



Health Information Technology Program Orientation

Module II: Policies and
Procedures Specific for the
HIT Program

Agenda

- Curriculum Framework
- Professional Practice Experience
- Course Scheduling
- Confidentiality Statements
- Admissions Procedures and Policies
 - Progression Policy
 - Readmission Policy
 - Transfer Policy
 - Advanced Placement Online Program
- Financial Aid
- Grade Standards
- Attendance/Make-up Test Policy
- Academic Counseling
- Social Media Policy
- Academic Dishonesty Statement
- Non-Discrimination Policy
- Disability Services Provisions
- Learning Resources Center
- Student Conduct
- Title IX: Sexual Harassment and Sexual Violence
- Student Employment Policy
- Medical and Liability Insurance
- Infection Disease Policy
- Contact with Patients Infected by HIV
- Professional Practice Experience Site Expectations
- Statement on Accreditation and maintaining accreditation
- Expenses/Costs of Program

Course Scheduling

- While the ideal class times may be in the morning or early afternoon, it is important to realize that HIT classroom/clinical education activities will be scheduled throughout the day.
- In scheduling work activities and other responsibilities, a student needs to be cognizant of the time demands that this program requires.
- It is recommended students enrolling in the program extensively review the MTCC Health Information Curriculum (catalog) to gain an understanding of the sequencing of courses and the contact hours involved with each in order to have a comprehension of the time involved in the completion of the program.

PLEASE REMEMBER THAT WHILE WE UNDERSTAND THAT MEETING THE DEMANDS OF YOUR EMPLOYMENT IS NECESSARY, WE CANNOT SCHEDULE THE CURRICULUM AROUND THE NEEDS OF THE WORK SCHEDULES OF STUDENTS.

Curriculum Content

- General Education (15 hours)
 - ENG 111 & 112
 - MAT 152
 - Hum/Art Elective
 - Social Science Elective
- Major Courses
 - BIO 163 OR 168 & 169
 - HIT 110, 112, 114, 122, 124, 210, 211, 214, 216, 218, 220, 222, 226, 280,
 - MED 121 & 122
- Other Major Courses
 - CIS 111
 - HIT 215
 - HIT 221
 - HIT 227
- Other required courses
 - ACA 115

Total 72 credit hours,
102 Contact hours
5 semesters to
complete as a Full-time
student

Confidentiality Statements

- Requirement of Program & PPE Site at Orientation
 - Throughout the educational experience of the HIT student, both in the classroom and the professional practice setting, actual patient records will be utilized for training purposes. While the identity of records used in the classroom has been altered, the identity of the records in the professional practice setting is that of the individuals whose names appear on them.
 - As the confidentiality of patient information is of the highest priority, the student must realize that any action resulting in the release of unauthorized information can result in disciplinary action and dismissal from the program.
 - The Confidentiality Statement (see Appendix A) includes information regarding this disciplinary action and this statement must be signed by the student prior to contact with or use of actual medical information.

Admission Procedures

- Complete College application @ CFNC.org
- Sit for college placement test or meet multiple measures requirements
- Visit or Speak with Advisor
 - Valerie Dobson (last names A – N)
 - Judy Butner (last names O-Z)
 - Obtain program Checklist/Curriculum Plan

HIT Program Specific Policies

- Progression (10 point grade scale “B-80” or better)
- Readmission (see readmission policy)
- Advance Placement (see AP policy and Curricular Plan)
 - Option 1: Credit by Exam
 - Option 2: AP Online Program
- Transfer Credit – generally granted from another CAHIIM accredited HIT Program within the NCCCS (taken within last 5 years)

Financial Aid

- Students who have satisfactory academic records and are in need of aid may qualify for financial assistance.
- Although the primary responsibility for financing an education remains with students and families, McDowell Technical Community College participates in several programs designed to supplement individual and family contributions.
- Financial aid may consist of grants, scholarships, campus employment, student loans or any combination of these as determined by the policies of the Financial Aid Office.
- Students are encouraged to reference the [MTCC Website Financial Aid link](#) for further information.

Grade Standards

- Expectations of optimal level in all coursework
- Minimum grade of “B” in all HIT, BIO, OST & MED prefix courses in order to progress and enroll in PPE courses
- Employers establish minimum grades for hiring consideration
- Maintain GPA of 2.0
- 10 point scale - C or below, course **must** be re-taken, see readmission program policy for noncompliance grades
- Incomplete grades are issued when necessary on individual basis at the request of the student, must be resolved prior to start of following semester when the subsequent course has a prerequisite, treated as an “F” until removed.

Attendance & Make-up Test Policy

- Regular Class Attendance is **Expected**
 - Punctual and Engaged
 - Tardy (3 tardies or leaving early are counted as one absence)
- PPE classes missed **must** be made up hour for hour
- Make-up Testing – majority of testing is completed online via course management system.
- Notify course instructor of daily absences & program coordinator of extended absences so that plans can be made in advance when necessary for making up work

Academic & Professional Counseling

- Academic Counseling:
 - MTCC Student Services
 - On-boarding Advisor & Faculty during pre-registration & Registration process
 - Mid-term Reviews of students
- Professional or Behavioral Health Counseling
 - Referrals to community agencies when needed

Social Media Policy

- Please see the social media statement located in the Student Handbook on page 15 of the following link: <https://indd.adobe.com/view/69850dfd-9651-4f22-a263-24a2f2b4db8b>
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Academic Integrity

- **Academic Integrity Statement:**

- Plagiarism and cheating will not be tolerated. McDowell Technical Community College is responsible as an accredited institution for guaranteeing academic integrity.

- **Students** are expected to submit their own work. Penalties for either of the above will be left to the discretion of the instructor (and the Dean of Educational Programs) **Penalties may include but are not limited to a grade of “0” on the assignment and / or failing grade for the course.** Further disciplinary action may also be taken by college administration.

- **Cheating** is the intent to deceive the instructor in his or her effort to evaluate fairly an academic assignment. Cheating includes copying another student's homework, classwork, or project (partly or entirely) and submitting it as his or her own; giving, receiving, offering, and/or soliciting information on a quiz, test, or exam; or plagiarism.

- **Plagiarism** is the intentional theft / copying or unacknowledged use of another's words or ideas. Published works such as books, magazines, audiovisual, electronic media, film, copying essay or any written work of another. Plagiarism includes (but is not limited to) paraphrasing or summarizing another's words or works without proper acknowledgement, using direct quotes of material without proper acknowledgement, or purchasing or using a paper or presentation written or produced by another. The faculty at MTCC may also consider presenting as original work a paper written for one class to satisfy a requirement in another class to be academic dishonesty

Non-Discrimination Policy

- It is the policy of McDowell Technical Community College that no individual shall, on the basis of sex, age, religion, race, color, national/ethnic origin, disability or political affiliation, be excluded from participation in, be denied admission to or the benefits of, or be subjected to discrimination in his/her education program, as required by **Title IX of the Education Amendments of 1972**, the Age Discrimination Act of 1975, **Title VI of the Civil Rights Act of 1964**, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990 (ADA). Any student who feels he/she has been discriminated against should contact the Director of the Student Enrichment Center, MTCC, 54 College Drive, Marion, NC 28752 Phone (828)652-0631. In addition, he or she may consult with or write to the Office for Civil Rights, District of Columbia Office, U.S. Department of Education, 1100 Pennsylvania Avenue., NW, Room 316, P.O. Box 14620, Washington DC 20044-4620; (202)786-0500.
- **Title IX** - For more information, definitions, and the complaint process please see the following link: <https://bit.ly/3479vod>
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Provisions for Persons with Disability

- McDowell Technical Community College provides equal access to education for persons with disabilities in compliance with Section 504 of the Rehabilitation Act and Americans with Disabilities Act. It is the responsibility of the student to make his or her disability known and to request academic adjustments or modifications each semester. The Disabilities Coordinator advises and assists in securing academic adjustments, support services and other provisions for qualified students with disabilities.
- Request for modifications, adjustments or accommodations should be made 30 working days before events or activities and submitted to the Disabilities Coordinator. Every reasonable effort will be made to make reasonable adjustments. In order to establish the student's eligibility for services, documentation of disability is required of all students who request academic accommodations or modifications. Documentation should be submitted to the Disabilities Coordinator and may include results of medical or psychological tests or other professional evaluations that verify the existence of an ADA-recognized disability. Students with learning disabilities should provide a current psychological evaluation that states the specific learning disability and the functional limitation within the learning environment. All documentation and records will be maintained in a confidential manner as outlined in the Family Rights and Privacy Act of 1974.
- Any students in this course who have a documented disability which may prevent them from fully demonstrating their abilities should **contact the Special Needs Counselor in Student Services at 652-0678**. The Special Needs Counselor will collaborate with the student and instructor to discuss what, if any, reasonable accommodations may be necessary to complete the course requirements.

Learning Resources Center

- **Tutorial Services Contact**

- Contact the Academic Resource Center (ARC) above the Library in Building 11, Telephone 652-0653

- **Computer Labs**

- **Academic Resource Center (ARC)** Lab located above the Library in Building 11 has computers with lab assistants present from the hours of 8 am to 7 pm on Mondays through Thursdays and from 8 am to 2 pm on Fridays.

- Classroom labs are not available for student use outside of regularly scheduled classes. These times are subject to change, so please verify current posted schedules the first week of this semester.

Student Conduct & Expectations

- Classroom
- Professionally
- Dismissal
- ROAR
 - Respect
 - Ownership
 - Accountability
 - Responsibility

Appropriate Dress

- Basic elements for appropriate and professional business attire include clothing that is in neat and clean condition. Appropriate workplace dress does *not* include clothing that is too tight or revealing; clothing with rips, tears or frays; or any extreme style or fashion in dress, footwear, accessories, fragrances or unnatural hair colors.

Inappropriate Dress:

- Inappropriate attire includes, but is not limited to, active sportswear, jeans with large holes or tears (colored jeans without holes are acceptable), shorts, halter tops, sneakers (unless medically necessary), beach shoes or similar footwear, T-shirts or apparel with messages or commercial advertising, as well as unkempt or inappropriately revealing clothing.

Student Dress Guidelines



Uniforms

Uniform standards are as follows:

The standard uniform color is determined by the program director or lead instructor. Details regarding specific program uniforms are covered at the mandatory program orientation at the beginning of each semester.

- All uniforms must be neat and clean; no loose or torn clothing.
- Shirts must be of a reasonable length, free of wrinkles tucked in; and pants pulled up to the waist.
- Shoes appropriate to the program (laces secured).
- Facial piercings may need to be removed or covered with a band aid.
- Visible tattoos must be covered.
- Economically disadvantaged students unable to purchase a uniform as specified above should notify the program director or lead instructor immediately.

Student Employment Policy

- Employment
- Assignment of PPE sites
- Demonstration of Proficiency

Medical and Liability Insurance

- Encouraged to carry hospitalization and medical insurance
- Liability Insurance (REQUIRED) \$14.50 per year

Exposure to Infectious Diseases

- Students participating in required professional practice experiences may find themselves at risk for exposure to infection
- Prior to participating in Professional Practice Experience, students must provide medical documentation to verify that he/she is free from and immunized against infectious diseases
 - completion of all required vaccinations, testing, information/documentation dates, and signatures as indicated on the medical/physical exam forms.
- Any student with an infectious disease must report this promptly to the faculty member in charge of the professional practice experience
 - Students cannot participate in professional practice experiences when it has been determined that a significant risk of transmission occurs.

Contact with Patients Infected by HIV

- As the professional practice experiences involved in Health Information Technology do not usually require patient contact, the possibility of exposure to patients infected with HIV is very limited.
- In the remote possibility that exposure should occur in the professional practice, efforts will be made by the staff of the of the infection control department of the facility to handle the situation in an urgent manner and to provide the necessary guidance and instructions to the student and the HIT Program Coordinator.

Vaccination Policy

- Clinical agencies may require students and faculty participating in clinical, professional practice or preceptorship experiences to provide proof of all required vaccinations per the clinical agency contractual agreement. The college will acknowledge the receipt of copies showing proof of required vaccinations specific to each clinical agency.
- For this reason, McDowell Technical Community College will require proof of vaccinations for students and faculty participating in the programs listed below effective on 1/1/2022.
 - Foothills Nursing Consortium (ADN A45110)
 - Associate Degree Nursing (A45110)
 - Practical Nursing Diploma (D45660)
 - Health Information Technology AAS (A45360); Diploma (D45360), Certificate (C45360B)
 - Emergency Medical Science AAS (A45340A, A45340BR)
 - Nurse Aide I & II Diploma and Certificate (D45970, C45840, C45840P)
 - Nurse Aide (Continuing Education)
 - Phlebotomy (Continuing Education)
 - Emergency Medical Technician (Continuing Education)
 - Paramedic (Continuing Education)

Vaccination Policy

Exemptions

- At this time, students and/or faculty may apply for a medical or religious exemption/accommodation. Students and/or faculty who wish to request a Medical or Religious exemption/accommodation may do so using the attached form(s) Any request for an exemption by the student must be in writing and accompanied by the appropriate documentation:
- A **medical exemption** must be in writing and accompanied by documentation from an appropriate healthcare provider (MD, DO, PA, FNP) who is authorized to diagnose the medical condition that necessitates the exception.
- A **religious exemption** must be in writing and accompanied by documentation from the religious organization along with a statement from the student or faculty member requesting the exemption which cites the religious doctrine that applies. (For example, citing the specific scripture or doctrine of their religion).
- Requests for an exemption/accommodation must be submitted by the first day of class of each semester. Requests for an exemption/accommodation will be reviewed by the clinical agency. ****PLEASE NOTE THAT SOME CLINICAL AGENCIES MAY NOT ACCEPT A MEDICAL OR RELIGIOUS/ACCOMODATION REQUEST.**
- The privacy and security of your Protected Health Information (PHI) will be protected and will not be shared with any third-party, only the clinical site in which a student is assigned. This information will be kept confidential in accordance with federal and state laws.
- For information on where to obtain a vaccination, please contact your local health department.

Vaccination Status

- Attestation of Immunization Status
- Immunizations required (as of 1/1/2022)
 - Tdap
 - TB
 - MMR
 - Hepatitis B
 - Varicella
 - Influenza (October – March)
 - COVID-19 (some clinical agencies require)

Maintaining Accreditation



Program Expenses

Professional Practice Experience Costs (within 60 days of PPE start date)	Medical Form (\$80-120)	\$	120.00
	Immunizations/Titers (0-\$250), please see immunization list on NCCCS Physical Exam Form	\$	250.00
	PPD (\$20)	\$	20.00
	3 rd Party Vendor (Criminal Background Check, Drug Screen, and Immunization Tracking)	\$	110.00
	PPE Lab Jacket (Please see Program Director for Ordering Information)	\$	40.00
	Subtotal	\$	540.00
College Fees, Textbooks/5 Semesters	Tuition (in-state: up-to \$1,216 per semester)	\$	6,080.00
	Student Activity Fee (\$20.00 per semester)	\$	100.00
	Student Success Fee (\$5.00 per semester)	\$	25.00
	Campus Parking Fee (\$5.00 per semester)	\$	25.00
	Computer Use & Technology Fee (\$1.50 per credit hour, maximum \$24.00 per semester)	\$	120.00
	Liability Insurance (\$14.50 per year)	\$	29.00
	Accident Insurance (\$1.30 per semester)	\$	6.50
	Lab Fee (V-Lab \$100 per year)	\$	200.00
	Textbooks (Please see the MTCC HIT Program Textbook Listing with current pricing; **All pricing is approximate)		
		1st Year	\$
	2nd Year	\$	1,100.00
	Subtotal	\$	8,465.50
Professional Dues	AHIMA Membership Dues (\$49 per year)	\$	98.00
Certification Exam Fee	Registered Health Information Technician Exam	\$	300.00
	Subtotal	\$	398.00
	Program Total	\$	9,403.50