HEALTH INFORMATION TECHNOLOGY

MEDICAL CODING

HANDBOOK

2009 – 2010

Kirkwood Community College
Health Science Department
319-398-5566
1-800-332-2055
Dear Colleagues,

Welcome to Kirkwood Community College and the Health Information Technology/Medical Coding Program! We share in your excitement as you begin your journey toward a new career.

You have chosen a career that is rich in diversity, challenge and growth opportunities. As you know, the Health Information Technology profession combines the disciplines of medicine, business, computer information management and law. This unique mixture provides the health information technician with a wide variety and growing number of employment opportunities. Anywhere health information is collected, utilized, or maintained offers the health information technician a potential for employment.

If we were asked to offer some advice to new students as they begin their journey, we would provide the following:

- Take advantage of the rich and varied learning experiences available at Kirkwood Community College
- Become as knowledgeable as you can in the Health Information Technology profession
- Become familiar with cutting-edge technology, new ideas and new approaches
- Participate fully in all experiences
- Be open to new ideas

The salutation “Dear Colleague” is intentional. We would like to think that the Health Information Technology Program is a learning community where faculty and students learn and grow together as colleagues. If we were to provide you with only the knowledge and skills needed in the career, your growth as a full professional will probably lag behind your level of vocational development. Developing technical skills are important, but developing the other dimensions that make us human – growing personally, working effectively with others, being an ethical person and a professional person – are equally important.

We wish you the very best as you begin your learning journey at Kirkwood Community College.

Sincerely,

Betty Haar, BS, RHIA
Health Information Technology Program Director
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Section I
HANDBOOK INFORMATION

This handbook has been prepared as a special resource containing information pertinent to the Health Information Technology program. If you have questions, need assistance or clarification on any policies, procedures, or requirements, you are strongly encouraged to see the program director. No rule or statement in this handbook is intended to discriminate nor will this program knowingly, for the purpose of Professional Practice Experience, place students in other agencies which discriminate on the basis of sex, race, color, creed, national origin, religion, age, disability, sexual orientation, or marital status.

STUDENT RESPONSIBILITIES

Each student is responsible for familiarity and compliance with information appearing in this program handbook as well as the Kirkwood Community College Student Handbook. Failure to read the information will not be considered an excuse for non-compliance. The Kirkwood Student Handbook may be obtained from the Health Science Department office in Linn Hall 221.

The faculty has adopted the policies in this program handbook. If a student finds that an extenuating circumstance might justify a waiver of a particular policy, the student may petition the director of the program. The program reserves the right to change policies or revise curricula as necessary due to unanticipated circumstances. Students registered in technical courses will be informed of curricular changes.

Violations of guidelines within this program handbook could ultimately result in dismissal from the HIT program.

KIRKWOOD STUDENT HANDBOOK

Refer to the Kirkwood Student Handbook for the following policies:

- Academic Information
- American Disabilities Act
- Cheating and Plagiarism
- College policies & procedures
- College Services
  - Counseling, Personal Achievement,
  - Tutoring, Writing Center
- Confidentiality
- EEO
- Equal Rights
- Financial Aid
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- Outreach services
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Section II
ADMISSION INFORMATION

ADMISSION REQUIREMENTS

The Health Information Technology program accepts applicants on a first come first serve basis. Enrollment to the HIT program is limited due to a number of factors, including rules of accreditation, number of available clinic sites, and required faculty/student ratios.

All students seeking admission to this program must complete all of the following:

1. **Complete a Kirkwood Community College application**, listing Health Information Technology as your major. This can be done online or mail to Enrollment Services 216 Kirkwood Hall. Students may apply to one Kirkwood program at any time. The newest application automatically cancels any previous application.

2. **Attend a Program Conference**. These are schedule as one-hour program conferences held monthly. Dates of upcoming program conferences are listed on the Kirkwood website and are posted outside the Health Science offices in Linn Hall 221. Please sign up to attend on the website.

3. **Provide evidence of academic readiness**

**Option a:**

The COMPASS placement test; ACT and SAT may be accepted. The COMPASS test can be taken at Kirkwood in the Advising, Testing and Transfer Center, 139 Linn Hall. The COMPASS placement test covers reading, writing and math skills. COMPASS is available on a walk-in basis. Please allow a minimum of two hours for the exam. A photo ID is necessary. The Center is open Monday-Thursday 8 am to 8 pm and Friday 8 am to 5 pm.

To begin the program, **all students must meet recommended placement test scores or complete equivalent course with a minimum grade of C-:**

- COMPASS scores: 32 Writing, 71 Reading, 24 Math
- ACT scores: 15 English, 16 Reading, 18 Math

    Course Option: Writing: Composition 1
    Reading: Intro to Psychology
    Math: Intro to Math or higher level math course.

*If the student does not meet this score, he or she should register for the Academic Prep Health Sciences / Math, a 1 credit hour course available in Learning Services – Room 133 Linn Hall. This programmed learning course should improve math skills.*

**Option B:** Have earned an associate’s degree, or higher.
4. **Submit admission checklist:** Students MUST submit their admission checklist to the health science office when all admission requirements are completed. Applicants meeting requirements are accepted in order of application date. Twenty Four students are accepted each fall semester. After the program is full, students are accepted to a numbered waiting list. The first 24 on the waiting list will be accepted for the following fall.

5. **The following is required before or shortly after entering the program:**
   - A completed health physical and current immunization record on file in the Campus Health office.
   - Iowa DCI/FBI Background Check. Method to obtain this information will be explained at new student orientation.

### CLINICAL COMPLIANCE REQUIREMENTS

The following items must be satisfied before the student will be allowed to participate in clinical education courses:

1. Complete and updated health physical/immunizations
2. Health Insurance (for selected sites)
3. Infection Control/OSHA Exposure/HIPAA
4. Felony/Criminal Background Check/Drug Screen/Medicare Fraud
5. Hospital specific orientations (for selected sites)

Complete up to date information on all clinical requirements for clinic compliance is on the program web site at [www.kirkwood.edu/healthscience](http://www.kirkwood.edu/healthscience). It is the student’s responsibility to read, follow and meet requirements and deadlines listed.

### HEALTH PHYSICAL

Each student must have a current (within 90 days) physical and immunization record on file in the College Health office prior to attending first day of classes Immunizations must be kept up-to-date throughout the time the student is enrolled in the program. **Students must also provide documentation of a current tetanus vaccination.** Follow-up TB testing is required annually, or the student must provide documentation of a positive TB test. The cost of the health physical and immunizations are the student’s responsibility. The Clinical Compliance Guide is available on the Health Information Technology website at [www.kirkwood.edu/healthscience](http://www.kirkwood.edu/healthscience).

**Personal Health**

Good personal is necessary for health information technology students. The following policies refer to a personal health:

**Communicable Disease**- Students who contract a communicable disease or manifest an active lesion must inform the lead clinical course instructor. Appropriate precautions and or postponement of clinical will be decided upon by the lead clinic instructor and the program director.
**Chronic Communicable Disease** – Students with identified chronic diseases may attend college whenever, through reasonable accommodation, the risk of transmission of the disease and or the risk of further injury to the students is sufficiently remote. Students may be unable to participate in clinical if disease transmission is possible. Completion of clinics may be jeopardized.

**Extended Illness** – Students who experience an extended illness must discuss possible alternative arrangements for completing course requirements with the lead course instructor and program director. Students may need to drop the program and apply to re-enter.

**Extended Personal Leave**- Students needing personal leave for such reasons as bereavement or illness need to discuss options with the program director.

**Illness**- Students who become ill and cannot attend class or clinic must follow the written protocol for attendance as explained in the attendance policy.

**Pregnancy/Parenthood**- All physician appointments are to be scheduled during non-class/clinic times. Students may need to discuss appropriate arrangements/options for meeting course/clinical requirement during pregnancy. Appropriate child care arrangements need to be made and a backup arrangement also. Children are not allowed to attend class or lab or a clinic session. In the event of unforeseen circumstances, the same protocol will be followed as Extended illness.

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**FELONY/CRIMINAL CHECKS**

If a student has a felony conviction, it may adversely affect employment opportunities.

Many Professional Practice Experience agencies/facilities require background/criminal checks of all their employees/volunteers and therefore will require such checks on all students before entering their facility. This may also include a Medicare Fraud check and drug testing as well. All HIT students will be required to complete a criminal background check prior to starting the program. If the student's background check reveals incidents not acceptable to the agency, and the program is unable to find an alternative professional practice site, it may be necessary for the student to withdraw from the program. The student is responsible for all fees associated with the background check.

The student will receive information about the criminal check process during the program conference, registration and orientation. It will be the student's responsibility to complete the process. Please refer to the clinical compliance section on the program website.

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**INFECTION CONTROL / OSHA / EXPOSURE**

All students must attend an annual OSHA training session on Standard Precautions in preventing the spread of bloodborne pathogens and tuberculosis. The initial training is provided in the Professionals in Health course. Students who do not complete this initial training must see their program director to schedule the training. Failure to maintain current OSHA training will result in being dismissed from any course with this requirement.
Students may be participating in activities within courses that have potential for exposure to infectious diseases including, but not limited to, Hepatitis B and HIV. All measures must be exercised to minimize risk. Students who fail to comply, jeopardizing the safety of others or themselves, may be asked to withdraw from the course.

In the event of a significant exposure; punctured by contaminated needles or instruments or exposed to blood or body fluids (e.g., an occupational incident involving eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious material, including saliva), the student must report the incident immediately to the instructor or professional practice supervisor and file an incident report with the college. Follow-up evaluation will be required consistent with Federal regulations. This may involve treatment at an emergency department or a public health department for an evaluation. A portion of the medical expenses may be covered by Kirkwood. Students must be practicing standard precautions to collect insurance payment for the fees involved.

In the event of significant exposure or injury during clinic experience, the student must report the incident immediately to their professional practice supervisor and the agency. The student must file an incident report and an insurance claim with the College. Any student injured while on unpaid professional practice must be seen at St. Luke’s Work Well Clinic, either as the initial visit or as follow-up. Since these claims are processed with our workers’ compensation claims, St. Luke’s is the hospital to use and Work Well physicians are the doctors we are to see. If an incident occurs after hours, proceed with the following steps and contact the appropriate instructor as soon as possible. Students must follow one of the following protocols depending on the site:

1. If the institution has an established protocol, follow their protocol.
2. If in a physician’s or dentist’s office, go to the nearest emergency department for evaluation.

A Kirkwood incident report must be completed and submitted to the Campus Health Office. This form is available at www.kirkwood.edu/campushealth.

**Bloodborne Pathogen Exposure Response**  
**Kirkwood Students and Staff**

Bloodborne pathogen exposure is defined as blood or body fluid contact with the eye, mouth or other mucous membrane, non-intact skin or parenteral contact with blood or other potentially infectious material, including saliva.

The employee or student with the exposure should:

- Wash the affected area immediately, with soap and water (water for eye).

- Report the incident to your clinical instructor / work supervisor after cleansing the affected area.

- Report to an Emergency Room within 1 hour! If the source person is a known HIV positive or very high risk individual it is extremely important that the exposed person get to the Emergency Room within 1 hour to start prophylactic drug therapy! If there is not an Emergency Room at your clinical or work site, go to the nearest Emergency Room, preferably St. Luke’s if in C.R. and Mercy if in I.C. Be sure to quickly complete and take the following paperwork with you:
  - A copy of the Kirkwood Community College Illness and Injury Report form
  - The Body Fluid Exposure – Risk Management form

Both forms available at www.kirkwood.edu/campushealth.
The exposed student / employee must contact to Campus Health, 111 Iowa Hall within 72 hours of the exposure to review the exposure follow-up process and paper work. Failure to do this may cause the student or staff member to be billed individually for costs of the emergency room visit and lab fees.

All NON-EMERGENT care must be provided at St. Luke’s Workwell Clinic / Employee Health, regardless of the location of the original incident. This includes follow up lab work and counseling. Information on St. Luke’s Workwell Clinic / Employee Health will be provided to the student by the Campus Nurse.

Any bills or statements you receive, as a result of this exposure should be sent to Ruth Soenksen-Main, 219 Kirkwood Hall, Kirkwood Community College.

The Kirkwood instructor or employee supervisor should:

- The Kirkwood instructor notifies the supervisor of the clinical site (dentist, nurse manager, physician).

- The Kirkwood instructor or employee’s supervisor notifies Kirkwood Campus Health for referral instructions at 398-5588 or the Campus Nurse’s emergency cell phone number 310-5199. Be sure to ask the Campus Health office the dates of the last Tetanus booster and Hepatitis B vaccines and write this on the Kirkwood Community College Illness and Injury Report Form. IF THE CAMPUS NURSE IS NOT AVAILABLE OR THE CAMPUS HEALTH OFFICE IS CLOSED, IMMEDIATELY SEND THE EXPOSED INDIVIDUAL TO THE NEAREST EMERGENCY ROOM. IN CEDAR RAPIDS, ST. LUKE’S MUST BE USED.

- Quickly complete the following paperwork and send this with the student / employee to Emergency Room:
  - A copy of The Kirkwood Community College Illness and Injury Report form. Be sure the form documents the following: name and SS# of the exposed individual, date and time of exposure, clinical site and location including room number, a brief description of how the exposure occurred, standard precautions used to try to prevent exposure, area of the body affected by the exposure, and immediate follow-up after the exposure (i.e. washed with soap and water and sent to ER)
  - Body Fluid Exposure – Risk Management Form

If you have any questions regarding this procedure, please contact Campus Health, 398-5588.

HEALTH INSURANCE

Some clinics require students to provide proof of medical insurance coverage prior to enrollment in specific courses. Forms verifying coverage may be obtained from the Health Science website. The information provided will be sent to the clinical agencies requiring proof of health insurance. Some students in the HIT program will be required to provide proof of coverage dependant on specific clinics.

HOSPITAL SPECIFIC ORIENTATIONS

Some clinic sites require students to complete an orientation prior to the clinical education. These orientations can be accessed from the HIT website.

TRANSFER CREDIT EVALUATION
College courses taken prior to beginning the program at Kirkwood may be evaluated for possible transfer credit. To have a transcript evaluated, the student must request that an official transcript from each college attended be sent to:

Kirkwood Community College  
Enrollment Services  
6301 Kirkwood Blvd. SW  
Cedar Rapids, IA 52406-9973

Transcripts sent directly to the program faculty cannot be accepted. Your transcripts will be evaluated based on the Kirkwood major you have declared. You will be notified of the credits that have been accepted into your major.

**WAIVER OF COURSE REQUIREMENTS OR CREDIT BY EXAMINATION**

The program faculty will review credits awarded by the Credit by Examination process. This may be done either through the College Level Examination Program (CLEP) or by department examinations where available. Please refer to the college catalog for additional information. Questions regarding waiver of course requirements and/or credit by exam should be directed to the program director.

**HIGH SCHOOL HEALTH SCIENCE ACADEMY ARTICULATION**

Course work earned while a student is in the High School Health Science Academy program is on the student's Kirkwood transcript and may meet specific program requirements.

**PRE-COURSE WORK**

Students are encouraged to begin taking selected courses prior to beginning their program. Students should refer to the program web page at [www.kirkwood.edu/healthscience](http://www.kirkwood.edu/healthscience) for current registration and curriculum information. There will be no substitution of courses in the curriculum unless approved by program director.
Section IIIA
Program Information

PROGRAM DESCRIPTION

The field of Health Information Technology combines the disciplines of medicine, business, computer information management and law. This unique mixture provides the health information manager with a wide variety and growing number of employment opportunities. Anywhere health information is collected, utilized, or maintained offers the health information manager a potential for employment.

The Health Information Technology program strives to prepare students for the Health Information Technology profession, specifically for those who:

- Wish to work in a technical or administrative capacity in health care.
- Desire a career with a wide variety of employment opportunities
- Enjoy working with professionals: physicians, administrators, nurses, therapists, lawyers and other professionals
- Want to advance with the acquisition of knowledge and experience.

PROGRAM PHILOSOPHY AND MISSION

In fulfilling the mission of Health Information Technology we believe that:

✓ Every individual is born with the desire to learn and improve throughout life
✓ Exposure to a variety of classroom, lab and clinical experiences strengthens a student’s knowledge of Health Information Technology and increases their critical thinking, problem solving and decision-making skills.
✓ Education should be enjoyable and challenging and will be facilitated by clear objectives and evaluations in an open honest environment
✓ Technical skills need to be practiced in a clinic/lab setting to a level of competence prior to clinical experience.
✓ Technical courses need to be completed in proper sequence, to ensure competency in basic skills prior to more complex learning.
✓ Proper communication skills, professionalism and an understanding of ethical standards of practice are essential to the successful completion of the program.

We also believe that your Health Information Technology education begins at Kirkwood Community College but will continue throughout your professional career. As you progress through the health information technology program the faculty will assist you to fulfill your potential but the ultimate responsibility will always remain with you, the individual.

PROGRAM GOALS

The goal of the HIT program is to provide students with the opportunity to develop the skills and knowledge necessary to obtain employment in the Health Information Management Profession upon graduation and become contributing members of the profession and society.
1. Preparing competent graduates in the cognitive, psychomotor, and affective learning domains for entry level employment
2. Preparing graduates to assume responsibilities for self-assessment, peer review and planning of future professional growth
3. Preparing graduates who will recognize the importance of ongoing service to the community and the profession through ethical practice and lifelong learning
4. Meeting or exceeding the criteria set forth in the current Standards and Guidelines for the Accredited Educational Program in Health Information Technology.

PROGRAM OBJECTIVES

Drawing on the philosophy of this program, the following program objectives are set forth:

1. Assist prospective students in identifying and meeting pre-entry competencies prior to the start of their training to enhance student successes.
2. Provide educational experiences designed to prepare students for entering a career as a Health Information Technology Professional.
3. Provide professional practice experiences to compliment the didactic learning.
4. Assist students in reaching their goal by providing academic and occupational guidance.
5. Develop attitudes and behavior patterns that reflect professionalism, leadership and critical thinking.
6. Assure the education reflects the competencies desired by the job market.
7. Provide students continued feedback on their performance.
8. Use evaluation measures that encourage students toward self-improvement and self-assessment.
9. Prepare graduates to have the knowledge and skills necessary to carry out the functions of the Health Information Technology discipline.
10. Graduate students with the awareness that formal education is not the end of their education and there should be a willingness to pursue continuing education.

HEALTH INFORMATION TECHNOLOGY PROGRAM STUDENT RESPONSIBILITIES

Each course in the curriculum is intended to help the student develop the knowledge, judgment, skills and attitudes which are necessary to become competent practitioners. Each course should be
regarded by the student as a challenge to him or her to obtain from the subject all that his or her capabilities will permit. The content and learning experiences provide the foundation for the student's continued formal education, independent study and professional growth.

The curriculum is designed to allow sufficient time for each student to acquire specific content in principles of Health Information Technology and to develop proficiency in performing all functions. Through the basic educational program, the student should acquire knowledge of and proficiency required of the members of the health information team.

The student should demonstrate professional behavior in relationship to personal interactions. The following criteria are used to determine appropriate conduct for a professional person:

A. The student acts courteously toward patients, visitors, faculty, staff and other students.
B. The student expresses concern for their expressed or unexpressed needs.
C. The student demonstrates tact in disagreements with staff, faculty and other students.
D. The student maintains an efficient business atmosphere.
E. The student shows interest in the job or task at hand.
F. The student respects the views of students, faculty and staff by being attentive to demonstrations and presentations of others.
G. The student maintains honest behavior by not misrepresenting any situation to staff, students, or faculty.
H. The student protects the patients, staff and students right to privacy. This is demonstrated by not disclosing information obtained during the course of the professional practice relationship with clinic sites.
I. The student demonstrates maturity as indicated by accepting responsibility for his or her own actions, words, or mistakes.
J. The student demonstrates dependability by being prompt and punctual for scheduled classes, clinics and meetings and or appointments.
K. The student is self-directing.
L. The student is non-prejudiced in the interactions with staff, faculty.

HEALTH INFORMATION TECHNOLOGY PROGRAM COMPETENCIES

01.0 Apply Management Functions in Health Information Technology Systems
  01.1 Develop or revise policies/procedures for department functions
  01.2 Develop/monitor workflow management (Perform staffing functions)
  01.3 Prepare, conduct, and attend in-services
  01.4 Develop strategic plans, goals, and objectives for area of responsibility
  01.5 Design, monitor, justify, maintain department resources
  01.6 Design/revise forms, computer input screens, and other health record documentation tools
  01.7 Resolve customer complaints
  01.8 Assist in developing health record documentation guidelines
  01.9 Assist in preparing the facility for an accreditation, licensing and/or certification survey
  01.10 Prioritize department functions and services
  01.11 Manage special projects
  01.12 Implement staff orientation and training programs

02.0 Legal Issues
  02.1 Process requests for information
  02.2 Report health information required by agencies
02.3 Prepare health information for legal proceedings
02.4 Maintain patient health care record confidentiality
02.5 Interpret and apply laws and accreditation, licensure and certification standards, monitor changes, and communicate information-related changes to other people in the facility

03.0 Organization and Supervision
03.1 Use quality improvement tools and techniques to improve departmental processes
03.2 Participate on intradepartmental teams and committees
03.3 Participate on facility-wide teams and committees responsible for health information services issues
03.4 Provide consultation, education, and training to users of health information services.

04.0 Information Technology
04.1 Use common software packages
04.2 Abstract health information
04.3 Query facility-wide databases to retrieve information
04.4 Protect data integrity and validity using software or hardware technology
04.5 Utilize electronic and imaging technology to store medical records
04.6 Identify common software problems

05.0 Health Information Analysis
05.1 Analyze medical records
05.2 Maintain incomplete records
05.3 Monitor quality of transcription reports
05.4 Evaluate medical records to support diagnoses
05.5 Collect and report data on incomplete records and timeliness of record completion

06.0 Maintain and Retrieve Health Information
06.1 File and retrieve health records
06.2 Employ policies/procedures for retention/destruction of health records
06.3 Maintain indexes
06.4 Maintain integrity of patient numbering and filing systems

07.0 Data Content, Structure, and Use
07.1 Calculate institutional statistics
07.2 Prepare data for analysis/presentation
07.3 Analyze statistical reports
07.4 Define data elements for data collection
07.5 Monitor quality of abstracted data
07.6 Verify timeliness, completeness, accuracy, and appropriateness of data and data sources

08.0 Assess and Utilize Health Information
08.1 Perform data base queries and analyze data
08.2 Perform quality improvement activities
08.3 Retrieve patient data from departmental databases

09.0 Clinical Classification Systems
09.1 Code medical records utilizing IW-9 CM and HCPCS classification system
09.2 Analyze case mix payment rates
09.3 Validate, analyze, monitor, interpret coded data
09.4 Assist in the facility’s billing processes
09.5 Comply with official coding guidelines, HCFA Compliance Plan, and the Correct Coding Initiative

10.0 Healthcare Delivery Systems
10.1 Understand the role of various providers and disciplines throughout the continuum of healthcare services

CORE COMPETENCIES

General Education
1.0 Communicate

01.0 Apply verbal and non-verbal communication
  01.2 Follow directions
  01.3 Comprehend written material
  01.4 Listen actively
  01.5 Express concepts in writing
  01.6 Express concepts orally
  01.7 Communicate in team atmosphere
  01.8 Use Medical Terminology

02.0 Perform math calculations
  02.1 Apply basic math skills
  02.2 Use math systematically to solve problems
  02.3 Measure distance, length, volume in metric and standard units
  02.4 Interpret graphs

03.0 Use technology
  03.1 Demonstrate keyboarding
  03.2 Perform computer skills

Work Life Skills

01.0 Demonstrate professional behavior
  01.1 Exhibit professionalism
  01.2 Work cooperatively with others and in groups
  01.3 Practice within ethical & legal standards
  01.4 Comply with safety and health regulations
  01.5 Manage work time effectively
  01.6 Apply higher order thinking skills
  01.7 Adapt to environmental situations
  01.8 Apply organizational skills
  01.9 Apply planning skills and set goals
  01.10 Assess own performance for quality and improvement
  01.11 Demonstrate initiative and is self-directed
  01.12 Demonstrate productivity
01.13 Complete employment process
01.14 Demonstrates punctuality and dependability

02.0 Continues learning
   02.1 Assume responsibility for one’s own learning
   02.2 Maintain knowledge of health industry
   02.3 Read professional literature

Related Education
1.0 Apply content to discipline
   01.1 Recognize human diversity
   01.2 Recognize societal structure and influences
   01.3 Apply the natural and physical sciences
   01.4 Recognize human condition and expression

PROGRAM ACCREDITATION

Kirkwood’s Health Information Technology program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM) in cooperation with the Council on Accreditation of the American Health Information Management Association.

EMPLOYMENT OPPORTUNITIES

Health Information Technology professionals enjoy rich and diverse employment opportunities. HIT professionals work throughout the entire healthcare industry in settings that span the continuum of care. The following is a sample of employment opportunities:

  Hospitals
  Managed Care Organizations
  Long Term Care facilities
  Information system vendors
  Physician Professional Practice Experiences
  Home Health Care providers
  Insurance agencies
  Government agencies
  Hospital associations
  Ambulatory Care facilities
  Consulting and Law firms
  Research facilities
  State and Hospital cancer registries

HIT CAREER SPECIFICATIONS
The Health Information Technology Professional may use the following tools:
- Patient records, paper and electronic
- Classification systems and codes
- Microfilm equipment
- Filing equipment
- Reports and statistics compiled from patient records
- Work schedules, staff requests, forms
- Computers and computer printouts
- Packaged computer programs

The physical demands of the job:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Lifting: Light to moderate</th>
<th>Feeling: Not needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Climing: Light</td>
<td>Talking: Occasionally – frequently</td>
<td></td>
</tr>
<tr>
<td>Balancing: Not needed</td>
<td>Hearing: Occasionally</td>
<td>Tasting/Smelling: Not needed</td>
</tr>
<tr>
<td>Kneeling: Not needed</td>
<td>Depth Perception: Needed</td>
<td>Adjusting to Darkness: Occasionally</td>
</tr>
<tr>
<td>Crouching: Not needed</td>
<td>Color Vision: Occasionally</td>
<td>Width of Vision: Needed</td>
</tr>
</tbody>
</table>

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**SCHOLARSHIPS**

Kirkwood Health Information Technology students may be eligible for scholarships offered by the American Health Information Technology Association, the Iowa Health Information Technology Association and vendors in Health Information Technology products. Interested students should contact the Program Director for scholarship availability and requirements.

**ALLIED HEALTH/NURSING ST. LUKE’S SCHOLARSHIP.**

For students enrolled in program technical courses who have an average program GPA of 2.5 or above. Students will receive a $500 award applied to the summer term. Applications open in January with a March 15th deadline. Application form is available at the Financial Aid Office, 205 Kirkwood Hall.

**ST. LUKE’S HEALTH CARE FOUNDATION SCHOLARSHIP.**

For non-traditional students currently enrolled in the program who have an average GPA of 2.5 or above. Application must provide evidence of a permanent address in an area within approximately a 50 mile radius of St. Luke’s Hospital in Cedar Rapids, Iowa. Awards provide tuition assistance for the following Fall and Spring semesters. Applications open in early spring with a mid-March deadline. Application form is available at the Health Science office, 223 Linn Hall.

For other general scholarship information, contact Kirkwood’s Financial Aid Office, 205 Kirkwood Hall

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**EXTRA-CURRICULAR COLLEGE ACTIVITIES**
Students are encouraged to inform instructors well in advance of absences for extra-curricular college activities.

PROFESSIONAL ORGANIZATIONS

Students are encouraged to become student-members of the American Health Information Management Association. Student members are eligible for scholarships and reduced rates on national accreditation exams and conferences. Students are required to attend at least one state meeting. Further information is discussed in the 1st semester of the program.

PROGRAM HISTORY

Kirkwood’s Health Information Technology program began in 1978, under the title "Medical Record Technology". The program title changed to "Health Information Management" in 1992 – following the national trend from medical records to health information. The first program director was Terese Claeyis, RRA. Ms. Claeyis retired in 1995. Since its inception, the program has graduated approximately 300 Health Information Technology professionals. In 2000 the program title changed to "Health Information Technology" to denote a two-year technical program.
## HEALTH INFORMATION
**TECHNOLOGY Degree 09-10**

**Fall Start**

<table>
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<tr>
<th>Term</th>
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### PROGRAM TOTALS

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**CREDIT AVERAGE PER TERM**

14.8

*Courses may be taken before beginning program.*

Lab ratio 1:24
### MEDICAL CODING Diploma 09-10
#### Fall Start

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*Courses may be taken before beginning program.*

Lab ratio 1:24
The following are course descriptions for the Health Information Technology technical courses. For descriptions of other courses, please access online at www.kirkwood.edu/catalog

HIT-220 2.5cr  Introduction to Medical Coding
Studies basic disease and procedural coding of the International Classification of Diseases, 9th Revision, Clinical Modification (ICD-9-CM). Credits: 2.5, Hours: (2.5/0/0/0), Prereq: none; Coreq: BIO-168, HIT-360, HSC-115; Arts & Sciences Elective Code: B; Comments: Lecture (40.00).

HIT-240 3cr  Advanced Coding & Classification

HIT-280 3cr  CPT-4 Coding
Continues more complex concepts of procedural coding utilizing the Current Procedural Terminology, 4th Edition (CPT-4) classification system. Includes practical application of coding outpatient/ambulatory records. Credits: 3, Hours: (2.5/1/0/0), Prereq: HIT-240; Coreq: none; Arts & Sciences Elective Code: B; Comments: Lecture (40.00), Lab (16.00).

HIT-291 2.5cr  Reimbursement Methods
Introduces prospective payment systems for inpatient health care (Diagnosis Related Groups-DRG) and ambulatory health care (Ambulatory Patient Classifications-APC). Explores Local Medical Review Policies (LMRP) and the Resource Based Relative Value System (RBRVS). Focuses on fraud and abuse issues, coding compliance, and the National Correct Coding Guide. Includes practical application of diagnosis and procedural coding as well as DRG and APC assignment. Credits: 2.5, Hours: (2/1/0/0), Prereq: HIT-240; Coreq: none; Arts & Sciences Elective Code: B; Comments: Lecture (32.00), Lab (16.00).

HIT-350 2.5cr  Health Information Systems
Provides an overview of the use of automated information systems in the health care delivery system. Introduces terminology and essential concepts of health information systems and management of data. Examines data integrity and privacy/security issues affecting the access to and use of patient information. Credits: 2.5, Hours: (2/1/0/0), Prereq: CSC-110, HIT-360; Coreq: none; Arts & Sciences Elective Code: B; Comments: Lecture (32.00), Lab (16.00).

HIT-360 3cr  Intro to HIT
Provides an overview of the health information management profession, and the development, content and analysis of medical records in health care settings. Students will learn the importance of health information management in reimbursement and different classification systems. Includes legal issues in medical records, patient confidentiality, form construction and design, numbering systems, indexes, and registries. Explores health information storage and retention systems and computerization of health records. Credits: 3, Hours: (2/2/0/0), Prereq: none; Coreq: none; Arts & Sciences Elective Code: B; Comments: Lecture (32.00), Lab (32.00).
HIT-420 2cr Legal Aspects of Health Inform
Includes use of the medical record as a legal document, release of information, consents, the medical record in legal proceedings and an overview of current health legislation. Credits: 2. Hours: (2/0/0/0), Prereq: HIT-360; Coreq: none; Arts & Sciences Elective Code: B; Comments: Lecture (32.00).

HIT-431 3cr Quality Improvement
Focuses on quality assessment and performance improvement in health care settings and the role of health information management professionals in quality improvement, utilization management, credentialing and risk management. Simulations of quality assessment and utilization management functions, the role of peer review organizations and their impact on health information are included. Credits: 3, Hours: (2/2/0/0), Prereq: HIT-360; Coreq: none; Arts & Sciences Elective Code: B; Comments: Lecture (32.00), Lab (32.00).

HIT-450 2cr Health Statistics
Emphasizes abstracting of medical records and computer input of data. Includes basic arithmetical and statistical principles, hospital statistics and formulas, vital and public health data sources. Discusses presentation of data and data quality. Credits: 2, Hours: (1/2/0/0), Prereq: none; Coreq: HIT-240, HSC-217; Arts & Sciences Elective Code: B; Comments: Lecture (16.00), Lab (32.00).

HIT-490 3.5cr Health Management/Supervision
Provides basic principles of personnel supervision including developments and considerations vital to the performances of supervisors in today's health care environment. Credits: 3.5, Hours: (3/1/0/0), Prereq: HIT-552; Coreq: none; Arts & Sciences Elective Code: B; Comments: Lecture (48.00), Lab (16.00).

HIT-495 2.5cr Medical Office Management
Present concepts and procedures in relation to medical office management, phone etiquette, patient scheduling, patient medical recordkeeping, manual and computerized bookkeeping, and ordering of office supplies. Credits: 2.5, Hours: (1/3/0/0), Prereq: none; Coreq: none; Arts & Sciences Elective Code: B; Comments: Lecture (16.00), Lab (48.00).

HIT-550 2.5cr Prof Practice Experience I
Combines the theory of health information management with supervised practice in selected health care settings. Introduces the student to the Health Information Management/Medical Record department, its specific health information systems, filing systems, numbering systems, indexes, registries, etc., including health care provider specific coding practices. Coordinated by the college. Credits: 2.5, Hours: (0.5/0/6/0), Prereq: none; Coreq: HIT-220, HIT-360; Arts & Sciences Elective Code: B; Comments: Lecture (8.00), Clinical (96.00).

HIT-551 .5cr Prof Practice Experience II
Combines the theory of health information management in a physician's office. Provides practical application in specific health information systems, filing systems, numbering systems and provider specific coding practices. Coordinated by the college. Credits: 0.5, Hours: (0/0/1.5/0), Prereq: none; Coreq: none; Arts & Sciences Elective Code: B; Comments: Clinical (24.00).

HIT-552 3cr Prof Practice Experience III
Combines the theory of health information management in selected health care settings with experiences in health information systems, quality assurance, coding of diseases and procedures, and medical record management. Credits: 3, Hours: (0/0/9/0), Prereq: HIT-551; Coreq: none; Arts & Sciences Elective Code: B; Comments: Clinical (144.00).

**HIT-553 2cr Prof Practice Experience IV**
Combines the theory of health information management in selected health care settings. Provides practical application in specific health information systems, filing systems, numbering systems, indexes, registries, etc., including provider specific coding practices. Coordinated by the college. Credits: 2, Hours: (1/0/3/0), Prereq: HIT-552; Coreq: none; Arts & Sciences Elective Code: B; Comments: Lecture (16.00), Clinical (48.00).

**HIT-924 1cr Honors Project**
Allows a qualified honors student to pursue a special concentration of study under the guidance of a faculty member. Requires completion of an honors project contract. May be taken more than once. Credits: 1, Hours: (1/0/0/0), Prereq: none; Coreq: none; Arts & Sciences Elective Code: A; Comments: Requires approval of supervising professor and dean Lecture (16.00).

**HIT-928 1-3cr Independent Study**
Provides readings, papers and basic research or other projects under the individual guidance of a staff member. Credits: 1, Hours: (1/0/0/0), Prereq: none; Coreq: none; Arts & Sciences Elective Code: A; Comments: Permission of instructor, dean Lecture (16.00).
Health Science
Associate of Applied Science Degree
Humanities Requirement

Students may select from the following courses to meet the 3-semester credit hour requirement.

Courses in italics are also Associate of Arts core courses.
Courses with a (D) are approved Diversity courses.

ART
ART-101 Art Appreciation
ART-203 Art History I
ART-204 Art History II
ART-173 Ceramics
ART-120 2-D Design
ART-133 Drawing
ART-143 Painting
ART-157 Printmaking
ART-163 Sculpture
ART-181 Photography
ART-182 Photography Lab
Art-280 Color Photography (should complete photography first)

COMMUNICATION
ENG-221 Creative Writing
COM-945 Selected Topics

DRAMA
DRA-101 Introduction to Theatre
DRA-130 Acting I
DRA-163 Technical Theatre

FOREIGN LANGUAGES
FLS-128 Conversational Spanish
FLF-141 or FLF-142 Elementary French I or II (all 4 credits)
FLS-141 or FLS-142 Elementary Spanish I or II (D)
FLG-141 or FLG-142 Elementary German I or II (D)

HUMANITIES
HUM-116 Encounters in Humanities
CLS-180 American Pluralism
ANT-105 Introduction to Cultural Anthropology (D)
HUM-105 Working in America
CLS-190 Culture and Technology
CLS-192 Communication & Culture
DRA-116 Film Analysis
DRA-117 Film Topics

INTERDISCIPLINARY STUDIES
CLS-151 Understanding Cultures: Latin America (D)
CLS-162 Understanding Cultures: Pacific Societies (D)
CLS-167 Understanding Cultures: Modern China (D)
CLS-165 Understanding Cultures: Modern Japan (D)

**LITERATURE**
LIT-203 Forms of Literature: The Story Cycle
LIT-204 Forms of Literature: Nonfiction
LIT-205 Forms of Literature: Drama
LIT-206 Forms of Literature: Fiction
LIT-207 Forms of Literature: Poetry
LIT-222 Literature & Culture: American Dreams (D)
LIT-226 Literary Themes: Search for Identity
LIT-224 Literature and Culture: Women and Work (D)
LIT-225 Literary Themes: Beyond Bartelby
LIT-227 World Poetry
LIT-105 Children's Literature
LIT-158 Literature of the African Peoples (D)
LIT-945 Selected Topics

**MUSIC**
MUS-100 Music Appreciation
MUS-300 – MUS-319 Applied Music (Private Music Lessons*)
MUS-140 Concert Choir
MUS-157 Vocal Jazz Ensemble
MUS-145 Concert Band
MUS-150 Chamber Ensemble - 1 credit/semester*
MUS-163 Instrumental Jazz Ensemble
MUS-165 Jazz Combo - 1 credit/semester*
*(A total of 3 credit hours are required)

**PHILOSOPHY AND RELIGION**
PHI-101 Introduction to Philosophy
PHI-111 Basic Reasoning
PHI-105 Introduction to Ethics
REL-101 Survey of World Religions
REL-120 Judaism, Christianity, and Islam (D)
REL-130 Introduction to Religions of the East (D)
REL-140 Religions in the United States

**HISTORY**
HIS-121 Ancient Mediterranean World
HIS-122 Europe in the Age of Monarchy
HIS-123 Europe in the Age of Revolution
HIS-124 Europe in the Age of Nationalism
HIS-151 U.S. History to 1877
HIS-152 U.S. History since 1877
HIS-221 Holocaust and Genocide in Memory and Literature

*Applied Science and Technology Program Cost Estimate
School Year 2009-2010*
Health Information Technology
Entry: Fall

<table>
<thead>
<tr>
<th>SEMESTER</th>
<th>FALL</th>
<th>SPRING</th>
<th>SUMMER</th>
<th>FALL</th>
<th>SPRING</th>
<th>TOTAL</th>
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</thead>
<tbody>
<tr>
<td>Credit hours per semester</td>
<td>18.5</td>
<td>18</td>
<td>9</td>
<td>13.5</td>
<td>16.5</td>
<td>75.5</td>
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**College Fees:**

- Tuition: $2,053.50 $1,998.00 $999.00 $1,498.50 $1,831.50 $8,380.50
- Health exams/X-ray: $150.00

**Program Fees:**

- Textbooks: $500.00 $400.00 $75.00 $300.00 $300.00 $1,575.00
- Field trips: $10.00 $10.00 $10.00 $105.00 $135.00 $270.00
- Traveling Expense: $100.00 $100.00 $200.00 $100.00 $500.00
- Name Tag: $10.00
- Clinic background check: $35.00
- Licensure/Cert. Exam: $230.00 $230.00

**TOTALS:**

- $2,758.50 $2,508.00 $1,184.00 $2,103.50 $2,596.50 $11,150.50

- Travel & parking and housing expenses for practicum/clinical courses will vary depending on the location of the practicum assignment.
- Tuition based on Fall 09 $111/credit hour.
- Textbook prices are subject to change.
- Health exam & health insurance are estimated costs.
- Travel cost estimated at $.505 per mile.
Applied Science and Technology Program Cost Estimate
School Year 2009-2010

Medical Coding
Entry: Fall

<table>
<thead>
<tr>
<th>SEMESTER</th>
<th>FALL</th>
<th>SPRING</th>
<th>SUMMER</th>
<th>TOTAL</th>
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<td>18.5</td>
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<td>9</td>
<td>45.5</td>
</tr>
</tbody>
</table>

**College Fees:**
- Tuition: $2,053.50
- Health exams/X-ray: $150.00

**Program Fees:**
- Textbooks: $500.00
- Field trips: $10.00
- Traveling Expense: $100.00
- Name Tag: $10.00
- Clinic background check: $35.00
- Licensure/Cert. Exam: $185.00

Totals: $2,758.50

- Travel, parking and housing expenses for practicum/clinical courses will vary depending on the location of the practicum assignment.
- Tuition based on Fall 2009 $111/credit hour.
- Certification exam is $185.00 for American Health Information Management Association (AHIMA) members, $235.00 for non-members.
- Textbook prices are subject to change.
- Health exam and health insurance is estimated cost.
Section III B
Classroom/Lab/Practicum

STUDENT STATEMENT

All students must read and sign the “Student Statement” the first day of class indicating an understanding of specific policies and expectations while enrolled in the program. Cell phones and pagers must be turned off during class time and are not allowed in the clinic settings. Students will be held accountable to all the requirements listed.

HIT STUDENT CONDUCT

Each course in the curriculum is intended to help the student develop the knowledge, judgment, skills and attitudes which are necessary to become competent professionals. Each course should be regarded by the student as a challenge to him or her to obtain from the subject all that his or her capabilities will permit. The content and learning experiences provide the foundation for the student’s continued formal education, independent study and professional growth.

The curriculum is designed to allow sufficient time for each student to acquire specific content in scientific principles of health information technology practice and to develop proficiency in performing all functions. Through the basic educational program, the student should acquire knowledge of and proficiency required of members of the health information team. The graduate is prepared to assume responsibility for coding accurately.

COMMUNICATIONS

Open, honest communication between students and faculty is extremely important. If students encounter difficulty with the content and/or methods used in a particular course, it is the student’s responsibility to make an appointment with the instructor during regular office hours. If a conflict arises between the student and instructor and they are unable to resolve an issue, the student should request a meeting with the program director.

Students are encouraged to carefully read their course syllabi for specific requirements and policies applicable to specific courses.
GRIEVANCE & ACADEMIC APPEAL POLICY

For concerns or appeals, students should first meet with the course instructor and then, if necessary, the program director, then the department dean. These concerns should be addressed as soon as possible. Grade appeals must be presented within 60 days from the date of which the grade was assigned. Refer to the Kirkwood Student Handbook or website for additional information.

CONFIDENTIALITY

Students in professional practice experiences will maintain strict confidentiality of patient information. This includes oral, written and computerized information. This is an important attribute of professionalism. A student violating this policy may be asked to leave the professional practice site, jeopardizing continuation in the program. Students in health care facilities may be asked to sign a confidentiality statement.

In accordance with provisions of public law 93-380, as amended (P.L. 935668), the Family Educational Rights and Privacy Act 1974, commonly known as the “Buckley Amendment”, all faculty and staff have the responsibility to maintain confidentiality pertaining to student records.

1. No information will be released about student grades to a third party unless the student has given written consent. “Third party” includes parents, family members, and potential employers.

2. It is the policy of this program and the Health Science Department not to release directory information (phone numbers & addresses) without prior consent.

PROFESSIONALISM

Students are representatives of their programs and future professions, and as such, are expected to be professional in the classroom and at professional practice sites. Conditions of patients should be discussed only with the professional personnel directly connected with the care of the patient. A discussion of personal information of patients in public places is a violation of the code of ethics. Professional relations must be observed during professional practice experiences. Students are not to leave their assigned professional practice area without permission from their instructor. All accidents or errors that occur during professional practice experiences must be reported to the instructor. Students are NOT to sign or witness the signature of patients at any time. Students are not to misuse material or computer equipment at the professional practice sites. Misconduct or negligence in complying with the rules and regulations of the program will be considered unethical practice. Unethical practice will result in disciplinary action which will result in failing the course and possible dismissal from the program.
SPECIAL ASSISTANCE

If you are having difficulty with course work, please discuss this with your instructor early. In most cases, the instructor can offer you suggestions or refer you to support services for assistance. The college provides a number of support services to help students achieve success in their program. See the College Student Handbook for support services.

See the program director or a counselor to arrange for special tutoring. The Learning Services Department offers assistance in basic skills and study skills. The Library has a variety of self-study materials and offers assistance in how to use the library. There is probably something that we can do to help if you ask early.

CLASSROOM AND LABORATORY POLICIES

Children are not allowed in classrooms, labs or professional practice sites at any time. Cell phones and pagers must be turned off during class time and are not allowed in the professional practice settings. Materials utilized in the classroom, lab or professional practice site may not be removed and are to be returned to their proper location. Computers and equipment at the professional practice site are not to be used for personal use.

CLASSROOM POLICIES

Purpose: To provide the HIT student with classroom policies in order to gain an understanding of faculty expectations and to enhance student’s performance in the classroom.

Classroom policies are as follows:

1. Students are expected to attend all scheduled classes
2. In the event a student misses class, the student is responsible for obtaining information, handouts and assignments.
3. Unannounced quizzes cannot be made up.
4. Scheduled tests/exams may not be made up unless the student calls the instructor prior to the test/exam.
5. Students arriving late for tests/exams will not be given additional time.
6. Any make up tests/exams must be made up within one week of date of original exam. Tests will be available in the test center.
7. Assignment turned in late will have an automatic 50% deduction. In case of illness, a doctor’s excuse will be required. No assignment will be accepted after one week of due date.
8. Students are expected to attend all tours and to dress appropriately. If a student misses a tour, a paper will be assigned by the instructor.
9. Students are expected to respect other students and instructors by eliminating unnecessary talking during lectures, presentations, discussion or in lab situations. Students who fail to observe this policy will be asked to leave class.

10. No eating or drinking is allowed in classrooms that are posted as such.

LABORATORY POLICIES

Purpose: To provide Health Information Technology students with policies for laboratory activities in order to gain an understanding of faculty expectations and to enhance performances during laboratory sessions.

Laboratory policies are as follows:

1. Medical records utilized in the laboratory are confidential. Discussion of information from medical records outside of class or removing medical records from the laboratory is a breach of confidentiality. Professional practice placement cannot be guaranteed if there is a breach of confidentiality.

2. All materials utilized/stored in the lab are not to be removed. Students are expected to return any supplies to the cabinets. Students are expected to keep their workstations clean.

3. Students will be expected to attend all lab sessions and are expected to leave promptly when another lab/class follows.

4. In the event a student misses a lab, the student is responsible for obtaining the assignment. Assignments turned in late will have an automatic 10% deduction for each day late. No assignment will be accepted after one week of due date.

5. On test/exam days, student attendance is expected. Students must call the instructor prior to the exam or a make-up will not be possible. The make-up exam must be taken within one week in the test center and may be in essay format.

6. Students are expected to respect other students and instructors by eliminating unnecessary talking to others during lecture, presentations and discussion. Students who fail to observe this policy will be asked to leave class.

7. No excessive or loud talking is permitted during lab time, including open lab time.

8. No eating or drinking is allowed in the lab.

COMPUTER ETHICS AND USE

The following policies regulate the use of computers in the HIT lab (336 Linn Hall) and Professional Practice Experiences.

General Policy

Students will respect the integrity of the systems and related physical resources.

Students will observe all contractual obligations of the software and hardware. Illegal reproduction of software is protected by U.S. Copyright Law and is subject to civil damages and criminal penalties including fines and imprisonment.
Student will not deliberately or negligently waste computing resources. This includes, but is not limited to, printing multiple copies of a document on a college-owned printer.

Students may not use computing resources to harass, slander, or defame others.

**Internet Policy**

The following guidelines exist to ensure continued free access to Internet services for all students.

1. Accessing the Internet is a privilege granted for the primary purpose of conducting research, completing class assignments and gaining familiarity with evolving electronic communications.

2. Users shall not send offensive, threatening, abusive, and obscene or other such messages to anyone who may be using the system.

3. Users shall not use Kirkwood’s computing resources to copy, generate or transmit obscene materials or shall not make obscene files publicly accessible.

4. Each user will be financially responsible for any unauthorized commitments made through the Internet.

5. Users must follow the guidelines as outlined in the AA/EEO policy on Hostile behavior/material considered to be offensive or obscene.

6. Users shall not engage in invasion of privacy, unauthorized access, violating of copyright laws or any other activity prohibited by these guidelines or by law.

7. An Internet accessible computer must be used in reasonable time increments; users shall not access Internet services for longer than one hour at a time, unless as part of a class exercise.

8. Total use of the Internet is limited to two hours any one day. Internet and email access is denied during the professional practice experience.

9. Users who obtain or permit obscene or objectionable material to be seen on the computer terminal will be asked to log off the system.

10. Access to the Internet may be denied or revoked at any time.

**ATTENDANCE**

Effective learning requires active involvement of both students and teachers. Students are expected to attend all classes unless prevented by extenuating circumstances. Students are responsible for the learning that may develop from both in-class and out-of-class experiences. Should there be an anticipated absence for good cause, instructors should be advised of such absences as far in advance as possible.

Students may be required to verify absences due to illness.

In the event a student misses class, the student is responsible for obtaining information, handouts and assignments from their peers.

Attendance is considered an important criterion to academic success. Furthermore, attendance records reflect an individuals’ sense of responsibility and professionalism.
Absences do not lessen a student’s responsibility of meeting requirements of any class.

Students are expected to know the attendance policy of each instructor. Failure to abide by an instructor’s attendance policy may result in failure of the course.

**Class**

Regular class attendance is expected of each student enrolled in the Health Information Technology Program. If it becomes necessary to miss a class you should notify your instructor(s) before the start of class. In most cases the instructor will be able to work with you to make up the work. It is the student’s responsibility to get notes, handouts, and assignments from a classmate, if absent. *(This should be done prior to the next class time.)* Many courses if the class does not meet for another week the assignment may be considered late.

Students will not be allowed to make-up examinations unless they have made previous arrangements with their instructor prior to the exam. Make-up exams will be left up to the discretion of the program director or faculty. If no contact is made a grade of “0” will be assigned for that specific exam.

Instructors are not obligated to allow students to make-up work due to extensive absenteeism.

**LAB**

As lab is a critical component to your success, one absence is allowed each semester. After a second missed lab, a meeting with the instructor and program director is required. Two lab absences may result in failure of the course.

**CLINIC**

On absence is permitted in the HIT clinical. Exceeding this absence may result in failure of the course.
PROFESSIONAL PRACTICE EXPERIENCES

1. Professional practice experiences are non-paid. Students are not employees of the health facility and not eligible for unemployment during a professional practice experience.

2. All students are responsible for their own health insurance.

3. Spring semester – freshman year (Professional Practice Experience I)
   • One day a week for twelve weeks, eight hours a day plus 4 weeks of lecture on campus.
   • Hospitals and physician’s offices may be utilized as sites.
   • Placement is within 100 miles of Kirkwood.

1. Summer semester – freshmen year (Professional Practice Experience II)
   • One day a week.
   • Hospitals and physicians offices may be utilized as sites.
   • Placement is within 100 miles of Kirkwood.

2. Fall Semester – sophomore year (Professional Practice Experience III).
   • Four weeks, five days a week, thirty-six hours a week.
   • Students are placed in larger hospitals, perhaps throughout the state of Iowa.

3. Spring Semester-sophomore year (Professional Practice Experience IV)
   • Sites include Cedar Rapids, Iowa City, Independence, Delhi, surrounding areas and on campus
   • Involves the State Health Registry of Iowa, Tumor Registry, Birth Defects Registry, the Department of Corrections, long-term care, mental health records, and other alternative employment opportunities
   • Students are required to construct a professional portfolio, present healthcare related topics during a community workshop, and attend the Iowa Health Information Management Association annual spring meeting

Students will receive a handbook for each professional practice experience.

GENERAL PROFESSIONAL PRACTICE EXPERIENCE POLICIES

1. All prerequisite courses for professional practice experiences must be completed with a passing grade. A complete physical exam form must be on file with campus health office prior to professional practice assignment. A TB test is required annually. Students must sign the Health Sciences student statement. Verification of current OSHA training is required.

2. Professional practice experience assignments will be made by the program director. Although students are asked to identify three cities as their preferences (Iowa City/Cedar Rapids is one site), placement in one of these cities is not guaranteed. Professional practice sites may be within 150 miles radius one way of Kirkwood Community College for HI Professional Practice I and II. Placement may be state-wide for HI Professional Practice III.

3. Students are responsible for housing, meals, parking and transportation costs. Also nametags and health insurance.
4. Students are to observe all rules and regulations of the professional practice sites, display professionalism in areas such as dress, language, and confidentiality. Either the professional practice site or the college may withdraw a student if conduct or practice is unacceptable. Unacceptable conduct includes breaches of patient confidentiality, disruptive behavior and lack of participation. If the professional practice site withdraws a student from the experience, the student should notify the HIT program director. Alternate placement at another site is not guaranteed.

5. All information within medical records and or computer stored information must be held in strict confidence. Disclosure of any confidential information will result in a failure of the professional practice.

6. Students will attend the professional practice on assigned days. No changes will be made without approval of the program director. The program director will discuss any changes with the professional practice supervisor.

7. In case of an absence, students should notify their professional practice supervisor by the starting time of the experience day. The program director must also be notified. Pending completion of competencies, time will be made up either at the professional practice site or in the classroom laboratory.

8. Students will arrive on time each day. If the student will be late due to unforeseen problems, the professional practice supervisor must be notified. Students are not to leave early without discussion with their supervisor.

9. Final grades will be based on the professional practice supervisor’s evaluation, competency performances, written notebook by the students, and student's completion of required forms.

10. Students are responsible for all information in the professional practice handbook and to prepare a notebook of written reports as defined in the handbook. Notebooks are due on a specified date. Ten points will be deducted for each day the notebook is late. Failure to turn in a notebook will result in a failing grade.

11. Health information program faculty usually visits students at least once during the professional practice experience.

12. Students are expected to communicate any concerns with the professional practice supervisor. If problems cannot be resolved, the student is to contact the health information program director and a meeting will be arranged with the supervisor, student, and program director.

13. Students will be unable to submit any materials related to the affiliated experiences for publication without prior approval of professional practice site and Kirkwood Community College.

14. Officially registered health students (e.g. tuition paid status) are:
   1) Covered under Kirkwood’s professional liability insurance for acts performed as a students, and

   2) Covered under Kirkwood's Worker Compensation for injury occurring during acts performed as a student. Coverage applies only to the dates and hours of Professional Practice Experience assignments. Kirkwood does not carry health care insurance for students. Students are encouraged to maintain or obtain health care insurance. Information may
be obtained from the college nurse’s office in Iowa Hall. Students are responsible for all incurred health care expenses.

15. Any student injured while on unpaid clinicals need to be seen at the St. Luke’s Work Well Clinic – either as the initial visit or as a follow up appointment. These claims are processed with Kirkwood’s Worker’s Compensation claims. St. Luke’s is the designated hospital and the Work Well Clinic is the designated physician.

OUTSIDE EMPLOYMENT

It is certainly recognized that most, if not all, students need to work part-time to support themselves while in school. This becomes exceedingly difficult when professional practice assignments are scheduled and students may be assigned outside the Cedar Rapids/Iowa City area. It is impossible for program faculty to alter experience assignments to fit the work schedule of individual students.

Health Information Technology students may be employed by a professional practice site so long as employment takes place outside regular coordinated professional practice hours, is non-compulsory, paid, and subject to employee regulations.

OTHER PROGRAM INFORMATION

A. Students should have keyboarding skills and be able to prepare a mislabel letter prior to entering the program. Students will be tested and if proficiency is not demonstrated specific courses will be recommended.

B. Electives
   1. Required Electives
      a. Intro to Math
      b. 3-credit humanities
      c. Composition I, Fundamental of Communications

   2. Your advisor will assist you in selecting an elective based on your Kirkwood placement test scores and program requirements.

   3. All electives must be approved by your advisor.
LIBRARY INFORMATION

Kirkwood Community College’s Library provides information and resources for many class assignments. The library has a number of resources (see Kirkwood Community College Handbook) and contains reference material for the Health Information Technology program.

The Health Information Technology Lab located in 336 Linn Hall also has a number of materials available for the HIT student. Some resources are for use in the lab only, other resources may be checked out for student use.

ILLNESS/ACCIDENTS

The student must report all illnesses or accidents on campus to an instructor as soon as possible. The student must absorb any expenses involving an injury or illness. The program may require a student to be seen by a physician for conditions which may endanger the health of patients and/or the student. Any student injured while on unpaid clinicals need to be seen at the St. Luke’s Work Well clinic – either as the initial or as follow up appointment. The claims are processed with Kirkwood’s Workman’s Compensation. St. Luke’s Hospital and the Work Well clinic are the designated providers. A Kirkwood incident report needs to be completed as well. This form is available at www.kirkwood.edu/campushealth.

CLINICAL COMPLIANCE

Complete up-to-date information on all requirements for clinic compliance is on the program website at www.kirkwood.edu/healthscience. It is the student’s responsibility to read, follow and meet all requirements and deadlines listed.

WEATHER

The college may cancel or postpone classes due to weather conditions. This will be announced on local Cedar Rapids, Iowa City, and Waterloo radio and TV stations. (Listen for Kirkwood Community College NOT College Community Schools.) Classes will not normally be made-up. Any test or activities scheduled that day will be held on the next regular class day. If the college delays the start time, classes will begin at that time, even if it is in the middle of the normal class time. Faculty will provide instructions in the course syllabi for professional practice courses and unusual circumstances. If students decide they cannot come to class or professional practice due to weather conditions in their area, the appropriate faculty must be notified. Students are expected to make appropriate judgments based on their situation. Each student situation will be evaluated individually by faculty.
Section IILC
Registration/Grades

REGISTRATION

The sequence of courses in the program has been carefully planned to ensure the most effective and efficient presentation of curriculum. Program advisors will assist students in following the curriculum and registering for the proper course sections. Students who plan to transfer to a four-year college should meet with their advisor regarding transfer courses where appropriate. Students will be notified of pre-registration times. Students are responsible for successful completion of all course prerequisites prior to registering.

1. Registration is on-line via EagleNet.
2. The student must have no registration holds. Holds may be due to parking fines, library fines, incomplete health physical, immunizations or outstanding financial obligations to the college.
3. Students on academic probation or with an academic warning must meet with a counselor in Student Development (115 Iowa Hall) before their registration can be processed.

CHANGE OF REGISTRATION

If it becomes necessary to drop or add a course after registration, the student must see the program director, complete a change of registration form and personally take it to the Enrollment Services office (216 Linn Hall). If circumstances prevent a student from continued attendance in a course, a change of registration form must be completed. If a student does not continue to attend a course, but fails to withdraw from the course, the instructor will have no choice but to assign a failing grade. Each semester has a last day to drop classes indicated on the academic calendar. The last day to drop is 75% through a course. See the academic calendar or course syllabus for specific information. Refer to the student handbook for information regarding tuition reimbursement.

GRADES

Kirkwood uses a 4.0 grading system. Kirkwood grades and their meanings are given below:

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<thead>
<tr>
<th>Grade</th>
<th>Points</th>
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<tbody>
<tr>
<td>A</td>
<td>4.0</td>
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<tr>
<td>A-</td>
<td>3.67</td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
</tr>
<tr>
<td>B-</td>
<td>2.67</td>
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<tr>
<td>C+</td>
<td>2.33</td>
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<tr>
<td>C</td>
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<td>C-</td>
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<td>D+</td>
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<tr>
<td>D</td>
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<td>F</td>
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<td>FW</td>
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<table>
<thead>
<tr>
<th>Grade</th>
<th>Meanings</th>
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<tbody>
<tr>
<td>P</td>
<td>Passing-credit</td>
</tr>
<tr>
<td>Q</td>
<td>No credit</td>
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<tr>
<td>I</td>
<td>Incomplete</td>
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<tr>
<td>E</td>
<td>Excused Without Credit</td>
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<tr>
<td>T</td>
<td>Credit by Examination</td>
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<tr>
<td>N</td>
<td>Audit</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawn from Course</td>
</tr>
<tr>
<td>X</td>
<td>Course repeated</td>
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<tr>
<td>O</td>
<td>Original grade removed</td>
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</table>

<table>
<thead>
<tr>
<th>Grade</th>
<th>Meanings</th>
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</thead>
<tbody>
<tr>
<td>FW</td>
<td>Failure to Withdraw</td>
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</table>
The grades A, B, C, D, F, and FW are included in the computation of grade point average [see Kirkwood handbook for computing grade point average]

Grading scales for individual courses are found in each course syllabus.

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**PHI THETA KAPPA HONOR SOCIETY**

**What is Phi Theta Kappa?**
Phi Theta Kappa is an international honor society for students in two-year colleges. Kirkwood Community College has an active chapter, named Alpha Eta Rho, headquartered in the Arts and Humanities Department, 337 Cedar Hall.

**What are the benefits?**
- Members are eligible for more than $30 million in scholarships at four-year institutions nationwide when they transfer from Kirkwood. A complete list of scholarships can be found on the PTK web site: [www.ptk.org](http://www.ptk.org).
- Members wear a gold honors stole and tassel at Commencement.
- Members receive a gold PTK key lapel pin, membership certificate, and ID card.
- Members are automatically recommended for the National Dean’s List.
- Members may compete for other honors.
- Phi Theta Kappa membership is noted on the Kirkwood transcript and the Phi Theta Kappa seal appears on members’ Kirkwood diploma.
- *Best of all*, members may join with other Alpha Eta Rho members in the activities of a thriving local chapter, and may qualify to attend regional or national meetings.

**What are the eligibility requirements?**
A 3.5 grade point average and at least 12 credits earned toward an AA, AS, AS/CO, or AAS degree are required to become a member. A 3.4 GPA must be maintained to sustain membership.

**How much does membership cost?**
As of fall semester 2000, membership in the local, regional, and national association will total $50.00. A typical transfer scholarship to a Phi Theta Kappa member from a four-year college or university will be from $500 - $5000—a good return on a $50 investment!

**Is this only for arts and sciences students?**
Definitely not. Members include students from all programs, all Kirkwood locations, daytime and evening, full-time and part-time students. A non-active (registered) membership, also $50, is available for students who cannot participate in chapter meetings or activities.

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**FOR MORE INFORMATION**
**CONTACT THE ARTS & HUMANITIES DEPARTMENT, 398-4913**

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**SATISFACTORY PROGRESS**
College regulations require a minimum cumulative grade point average of 2.0 to Graduate with an AAS. Academic probation may be given for either a grade point average of less than 2.0 in any given term, or for failure to maintain satisfactory progress. In light of requirements for completion, failure to maintain satisfactory progress will be considered as a GPA below 2.00 in any given semester, and/or a grade of "F" in any prerequisite course work. A student on academic probation must maintain a GPA of 2.00 or greater the next semester. Continuation in the program is contingent upon maintaining satisfactory progress during "probationary status".

## HIT PROGRAM POLICIES REGARDING ACADEMIC HONESTY

### Academic honesty and dishonesty

Academic integrity is basic to all academic activities so that grades and degrees have validity. Academic dishonesty violates the integrity of the learning process and personal trust.

**Plagiarism**

Plagiarism is “the act of using another person’s ideas or expressions in your writing (or other presentations) without acknowledging the source.”

Examples include:
1. Deliberate copying
   --submitting someone else’s report/writing as your own
   --copying someone else’s paper, homework, or any other activity
   --submitting a paper or presentation in more than one class without instructor permission

2. Inaccurate documentation
   --quoting material without using the appropriate citation
   --quoting material without using the appropriate quotation marks
   --paraphrasing material

### Cheating

Examples include:
1. Looking at another individual's paper during an examination
2. Looking at your text or notes during an examination

### Academic Dishonesty

Examples include:
1. Giving someone answers during an examination
2. Doing someone else’s work for them
3. Fabricating resources

Penalties for cheating and plagiarism are outlined in the Kirkwood Community College student handbook.

## WITHDRAWAL FROM THE PROGRAM
A student who finds it necessary to withdraw from the program may do so either through the program director or Student Development (115 Iowa Hall). Please inform the program director of your intent.

The program reserves the right to request the withdrawal of any student whose health, work, or conduct is determined to be detrimental to the health and safety of themselves, other students or patients.

**READMISSION TO THE PROGRAM**

If readmission is sought after exiting the program, the student will be required to fulfill the current curriculum and program requirements for graduation. Readmission is contingent upon available space in the class and completion of admission requirements.

See Kirkwood Student Handbook for other withdrawal and readmission policies, such as readmission following academic suspension.

**PART- TIME STATUS**

Students who are unable to complete the program in the normal sequence of courses must:

- Meet with their program director and plan the sequence of courses.
- Reapply for the next program start if they have not completed the first semester courses. These students do not have priority over new applicants.
- If numerous students request to re-enter the program, the date of the application will be used to select students accepted to register.
- Registration in classes on a part-time basis is not guaranteed. Registration is on a space available basis. Priority is given to students enrolled full-time with the intention of completing the program requirements within the curriculum plan.
ACADEMIC AND GRADUATION REQUIREMENTS

- Students are expected to achieve and maintain a 2.0 grade point average.
- All students graduating from this program must successfully complete all required program courses and achieve a 2.0 cumulative grade-point average.
- No “D” (developmental) level courses are accepted as course substitutions in this program. These courses have a "D" in the course catalog number. For example: PT080D, Pre-algebra.
- All students must complete an “Application to Graduate” by the following application deadlines:

<table>
<thead>
<tr>
<th>Graduation</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring</td>
<td>February 1</td>
</tr>
<tr>
<td>Summer</td>
<td>February 1</td>
</tr>
<tr>
<td>Fall</td>
<td>September 1</td>
</tr>
</tbody>
</table>

- Courses in the curriculum are sequential. For this reason, students who do not pass a prerequisite course must successfully complete that course before continuing in the curriculum. Refer to the course descriptions in the college catalog for prerequisites.

- Students may not graduate:
  1. With an incomplete, “F” or no pass grade in any program course.
  2. If they have any registration holds such as outstanding fines.

- Students are awarded an Associate of Applied Science degree.

STUDENT/GRADUATE INPUT

Students will be asked for input and suggestions in most courses. Given the diverse learning styles and backgrounds of a class, it is always challenging for faculty to find methods to satisfy the learning needs of each student. Students are encouraged to be open and honest in providing feedback to faculty. Students are entitled to anonymity when providing feedback. Any intimidation or retribution resulting from feedback should be reported to the Dean of the Health Science Department.

Near the end of the program, students will be asked to complete a survey assessing program strengths and areas for improvement.

A follow-up survey will be sent to all graduates to obtain feedback related to the program curriculum. Graduate feedback is viewed as an extremely valuable resource for curriculum review and revision. Additional informal suggestions are encouraged.
Graduates are asked to inform the program director of all professional accomplishments including awards, promotions and publications.

REGISTERED HEALTH INFORMATION TECHNICIAN

Students are eligible to apply for the American Health Information Management Association (AHIMA) Registered Health Information Technician (RHIT) examination following successful completion of the program. The examination is administered throughout the year via computer-based testing center in Des Moines, Iowa. Following is general information about the examination.

- The examination is based on entry-level role competencies.
- The content of the exam is reviewed by AHIMA Council on Certification (COC), COC Exam Construction Committees, AHIMA staff, and AMP editors for clarity, bias, context, setting, language, terminology and content. Program faculty is not made aware of specific examination content.
- The examination consists of two parts – HIT competencies and Coding competencies.
- Application packets will be provided to students in the spring of their sophomore year. Additional packets may be obtained from:

  Candidate Services Department
  ATTN: AHIMA Examination
  Applied Measurement Professionals, Inc.
  8310 Nieman Road
  Lenexa, KS 55214-1579
  (913) 541-0400, ext. 450 or (913) 495-4450

The application deadline varies each quarter. Students are notified of the deadline in the application packet. The fee for the examination is $185 for AHIMA members, $235 for non-members.

Students should refer to the examination application packet for additional information.

ARTICULATIONS – FOUR-YEAR COLLEGES

Program faculty will assist students by providing information on four-year colleges offering the Registered Health Information Administrator (RHIA) program. Students with plans to transfer to a four-year college after graduation should contact that college’s registration personnel in order to determine appropriate transfer courses.

APPLIED BUSINESS - Bachelor's degree
Mount Mercy College will accept 63 credit hours toward a bachelor of applied science degree.

HEALTH SERVICES ADMINISTRATION - Bachelor’s degree
Mount Mercy College will accept 63 credit hours toward a bachelor of Applied Science degree.
HEALTH INFORMATION MANAGEMENT PROGRAM - Bachelor's degree; Post-baccalaureate Certificate
College of St. Scholastica, Duluth, Minnesota. Progression programs available: Distance Learning, Internet; Independent Study; Intensive Summer. klatour@css.edu 218-723-6011

HEALTH INFORMATION ADMINISTRATION PROGRAM - Bachelor's degree; Post-baccalaureate Certificate.
Stephens College, Columbia, Missouri Distance Learning; Independent Study'; Intensive Summer. joanr@wc.stephens.edu 1-800-388-7579

BACHELOR OF ARTS IN SPECIAL STUDIES – St. Ambrose University, Davenport, Iowa for registered nurses and allied health graduates.
COMMUNITY PARTICIPATION

The program maintains an Advisory Committee of representatives from the community to guide and assist in curriculum development and other program matters. A current second-year student serves on this committee representing the views of fellow students.

EXPECTATIONS OF A PROFESSIONAL

The American Health Information Management Association (AHIMA) has adopted a code of ethics for Health Information Technology (HIT) Professionals. Essentially the description of the profession and the current role of HIT professionals include:

Health Information Technology is the profession that focuses on healthcare data and the management of healthcare information resources. The profession addresses the nature, structure, and translation of data into usable forms of information for the advancement of health and healthcare of individuals and populations.

Health information professionals collect, integrate, and analyze primary and secondary healthcare data; disseminate information; and manage information resources related to research, planning, provision, and evaluation of healthcare services.  

CODE OF ETHICS

_The AHIMA Code of Ethics guides the practice of people who choose this profession. The overall tenet of the Code of Ethics is working toward improved quality of patient care through quality information._

AHIMA Code of Ethics

Preamble

This Code of Ethics sets forth ethical principles for the health information management profession. Members of this profession are responsible for maintaining and promoting ethical practices. This Code of Ethics, adopted by the American Health Information Management Association, shall be binding on health information management professionals who are members of the Association and all individuals who hold an AHIMA credential.

I. Health information management professionals respect the rights and dignity of all individuals.

II. Health information management professionals comply with all laws, regulations, and standards governing the practice of health information management.
III. Health information management professionals strive for professional excellence through self-assessment and continuing education.

IV. Health information management professionals truthfully and accurately represent their professional credentials, education, and experience.

V. Health information management professionals adhere to the vision, mission, and values of the Association.

VI. Health information management professionals promote and protect the confidentiality and security of health records and health information.

VII. Health information management professionals strive to provide accurate and timely information.

VIII. Health information management professionals promote high standards for health information management practice, education, and research.

IX. Health information management professionals act with integrity and avoid conflicts of interest in the performance of their professional and AHIMA responsibilities.


Preamble: This Code of Ethics sets forth ethical principles for the health information management profession. Members of this profession are responsible for maintaining and promoting ethical practices. This Code of Ethics, adopted by the American Health Information Management Association, shall be binding on health information management professionals who are members of the Association and all individuals who hold an AHIMA credential.

1. The Health Information Technology professional demonstrates behavior that reflects integrity, supports objectivity, and fosters trust in professional activities.

2. The Health Information Technology professional respects the dignity of each human being.

Qualities of a Professional

The qualities that make up a professional are varied and of an intrinsic nature. Essentially, the qualities that make up a professional may be defined in three areas:

- A commitment to the profession.
- A commitment to life-long learning and continuous professional and personal growth.
- Active participation in one’s own growth, and those with whom we work.

Terms which may describe the qualities of a professional are?

- Interest in continued professional growth
- Professional conduct/behavior
- Communication skills
- Respectful
- Honest
- Quality work
• Upholds professional ethics
• Follows rules, regulations
• Collaborative
• Knowledgeable in subject area
• Punctual
• Participation on committees, discussions and activities
• Participation in one’s profession
• Initiative
• Leadership
• Advocate
• Free from prejudice
• Caring
• Team player
• Problem solver
• Maintains confidentiality
• Commitment
• Honest
• Organized
• Stays current
• Good presentation
• Reliable
• Dependable
• Confident
• Responsible
• Ethical

FOR FURTHER INFORMATION, CONTACT US AT:

Kirkwood Community College
6301 Kirkwood Blvd. SW
Cedar Rapids, IA 52406
www.kirkwood.edu/healthscience

Health Science Department
221-223 Linn Hall
319-398-5566
FAX: 319-398-1293
1-800-363-2220

Betty Haar, Program Director
319-398-4923
email: betty.haar@kirkwood.edu

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