



# Health Information Technology Program Orientation

Part III: The Professional  
Practice Experience:  
Requirements and  
Expectations

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# REQUIRED DOCUMENTATION

- Facility Specific
  - Student Medical Form (MTCC Health Science Website Page)
    - Medical History – completed by student
    - Immunizations – see requirements based on NCCCS guidelines
    - Physical Exam – appropriate medical provider (PA, NP, MD, DO)
  - Drug Screen/Criminal Background check (information from Clinical Agency Education Services to MTCC Gmail)
  - Completion of CPR – Date TBA

# Insurance

- Medical
- Liability – REQUIRED prior to attending PPE site, attached to HIT 122, 124, 222 courses
  - Check paid statements to ensure you have purchased

# Exposure to Infectious Diseases

- Risk of Exposure
  - Contact with HIV & other communicable diseases
- Immunization Requirements (Student Medical Form)
- PPE Site orientation
- Exposure – Report to Program coordinator

# Signature Pages

- Acknowledgement of Accreditation Status
- Confidentiality Statement
- Acknowledgement of Policies of HIT Program and receipt of copy of HIT Program Handbook
- Student Medical Form

# PPE Site Placement

## Expectations of Program

### Policies

- Reasonable Commuting distance
- Current Employment
- Student attire – please reference handbook guidelines and PPE Syllabi
- Name Badge
- Parking
- Criminal Background Check
- Drug Screen
- CPR Certification

# Student Expectations while at PPE

- Purpose of PPE
- PPE Site Placement
  - Traditional vs. non-traditional settings
- PPE Preceptor (Site Manager)
- Facility Specific requirements
  - Mtcc gmail account ONLY
    - vbdobson13@
  - CPR scheduled during first PPE

# Attendance

- Student responsible to notify and make arrangements to make up the missed time with their PPE Preceptor and Program Coordinator
- Tardy – contact PPE Preceptor and provide an estimated arrival time
- DO NOT ASK to leave early
- Excessive Absenteeism and tardiness



# Appearance

- Facility dress code
  - Men
  - Ladies
  - Personal Hygiene
- Photo ID name badge with current academic year
- Lab Coat – Cost: approximately \$35.00

# Conduct

- Demonstrate Initiative
- Ask for additional work
- Do NOT use cell phone
- Do NOT surf the web
- Demonstrate a professional attitude
  - Assist if you can, but also be a silent observer or remove yourself from a situation
  - Learn from observing others

# Communication

- Contact Site PPE Preceptor after introductions have been made by program coordinator about one week ahead of time.
- Be cognizant of professional titles (Mr., Mrs., Dr., etc.)
- Build relationships
- Be able to make decisions and handle minor difficulties on your own, but don't be afraid to ask for assistance or bring to attention of site preceptor or program coordinator
- Avoid gossiping or complaining
- Keep daily log of hours worked and activities
- At the conclusion of the PPE, send a personal, handwritten thank you note to the site and any individuals who contributed to your experience.

# Ethics and Confidentiality

- Adhere to the ethical guidelines set forth by AHIMA
- Abide by the school's Code of Student Conduct
- Abide by applicable facility policies and procedures
- Abide by HIPAA rules

# General Qualities

- Critical Thinking and Coping
  - Interpersonal
  - Communication
  - Mobility
  - Motor Skills
  - Visual
  - Tactile
  - Hearing
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- Students requiring reasonable accommodations in order to meet program requirements must meet with the Special Needs Counselor in Student Services as soon as possible to discuss their individual needs. Documentation of accommodation's is also recommended and can be noted on the student's physical examination form.

# HIT 122 PPE I

- Requirements (48 hours)
  - Weekly Time Record
  - SOAP Journal (Submitted online via Bb)
  - Written Portfolio answering objectives and learning activities of the course.
  - Site Evaluation
  - Preceptor Evaluation of Student

# HIT 124 PPE III

- Requirements (48hours)
  - Weekly Time Record
  - SOAP Journal (submitted in Blackboard)
  - In-service Project Presentation
  - Site Evaluation
  - Preceptor Evaluation of Student

# HIT 222 PPE III

- Management and Coding focus
  - Weekly Time Record
  - SOAP Journals
  - Project
  - Written Portfolio
  - Site Evaluation
  - Evaluation from Preceptor