

**Health Information Technology Handbook
2015-2016**

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 is institutionally accredited by Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). Accreditation is a sign that an institution has met an external set of criteria for its institution.

The Associate degree in the Health Information Technology (HIT) Program will be seeking Candidacy status by the Commission on Accreditation for Health Informatics and Information Management (CAHIIM). 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 \$45.00.

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. Code, classify, and index diagnoses and procedures using ICD-10-CM/PCS, CPT, and HCPCS.
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. Identify and apply legal and ethical principles to health information technology, maintain compliance with standards and regulations regarding health information.
5. Identify and apply management techniques appropriate to health information technology.

Faculty

Joe Lintz, MS, RHIA, Program Director
972.438.6932 ext. 7419
Jlintz@parker.edu

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.

I. DOMAIN: DATA CONTENT STRUCTURE AND STANDARD

A. SUBDOMAIN: CLASSIFICATION SYSTEMS

1. Apply diagnostic and 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

B. SUBDOMAIN: HEALTH RECORD CONTENT AND DOCUMENTATION

1. Analyze the documentation in the health record to ensure it supports the diagnosis and reflects the patient's progress, clinical findings and discharge status
2. Verify the documentation in the health record is timely, complete and accurate
3. Identify a complete health record according to, organizational policies, external regulations, and standards
4. Differentiate the roles and responsibilities of various providers and disciplines, to support documentation requirements, throughout the continuum of care

C. SUBDOMAIN: DATA GOVERNANCE

1. Apply policies and procedures to ensure the accuracy and integrity of health data

D. SUBDOMAIN: DATA MANAGEMENT

1. Collect and maintain health data
2. Apply graphical tools for data presentations

II. DOMAIN: INFORMATION PROTECTION: ACCESS DISCLOSURE ARCHIVAL PRIVACY AND SECURITY

A. SUBDOMAIN: HEALTH LAW

1. Apply healthcare legal terminology
2. Identify the use of legal documents

3. Apply legal concepts and principals to the practice of HIM

B. SUBDOMAIN: DATA PRIVACY CONFIDENTIALITY AND SECURITY

1. Apply confidentiality, privacy and security measures and policies and procedures for internal and external use and exchange to protect electronic health information

2. Apply retention and destruction policies for health information

3. Apply system security policies according to departmental and organizational data/information standards

C. SUBDOMAIN: RELEASE OF INFORMATION

1. Apply policies and procedures surrounding issues of access and disclosure of protected health information.

III. DOMAIN: INFORMATICS, ANALYTICS AND DATA USE

A. SUBDOMAIN: HEALTH INFORMATION TECHNOLOGIES

1. Utilize software in the completion of HIM processes

2. Explain policies and procedures of networks, including intranet and internet to facilitate clinical and administrative applications

B. SUBDOMAIN: INFORMATION MANAGEMENT STRATEGIC PLANNING

1. Explain the process used in the selection and implementation of health information management systems

2. Utilize health information to support enterprise wide decision support for strategic planning

C. SUBDOMAIN: ANALYTICS AND DECISION SUPPORT

1. Explain analytics and decision support

2. Apply report generation technologies to facilitate decision-making

D. SUBDOMAIN: HEALTH CARE STATISTICS

1. Utilize basic descriptive, institutional, and healthcare statistics

2. Analyze data to identify trends

E. SUBDOMAIN: RESEARCH METHODS

1. Explain common research methodologies and why they are used in healthcare

F. CONSUMER INFORMATICS

1. Explain usability and accessibility of health information by patients, including current trends and future challenges.

G. SUBDOMAIN: HEALTH INFORMATION EXCHANGE

1. Explain current trends and future challenges in health information exchange

H. SUBDOMAIN: INFORMATION INTEGRITY AND DATA QUALITY

1. Apply policies and procedures to ensure the accuracy and integrity of health data both internal and external to the health system

I V. DOMAIN: REVENUE MANAGEMENT

A. SUBDOMAIN: REVENUE CYCLE AND REIMBURSEMENT

1. Apply policies and procedures for the use of data required in healthcare reimbursement
2. Evaluate the revenue cycle management process

V. DOMAIN: COMPLIANCE

A. SUBDOMAIN: REGULATORY

1. Analyze policies and procedures to ensure organization compliance with regulations and standards
2. Collaborate with staff in preparing the organization for accreditation, licensure and/or certification
3. Adhere to the legal and regulatory requirements related to health information management

B. SUBDOMAIN: CODING

1. Analyze current regulations and established guidelines in clinical classification systems.
2. Determine accuracy of computer assisted coding assignment and recommend corrective action

C. SUBDOMAIN: FRAUD SURVEILLANCE

1. Identify potential abuse or fraudulent trends through data analysis

D. SUBDOMAIN: CLINICAL DOCUMENTATION IMPROVEMENT

1. Identify discrepancies between supporting documentation and coded data
2. Develop appropriate physician queries to resolve data and coding discrepancies

VI. DOMAIN: LEADERSHIP

A. SUBDOMAIN: LEADERSHIP ROLES

1. Summarize health information related leadership roles
2. Apply the fundamentals of team leadership
3. Organize and facilitate meetings

B. SUBDOMAIN: CHANGE MANAGEMENT

1. Recognize the impact of change management on processes, people and systems

C. SUBDOMAIN: WORK DESIGN AND PROCESS IMPROVEMENT

1. Utilize tools and techniques to monitor, report and improve processes
 2. Identify cost-saving and efficient means of achieving work processes and goals
 3. Utilize data for facility-wide outcomes reporting for quality management and performance improvement
- D. SUBDOMAIN: HUMAN RESOURCES MANAGEMENT
1. Report staffing levels and productivity standards for health information functions
 2. Interpret compliance with local, state, federal labor regulations
 3. Adhere to work plans, policies, procedures, and resource requisitions in relation the job functions
- E. SUBDOMAIN: TRAINING AND DEVELOPMENT
1. Explain the methodology for training and development
 2. Explain return on investment for employee training/development
- F. SUBDOMAIN: STRATEGIC AND ORGANIZATIONAL MANAGEMENT
1. Summarize a collection methodology for data to guide strategic and organizational management
 2. Understand the importance of healthcare policy-making as it relates to the healthcare delivery system
 3. Describe the differing types of organizations, services and personnel and their interrelationships across the healthcare delivery system
 4. Apply information and data strategies in support of information governance initiatives
 5. Utilize enterprise-wide information assets in support of organizational strategies and objectives
- G. SUBDOMAIN: FINANCIAL MANAGEMENT
1. Plan budgets
 2. Explain accounting methodologies
 3. Explain budget variances
- H. SUBDOMAIN: ETHICS
1. Comply with ethical standards of practice
 2. Evaluate the consequences of a breach of healthcare ethics
 3. Assess how cultural issues affect health, healthcare quality, cost and HIM
 4. Create program and policies that support a culture of diversity
- I. SUBDOMAIN: PROJECT MANAGEMENT
1. Summarize project management methodologies

- J. SUBDOMAIN: VENDOR/CONTRACT MANAGEMENT
 - 1. Explain Vendor/Contract Management
- K. SUBDOMAIN: ENTERPRISE INFORMATION MANAGEMENT
 - 1. Apply knowledge of database architecture and design

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
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.

Students who are veterans of the United States armed forces and would like to use VA Benefits at Parker, must provide the University with a copy of their DD 214, a letter of eligibility from the U.S. Department of Veterans Affairs and all military transcripts.

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

The student is to submit required proof of current immunization status. It is recommended that the student have completed 2/3 of the Hepatitis B series prior to application to the program. Each student must exhibit good physical health and endurance.

Health Insurance

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

Criminal Background Check/ Drug Screening

The student will obtain a national background check prior to starting an internship. Students cannot participate in a professional practice experience without a "clear" criminal history background check. Agencies vary as to what the definition of "clear" means. The facilities may choose to request additional nationwide and international criminal history background checks. A student who has a criminal history may request to meet with the HIT Program Director to discuss the implication of the criminal record on his/her ability to complete the program.

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.

Fees

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

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| Tuition per credit hour | \$618 |
| On-Line fee (per credit hour) (non-refundable) | \$62 |
| Audit fee (per credit hour) | \$50 |
| Mal-Practice insurance | \$60 |
| Application fee | \$50 |
| Enrollment deposit (applied toward tuition) | \$50 |
| Graduation fee | \$45 |
| Criminal background check | \$45 |
| Drug Test | \$30 |

Tuition per credit hour: \$680

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/members/students/>) 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 2401 Anatomy and Physiology I
- BIOL 2402 Anatomy and Physiology II
- HPRS 2201 Pathophysiology
- HPRS 1210 Introduction to Pharmacology
- BCIS 1305 Business Computer Applications

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|---------------------------------------|---------------------------------|
| GENERAL EDUCATION CORE COURSES | 26 Semester Credit Hours |
| PROGRAM PREREQUISITE COURSES | 10 Semester Credit Hours |
| HIT CORE COURSES | 33 Semester Credit Hours |
| TOTAL | 69 Semester Credit Hours |

| Course ID | Cr. | Course name |
|---------------------------------------|------------|---|
| GENERAL EDUCATION CORE COURSES | | 26 Semester Credit Hours |
| COSC 1301 | 3 | Introduction to Computing |
| ENGL 1301 | 3 | Composition I |
| SPCH 1311 | 3 | Introduction to Speech Communications |
| BIOL 2401 | 4 | Anatomy and Physiology I *(prerequisite course) |
| BIOL 2402 | 4 | Anatomy and Physiology II *(prerequisite course) |
| MATH 1314 | 3 | College Algebra |
| ENGL 2326 | 3 | American Literature |
| PSYC 2301 | 3 | General Psychology |
| PROGRAM PREREQUISITE COURSES | | 10 Semester Credit Hours |
| BCIS 1305 | 3 | Business Computer Applications *(prerequisite course) |
| HITT 1305 | 3 | Medical Terminology *(prerequisite course) |
| HPRS 2201 | 2 | Pathophysiology *(prerequisite course) |
| HPRS 1210 | 2 | Introduction to Pharmacology *(prerequisite course) |
| HIT CORE COURSES | | 33 Semester Credit Hours |
| HITT 1301 | 3 | Health Data Content and Structure |
| HITT1345 | 3 | Health Information & Delivery Systems |
| HITT 2321 | 3 | EHR Training Methods and Data Security |
| HITT 1255 | 2 | Health Care Statistics |
| HITT 1341 | 3 | Coding and Classification Systems |
| HITT 1353 | 3 | Legal and Ethical Aspects of Health Information |
| HITT 1342 | 3 | Ambulatory Coding |
| HITT 2343 | 3 | Quality Assessment and Performance Improvement |
| HITT 2339 | 3 | Health Information Organization & Supervision |
| HITT 2335 | 3 | Coding and Reimbursement Methodologies |
| HITT 1160 | 1 | Clinical I - Health Information/Medical Records Technology |
| HITT 2361 | 3 | Clinical II - Health Information/Medical Records Technology |

*These designated courses must be taken prior to any other HIT core courses

A.A.S. Degree Program Length: Minimum 6 semesters of instruction.

Maximum satisfactory time frame completion: 9 semesters

Course Descriptions

Prerequisite Major Courses related to Health Information Technology (10 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 1210 Introduction to Pharmacology (2 credit hours)

A study of drug classifications, actions, therapeutic uses, adverse effects, and routes of administration. Does NOT include dosage calculations. (Pre-requisite)

HPRS 2201 Pathophysiology (2 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: (33 credit hours):

HITT 1301 Health Data Content and Structure (3 credit hours)

This course provides an introduction to the basic concepts and techniques for managing and maintaining health record systems. Topics include: record content, format and uses of healthcare data, record systems: storage and retrieval, quantitative analysis of health data, forms design and control, release of information, function of indexes and registers, accreditation, certification and licensure standards applicable to healthcare facilities. Students will be given the opportunity to utilize and practice with current software packages common to the industry.

HITT 1341 Coding and Classification Systems (3 credit hours)

Lab hours 1.00

This course introduces principles and guidelines for using the International Classification of Diseases system to code diagnoses and procedures in an acute care setting. Examples of patient records, and exercises using coding manuals and software tools, provide practice in coding and sequencing diagnoses and procedures. History and development of clinical vocabularies and classifications systems are introduced. Application of coding principles to electronic record systems is explored.

HITT 1342 Ambulatory Coding (3 credit hours)

This course is a continuation of the study of ICD-10-CM, CPT 4 and other classification and nomenclatures. The relationship with inpatient and ambulatory care reimbursement systems is also 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) **Lab hours 1.00**

This course introduces the legal and regulatory issues in healthcare with emphasis on their application to healthcare information services and documentation of care. Course content includes law, ethics and compliance issues associated with health information management. Students explore the rights and responsibilities of providers, employers, payers and patients in healthcare context. Students are introduced to legal terminology pertaining to civil liability and the judicial and legislative processes. State and Federal confidentiality laws addressing release of information (ROI) and retention of health information/records are examined. Virtual assignments and/or simulations support experiential learning.

HITT 1255 Health Care Statistics (2 credit hours)

This course introduces statistical computations and provides students with assignments for compiling inpatient service days; average length of stay; occupancy rates; and mortality rates. Descriptive and inferential statistics and basic research principles are also explored

HITT 1160 Clinical I - Health Information/Medical Records Technology/Technician (1 credit hour)

This course provides initial supervised professional practice experience. Practicum competencies reinforce previous coursework and include application of knowledge of – and skills in – health record content, structure, functions and use. Students whose practicum occurs onsite must complete a minimum of 40 clock hours at the site, generally during traditional business hours, and must meet practicum site eligibility requirements. Course objectives for students whose practical experience occurs virtually are accomplished through online activities, simulations and assignments. All students prepare a written report and present a verbal summary of their practical experience.

HITT 2321 EHR Training Methods and Data Security (3 credit hours) **Lab hours 1.00**

This course builds on the concepts learned in prior courses and offers practical hands-on application to using Electronic Health Record software. The focus is on point-of-care systems, data standards, privacy, and ethical practices with regard to Health Information exchange, and personal health records. The course will prepare students to work in an electronic health record environment.

HITT 2335 Coding and Reimbursement Methodologies (3 credit hours)

This course explores reimbursement and payment methodologies applicable within the various healthcare settings. Forms, processes, practices and the roles of health information management professionals are examined. Concepts related to insurance products, third party, prospective payment and managed care capitation are explored. Issues of data exchange among patient, provider and insurer are analyzed in terms of organizational policy, regulatory issues and information technology operating systems. Management of the chargemaster and the importance of coding integrity are emphasized.

HITT 2339 Health Information Organization & Supervision (3 credit hours)

This course presents an overview of organizational principles and supervisory management. This includes methods and management tools used in the analysis of health information systems, including the development of objectives, policies and procedures; benchmarking; workflow, productivity measurement, layout analysis, and project management

HITT 2343 Quality Assessment and Performance Improvement (3 credit hours)

Lab hours 1.00

This course addresses quality management processes and performance improvement with an emphasis on health information services. Additional topics presented include: evaluation of patient care and safety; clinical information analysis; integrated quality improvement activities; risk management; utilization management; medical staff organization and function; biomedical research, and compliance.

HITT 2361 Clinical – II Health Information/Medical Records Technology/Technician (3 credit hours) Lab hours 1.00

This course allows students to complete supervised professional practicum hours at an approved healthcare facility, complete virtual lab assignments using AHIMA Virtual Lab and complete a MOCK RHIT exam covering all Associate Degree Entry-Level Competencies.

General Education Course Descriptions (26 credit hours):

BIOL 2401 Anatomy and Physiology I (4 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 2402 Anatomy and Physiology II (4 credit hours)

Continues BIOL 2401 (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.

Date Signed

Signature of Student

Date Signed

Signature of Witness

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://parker.edu/course-catalogs-handbook/>), 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.