



Health Information Technology Program

Student Handbook 2020 Abbreviated Version



Associate of Applied Science
HEALTH INFORMATION TECHNOLOGY
and
HEALTHCARE CODING
Certificate

DIVISION OF OUTREACH AND WORKFORCE DEVELOPMENT
800 WEST 14TH STREET
CHANUTE, KS 66720
620.431.2820

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PURPOSE OF HANDBOOK

This handbook is designed to familiarize you with the Neosho County Community College (NCCC) Health Information Technology Associate of Applied Science degree program and/or the Healthcare Coding certificate program. This handbook serves as a guide to communicate expectations of the program to our students. It will outline the college policies affecting your educational experience. Because the Program Handbook describes many of your responsibilities, [you should read, understand and comply with all provisions to ensure successful completion of the program.](#)

No student handbook can anticipate every circumstance or question about policy. The need for changes may arise and the program reserves the right to revise, supplement, or rescind any policies or portion of the handbook from time to time as is deemed appropriate, in its sole and absolute discretion.

The faculty and staff of the program are here to assist you. If you should have questions about the program, the activities or the regulations, feel free to bring your questions to the attention of the program advisor and/or staff.

For students new to the online learning format, you should familiarize yourself by navigating through the learning management system (myNeosho) and reviewing the Health Information Technology Orientation information, if you have not already been enrolled. On-campus courses are available for general education courses. However, all core Health Information Technology (HIT) program courses are offered in the online format ONLY. This does not mean that your instructors are not available to assist you in a variety ways, or that you should not stop in and meet with your instructor face-to-face when feasible. *Note that students who are unorganized, have poor time management skills and procrastinators that do not meet deadlines, do not typically do well in the online format, including in the HIT courses.* The program courses are not “correspondence” courses that allow a timeframe to get all the coursework done by one due date at the end of the semester. Instead, you are expected to complete a variety of assignments during set timeframes with due dates throughout the semester.

The NCCC HIT program produces work-ready individuals in the exciting and ever changing profession of Health Information Management. Therefore, critical thinking is necessary to be prepared for successful on-the-job performance. If you expect the online courses in this program to consist of reading a textbook chapter and taking a multiple-choice test as the crux of your learning, you are in the wrong program.

If you can't wait to get started in a challenging and fun learning adventure, then please continue reading the HIT student handbook and complete the necessary paperwork as outlined within.

Please read the entire handbook, sign the Acknowledgment Form at the end of this handbook, and submit it to your HIT Program Director, ONLY AFTER REVIEWING THE FULL VERSION ACCESSED IN THE ALHT 001 HIT ORIENTATION COURSE!

Welcome Students!

Neosho County Community College is a community-centered institution offering affordable post-secondary educational opportunities with high standards. We celebrate your decision to be a part of our NCCC family.

Congratulations on your selection of the health information technology program as your future career path. The health information management profession is ever changing and is becoming a more data-driven field. HIM professionals are a critical part of the healthcare delivery system and have a remarkably wide variety of work settings to choose from including hospitals, clinics, insurance companies, consulting and even work-from-home opportunities. The NCCC HIT program is designed to keep you current with what is presently trending in the field, as well as provide you with the foundations necessary to be successful in the profession and pass the national certification exam. This program is not a set of questions answered from a book; rather we will utilize a variety of technical and theory-based learning opportunities with real-life scenarios and critical-thinking exercises. It is necessary to acquire an understanding of legal and ethical aspects, administrative and regulatory requirements in the wide-reaching aspects of this profession. We only have a few short semesters to get you effectively trained and on your way to your exciting new profession!

Your determination to be successful is a key part to any educational experience. While we are committed to developing you into a successful HIM professional, the responsibility ultimately lies with your motivation and fortitude to complete the requirements of the program. Your attitude in the program should be that of someone already in the field by: demonstrating pride in your coursework and workmanship; care in your personal appearance; positive attitude towards your tasks; dependability, promptness and respect towards other students, instructors and clinical staff. An investment in education often means the increased ability to attain a higher wage, but our ultimate achievement comes from being effective stewards to our stakeholders, including our employers and customers. This shows our expansion from *healthcare worker* to that of a *professional asset to the healthcare team*.

Our objective is to provide an educational environment that is conducive to your personal and professional growth. The faculty and staff are here to assist you; however, you will be held to the highest standard possible as a Health Information Technology program student at NCCC. As an adult learner, you not only **bear the responsibility for your learning and putting forth the effort to get the most out of your education**, but you will also find that you are contributing to the classroom learning experience when sharing your personal and professional experiences. Working as a team, we can enjoy supporting the weaknesses of others with our own strengths, and vice versa, so that we all grow during our experience in this program.

I welcome you into our Panther clan and am always here to assist you, both personally and professionally. Until we are colleagues in the field, I hope your experience at NCCC is as rewarding as it is challenging and exciting!

Sincerely,

JLynn Jennifer Smith, MSL, RHIA, AHJ (AMT), CMRS, RMA (AMT)

Health Information Technology Program Director

DISCLAIMER

The content of this document is provided as information for the Health Information Technology student and does not constitute a contract. The content is accurate at the time of posting or printing, but may be modified or changed at any time to correspond to decisions of the NCCC Board and local, state, or federal requirements, as well as CAHIM requirements. Any changes may be implemented without prior notice and without obligations and, unless specified otherwise, are effective when made.

The faculty reserve the right to assess and modify the educational requirements as information becomes available and student and/or curricular needs are identified.

NOTICE OF NON-DISCRIMINATION

Neosho County Community College affords equal opportunity to and does not discriminate against students, employees, and applicants regardless of race, color, religion, sex (including pregnancy), sexual orientation, gender identity, ethnicity, national origin, ancestry, age, disability, marital status, genetic information, status as a veteran, political affiliation, or other factors that cannot be lawfully considered in its programs and activities, including admissions and employment, to the extent and as required by all applicable laws and regulations including but not limited to Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, The Americans With Disabilities Act of 1990, The Americans With Disabilities Act Amendments Act of 2008, The Age Discrimination In Employment Act of 1967, Title II of the Genetic Information Act of 2008, Kansas Acts Against Discrimination, Section 188 of the Workforce Investment Act, and any amendments to such laws and regulations.

The following offices have been designated to handle inquiries regarding the Non-Discrimination and to coordinate implementation of this policy. They may be contacted to initiate and investigation under the policy or to answer questions regarding this policy.

Vice President for Operations
A/k/a Chief Operations Officer
Neosho County Community College
800 West 14th Street
Chanute, KS 66720
Telephone: (620) 432-0301

Students may in the alternative prefer to contact:
Dean of Student Services
Neosho County Community College
800 W. 14th Street
Chanute, KS 66720
Telephone: (620) 432-0304

Using the College's complaint or grievance process does not prohibit an employee or student from contacting or filing a complaint with these agencies:

U.S. Department of Education
Office of Civil Rights
1010 Walnut Street
3rd Floor, Suite 320
Kansas City, MO 64106
Telephone: (816) 268-0550

Kansas Human Rights Commission (KHRC)
Main Office, Topeka
900 S.W. Jackson, Suite 851-S
Topeka, KS 66612-1258
Telephone: (785) 296-3206
Toll Free: (888) 793-6874

Equal Employment Opportunity Commission (EEOC)
Kansas City Area Office
400 State Avenue, Suite 905
Kansas City, KS 66101
Telephone: (913) 551-5655

Students with disabilities who need special accommodations should make their request in the following way for online:

- Call or e-mail your instructor about your disability or special needs related to work in web courses.
- Complete the Request for Special Accommodations Form with the Student Services our website:

<https://www.neosho.edu/ProspectiveStudents/StudentSupportResources/StudentServices.aspx>

All disability services letters will be sent to your NCCC email account; please check your NCCC email account. All students with a disability are asked to meet with each of their instructors and/or share a copy of letters of accommodation.

MISSION STATEMENT

NEOSHO COUNTY COMMUNITY COLLEGE: To enrich our communities and our students' lives.

Outreach and Workforce Development: To enhance lifelong learning and partnerships and to provide education opportunities for the community.

Health Information Technology Program: To provide students with the opportunity to acquire the skill set necessary to become self-directed learners and leaders in the health information management profession through innovative instruction, collaborative practice and application of currently trending skills needed in the workplace.

Professional Practice Experience: To provide an opportunity in the externship setting, for you to gain knowledge, application skills, and analysis opportunities. A face-to-face, individualized PPE goes far in building a strong generation of new HIM professionals; it is important that the program, the PPE-site, and the students collaborate to create a PPE experience meaningful for both the students and the host site.

American Health Information Management Association (AHIMA): Transforming healthcare by leading HIM, Informatics, and Information Governance.

VISION

NEOSHO COUNTY COMMUNITY COLLEGE: Neosho County Community College will grow and expand through serving students with innovative, creative programs based on leadership and excellence in faculty, administration, staff and be the premier community college in Kansas.

Health Information Technology Program: Students in the HIT program shall possess critical thinking and problem-solving abilities in both course instruction and the professional practice setting that will translate into a credentialed professional in the field of health information management and continue as a life-long learner in the profession.

American Health Information Management Association (AHIMA): Improving health through trusted information

AHIMA Core Values:

- RESPECT
- EXCELLENCE
- LEADERSHIP
- INTEGRITY

AHIMA Diversity and Inclusion Statement

American Health Information Management Association (AHIMA) is committed to cultivating a culture of diversity and inclusion in all of its endeavors. AHIMA does not discriminate on the basis of race, color, national origin, religion, age, disability, sex, sexual orientation or gender identity, marital status, military/veteran status, or any other basis of discrimination identified in applicable state and federal laws.

PROGRAM OVERSIGHT

ADMINISTRATION, FACULTY AND STAFF

NCCC President	Dr. Brian Inbody	binbody@neosho.edu
Vice President for Student Learning	Dr. Sarah Robb	sarah_robb@neosho.edu
Outreach and Workforce Development Division Chair	Mrs. Brenda Krumm	bkrumm@neosho.edu
Health Information Technology Program Director and Professor	Ms. JLynn Jennifer Smith	jen.smith@neosho.edu
Health Information Technology Program Assistant Director and Instructor	Mrs. Christina Savage	csavage@neosho.edu
Administrative Assistant	Cheryl Burk	cburk@neosho.edu
Disability Services Coordinator	Kerrie Coomes	kcoomes@neosho.edu

NATIONAL AND STATE PROFESSIONAL ASSOCIATIONS

HEALTHCARE CODING PROFESSIONAL

Healthcare/medical coders assign codes to diagnoses and procedures in order to receive proper reimbursement from third party payers (e.g. insurance companies, workers comp. Medicare) and to prepare and track statistical reports for research and public policy. Medical coders use the International Classification of Diseases (ICD) and Current Procedural Terminology (CPT) coding systems. Encoders, software that assists the coder in assignment of appropriate medical codes, are widely used in health care organizations. Assigned codes must comply with federal regulations and meet third party payer requirements. Coders require skills in medical terminology, anatomy and physiology, pathophysiology and pharmacology. You may sit for a coding credential exam with or without an associate's degree in health information technology; please see the individual certifying agency requirements for national certification.

HEALTH INFORMATION TECHNICIAN

The Health Information Technician is the professional responsible for maintaining components of health information systems. This includes components of legal, ethical, medical administrative, regulatory and accreditation requirements in the organization and health care delivery system. The health information technician possesses the technical skills and knowledge that are necessary to compile, process, maintain, and report health information data. This data is necessary for organization risk management, reimbursement, facility planning, utilization management, quality assessment, marketing and research. Health records, whether paper or electronic format, must be abstracted, analyzed and coded using appropriate classifications systems and standards. Because the health information technician may be employed in a variety of settings, he/she may be responsible for departmental operational functions and supervision of the various components of the health information system. This program provides instruction and clinical experience to assist students in developing the technical skills necessary to become Health Information Technicians. Health Information Technology represents a continuum of practice concerned with health-related information and the management of systems.

Credentials

All credentials require membership to each professional agency at the student's cost, and professionals must meet the required continuing education requirements to maintain their credential. Additional information regarding this is posted in the online orientation course.

ACCREDITATION

The Health Information Technology Program at NCCC is **accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM)**. CAHIIM establishes quality standards for the educational preparation of future health information management professionals and is the accrediting organization for degree programs in health information under the American Health Information Management Association (AHIMA). NCCC's HIT program received accreditation in November 2009.



NCCC is accredited by The Higher Learning Commission and a member of the North Central Association. NCCC operates under the authority of the Kansas State Regents for Higher Education.

HEALTH INFORMATION TECHNOLOGY CURRICULUM

As part of the HIT Program at NCCC, students are provided with learning opportunities that will assist them in developing the attributes necessary for an HIM practitioner in the profession through planned educational experiences. The program educators balance the need for foundational knowledge with that of problem-solving skills.

Curriculum that strives to increase the creative-thinking and problem-solving skills is more crucial to the professional practice than the accumulation of knowledge due to the half-life of knowledge in the HIM profession. Critical thinking is defined as a reflective and reasonable thought process embodying depth, accuracy, and astute judgment to determine the merit of a decision, an object, or a theory (Alwehaibi, 2012). Creative thinking involves analysis, evaluation, and a synthesizing of facts, ideas, opinions, and theories. Possessing the capacity to logically and creatively exercise in-depth judgment and reflection to work effectively in the realm of complex ideas exemplifies a critical thinker (Carmichael & Farrell, 2012).

Students may offer personal opinions or life experiences to address a topic. Although a student's opinion might be relevant and provide a bridge for additional discussion, the challenge is to prompt students to provide justifications and founded explanations of their views, processes and research. The goal of our instructors is to create a learning environment that causes students to engage in critical reflection and evaluation of the existing literature to render judgment based on a compilation of synthesized evidence.

Methodologies associated with the creative learning situation include (1) group investigation, (2) individualized instruction, (3) discussion-questioning, (4) inquiry, and (5) simulation. The HIT program curriculum is designed based on Bloom's Taxonomy revised by AHIMA.

The program is designed to provide the foundation needed for the student to pass applicable national examinations. However, this does not exclude the responsibility of the program to serve the needs of the workforce. Therefore, students can expect that the necessary curriculum requirements are not the only things needed to successfully perform in the classroom and during employment. As with any program content, learners will find certain aspects more engaging than others, but it is all necessary to meet the needs of all stakeholders.

STUDENT LEARNING OBJECTIVES/AHIMA DOMAINS

A summary is provided below:

Domain 1: Data Content, Structure and Standards

Domain 2: Information Protection, Access, Disclosure, Archival, Privacy and Security

Domain 3: Information, Analytics and Data Use

Domain 4: Revenue Management

Domain 5: Compliance

Domain 6: Leadership

PROGRAM COURSES (Individual Sequence may vary)

Students should work with their program advisor to ensure any pre/co-requisite requirements are met when enrolling in courses. Some courses require specific sequencing and may not be offered every semester; students should always be enrolled by their HIT program advisor!

HIT COURSE DESCRIPTIONS

ALHT 110 INTRODUCTION TO HEALTH INFORMATION TECHNOLOGY - 3 credit hours

This course is designed to give the student a working knowledge of health care field, the health information profession, basic knowledge of the health information department, and functions of the health record including issues of compliance. Prerequisites/Co-requisites- None

ALHT 115 MATH STATISTICS FOR ALLIED HEALTH - 1 credit hour

This course will introduce the allied health student to ways mathematics impact healthcare. Students will identify the standard deviation in a data set and interpret data presented in graphs. It does not replace the college level math statistics course that should be taken if the student desires to transfer to a university. Prerequisite: None

ALHT 170 ELECTRONIC HEALTH RECORDS - 3 credit hours

This course addresses concepts of health information systems and public health applications. Students will be introduced to health information technology (HIT) standards, health-related data structures, and software applications. Prerequisite: None

ALHT 200 PROFESSIONAL PRACTICE EXPERIENCE IN DATA MANAGEMENT - 1 credit hour

During this 45-clock hour, hands-on supervised learning experience, students will be assigned to the health information management department at an affiliated clinical setting, designed to give students real world experience in the day-to-day operations of the health information management department, and necessary functions within this operational area with assigned projects and/or coursework for RHIT exam preparation. Prerequisite: ALHT 215 Quality Improvement or by Program Director permission.

ALHT 205 HEALTHCARE STATISTICS AND ANALYSIS - 3 credit hours

This course provides an introduction to principles of data evaluation through calculations of common health statistics, presentation of statistical data for reporting, and analytics specific to the field of health information management. Prerequisite/Co-requisite: ALHT 115 or MATH 143, or permission of program director.

ALHT 210 LEGAL AND ETHICAL ISSUES IN HEALTHCARE - 3 credit hours

This course focuses on medico-legal principles that govern the health care profession. These principles include sources of law and the legal system, the judicial process, access to health information, confidentiality, privacy, and data breaches common in the health information management department setting. Prerequisite/Corequisite: None.

ALHT 215 QUALITY IMPROVEMENT - 3 credit hours

This course provides an introduction to concepts in health care quality improvement with an emphasis on managing data for performance improvement, utilization management, and risk management. Prerequisite/Corequisite: None. Students should have knowledge in working with graphs and diagrams.

ALHT 220 MANAGEMENT AND SUPERVISION - 3 credit hours

This course introduces students to fundamental management theory applicable to the health information environment. Course content will address leadership styles and human resource strategies, as well as fiscal responsibility, compliance standards, and problem solving techniques. Prerequisite: None

ALHT 221 CURRENT EVENTS IN HEALTHCARE - 3 credit hours

This course consists of review and discussion of current trends, regulations and best practices that affect today's health care landscape. These topics will change as new areas of interest develop. Prerequisite/Corequisite: None

ALHT 225 INTERNATIONAL CLASSIFICATION OF DISEASE CODING (ICD10) - 3 credit hours

This course readies students for the identification, coding, and sequencing of principle, primary, and secondary diagnoses, as well as diagnostic and therapeutic procedures. Students will assign International Classification of Diseases (ICD diagnostic and procedure codes. Prerequisites and/or co-requisites: ALMA 145 Anatomy and Physiology for Allied Health or BIOL 257/258 Human Anatomy and Physiology and Lab

ALHT 230 CURRENT PROCEDURAL TERMINOLOGY (CPT) CODING - 3 credit hours

This course readies students for the identification and coding of procedures, DME, and physician services through CPT and HCPCS code assignment involved in ambulatory care. Prerequisite/Co-requisite: None

ALHT 250 REIMBURSEMENT METHODOLOGIES - 3 credit hours

This course involves the study of the principles and practice of insurance and reimbursement processing. It includes the completion of claims for a variety of healthcare settings and an introduction to the medical coding nomenclatures. Reimbursement will be determined and source documents interpreted (e.g., explanation of benefits, Medicare Summary Notices, etc.). Prerequisite/Co-requisite: None

ALHT 255 PROFESSIONAL EXPERIENCE IN REVENUE MANAGEMENT - 1 credit hour

During this 45-clock hour, hands-on supervised learning experience, students will be assigned to an affiliated clinical setting, designed to give students real world experience in a variety of revenue functions and/or assigned projects and coursework associated with the coding professional and national exam. Prerequisite: ALHT 225 International Classification of Disease and ALHT 2230 Current Procedural Terminology (CPT) Coding, or by program director.

ALHT 256 HEALTHCARE DELIVERY SYSTEMS - 3 credit hours

This course provides an introduction to the historical perspective and evolution of modern American health care systems. Students will differentiate various types of standards in various health care delivery settings, and address future issues as health care continues to transform. Prerequisite/Co-requisite: None

ALHT 260 REVENUE CYCLE AND BILLING - 1 credit hour

This course is intended to provide an overall understanding of the interdepartmental dependencies and facility contributors in revenue cycle management (RCM), and how charges become revenue. This course will prepare students for national certification in medical billing. Prerequisite/Co-requisite: ALHT 250 Reimbursement Methodologies, or permission of program director.

ALHT 265 ADVANCED CODING AND REVIEW - 2 credit hours

This course is designed to prepare the student for national coding certification through advanced coding concepts, including code assignment in the inpatient facility setting. Content will focus on national coding exam certification through AHIMA or AAPC. Prerequisite/Co-requisite: ALHT 225 ICD Coding, or permission of program director

ALMA 265 ANATOMY AND PHYSIOLOGY FOR ALLIED HEALTH - 4 credit hours

This course utilizes a body systems approach to focus on the organization, function, and structure of the human body including common conditions diagnosed and treated in the healthcare setting. Students learn to recognize the causes, signs and symptoms of diseases of the major body systems and become familiar with this terminology. This course is designed as an option for students needing anatomy and physiology where an on-campus setting is not possible, but is not intended for transfer to other programs outside of medical assisting and health information technology. Students should speak with an advisor if wishing to transfer anatomy and physiology credit to another college or university.

SEE College Catalog for Descriptions of General Education Requirements:

<https://www.neosho.edu/ProspectiveStudents/Registration/Catalog.aspx>

CURR 100	First Year Seminar - 1 credit hour
COMM 213	Interpersonal Communication – 3 credit hours
CSIS 100	Computer Concepts and Applications - 3 credit hours
ALHE 105	Medical Terminology - 3 credit hours
ENGL 101	English Composition I - 3 credit hours
ALHE 122	Intro to Pharmacology - 3 credit hours
PSYC 155	General Psychology - 3 credit hours
NURS 230	Pathophysiology - 3 credit hours
BIOL 257	Anatomy and Physiology – 3 credits
BIOL 258	Anatomy and Physiology Lab - 2 credit hours
MATH 113	Elementary Statistics - 3 credit hours

The HIT Program is all online, except for Anatomy and Physiology courses. If you cannot attend class on the NCCC campus, this course may be taken online or on campus at your local college or through Edu-Kan, <http://edukan.org/>. There are two Professional Practice Experiences that are each 45 contact hours, in which you will apply what you have learned at a hospital or healthcare facility onsite (for the Health Care Coding Certificate, there is one 45 contact hour course).

TRANSFERABILITY OF CREDITS

As a general rule, the NCCC HIT program cannot guarantee another educational program will accept completed courses from this institution. However, we are working on articulation agreements with various universities and there is a high likelihood that most general education courses, and some of your HIT program courses will transfer. *Students should always work with the HIT program advisor to let him/her know of your future academic plans so they can best assist you in getting required courses out of the way that may be needed for transfer, even if not required to graduate from NCCC.*

ADMISSIONS STEPS FOR HIT/CODING PROGRAMS

SEE HIT Admission packet for steps to be admitted to the program and required forms

Step 1 – Complete NCCC admission form. For online submission, go to https://web.neosho.edu/ICS/Admissions/NCCC_Applications.jnz?portlet=Apply_Online. You may also call 620-432-0376 for assistance. *Students must submit their high school transcripts, ACT/SAT, or placement testing, scores as well as transcripts from **all** former colleges attended.

Step 2 - Go to www.neosho.edu > Academics and Services tab> Healthcare> **Health Information Technology** (or **Healthcare Coding**) > and scroll to the bottom of the page you will find the abbreviated HIT Program Application and Handbook links (the same information is required, regardless of which program you are applying). You should carefully consider if you are fit for the program(s) and understand the financial commitment.

Step 3 – Forward your **OFFICIAL** college transcripts to the college Registrar and an **unofficial** college transcript from all prior colleges to the program director in order for your degree audit to be started (the sooner this is done; the sooner we will know what classes you need to finish the degree/certificate).

Step 4 – If you have not already done so, apply for financial aid and scholarships. It is the responsibility of the student to inquire and follow through with financial aid applications. You may get further assistance by contacting the financial aid department directly:

<https://www.neosho.edu/Departments/FinancialAid.aspx>. You should always apply early as possible – NCCC's school code is 0019336. You may also set up payment arrangements.

Step 5 – Once you have a student ID number, contact the HIT Program Director directly. There is no guarantee that the HIT program director will know that you are interested in the program just by noting your interest on the college application. You can expect to get a tentative schedule based on the information you provide including the number of credit hours you want to take a semester, whether or not you intend to take summer courses, and that you have the financial means to complete the program.

Step 6 – Complete the online Orientation course in myNeosho. This is a free course that the program director will enroll you into so that you can access all of the necessary paperwork to apply to the program. The expectations of the program will be covered, including time commitment, expectations for coursework including proper assignment submission.

* You will upload and submit the **signed** Handbook Acknowledgement form, and submit **the signed application and handbook attestations to through the orientation course**. You can also return other program/health forms and your immunizations at this time, if completed. Please attach your resume with the program application.

*Read, Understand, and Comprehend the HIT Program Handbook before signing and returning the HIT Handbook Student Acknowledgement form.

Step 7 – If necessary, schedule and take a placement exam and give results to program advisor. Accuplacer placement exam testing is available in the CLC/TLC on Monday through Friday from 8 am-4pm; make arrangements ahead of time to have testing completed by contacting testing@neosho.edu directly.

Step 8 – Get enrolled by your program advisor/director. Do not try to enroll in classes yourself.

Step 9 – Pay for your courses. Make sure that you have financial aid approved, have made payment arrangements, and/or have paid for classes in full, otherwise you may risk being dropped from your classes. You may reach the business office at 620.431.2820x286. NCCC accepts major credit cards.

Step 10 – Purchase your books. You may contact the NCCC Bookstore to check on availability prior to coming to campus to pick them up. You may also request they be mailed to your home. <http://bookstore.neosho.edu/home.aspx>.

Admission Procedure

Students should complete Steps 1-10 above; it is the responsibility of the student to ensure all documentation is complete. No applicant is officially accepted until all required documentation is complete.

In order to promote student success in the program, the following criteria should be met:

- Satisfactory GED scores or cumulative GPA of 2.0 or higher for the last two years of high school and/or minimum cumulative grade point average of not less than 2.0 for a minimum of 12 credit hours of college courses.
- Admission to the program is at the discretion of the program advisor, with consideration of waiting lists and evaluation of students' success.
- Admission to the program is non-discriminatory and based on a first-come, first-served basis.
- Students may be required to provide additional documentation for consideration into the program including letters of recommendation, etc.

HIT/CODING PROGRAM RESOURCES/REQUIREMENTS

REQUIRED MATERIALS

Textbook Selection

The program faculty recommends textbooks, workbooks and other materials utilized by the program. You will be assigned materials recommended by the program director/staff and YOU ARE REQUIRED TO HAVE ALL MATERIALS BY THE FIRST DAY OF CLASS unless the bookstore has your items on backorder!

TECHNOLOGY REQUIREMENTS

A stable and reliable internet connection (whether at home, work or at a public place like a library or internet café) is the most important tool you could have for an online course. Aside from this, you will need the following: a computer (laptop or desktop), possibly a USB drive (to save and transport your work), and a **webcam for online testing and/or communication through Zoom**. You may be asked to set up an account through a proctoring company at a later date. You may be required to have proctored exams at strategic points in the individual courses arranged onsite or through an approved proctor (see proctor approval form).

Computer software should include:

- Internet - Google Chrome; 1.5 MB internet connection (high-speed connection recommended)
- Word Processing - Microsoft Word or OpenOffice; (Soundblaster or compatible sound card with headphone or speaker capability XGA 16 bit color monitor, 1024 x 768 resolution recommended)
- Document Viewing - Adobe Reader; 800x600 Windows required (Pentium IV or better with 256 MB RAM or higher Windows XP or later Macintosh-PowerMac with 256 MB RAM or higher, G2 or G3 processor Mac OS9.2 or higher (SEE the Tech Support tab in your myNeosho courses for additional details).
- All of this software (except for Microsoft Word) can be downloaded and installed for free. You should also be able to utilize some of these products provided with your NCCC student email.

Students must be able to:

- Navigate the Internet with a web browser. (Google Chrome is the preferred browser for online courses.)

- Use email and send attachments via uploading. My require a printer/scanner for assignments.
- Download and install software and updates as needed.
 - Create files and folders.
 - Navigate the *myNeosho* learning management system to complete assignments and tests as required.
 - Sign up and utilize supplemental course materials, such as online textbooks supplements or testing sites outside of the *myNeosho* learning environment.

Note: You must be able to do minimally complex PowerPoint presentations and a variety of other Microsoft office functions (including developing graphs) and web based applications, including saving your work in a specific location (USB drive or folder to upload to specific assignments) and use word processing programs (Microsoft Word strongly recommended) and save PDF files, as necessary.

HEALTHCARE AND PHYSICAL REQUIREMENTS

SUBSTANCE ABUSE

It is the duty of program staff to provide a safe learning environment, in accordance with the Drug-Free Workplace Act of 1988. While the intention is not to intrude into your private life, the concern that chemical-substance use which might affect learning competence, safety, public trust, or the program's reputation, requires adherence to the following policy:

- Illegal use or attendance in the clinical site under the influence of alcohol, illegal drugs, or prescription drugs (to the extent the student performance is affected) will not be tolerated. The purpose of any drug testing conducted is to ensure that public safety and the personal safety of students, staff, faculty and clinical site patients/clients are not endangered as a result of drug use by students, and that all students perform both efficiently and in a manner to promote learning and earning public trust. Violations of this policy will result in disciplinary action up to and including termination and may have legal consequences. All students will be drug tested and are subject to random drug testing during the program. These results will be shared with clinical sites, as mandated. A positive drug test will result in dismissal from the program. Possession, use or distribution of alcohol or controlled substances at the professional practice site will result in immediate dismissal from the program and withdrawal from course(s) without refund or recourse. A final grade of F will be entered on the transcript.

Note that while nicotine may not be considered a “drug,” some facilities do have nicotine-free polices including prohibiting the use of tobacco products on their campus. Some do include nicotine testing as part of eligibility for employment and clinical site rotations. Please be aware that the NCCC HIT program works in partnership with our clinical facilities and do not override or make exceptions to facilities' policies.

BACKGROUND CHECK

The program reserves the right to expel a student based on his or her criminal conviction during the program, or history of criminal conviction not reported upon acceptance into the program. Students should be aware that an employer may deny a position to an applicant who has been convicted of a felony, or certain misdemeanors, or for addiction to drugs or alcohol. NCCC cannot guarantee acceptance to take the national examination or the student's employability based on a criminal background check. Students with a criminal background should determine if the national examination organization will allow them to take the exam, prior to entering the program.

Students must agree to submit to a criminal background check for admission to the program and to share these results with the clinical PPE site that the student plans to attend. The program does not utilize this information, or any credit information, as a basis for admission to the program or to share with outside entities. SEE "Disqualifying Convictions in Accordance with the Health Care worker Background Check Act" in APPENDIX E.

PHYSICAL REQUIREMENTS

The program, nor the health care facilities to which students may be assigned, provide health services or pay for your health care services. In the event of illness or accidents during internship, classroom, or skills laboratory hours, neither the school nor the professional practice/internship site can assume responsibility. It is solely your responsibility to carry health insurance. You must be capable of participating fully in all classroom, skills laboratory and professional practice/internship activities. The ability to lift up to 50 pounds, stooping, kneeling, crouching, pushing, pulling and frequent periods of sitting, may be necessary. Manual dexterity with the ability to perceive size, shape, temperature, or texture. Auditory and visual acuity with attention to verbal abilities and color discrimination is be required. It is recommended you have the ability to type 44 wpm or more to be successful, in addition to multitasking through a variety of software programs. SEE Physical Standards form for occupational overview in the application packet.

HEALTH INFORMATION TECHNOLOGY PROGRAM EXPECTATIONS

STUDENT CONDUCT POLICY

Students are expected to be on time for onsite courses and/or regularly logged in for online courses and ready to work with all assignments completed in a timely fashion. Online students are expected to submit their assignments to the instructor within the required time period.

NCCC Student Handbook

See the NCCC Student Handbook to review Code of Conduct and Discipline, Discipline Procedures and Student Appeals Committee.

https://www.neosho.edu/Portals/0/Departments/support_resources/student_handbook.pdf

Academic Honesty

It is imperative to the work we do that students going into the HIM profession are of the highest ethical quality to uphold the standards set forth in delivering patient care. If the instructor has reason to believe a student has committed an act of lying, cheating, or plagiarism, the instructor will arrange communication with the student and, at that time, advise the student of the allegations. The instructor will notify the Division Chair in writing that an act of dishonesty has occurred. This report will become a part of the student's permanent record. The student may be given an "F" for the assignment and/or "XF" for the course, depending on the seriousness of the infraction. See Complaint/Grievance Procedure section.

<http://www.neosho.edu/ProspectiveStudents/Academics/AcademicPoliciesInformation.aspx>

Complaint/Grievance Procedure, Sexual Harassment and Discrimination Policies

Please review the NCCC Student Handbook regarding Complaints/Grievance Procedures, Sexual Harassment and Discrimination Policies, as well as how to file a grade appeal. Student Handbook and Discrimination policy:

http://www.neosho.edu/Portals/0/Departments/support_resources/student_handbook.pdf

As part of these policies, you should report any issues regarding an *instructor* to the instructor **first**. If unresolved, contact the program director at ext. 285 or via email: jen.smith@neosho.edu. Issues with the program director should be reported to the *program director* **first**. If issues remain unresolved with the instructor and/or program director, you may contact the Dean of Outreach and Workforce development at ext. 234, and continue to follow the policy from there. You may refer to the student handbook for details.

FACULTY GUIDANCE AND STUDENT SUCCESS PROGRAM

The HIT student will meet (in person or virtually) with the director each semester. It is the responsibility of the student to arrange this appointment. Students must arrange an appointment for academic program advising prior to registration for each semester. Students should not register for program specific courses until they have met or consulted with the director.

Faculty counseling and guidance may include:

- Documenting the student's health information technology program progress, or lack of progress, and related counseling in your student record.
- Counseling any student not meeting minimum health information technology program standards of satisfactory academic performance in the program or clinical site setting.
- Referring identified problems that exceed faculty-counseling parameters to the appropriate resources.

Standards of Satisfactory Academic Progress:

- Regular attendance is required during the program. The student must be in attendance a minimum of 90% of course time and have a "C" or better in **all** of their HIT major program courses (ALHT prefix) in order to qualify for a health information technology associate of applied science degree.
- In the event of leave of absence, repeated course, incomplete grade, or failure to enroll, the student must return to complete the entry-level program of study within three semesters (excluding summer semesters) or will be dropped from the program and must reapply under the current program being taught. An overall GPA must not be less than 2.0.
- Tutoring and assistance programs are available through the college Learning Centers on the Ottawa (TLC) and Chanute (CLC) Campuses for general subjects. There is no guarantee of on campus tutoring for HIT courses, as this is a virtual program.

ATTENDANCE

Absences

In the pursuit of a successful education, the program's attendance philosophy is that absenteeism should be kept to an absolute minimum. Unless you are participating in a school activity or have an excused absence by the instructor, you are expected to attend class and complete assignments weekly. Points for attendance may be assessed by instructors, and therefore excessive online or professional practice absences will count against your grade. During your Professional Practice Experience, a course letter grade reduction will occur for each eight hours of clinical time missed.

Online courses are not correspondence courses, therefore, they require regularly logging in and completing coursework by deadlines throughout the semester. Please note that this does not mean you cannot work ahead in your courses.

Employment

Employment is at the discretion of the student, but should not interfere with academic or clinical/PPE performance. Employment is not an excuse for non-completion or late work. Furthermore, completion of the program is not a guarantee of employment.

RESIGNATION OR DISMISSAL

Resignation

This is a voluntary act by the student to terminate your status as a student with the program. Although advance notice is not required, the college requests a Complete Withdrawal Form stating the reason why withdrawal is necessary. This needs to be returned to the Admissions Department for processing. Failure to attend class does **not** meet the formal withdrawal requirement.

Dismissal

If a student has previously been in the HIT program and there is a lapse in continuous enrollment for three concurrent semesters (not including summer), the student will be dismissed from the program. SEE additional reasons for program dismissal in PPE Conduct.

Re-Admission

If a student is dismissed from the program, it will be up to the student to reapply to the program and start from the beginning under the most current degree program. Students may also be dismissed from the program for lack of compliance with standards of the program, such as violations of patient privacy.

Student's Responsibility: Students are responsible for meeting, in full, the requirements for graduation as set forth in this catalog. Advisors assist in the planning for a degree program for each student; however, the final responsibility for meeting the requirements for graduation rests with the student. Students who are not current with financial obligations may be dropped from classes at any time during the semester. Additionally, the College reserves the right to withhold copies of educational records, including official transcripts and diplomas, and/or refuse registration of students who owe money to the institution or who have failed to meet all institutional requirements.

HIT COURSE GRADING SCALE

The grading scale for classroom performance is as follows:

90 – 100 = A 80 - 89 = B 70 – 79 = C 60 – 69 = D 59 or below = F

Points may be deducted for absences or non-participation that may result in a course grade reduction. A **minimum of a “C” in each HIT (ALHT) major courses is required to “pass” the course and meet graduation requirements.**

EVALUATIONS

Assignments

Assignments are due on the date and time specified by the instructor. Late assignments may be accepted at the discretion of the instructor for extenuating circumstances with assigned point deductions as set forth in the syllabus. When an extreme emergency (e.g., death of immediate family member, hospitalization of student or immediate family) prevents the student from submitting an assignment, the student must notify the instructor of the reason

before the date and time when the assignment is due, when practical. It is your responsibility to monitor assignments during absences.

Examinations

Students will be given a time period in which to take an examination. If a student is unable to take the test at the scheduled time, they must notify the instructor of the reason prior to the exam time. Examinations may be taken off-line after a set amount of days, so the student may be unable to make up the exam. Some exams require proctoring to complete.

Quizzes

Students will be given a time period in which to take quizzes. Variations from the time period may result in a lowering of grade. Quizzes may be taken off-line after a set timeframe, so the student is unable to make up the quiz.

Mid-term and Final Examinations

Students will be given a time period in which to take the mid-term and final exam. These exams will only be on-line for the prescribed period of time and will be taken off-line so the student will not have access to the exam. Proctoring will likely be required to complete these exams, but notification will be given ahead of time. These exams are generally worth a significantly higher amount of points than other routine course assignments and can negatively impact your grade if not completed.

Forums/Group Assignments

To simulate real-world communication and solution strategies, some courses contain group assignments. All students are to be courteous to all classmates and work well ahead of the due date. Students must meet online (synchronous or asynchronously) or in person, if feasible and preferred by the group. Students must share the workload of the assignment appropriately and submit identical documents containing the effort of the group as a whole.

Forum assignments are not generally group work, however, these activities simulate direct communication scenarios and should be treated as a vital part of the learning process; these are no optional unless so stated in the directions. Students are expected to complete all aspects of the individual assignment in a professional manner including responses to other students as directed. See Netiquette and Online Course guidelines in the individual courses prior to posting responses in the Forum assignments.

Comprehensive Examination Policy

Students are required to take and pass a comprehensive, self-assessment examination to successfully complete the curriculum of the program. The examination will be administered during the final semester of the program.

COLLEGE REQUIREMENTS

MINIMUM COMPUTER REQUIREMENTS

Students taking online/hybrid courses at NCCC must have access to a computer that meets minimum software and hardware requirements. If you are unsure, please review the information provided on the NCCC website. Google is the preferred browser when using myNeosho.

PROCTORING

All Health Information Technology (HIT) courses may require at least one proctored assessment per course. This requirement means that you must take a designated assessment (e.g., exam, presentation, etc.) for each online course in the presence of an approved proctor who will verify your identity and monitor the completion of the assessment. You may be required to have proctored exams at strategic points in the individual courses.

- You may be required to have a web cam on your device to ensure the validity of your identity, unless an onsite proctor is approved ahead of time. You should refrain from using a phone to complete any exams requiring a proctor.
- Should a back-up form of proctoring be required, students must schedule their exams at least 72 hours in advance of their test time and must determine an acceptable proctor well in advance. Proctoring is available on campus to meet this requirement. Off-site proctors require the completion of a Proctor Exam form to be completed and returned to your program Director. Once accepted, your program director will email your proctor password and other necessary information so you can complete your exam. **You will be notified in advance when any courses requiring a proctor.**

COLLEGE CLOSINGS

Emergency Closings

At times, emergencies such as severe weather, fires, power failures, or earthquakes, can disrupt college operations. In extreme cases, these circumstances may require the closing of a scheduled classroom, skills laboratory or clinical site assignment. In the event that such an emergency occurs during non-college hours, local radio and/or television stations will be asked to broadcast notification of the closing per NCCC announcement. Text alerts may be issued to notify students of an unplanned closing.

When class and/or clinical site assignments are officially closed due to emergency conditions, the time off from scheduled classes will not be counted as an absence from the program. The clinical site time must be made up at a later date.

Inclement Weather

If there is inclement weather and NCCC is closed, the program will be closed also. This includes classroom, skills laboratory and clinical sites (student **must** notify the clinical site that class sessions have been canceled). Text alerts may be issued to notify students of an unplanned closing; this is the responsibility of the student. This should not impede the completion of online coursework, however.

Holidays

Classes are not held on the NCCC campus on scheduled holidays and additional designated days throughout the year. Please review the NCCC Student Handbook for a list of approved holidays. The exception may be during the holiday breaks in which students have been approved to attend clinical sites.

GRADUATION

Health Information Technology Program/Healthcare Coding Graduation Requirements include the following:

- All required program admission/health forms are on file.
- All assignments completed and submitted.
- All college and program related fees are paid.

- All materials belonging to NCCC are returned.
- Have a grade of “C” or above in all health information technology program major course areas.
- All clinical affiliation/PPE site hours are completed and documented.
- An application to sit for a national certification examination submitted.
- All “Intent to Graduate” paperwork to receive a diploma, and request the degree check, are completed.
- Make sure you have your cap and gown ordered, if you will attend the commencement ceremony on the Chanute campus in May. This is the only graduation ceremony offered once a year.

Course Surveys

Students are encouraged to give feedback at the end of each course in the form of an anonymous survey. This will help in ensuring appropriate course content.

- Note that while surveys are anonymous, they are necessary for accreditation purposes to verify student feedback. All students in the program are expected to participate. Surveys are part of many industries and while some are optional, it is important to the program that you fulfill your duties in completing each survey, as presented.
- When student participation falls below 50% on the course survey sent out by the Student Learning Division, the instructor reserves the right to initiate a course survey in the learning management system (myNeosho). You may be required to complete a survey to get a password for tests in order to promote participation.
- While you may not find value or interest in completing the surveys, it is still part of the process of being a program student and therefore you should participate in an honest manner. If you wish to mark things as not applicable to move through the survey, that is entirely up to you, however, refrain from marking things negatively only based on the reasoning you are unhappy with having to complete a survey. Because the surveys are short, you should not have any trouble considering each question and answering in your honest opinion.

Post-graduation surveys will be sent from NCCC approximately two times per year. If you do not complete the survey via google link, then one will be mailed to you. If the survey is not returned in the mail, then the administrative assistant will call you to complete it over the phone. [Please complete and return these surveys with your current information. Upon graduation, inform the HIT Program Director of your job status.](#) This information is critical in order to accurately reflect program statistics. The survey information is for reporting purposes only and personal information is not shared with third parties.

CONFIDENTIALITY OF RECORDS

Clinical Facility/Patients

The students and faculty shall respect the confidential nature of all information that they may access, including but not limited to patients' personal health information provided to them orally, contained in patient medical records or maintained on the Affiliate's electronic information system. **All information contained in a patient's medical or health record is considered confidential** and all students and faculty will comply with federal, state, and facility privacy regulations and policies including the Health Insurance Portability and Accountability Act of 1996 (HIPAA). <http://www.hhs.gov/hipaa/>

Information obtained during clinical PPE assignments that pertain to patients, physicians or hospital business is considered confidential and must not be disclosed to unauthorized individuals including family and friends. Such information is discussed only to complete required assignments. Protecting the confidential information from unauthorized individuals includes proper handling of the medical records and transcription tapes used in class, laboratory and at affiliation sites. They should never be left unattended where unauthorized individuals may have access. **To disclose this information in any other instance is sufficient cause for immediate dismissal from the program.** Students are required to sign a confidentiality statement before admission into the program and/or during their clinical rotation (available in the program forms packet). Students may be required to sign a confidentiality statement at various affiliation sites.

STUDENT PROFESSIONAL PRACTICE EXPERIENCE

PPE/CLINICAL AFFILIATION/INTERNSHIPS/PROFESSIONAL PROJECTS

The Professional Practice Experience (PPE), also known as Clinical Affiliations, or Internships, offer students the privilege of broadening their practical experience. The student's skills are directly supervised by a prior agreed off-site clinical facility preceptor. To successfully pass PPE courses, students must complete the minimum clock hour requirements. Internship sites of preference cannot be guaranteed and may be located within a hundred (100) mile radius of the campus. Clinical hours may involve different shifts, but all students will be required to complete clinical hours during normal business day hours. Flexibility in scheduling is required. You are encouraged to use the clinical affiliation time to confirm competencies and for job placement activities.

Students are expected to assist in the location of suitable clinical sites, as one may be closer and more accommodating to you than facilities already contracted. Regardless, the appropriate **contracts must be in order before you to participate in your PPE site time.** Locating an approved clinical site is a shared responsibility of the student and the college. It is the responsibility of the student to have transportation to the sites, at their expense. The STUDENT has the responsibility of securing a host site that will accept them for the practicum, a list is available, but does not mean all contracted facilities will accept a student; when you have located a host facility who agrees to accept you as a student, notify the Program Director. If the student secures a host site that is not contracted by NCCC HIT program they are to notify the HIT Program Director with the facilities information. The program Director will contact them and send the appropriate contract.

NCCC cannot guarantee the clinical site will not necessitate additional documentation such as physical ability requirements, additional immunizations, screenings, etc. At the beginning of the clinical semester, students must ensure all required documentation in the application packet is complete and any additional forms, such as the application for clinical site, clinical site agreement, etc., are completed.

It is advisable that all students acquire a host site in the semester prior to registering for any of the PPE classes. Example: if you plan to do your PPE course in the Spring, you should be looking for an acquiring a site in the Fall semester. No individual will be allowed to take a PPE or practicum course without having a completed application and record of immunizations.

PROFESSIONALISM

You must demonstrate professionalism without presenting yourself as someone with more training than you have received. Be sure to wear an assigned name badge during your PPE.

Communication with instructors/advisors is necessary and should be professional whether in person, in email, on the phone, or via ZOOM conferencing. ZOOM meetings should be treated as in-person meetings, meaning do not conference in a bathing suit, with dogs barking, etc. Students must be courteous and respectful at all times including with other students, instructors, preceptors, administration and patients. There is no rationale for which a student should be shouting at a patient, be snarky and rude to instructors in an email, dictate to a preceptor/supervisor what you will do during your PPE/internship, etc.

While NCCC may have contracts on file with facilities, this does NOT guarantee your acceptance; this is at the discretion of the site. NCCC cannot be held responsible for sites that will not accept you due to unavailability to take students during certain times, lack of staff to supervise students, deciding to no longer take students, or because of the perceived lack of professionalism, trustworthiness, etc. of the student in the community, on social media, etc that would reflect badly on the healthcare establishment.

Many clinical sites require an interview prior to allowing you to start your practicum. Students have been denied placement for showing up in halter-tops and shorts; this is unacceptable! Dress appropriately at all times in business attire, or as the position directs. If you cannot afford professional business attire for your interview, please contact your program director as s/he may be able to help you. Remember a facility may only have one opening for a student in a semester, so you want to be as professional as possible so you can secure the position over other applicants.

Be conservative. Fingernails should be natural and short. Make-up and perfume/cologne should not be applied heavily. Visible tattoos and piercings should be covered. Beards and mustaches should be neatly trimmed and hair should be free of artificial colors such as pink, blue, etc and pulled back, if necessary, to avoid distractions. Jewelry should be limited and not excessive to the point of distracting or interfering with the normal operation of the day. Clothes should be neat without excessive wrinkling and free of strong odors including halitosis, tobacco and body odor. Eating, drinking, smoking and chewing gum are not appropriate for the clinical site settings. Some facilities prohibit tobacco or tobacco products on their facility campus. You are required to follow the guidelines of your clinical site.

Prior to Beginning Clinical Internship/Practicum

You must have the following in your program student file prior to beginning your internship: Documentation of Rubella immunity/immunization; documentation of negative TB skin test performed within the previous 11 months; criminal background check; drug screening; documentation of HS Diploma or GED; Hepatitis B vaccine series (strongly recommended); signed internship/clinical affiliation agreement; signed confidentiality statement. Some sites may have additional screening requirements and may refuse to take students based on inability to comply with company policy on issues such as cell phone usage, smoking, non-compliance with dress code (such as non-conservative attire), etc. Bribery is unacceptable during the program or clinical rotation.

REQUIRED TESTING/DOCUMENTATION

Tuberculin Skin Test/Immunizations/Physical Exam

You must have a tuberculin skin test. If the skin test is positive, you must have a chest x-ray or blood test to prove a negative result (or treatment, if applicable). *Documentation of the skin test (or chest-x-ray) and physical exam must be submitted to the program advisor no later than 8 weeks before the first day of affiliation and the read date may not be older than one year.* You will likely be required to have a physical exam by your healthcare provider completed prior to going to a clinical site, no greater than one year old. Documentation of the immunizations, tests, exams, etc. will be maintained in your student personnel file. SEE Confidentiality of Records.

Communicable Disease Policy

Students shall adhere to the guidelines for infection control in clinical site settings as set forth by the Center for Disease Control and the clinical site facility assigned.

Criminal Record

Students should be aware that an employer may deny a position to an applicant who has been convicted of a felony, or certain misdemeanors, or for conviction related to drugs or alcohol. Because of accreditation regulations and facility policies, information regarding these issues must be shared with the site and is a matter of promoting public trust.

Substance Abuse

Illegal use or attendance in the classroom, skills laboratory or clinical sites under the influence of alcohol and/or illegal drugs, or prescription drugs (to the extent the student performance is affected) will not be tolerated. The purpose of any drug testing conducted is to ensure that public safety and the personal safety of students, staff, and faculty (clinical site patients/clients) are not endangered as a result of drug use by students and that all students perform both efficiently and in a manner to promote learning and public trust. Violations of this policy will result in disciplinary action up to and including termination and may also have legal consequences. All students may be drug tested and are subject to random drug testing during the program and by the internship site. This may be at the cost of the student when behavior warrants the need for a screen. A positive drug test will result in dismissal from the program. Possession, use or distribution of alcohol or controlled substances at the professional practice site will result in immediate dismissal from the course(s) without refund or recourse and immediate dismissal from the program. SEE above stated policies and Substance Abuse form for additional details.

Student Travel/Transportation

If you are required to perform some travel during the PPE portions of the program, the college does not provide transportation or reimbursement for travel costs to or from the clinical sites. If no facilities contracted to provide professional practice experience to the NCCC HIT program are within reasonable driving distance of the student's location, **the STUDENT has the responsibility of securing a host site that will accept them for the professional practice experience.** When you have located a host facility who agrees to accept you as a student, notify the Program Director, who will then mail out the appropriate contract information, evaluation form and other necessary paperwork. If a site accepts you and arrangements are made, but then you then decide you do not want to travel to that location for whatever reason, you will be considered absent unless prior arrangements have been made with another site. If this is not rectified quickly, the absences will eventually equal an "F" for the course grade and the course will need repeated to graduate.

PPE Standards and STUDENT CONDUCT

To ensure orderly operations and provide the best possible educational environment, the program expects you to follow rules of conduct that will protect the interests and safety of all students, employees, program faculty and the clinical (PPE) sites. It is not possible to list all the forms of behavior that are considered unacceptable by the program. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination from the program:

- Theft or inappropriate removal of property
- Falsification of time-keeping records
- Reporting to internship under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs
- Fighting or threatening violence, regardless to whom it is directed
- Boisterous or disruptive activity
- Negligence or improper conduct leading to damage of affiliate-owned property
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Smoking in prohibited areas
- Sexual or other unlawful or unwelcome harassment
- Possession of dangerous or unauthorized materials, i.e. explosives, firearms
- Excessive absenteeism or any absence without notice
- Unauthorized absence from internship site during assignment
- Unauthorized use of telephones, mail system, or other affiliate-owned equipment
- Violation of affiliate policies or unsatisfactory performance or conduct
- Violation of confidentiality agreements including disclosing information to unauthorized individuals, including family and friends. You may be required to sign a confidentiality statement at various professional practice sites.
- Inappropriate social networking postings relaying negative remarks towards other students, preceptors, educational or training facility, or confidential information you acquire in the course of your study. Alluding to information gained in confidence and exploiting such on social media sites, even following program or practicum completion, can be grounds for civil/criminal prosecution. Do not post videos/write posts during Internship site hours. Document any issues you have and follow the proper channels of the grievance policy as stated in the student handbook. -This policy is not to inhibit your right of freedom of expression, rather it addresses the need for a heightened sense of confidentiality involving healthcare career training programs. The freedom is yours, but there are consequences for violating the rights of privacy and the safety of others.

Program/classroom issues will follow disciplinary procedures, but **clinical sites may dismiss you immediately without further warnings.**

- The program director will ask for written complaint details to determine if dismissal from the program is appropriate. See Complaint/Grievance procedures section.
- Determination will be made in conference with the Division Chair regarding any change of clinical site or if dismissal from the program is warranted.
- If dismissal from the program is warranted, such as in violation of the substance abuse policy, an automatic F will be entered for the course(s) final grade without recourse or refund(s).

See the Neosho County Community College Student Handbook to review "Code of Conduct and Discipline", "Discipline Procedures", "Student Appeals Committee", and "Appeals to the President". Students enrolling in the program have certain rights and responsibilities. The program expects you to exercise self-discipline that will enhance your individual learning experience and the total learning environment of the college.

http://www.neosho.edu/Portals/0/Departments/support_resources/student_handbook.pdf

Professional Practice Experience Grades

Grades are a compilation of the affiliation site supervisor evaluation of the student, completion of assigned clinical competencies, attendance, punctuality, and course instructor's evaluation of the assignments completed by the student.

Written assignments, evaluations and exams are required in each clinical course, not just spending time in a clinical facility. You are responsible to complete all work assigned in myNeosho for all of your courses, not excluding professional practice experience!

Personal Appearance

Dress, grooming, and personal cleanliness standards contribute to the morale and image of all students and employees of the HIT program and clinical affiliates. During clinical hours, you are expected to present a clean and neat appearance and to dress according to the requirements of the clinical site. You should follow the dress code of the college and be neat and presentable each class/onsite training session with consideration given to strong perfume, tobacco and body odors that are offensive to others. Attire should not be distracting, or adversely affect the decorum of the program. Professional appearance guidelines should be followed any time that you are representing the program including career seminars, regional and state meetings, HIM related workshops, career fairs, etc. You must strictly adhere to any additional appearance requirements at each clinical site.

FINANCIAL AID/REFUNDS

A number of funding sources in the form of grants, loans, and scholarships are available to students. Please refer to the College Catalog, NCCC Student Handbook, and the Financial Aid tab on the website. You can also call the Admissions Department for more information. Students are encouraged to apply for national AHIMA scholarships and local HIMA scholarships through their websites.

Your program director/advisor is **never** your financial aid advisor. Contact the financial aid department directly for specific information on your student status and paperwork requirements to complete your financial aid award. Your account status may be reviewed when you are signed into. Only the financial aid department can determine what your obligation of expenses will be for your education so refrain from asking non-financial aid staff like instructors or advisors. Students are limited to *96 attempted* hours before they are placed on financial aid denial. When on financial aid denial students are not eligible for federal financial aid. This includes, but is not limited to federal Pell grants, federal work study, and federal student loans.

<https://www.neosho.edu/Departments/FinancialAid/FinancialAidHandbook.aspx>

Withdrawal

Unless the procedure described below is followed, the student's name will remain on the class roster, and the instructor will be required to submit a grade other than "W," often times resulting in a grade of "F." In addition, the student will be charged all appropriate tuition and fees. If a student wishes to withdraw from one or more courses, he/she should seek the counsel of his/her advisor and obtain the proper forms from the registrar's office. The completed withdraw form must be on file in the registrar's office before the withdrawal is official. Financial aid recipients are encouraged to check with the financial aid office regarding the impact of withdrawing from classes on scholarship and/or federal student aid eligibility

<http://www.neosho.edu/Portals/0/Departments/regISTRATION/College%20Catalog.pdf>

Refund Policy

Review the NCCC Student Handbook, College Catalog and/or the college website carefully prior to enrolling in the program. You will be responsible to follow the refund policy, which includes a list of program costs, and refund policy deadlines for withdrawals.

HIT PROGRAM FEES

The Health Information Technology program may include expenses associated with professional memberships, technological supplements and examination fees, in addition to college fees. Additional fees may result during internship depending on placement requirements. Please refer to the Business Office at NCCC for a current listing of tuition and fees, or <https://www.neosho.edu/ProspectiveStudents/Admissions/TuitionFees.aspx> (also see appendixes attached).

Program Expenses

Please see the current NCCC Course Schedule, College Catalog, Student Handbook and the cost/tuition link on the website for information on related program expenses <https://www.neosho.edu/ProspectiveStudents/Admissions/TuitionFees.aspx>, as well as the net price calculator (<https://www.neosho.edu/Portals/0/netpricecalculator/npcalc.htm>). In addition to direct costs like HIT program fees, indirect costs of the program may include expenses associated with professional memberships, travel, meals and attendance at educational seminars. You will also want to budget for any clinical lab tests, immunizations, professional dress, physical exams, background checks, drug screens, liability insurance, etc.

NATIONAL EXAM ELIGIBILITY

Completion of the HIT program does not guarantee eligibility, nor successfully passing, any national or state examinations. For example, the testing organization may refuse to permit an individual to take the examination if convicted in a criminal prosecution or if the student does not meet current examination admission requirements. Students may need to complete additional training or job related experience prior to sitting for an examination.

*Students with concerns over exemption from taking a national exam based on criminal history should determine if the national examination organization would allow them to take the exam prior to entering the program. Students should also be aware that a criminal record may prevent them from being employed in a medical facility even if they pass the national examination. It is the student's responsibility to investigate employability prior to entering the program. Some references to check are: www.ahima.org or www.aapc.org. SEE APPENDIX G and H for EXAM CONTENT OUTLINE.

Early RHIT National Exam Testing

AHIMA Student Membership or New Graduate membership is required while you are a student in any of the HIT Programs. Once you are credentialed, you must pay membership dues and submit your CEUs per the requirement by AHIMA.

JOB PLACEMENT

The HIT Program does not guarantee in employment upon graduation. However, the local health care facilities may contact the HIT Program Director when seeking to fill openings. Job opportunities will be posted on social media when available. Students are encouraged to seek out opportunities and apply for them.

Upon graduation, inform the HIT Program Director of your job status. This information is critical in order to accurately reflect program statistics. Post-graduate surveys will be sent from NCCC annually. Please complete and return these surveys with your current information.

ESTIMATED PROGRAM COSTS

Healthcare Coding Certificate - Approximate Costs based on online costs	Cr Hr	NCCC Tuition	NCCC Fees	HIT Program High Cost Fee	Est. Book Costs^	OTHER Fees	Other Fee DESCRIPTION
2019-2020 Tuition and Fee Schedule	38	\$ 75	\$ 70	\$50.00	(bookstore)	(see below)	(as noted)
Estimated Medical Expenses for Professional Practice Experience (TB, Physical, Liability Ins, Immunz, etc)						\$ 500	High Estimated GRAND TOTAL
TOTALS		\$2,917	\$2,722	\$350	\$2,085	\$1,176	\$9,250

Health Information Technology Program - Approximate Costs based on online costs	Cr Hr	NCCC Tuition*	NCCC Fees*	HIT Program High Cost Fee	Est. Book Costs	OTHER Fees	Other Fee DESCRIPTION
2020-2021 Tuition and Fee Schedule	65	\$ 77	\$ 71	\$50.00	(bookstore)	(see below)	(as noted)
Estimated Medical Expenses for Professional Practice Experience (TB, Physical, Liability Ins, Immunz, etc)						\$ 500	GRAND TOTAL
GRAND TOTALS		\$4,985	\$4,600	\$650	\$2,560	\$1,455	\$14,250

Estimated high cost without any courses previously taken and no immunizations or physical exam completed, online out of state rate.

Handbook Acknowledgement Statement

Health Information Technology (HIT) Degree and Healthcare Coding (HCC) Certificate is located in the ALHT001 Orientation to HIT course and must be completed, signed and uploaded to the course AFTER you have read the full version of the Program Handbook located in that course (this document is over 50 pages).

Program Application

You must formally apply to the program by completing an application to the program. This three-page application is located in the ALHT001 Orientation to HIT course and must be completed, signed and uploaded to the course AFTER you have read the information and instructions.

HIT Enrollment Packet Forms

You must complete all of the remaining documents and forms required for the program, which are located in the ALHT001 Orientation to HIT course and must be completed, signed and uploaded to the course AFTER you have read the requirements and instructions.

*All coursework assignments in modules 1-3 of the HIT Orientation course must be completed prior to enrollment in the next semester.