information.
   4. Maintain user access logs/systems to track access to and disclosure of identifiable patient data.
   5. Apply and promote ethical standards of practice.

DOMAÎN IV: Information Technology and Systems

A. Subdomain: Information and Communication Technologies
   1. Use technology, including hardware and software, to ensure data collection, storage, analysis, and reporting of information.
   2. Use common software applications such as spreadsheets, databases, word processing, graphics, presentation, e-mail, and so on in the execution of work processes.
   3. Use specialized software in the completion of HIM processes such as record tracking, release of information, coding, grouping, registries, billing, quality improvement, and imaging.
   4. Apply policies and procedures to the use of networks, including intranet and internet applications to facilitate the electronic health record
   5. (EHR), personal health records (PHR), public health, and other administrative applications.
   6. Participate in the planning, design, selection, implementation, integration, testing, evaluation and support for EHRs.

B. Subdomain: Data, Information and File Structures
   1. Apply knowledge of data base architecture and design (such as data dictionary) to meet departmental needs.

C. Subdomain: Data Storage and Retrieval
   1. Use appropriate electronic or imaging technology for data/record storage.
   2. Query and generate reports to facilitate information retrieval using appropriate software.
   3. Apply retention and destruction policies for health information.

D. Subdomain: Data Security
   1. Apply confidentiality and security measures to protect electronic health information.
2. Protect data integrity and validity using software or hardware technology.
3. Apply departmental and organizational data and information system security policies.
4. Use and summarize data compiled from audit trail and data quality monitoring programs.

**DOMAIN V: Organizational Resources**

**A. Subdomain: Human Resources**
1. Apply the fundamentals of team leadership.
2. Participate in and work in teams and committees.
3. Conduct new staff orientation and training programs.
4. Conduct continuing education programs.
5. Monitor and report staffing levels and productivity standards for health information functions.
6. Use tools and techniques to monitor, report and improve processes.
7. Comply with local, state, and federal labor regulations.

**B. Subdomain: Financial and Resource Management**
1. Make recommendations for items to include in budgets and contracts.
2. Monitor and order supplies needed for work processes.
4. Recommend cost-saving and efficient means of achieving work processes and goals.
5. Contribute to work plans, policies, procedures, and resource requisitions in relation to job functions.

**ASSOCIATE OF APPLIED SCIENCE IN HEALTH INFORMATION TECHNOLOGY ADMISSION PROCEDURE**

In order to promote student success in the Health Information Technology Program and in the health record profession, the following criteria is established:

**Admission Procedures**

1. Submit a properly completed application to the Office of Enrollment. Applications may be picked up in the Office of Enrollment or located on the Parker website at: [https://my.parker.edu/ICS/Future_Students/Apply_to_Parker/Default_Page.jnz?portlet=College_of_Chiropractic_Online_Application&screen=Display+Form&screenType=next](https://my.parker.edu/ICS/Future_Students/Apply_to_Parker/Default_Page.jnz?portlet=College_of_Chiropractic_Online_Application&screen=Display+Form&screenType=next)
2. Request official transcripts to be sent from high school and all higher education institutions where credits were earned and mailed from that institution directly to the Office of the Registrar at Parker University.
3. Students also have the option to fill out a transcript authorization/release form available from the Office of Enrollment to allow Parker to request transcripts on a student’s behalf. Transcript fees will be added to a student’s first trimester of enrollment costs.
4. Students who completed the GED for high school credit fill out the transcript authorization/release form and the Office of the Registrar will verify credit.
5. Students who are veterans of the U.S. armed forces must provide the University with a copy of their DD 214 and a letter of eligibility from the U.S. Department of Veterans Affairs.
6. Please note - Transcripts that accompany the student’s application form will be considered official if sealed by the institution, unopened by the student and not stamped issued to student on transcript.
7. Students apply for admission to the University and once all General Education requirements have been met, students may apply to the Health Information Technology program.
8. Overall GPA of 2.0 with a minimum grade of "C" in all prerequisite courses. Please note that a grade of "C" or better must be earned in all courses completed and applicable to the Health Information Technology degree plan.
Bonus points are awarded based on the following criteria:

1. Completion of degree-specific general education courses prior to applying, with a C or higher. For students transferring credit, science courses must have been completed within 5 years of program admissions deadline date.

2. Completion of transferable college level courses from an accredited college or university, with a C or higher. Points are awarded proportionately to the number of semester hours completed.

3. Bachelor’s Degree

If the student is a veteran of the U.S. armed forces, provide the University with a copy of their DD 214 and a letter of eligibility from the VA.

Note: Applicants who do not hold legal residency status in the US are eligible for entry but will be subject to citizenship status of state licensing boards and employers in the US. In addition applicants must:

- Satisfy reading, writing and math through an institutionally approved placement exam
- Have met immunization requirements
- Be able to pass a criminal background check/drug screening.

**Immunization Requirements**

Texas Legislature approved Senate Bill 1107 requiring all entering University students, under the age of 30, to submit evidence of being immunized against meningococcal meningitis (including Hepatitis B and flu vaccine).

The meningitis vaccination (MV) requirement applies to:

- All first-time students
- All new transfer students
- All returning Parker University students who have experienced a break in Parker University enrollment of at least one fall or spring term
- New and returning continuing education students enrolled in programs that have at least 360 contact hours

Information on vaccination requirements and exemptions can be located on the Registrar’s webpage of the Parker University website at: [https://my.parker.edu/ICS/Student_Services/Registrar/Forms/](https://my.parker.edu/ICS/Student_Services/Registrar/Forms/)

**Health Insurance**

All Health Information Technology students are required to show proof of health insurance prior to starting clinical rotations each semester.

**Letters of Reference**

Request two letters of reference from employers or teachers (not family or friends) that can attest to your character and aptitude in the healthcare career. Letters should be mailed directly to: Attn: Director of the Health Information Technology Program, Parker University, 2540 Walnut Hill Lane, Dallas, TX 75229.

**Criminal Background Check/ Drug Screening**

After being accepted to the program, but before classes begin, students must undergo and pass a criminal background check and drug screening. These screenings will be administered through the College and will be at the student’s expense. There are no exceptions.

**Readmission procedures:**

If a student has previously been admitted to the HIT program and there is a lapse in continuous enrollment for one fall or spring semester and the student has a GPA of less than 2.0 in the required health information program courses, or the student has been dismissed from the HIT program, then the student must reapply to the HIT program.
Course Requirements
All health information core courses in the program must be completed with a grade of "C" or better in order to progress to the next course and/or successfully complete and of the programs.

Graduation Requirements
Parker University's graduation requirements for the Associate of Applied Science with a major in Health Information Technology are as follows:
- A grade of C (equivalent to a grade point average of 2.0 on a 4.0 scale) or above in all general education courses completed at Parker
- A grade of C (equivalent to a grade point average of 2.0 on a 4.0 scale) or above in all HIT courses taken in the professional program
- Two four-week professional practice courses required in the first and third semesters of the senior year. See Student Handbook for more details.

Fees
All charges, including tuition and fees, are due and payable on or before the first day of class.

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<tr>
<th>Fee Type</th>
<th>Amount</th>
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<tr>
<td>Tuition per credit hour</td>
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<td>Parking fees per session</td>
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<td>Late Registration fee per day</td>
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Financial Aid
Students who would like to investigate financial aid options must contact the Financial Aid Office. In addition to the Financial Aid Office's sources, the Texas Health Information Management Association (http://www.txhima.org/studentscholarships.htm) offers additional scholarship opportunities each year to students enrolled in an accredited health information program. The American Health Information Management Association through its AHIMA Foundation (http://ahimafoundation.org) provides loans and scholarships to health information students.

Curriculum – Associate of Applied Science in Health Information Technology
Students must have completed the following prerequisite courses with a minimum grade of "C" or above prior to the Health Information Technology major courses:

- HITT 1305 Medical Terminology
- BIOL 2301 Anatomy and Physiology I
- BIOL 2302 Anatomy and Physiology II
- HPRS 2301 Pathophysiology
- HPRS 1310 Introduction to Pharmacology
- BCIS 1305 Business Computer Applications
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<tr>
<th>Year 1</th>
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<td>COSC 1301</td>
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<td>ENGL 1301</td>
<td>Composition I</td>
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<tr>
<td>SPCH 1311</td>
<td>Introduction to Speech Communications</td>
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<td>College Algebra</td>
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<td>ENGL 2326</td>
<td>American Literature</td>
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<tr>
<td>PSYC 2301</td>
<td>General Psychology</td>
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<td>HITT 1305</td>
<td>Medical Terminology</td>
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<td>BIOL 2301</td>
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<td>HPRS 2301</td>
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<td>HITT 1301</td>
<td>Health Data Content and Structure</td>
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<tr>
<td>HITT 1345</td>
<td>Health Information &amp; delivery systems</td>
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<tr>
<td>HITT 2321</td>
<td>EHR Training Methods and Data Security</td>
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<tr>
<td>HITT 1355</td>
<td>Health Care Statistics</td>
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<td><strong>Total Credit Hours Semester 1</strong></td>
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<td>HITT 1353</td>
<td>Legal and Ethical Aspects of Health Information</td>
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<td>HITT 1360</td>
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<td>HITT 1342</td>
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<tr>
<td>HITT 2339</td>
<td>Health Information Organization &amp; Supervision</td>
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<tr>
<td>HITT 2335</td>
<td>Coding and Reimbursement Methodologies</td>
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<td>HITT 2361</td>
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<td><strong>Total program credit hours:</strong></td>
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Course Descriptions

Prerequisite Major Courses related to Health Information Technology (12 credit hours):
HITT 1305 Medical Terminology (3 credit hours)
This course introduces elements of medical terminology such as foundations of words used to describe the human body and its conditions, terminology for medical procedures, and names of commonly prescribed medications. Spelling, pronunciation and meanings of terms used in a professional healthcare setting are covered, as is recognition of common abbreviations. (Pre-requisite)

BCIS 1305 Business Computer Applications (3 credit hours)
The main focus of this course is on business applications of software, including word processing, spreadsheets, databases, presentation graphics, and business-oriented utilization of the Internet. (Pre-requisite)

HPRS 1310 Introduction to Pharmacology (3 credit hours)
A study of drug classifications, actions, therapeutic uses, adverse effects, and routes of administration. Does NOT include dosage calculations. (Pre-requisite)

HPRS 2301 Pathophysiology (3 credit hours)
Study of the pathology and general health management of diseases and injuries across the life span. Topics include etiology, symptoms, and the physical and psychological reactions to diseases and injuries. (Pre-requisite)

Health Information Technology (HIT) Major Courses: (36 credit hours):

HITT 1301 Health Data Content and Structure (3 credit hours)
Introduction to systems and processes for collecting, maintaining, and disseminating primary and secondary health related information including content of health record, documentation requirements, registries, indices, licensing, regulatory agencies, forms, and screens.

HITT 1341 Coding and Classification Systems (3 credit hours)
Fundamentals of coding rules, conventions, and guidelines using clinical classification systems.

HITT 1342 Ambulatory Coding (3 credit hours)
Fundamentals of ambulatory coding rules, conventions, and guidelines. Through practice exercises, students assign procedure codes and apply guidelines for assignment of Evaluation and Management (E/M) codes and modifiers to case examples. The purpose and use of the Healthcare Common Procedure Coding System (HCPCS) are reviewed. Application of coding principles to an electronic record system is explored.

HITT 1345 Health Information & delivery systems (3 credit hours)
Introduction to health IT standards, health-related data structures, software applications, and enterprise architecture in health care and public health. Healthcare delivery systems including organization, financing, accreditation, licensure, and regulatory agencies will also be examined.

HITT 1353 Legal and Ethical Aspects of Health Information (3 credit hours)
Concepts of privacy, security, confidentiality, ethics, and health care legislation, and regulations relating
to the maintenance and use of health information.

**HITT 1355 Health Care Statistics (3 credit hours)**

**HITT 1360 Clinical I - Health Information/Medical Records Technology/Technician (3 credit hours)**
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

**HITT 2321 EHR Training Methods and Data Security (3 credit hours)**
Overview of learning management systems, instrumental design software tools, teaching techniques and strategies, evaluation of learner competencies, maintenance of training records, and measurement of training program. The current legal and political environment affecting the health care industry, and developing policies and procedures to ensure compliance will also be explored.

**HITT 2335 Coding and Reimbursement Methodologies (3 credit hours)**
Advanced coding techniques with emphasis on case studies, health records, and federal regulations regarding prospective payment systems and methods of reimbursement.

**HITT 2339 Health Information Organization & Supervision (3 credit hours)**
Presents an overview of Principles of organization and supervision of human, fiscal, and capital resources.

**HITT 2343 Quality Assessment and Performance Improvement (3 credit hours)**
Study of quality standards and methodologies in the health information management environment. Topics include licensing, accreditation, compilation and presentation of data in statistical formats, quality management and performance improvement functions, utilization management, risk management, and medical staff data quality issues. Approaches to assessing patient safety issues and implementation of quality management and reporting through electronic systems and approaches to assessing patient safety issues and implementation of quality management and reporting through electronic systems.

**HITT 2361 Clinical - II Health Information/Medical Records Technology/Technician (3 credit hours)**
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

**General Education Course Descriptions (24 credit hours):**

**BIOL 2301 Anatomy and Physiology I (3 credit hours)**
Provides basic structure, function and chemistry of the human body. Topics include terminology; chemistry; cell biology; tissues; cellular respiration and body systems including skeletal, muscular, respiratory, reproductive and integumentary. (Pre-requisite)

**BIOL 2302 Anatomy and Physiology II (3 credit hours)**
Continues BIOL 2301 (Human Anatomy and Physiology I) with emphasis on circulatory, digestive, endocrine, immune, lymphatic, nervous and urinary systems. Topics include blood, sense organs, nutrition and metabolism, fluid and electrolyte balance and acid-base balance. Laboratory experience includes microscopic observation, experimentation, study of anatomical models and dissection. (Pre-requisite)

**COSC1301 Introduction to Computing (3 credit hours)**
Introduces fundamentals of operating personal computer equipment. Topics include basics of word processing, database management, electronic spreadsheets and presentation graphics.

**ENGL 1301 Composition I 1301 (3 credit hours)**
Develops writing skills to achieve career goals. Topics include using principles of prewriting, drafting, revising and editing to write clear, well-developed paragraphs, essays and a documented research paper. (Parker University requires a minimum of 4,000 written words.)

**ENGL 2326 American Literature (3 credit hours)**
Explores select American authors and literary texts. Topics include historical background, social forces, literary genres and elements.

**MATH 1314 College Algebra (3 credit hours)**
Prepares students for disciplines involving quantitative calculations. Topics include operations with algebraic expressions, radicals, exponents, linear and quadratic equations with applications, graphs of linear, quadratic, cubic and rational functions, combinations of functions, composite functions, direct, inverse and joint variation, radical equations, absolute value equations and inequalities, exponential and logarithmic equations and applications, systems of linear equations, and complex numbers.

**PSYC 2301 General Psychology (3 credit hours)**
Introduces terms and concepts dealing with basic psychological research methods, human and animal behavior, life-span development, states of consciousness, learning, memory, intelligence, motivation, personality structure, stress and coping, behavior disorders, social pressures and cultures. Students are encouraged to apply critical thinking strategies through their participation in various discussions of psychological theories and concepts throughout this course. (Parker University requires a minimum of 4,000 written words for the course.)

**SPCH 1311 Introduction to Speech Communications (3 credit hours)**
Focuses on preparation and delivery of various types of speeches. Topics include techniques to improve interpersonal communication skills, job interviewing and working in teams.
Student Contract & Confidentiality STATEMENT FOR PROFESSIONAL PRACTICE EXPERIENCE

Instructions: Read, sign, and date this form and have a witness sign/date the form. Mail or deliver the original signed document to:

Joe Lintz, MS, RHIA, Program Director, HIT Program, Parker University,
2540 Walnut Hill Lane, Dallas, TX 75229

PERSONAL UNDERSTANDING OF PROFESSIONAL PRACTICE RESPONSIBILITIES AND OBLIGATIONS

My [semester PPE completed] professional practice experience is a vital part of my education, and I accept the responsibility of carefully reviewing the contents of the student handbook. I further accept responsibility for completing and submitting all assignments contained within the student handbook. I understand that I am to submit the written assignments to the professional practice coordinator by no later than the last day of my professional practice. (I can mail or fax the written assignments to her attention.) The final grade for my professional practice course(s) is based upon my completion of assignments and submission of typed answers, and submission of the clinical supervisor's evaluations, my student evaluation of the site. I realize I have been amply prepared for this on-site experience and I shall approach the professional practice with enthusiasm and a positive attitude so that I gain maximum benefit from this worthwhile educational experience.

I understand that absenteeism and tardiness are considered unprofessional and undesirable traits, and that the only reason for an absence from attendance at the professional practice site would be due to illness or another valid reason. I accept responsibility for making up any lost time; I understand that if I do not make up lost time, one letter grade will be deducted for each absence not made up. If I am excessively absent and/or tardy from the professional practice site, my HIT Program Director will counsel me and if necessary, administratively terminate my professional practice experience. I understand that if this occurs, the University has no obligation to place me in another professional practice site. I further understand that I am responsible for promptly reporting any absences directly to the practice site supervisor at the site and the HIT Program Director by leaving voicemail at 1-972-438-6932 ext. 7419

I am expected to adhere to the professional practice site’s dress code, and I will dress in suitable office attire. If I am female, I will wear skirts, dresses or dress slacks and tops. If I am male, I will wear shirts, ties, and dress slacks. I will not wear jeans, shorts, knickers, sundresses, sneakers, sandals, or anything similar. I understand that I am expected to wear proper foot attire (e.g., no bare feet in sandals or shoes) and avoid extremes in jewelry, hairstyles, body piercing, perfume and make-up. Hazards can be associated with participating in professional practices as a student in a health science program including, but not limited to needle sticks, inhalation of microorganisms, and contact with infected body fluids. I am responsible for following infection control guidelines at the professional practice site, maintaining safe practices, and providing my own health insurance. If I become injured or ill during the course of the professional practice, I will immediately notify my professional practice supervisor. The supervisor will in turn notify the professional practice faculty member. The decision to seek medical attention and the resulting financial responsibilities are my responsibility alone.

I realize that I am not to be substituted for paid staff during any professional practice experience assignments. I may not take the responsibility or the place of "qualified" staff. However, after demonstrating proficiency, I may be permitted to perform procedures with careful supervision. I may be employed by the professional practice site outside regular education hours provided the work is limited so
it does not interfere with regular academic responsibilities. The work must be non-compulsory, paid and subject to employee regulations.

**PERSONAL HEALTH INFORMATION PLEDGE OF CONFIDENTIALITY**

In consideration of my status as a student at Parker University and/or association with health care facilities that provide professional practice experiences, and as an integral part of the terms and conditions of association, I hereby agree, pledge and undertake that I will not at any time access or use personal health information, or reveal or disclose to any persons within or outside the provider organization, any personal health information except as may be required in the course of my duties and responsibilities and in accordance with applicable legislation, and corporate and departmental policies governing proper release of information.

I understand that my obligations outlined above will continue after my association with the University and/or facility ends.

I further understand that my obligations concerning the protection of the confidentiality of personal health information relate to all personal health information whether I acquired the information through my association with the University and/or facility.

I also understand that unauthorized use or disclosure of such information will result in a disciplinary action up to and including involuntary expulsion from the University, the imposition of fines pursuant to relevant state and federal legislation, and a report to my professional regulatory body.

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ACKNOWLEDGEMENT OF RECEIPT OF THE HANDBOOK AND STATEMENT OF UNDERSTANDING

As a student in Health Information Technology Program at Parker University, I acknowledge that I have received and had an opportunity to examine the HIT Student Handbook. A copy of this Handbook has been given to me to retain for future reference or I have been provided with the electronic website address (http://www.parker.edu/future/Academics_and_Programs/Catalog/), and I agree to familiarize myself with its contents and comply with the information provided. I understand that the information contained in the HIT Student Handbook represents guidelines only and that the Program may modify those guidelines or amend or terminate any policies, or procedures at any time. I accept the responsibility to keep myself informed of any changes made to the Handbook.

_______________________________
PRINTED STUDENT NAME

_______________________________
SIGNATURE OF STUDENT

_______________________________
DATE

_______________________________
DATE RECEIVED BY HIT DEPT.