



# Associate of Applied Science (AAS) In Health Information Technology & Certificate in Medical Coding

## PROGRAM HANDBOOK



SFCC's AAS program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). When you complete the AAS program, you may take the national credentialing exam for Registered Health Information Technicians (RHIT). If you receive a Professional Certificate in Medical Coding, you can take the American Health Information Management Association (AHIMA) exam to become a certified coder.

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[www.cahiim.org](http://www.cahiim.org)

# Mission

*State Fair Community College provides relevant and responsive learning experiences that empower our students and communities to prosper.*

In support of this mission, SFCC will:

- Prepare our students to accomplish their goals in college transfer, career development, skill attainment, or life-long learning through exemplary education and support services.
- Deliver educational programs that are accessible, affordable, and applicable to current and future career pathways.
- Provide a college experience that is student-centered and responsive to the needs of a diverse student body.
- Anticipate workforce development needs with forward-thinking solutions and innovative technology that meet and exceed industry standards.
- Collaborate with education, government, and business partners to advance the prosperity of individuals and communities in our region.
- Strengthen and enrich the intellectual, economic, and cultural vitality of the communities we serve.

## Vision Statement:

State Fair Community College will be the communities' preferred choice, where students, faculty, and staff realize their confidence, passion, skills, and potential.

## Priorities:

- Deliver exemplary teaching and learning
- Maximize enrollment and student persistence
- Enhance the student experience
- Connect students with career and transfer opportunities
- Optimize institutional health
- Nurture community relationships

## Core Values:

- Community
- Student-Centeredness
- Personal Growth and Success
- Respect
- Integrity
- Excellence

## **Program Mission**

SFCC's Health Information Technology program will provide the knowledge and technical skills needed for a career in health information management to ensure the maintenance, security, integrity, confidentiality, and availability of healthcare information in every setting.

## **HIT Program Goals**

1. The program will provide a plan for faculty that establishes or assesses the knowledge, skills, qualifications, and experience pertinent to the professional curriculum content that they are assigned to teach. This includes efforts to keep current in health information management and/or other relevant professional content and practice, as well as other components of advanced formal education.
2. The program's mission and goals are outcome-focused and relevant to the mission of the sponsoring educational institution. The program must assess the appropriateness and effectiveness of the curriculum, with the results of the program assessment used as the basis for ongoing planning and program improvement.
3. The program will provide assurance that the educational needs of students are met
4. Graduates will demonstrate at least the AHIMA entry-level curriculum competencies.
5. The Advisory Committee will assist program faculty and sponsoring educational institution personnel with the development and revision of program goals and curriculum monitoring program needs and expectations and ensuring program responsiveness to change.
6. The program will assesses and respond to the needs of its communities of practice, demonstrating how it translates those needs into an educated, competent workforce, and how the program inspires and supports its communities of practice

## **HIT Program Outcomes**

### **Upon graduation of the Program, the student will be able to:**

1. Demonstrate entry-level health information management knowledge at the Associate degree level in accordance with the American Health Information Management Association's Registered Health Information Technician (RHIT) credential.
2. Demonstrate clear and effective communication, critical thinking, and problem solving skills
3. Enter the workforce with a knowledge and understanding of ICD-CM/PCS, CPT and HCPCS coding systems
4. Obtain employment in the Health Information field of study.

## Introduction

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**The Professional Certificate in Medical Coding** will prepare students for The American Health Information Management Association (AHIMA) certification exam to become a certified coder. Medical coders assign a code to each diagnosis and procedure by using classification systems software. The classification system determines the amount for which health care providers will be reimbursed if the patient is covered by Medicare, Medicaid, or other insurance programs using the system.

**The AAS in Health Information Technology (HIT)** program will give students the education needed for greater success in their new chosen profession. The value in completing the HIT degree is eligibility to take the national credentialing exam for registered health information technicians. Other benefits for the student are to improve earning potential; open doors for career advancement; reach short-term goals and focus on long-term goals; achieve a foundation of broad and deep understanding of the health information management field; be associated with The American Health Information Management Association's (AHIMA) strong and long-standing reputation of excellence, and connect with a strong network of AHIMA-certified peers.

AHIMA-certified professionals pass a rigorous exam and commit to ongoing continuation of their education. When a student seeks certification, it shows an employer a deep personal commitment and sense of accountability, as well as credibility and confidence in an individual's professional knowledge. A student who carries AHIMA credentials will agree to abide by the AHIMA Code of Ethics that will improve the quality of information and care the patient receives.

Registered HITs may be employed in any organization that uses patient data or health information, such as pharmaceutical companies, law and insurance firms, and health product vendors. Most RHITs work in hospitals but can also be employed in other health care settings including physician practices, nursing homes, home health agencies, and public health agencies.

Once a student has achieved the AAS in Health Information Technology degree, he or she can further enhance skills, open the door to even greater opportunities, and obtain a higher level of education by enrolling in a baccalaureate program for Health Information Administration.

SFCC's AAS in HIT program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

## What is Health Information?

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Health information is the data related to a person's medical history, including symptoms, diagnoses, procedures, and outcomes. Health information records include patient histories, lab results, x-rays, clinical information, and notes. A patient's health information can be viewed individually, to see how a patient's health has changed; it can also be viewed as a part of a larger data set to understand how a population's health has changed, and how medical interventions can change health outcomes.

## What Health Information Technicians Do?

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**Health information management (HIM)** is the practice of acquiring, analyzing, and protecting digital and traditional medical information vital to providing quality patient care. It is a combination of business, science, and information technology.

HIM professionals are highly trained in the latest information management technology applications and understand the workflow in any healthcare provider organization from large hospital systems to the private physician practice. They are vital to the daily operations management of health information and electronic health records (EHRs). They ensure a patient's health information and records are complete, accurate, and protected (HI101, 2018).



**What HIM jobs are out there?**  
**Where do they work?**  
**How much do they make?**

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<https://ahima.org/certification-careers/certifications-overview/career-tools/>

## Essential Abilities of HIT/Medical Coding Students

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Students in the HIT/Medical Coding program must have the following minimum abilities:

- Possess basic reading and writing skills.
- He or she must be able to communicate effectively in oral and written format.
- Ability to read and comprehend extensive written material.
- Ability to interact professionally with students, faculty, staff, patients, and other professionals.
- Accurately identify problems and make correct judgments in seeking resolutions.
- Ability to evaluate and apply information and engage in critical thinking within the courses as well as during professional practice experiences based on their knowledge and experiences.
- Ability to use computers and complete computer-based assignments.
- Ability to calculate mathematical information such as statistics, budgets, and productivity.
- Possess gross and fine motor skills sufficient to work with paper and electronic health information.
- Normal or corrective vision sufficient to view, read, and utilize information in a variety of formats to include written, computerized, and typed data.
- Ability to multitask and to work in a rapidly changing environment.
- Physical ability to maintain repetitive motions on a regular basis.
- Must be willing to learn and abide by professional practice standards.

## Health Information Technology & Medical Coding Program Expectations

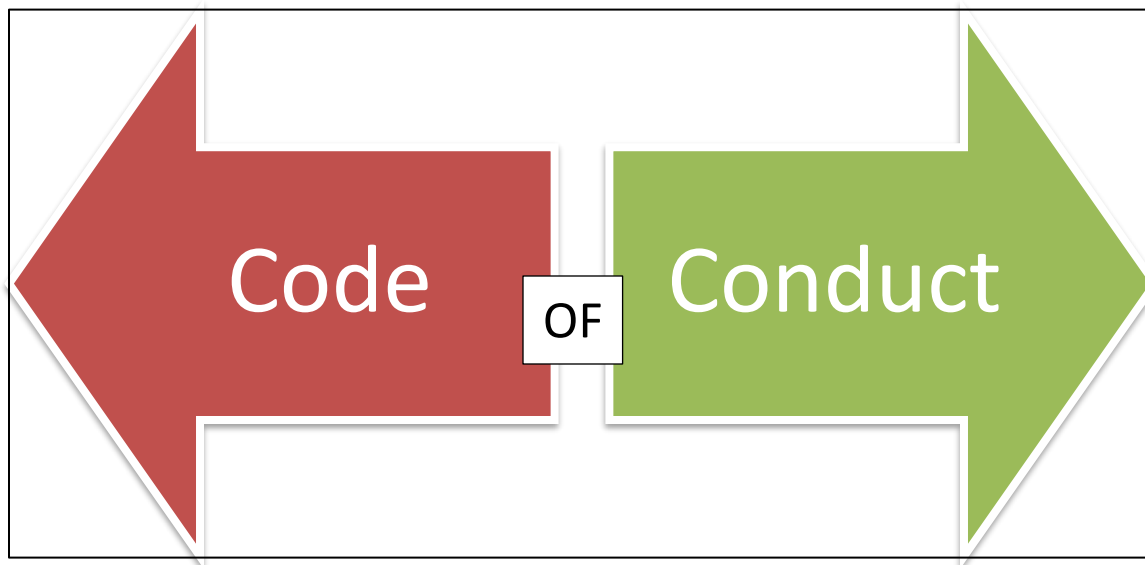
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Faculty and staff in the Health Information Technology Program are committed to helping you succeed in achieving your educational goals. Just as you have expectations of faculty and staff, we have expectations of you as a student in our program.

- ✓ Dedicate approximately 10 - 17 hours per week for each class; however, the time commitment will vary depending on your input, needs, personal study habits, and whether the course is offered in an 8-week or full semester (16 week) format.
- ✓ Acquire required textbooks and materials before class begins and consistently engage in your courses from the first day of class to the last.
- ✓ Check your State Fair email account on a regular basis as program and college related information will only be directed to this account.
- ✓ Respond to faculty and staff communications in a timely manner (preferably within 24 – 48 hours) and allow them the same amount of time to respond.
- ✓ Be knowledgeable of and adhere to all college, department and program policies and procedures, including the:
  - HIT Program Handbook
  - [SFCC Policies & Regulations](#)
- ✓ Demonstrate strong writing skills. If your writing skills need improvement, you will be responsible for seeking the appropriate support. The college offers assistance through the [Academic Tutoring and Computer Lab](#).
- ✓ Notify your Navigator of any problems you may be having in a timely manner, whether personal or academic – they are here to help! If you are not sure who your Navigator is [click here](#).
- ✓ Maintain academic honesty in all of your course work.
- ✓ Conform to professional standards of behavior; including treating everyone with respect and maintaining professionalism in all communications.
- ✓ Complete course, program and college evaluations – we greatly value your constructive feedback.
- ✓ Attend Roadrunner Rounds & Pinning/Graduation ceremony (AAS in HIT Majors only).

## Academic Standards & Policies (Regulation 2000)

<https://www.sfccmo.edu/about/policies-regulations/>



### Academic Conduct

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You are encouraged to assist each other and exchange information in order to master the concepts and skills covered in classes and to seek tutoring if necessary. However, collaboration on any graded assignment or exam to the extent that it is not an individual student's total, personal effort is considered a violation of the Student Conduct Code as printed in the Student Handbook.

When an academic exercise is designed to result in a grade, any of the following activities constitute violations of academic honesty unless expressly authorized in advance by the instructor.

Group assignments will be considered in the same way as any violation of academic conduct by an individual. When a group project is submitted, it is considered that everyone in the group has okayed the work and submits it as their own best work, even though the individual student may have only contributed a piece of the final work. Thus, **BE CERTAIN TO REVIEW** the final group product. If there is a violation of the academic conduct policy which could result in a project grade of a zero, all students in the group will receive the same grade.



- A. Plagiarizing any information or idea and submitting it as one's own work:
- Using actual words from another source, failing to surround those words in quotation marks, and failing to provide the appropriate citation.
  - Paraphrasing the words or another source without providing the appropriate citation, excluding general knowledge that can be found in three or more sources.
  - Using an idea from another source and failing to provide the appropriate citation.
- B. Cheating in any form involving academic work:
- a. Copying any information from another student including tests, worksheets, computer files, reports or other documents that are presented for a grade.
  - b. Obtaining or attempting to obtain an unauthorized copy of a test or an answer key.
  - c. Taking an exam or completing coursework for another student in a traditional or online course, or allowing another student to provide these services.
  - d. Using unauthorized information during a test.
  - e. Collaborating with another student for a test or other graded assignment without the consent of the instructor.
  - f. Purchasing any document and presenting it as original work.
  - g. Bribing or attempting to bribe an instructor, staff member or student to alter a grade.
  - h. Inventing information to support a research paper or other class project.
- C. Falsifying any information provided to the college including forging signatures or tampering with official documents.

Academic misconduct violations will result in a minimum of a zero grade for the paper, assignment, or test on which the violation occurred. The instructor may recommend a more stringent course of action to the dean. Upon consultation with the instructor and the student, the dean may choose an additional penalty. In very serious or repeated cases of academic misconduct, the penalty may include failure of the class or expulsion from the college.

## **Educational Conduct Evaluation**

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An educational conduct evaluation may be conducted at any time while a student is enrolled at SFCC with a declared health science or pre health science major, or when an application has been submitted to a health science program.

The student's educational conduct records will be reviewed in the internal reporting system. If conduct is identified which may make the student unsuitable for the health care profession or the health care educational environment, the concern will be brought before the Health-Science Student Conduct Committee.

The committee will review the student's records and determine the student's eligibility to enroll in the SFCC Health Science program. A student who is found responsible for conduct including but not limited to the behaviors listed below may be disqualified from enrolling in a health science program.

- Academic dishonesty
- Threats against teachers or fellow students
- Intimidating behavior
- Obstructive or disruptive conduct
- Bullying or harassment
- Disrespect for property of others
- Conduct that interferes with the academic environment
- Possession of banned items or substances on campus
- Other items listed in the SFCC student code of conduct (Reg 2610)

If a potentially disqualifying concern is identified the student will be informed via SFCC e-mail and will have the opportunity to appear before the committee. If the student does not respond to communication within 10 business days or is unwilling to appear before the committee the committee may make a decision in their absence. If the committee determines that the student is ineligible due to conduct unsuitable for the health care profession or health care educational environment the student will be informed of the committee's decision in writing via their SFCC student e-mail.

The student will then have up to 10 business days to appeal the committee's decision by submitting a written request of appeal. Initial appeals will be heard by the Health Science Dean. If the appeal is denied the Dean will inform the student in writing via SFCC e-mail.

### **Health Science Student Conduct Committee**

The Health Science Student Conduct Committee will consist of three or more full-time SFCC Health Science employees with representation from at least three Health Science specialty areas. The committee will be convened as needed to review student conduct records which may make a student unsuitable for the health care profession.



# Professional Conduct

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- 1) Students are to abide by the [State Fair Code of Conduct policies](#) (Regulation 2610) as well as adhere to the Code of Ethics, listed below, throughout the program.
- 2) Students will exhibit professional behavior at all times toward fellow students, instructors and guests.
- 3) An important aspect of professional ethics is the maintenance of the confidential status of patient's medical records and physician/ facility business. Students will be required to not only know but abide by HIPAA rules when coming into contact with health records, during lab assignments, while on field trips, and during professional practice experiences. Confidential information **MUST NOT** be disclosed to any unauthorized individuals including family and friends. Breach of this covenant will result in failure of that class and possible dismissal from the program.
- 4) All instances of alleged misconduct or unethical behavior will be investigated and handled per State Fair policy.

## Code of Ethics

The following principles are based on the core values of the American Health Information Management Association and apply to all AHIMA members, non-members CCHIIM certifications, and students.

1. Advocate, uphold, and defend the consumer's right to privacy and the doctrine of confidentiality in the use and disclosure of information.
2. Put service and the health and welfare of persons before self-interest and conduct oneself in the practice of the profession so as to bring honor to oneself, their peers, and to the health information management profession.
3. Preserve, protect, and secure personal health information in any form or medium and hold in the highest regard health information and other information of a confidential nature obtained in an official capacity, taking into account the applicable statutes and regulations.
4. Refuse to participate in or conceal unethical practices or procedures and report such practices.
5. Use technology, data, and information resources in the way they are intended to be used.
6. Advocate for appropriate uses of information resources across the healthcare ecosystem.
7. Recruit and mentor students, peers and colleagues to develop and strengthen professional workforce.
8. Represent the profession to the public in a positive manner.
9. Advance health information management knowledge and practice through continuing education, research, publications, and presentations.
10. Perform honorably health information management association responsibilities, either appointed or elected, and preserve the confidentiality of any privileged information made known in any official capacity.
11. State truthfully and accurately one's credentials, professional education, and experiences.
12. Facilitate interdisciplinary collaboration in situations supporting ethical health information principles.
13. Respect the inherent dignity and worth of every person.

<http://www.ahima.org>

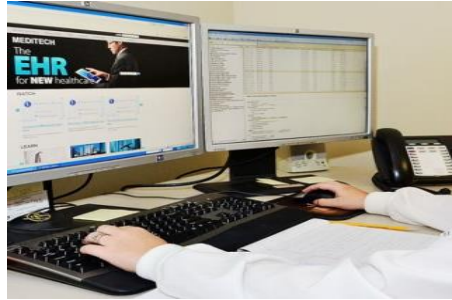
# Mandatory Program Events

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Students of the AAS in HIT and Professional Certificate in Medical Coding program are required to attend the following events on the Sedalia campus.

1. **Roadrunner Rounds** – This is an interdisciplinary day where students from all health science programs come together to learn about hot topics in healthcare and to explore how each profession contributes to patient outcomes. This is offered in the Fall and Spring. Each student is required to attend at minimum 1 of these events per year.
2. **Pinning/Graduation Ceremony** – At the end of the program you will be required to attend a pinning/graduation ceremony. This event is held in December and May of each year; depending on what semester you graduate.





## Professional Practice Experience Requirements

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The Professional Practice Experience (PPE) is an academic course requirement for an Associate in Applied Science Degree in Health Information Technology. This course is designed to provide students the opportunity to merge classroom theory with real world practice by allowing them to observe, participate in and evaluate day to day health information operations.

1. As part of the AAS in Health Information Technology degree, students are required to take and pass HIT 275 Professional Practice Experience before they can graduate. In this class students will be required to complete 80-120 hours of supervised professional practice or equivalent as determined by the Program Coordinator AND online, 16-week course work. Hours will be Monday - Friday 8 am. - 5 pm. Students should understand that it is their responsibility to set aside hours required to complete this PPE. Students are encouraged to save vacation hours during their final year to cover the time requirement of the course. Students are responsible for their own transportation to and from Directed Practicums.
2. Prerequisites: The PPE is designed as the capstone course for the Associate in Applied Science Degree in Health Information Technology. To be eligible for a PPE placement, the student must have completed (with a grade of C or better) all required coursework for the Associate in Applied Science Degree in Health Information Technology or be concurrently enrolled in required courses with the permission of the HIT program coordinator.
3. Additional Requirements: **No student will be allowed to register for HIT 275 Professional Practice Experience without completing ALL of the following requirements:**
  - **Background Check**

The Joint Commission of Accreditation of Healthcare Organization (JCAHO), which accredits healthcare facilities across the country, enforced background screening September 2004 and has set requirements mandating that students in a healthcare field must now complete the same background check as hospital employees.

As required by clinical facilities contracted by State Fair Community College, all Health Science program students that are enrolled in a clinical course must submit to a criminal background check from the state or states in which they have resided over the past year.

**Students are responsible for the payment of their background investigation, and CastleBranch must conduct the investigation.**

All background checks will be evaluated according to the exclusionary criteria of the contracted clinical facilities. Failure to complete a background check will prohibit student from participating in clinical education and admission to all State Fair Community College Health Science programs.

Students with criminal histories who desire licensure or registration in Health Science Professions are urged to consult the laws governing licensure or certification in the state they intend to license/certify prior to application to the respective health science program.

The following searches are required for students attending facilities for clinical through State Fair Community College:

1. Missouri Statewide Criminal History Record Search
2. Federal Criminal History Record Search
3. Social Security Number Trace (residential history, state and date issued)
4. National Sex Offender Registry
5. Office of Inspector General Sanction Report
6. General Services Administration
7. Missouri Department of Social Services Request for Child Abuse or Neglect
8. Senior Care Registry (EDL)
9. Family Care Registry
10. Residential History Search
11. U.S. Treasury Department Office of Foreign Asset Control List of Specially Designation Nations

A United States social security number is required to initiate the Family Care Registry check. Students without a United States social security number should contact the Designated School Official (DSO) through the SFCC Student Services office for additional information.

Individuals unable to complete all required background checks or those with exclusionary criteria will be prohibited from participating in clinical education and admission to all State Fair Community College Health Science programs. Individuals who have been convicted of felonies and/or misdemeanors are encouraged to contact the program director prior to program application.

➤ **Drug Test**

**Statement of Purpose and Intent**

State Fair Community College (SFCC) Health Science programs prohibit the use, sale, transfer, distribution, possession or being under the influence of unauthorized prescription drugs, alcohol, marijuana, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, counterfeit substances, and imitation controlled substances on any college property, during any college-sponsored activity, in any college-owned vehicle, or in any other college-approved vehicles used to transport students to and from college or college activities. Students found to be involved in any of these activities are subject to disciplinary action.

Students of SFCC's Health Science programs benefit from clinical programs that provide students with hands-on experiences at third-party clinical facilities. SFCC Health Science programs share an obligation with the clinical facilities to protect the facilities' patients from harm to the extent reasonably possible, including protecting patients from students who may be impaired from the use of drugs or alcohol while participating in a clinical program at the clinical facility. SFCC Health Science programs wish to ensure that the health and safety of students and patients are not compromised and that clinical affiliation agreements continue to exist to provide students with quality clinical education experiences. Therefore, students enrolling in SFCC Health Science programs are required to submit to drug testing.

Students are subject to an observed urine drug screen and/or a blood alcohol test at any time while enrolled in a Health Science program.

**Definitions**

*Blood Alcohol Test* – Scientifically substantiated method to test for the presence of alcohol in a person's blood.

*Consent Form* –Drug Testing Consent Form adopted by SFCC.

*Drug Use Test* – Scientifically substantiated method to test for the presence of illegal drugs or alcohol in a person's urine.

*Illegal Drugs* – The synthetic or generic equivalent or derivative drugs that are illegal or restricted under federal, state or local laws including, but not limited to, marijuana,



alcohol, heroin, hashish, cocaine, hallucinogens, depressants, and stimulants not prescribed for the user. This includes steroids and steroid derivatives or related substances that are not prescribed by a physician or are prescribed by a physician for uses not authorized by the manufacturer of the drug. This term shall include, but not be limited to, all drugs listed in the Narcotic Drug Act, § 195.101, RSMo., and Section 202 of the Controlled Substances Act, 21 U.S.C. § 812. SFCC reserves the right to test for as many of these drugs as deemed necessary to meet the stated goal of deterrence.

While recreational and medical use of marijuana is legal in Missouri, it is illegal at the federal level. Regardless of whether marijuana is legal in Missouri, federal law requires that colleges and universities adopt and enforce drug-free workplace policies, as well as programs to prevent the unlawful possession, use, or distribution of illicit drugs by students and employees. Because marijuana is still considered illegal under federal law as a *Schedule I* drug, SFCC must prohibit its distribution, possession, and consumption while participating in classes, programs, or activities sponsored by or on facilities controlled by the College. In addition, students and employees who are subject to drug testing requirements would not be exempted from such requirements even if such individual obtains a state medical marijuana certification. *Therefore, marijuana is considered an "illegal drug" for purposes of this requirement.*

Medical Review Officer - A third-party healthcare professional who reviews student medications and makes a final determination on non-negative test results.

*Negative Test Result* – A toxicological test result that is considered to demonstrate the absence of an illegal drug or the metabolites thereof using the standards customarily established by the testing laboratory administering the drug use test.

*Non-negative Test Result* – An initial, unconfirmed toxicological test result that is considered to demonstrate the presence of an illegal drug or metabolite thereof using the standards customarily established by the testing laboratory administering the drug use test. After further testing of the sample and consideration of legally prescribed medication that might influence the test result, a final determination will be made by a Medical Review Officer.

*Positive Test Result* – When referring to a drug test administered under this requirement, a toxicological test result that is considered to demonstrate the presence of an illegal drug or the metabolites thereof using the standards customarily established by the testing laboratory administering the drug use test.

### **Persons to be Tested**

Any student who is enrolled in any Health Science Program that requires a clinical rotation, internship, externship, or professional experience at a clinical facility will be required to submit to drug use testing prior to the first clinical rotation, and on a regular basis thereafter. Student enrolled in a Health Science Program will also be subject to reasonable suspicion testing as set forth below. Drug testing will be performed at the

student's expense.

### **Reasonable Suspicion Testing**

SFCC Health Science Programs are authorized to require any student to submit to a drug or alcohol test if the Program faculty, staff, or administration has reasonable suspicion that the student is using or is under the influence of alcohol or illegal drugs while:

- On clinical facilities immediately before, during, and/or immediately after clinical rotation hours;
- Traveling to or from clinical facilities for clinical rotations or such for other purposes as are part of the Program.
- On facilities controlled by the College

A non-exhaustive list of observations and behaviors that might create a reasonable suspicion that the person is under the influence of drugs or alcohol is included below. Faculty who are concerned that a student is under the influence of drugs or alcohol may utilize the Reasonable Suspicion Checklist in consultation with a designated Student Services representative.

- A student's behavior, in conjunction with physical appearance and/or odor, indicates the possible use of alcohol, marijuana, or illegal-drugs.
- The student possesses drugs, alcohol, marijuana or any controlled substance.
- Information communicated to an SFCC administrator, coordinator, or an Instructor by another individual, student, or law enforcement personnel indicating a student is using, possessing, or under the influence of alcohol, marijuana, or illegal drugs.
- The student is involved in an accident, error, or missing medication is reported at the clinical site.

A student's refusal or lack of cooperation to submit to the drug use or alcohol test will be treated as a refusal to consent to drug testing. The student will be refused access to the clinical facilities, and will, therefore, be unable to complete the required clinical experience.

### **Consent to Drug Testing**

The student must provide written consent to provide specimens for the purpose of analysis. If the student is under eighteen (18) years of age, the student's parent or legal guardian must sign the drug testing consent form in addition to the student. The signed consent must be returned to SFCC Health Science programs and will be maintained in the student's record until graduation from SFCC Health Science programs.

Students who decline to consent to drug testing will be refused access to the clinical facilities, and will be unable to complete the required clinical experience. A student who is unable to produce a urine sample during the timeframe of testing will be considered the same as declining to consent.

**Confidentiality**

All records related to student drug testing shall be kept in confidential files separate from a student's permanent educational records. Those files will be destroyed upon the student's graduation or transfer from the college. Test results will only be released to the student, approved college officials, or such other person as is authorized to receive such results. Test results will not be turned over to the police or authorities without a subpoena or court order, and administration will not disclose test results without a subpoena or court order, unless otherwise required by law.

**Procedure**

Drug or alcohol testing will be arranged by each SFCC Health Science program, possibly in conjunction with other Health Science programs, at SFCC or a lab of the College's choice with a specified time frame at the student's expense. The drug test will include, but not be limited to a 7-panel test. Drug testing collection and/or analysis may be performed by employees of SFCC or a third-party agency.

Students will follow the procedure required by the agency or persons collecting the urine specimen.

**Consequence**

If the initial testing is positive, a second test may be required to determine the exact substance and the student will be expected to comply if needed. Additional testing such as blood or hair follicle testing may be required at the student's expense.

A student with a confirmed positive illegal drug or alcohol test result may be ineligible to participate in the required clinical rotation and may be dismissed from the SFCC Health Science program. Following a confirmed positive illegal drug or alcohol test, appropriate program administrators will meet with the student and review the test results and provide the student an opportunity to explain the results. If program administrators determine that a student is not a safety threat, a student may, in some circumstances, be allowed to remain in the Program with a remediation plan which may include program probation.

A student with a confirmed positive test result who is dismissed from the Program and wishes to reapply in the future, must meet with the Program Director. A determination will be made by the Director whether the student has addressed the drug and/or alcohol use, through professional counseling or otherwise, in a manner that warrants readmission. If the Director believes readmission is warranted, the Director may also determine what conditions, if any, apply to the readmission. If the student is readmitted, the student will continue to be subject to the drug and alcohol testing requirements and reasonable suspicion testing as outlined above.

A student who refuses to be tested for drugs will be ineligible to participate in the required clinical rotation, and will be dismissed from the Program.

### **Substance Abuse Counseling**

Students who need assistance in locating professional assistance, counseling and/or rehabilitation programs may request information from the Student Services Office of the College. Such contacts will be handled with confidentiality. However, volunteering to participate in treatment programs will not of itself prevent disciplinary action for violations of the Student Drug Testing Requirement. Community resources available for counseling and assistance with alcohol and/or substance abuse problems include: Alcoholic Anonymous - Al-Anon and Al-Ateen 660-826-9608; Cocaine Helpline 800-274-2042 or 800-234-1253; SAMHSA Hotline 800-662-HELP; Veterans of Foreign Wars 660-826-4543.

Counselors in the Student Services Office will assist referrals upon request. Information about additional private counseling resources may also be accessed through the Student Services Office.

### **Student Discipline Policy**

The Student Drug Testing Requirement does not limit or otherwise affect the SFCC policy, regulation, procedure, or state or federal law regarding discipline for the sale, possession, use, distribution or purchase of drugs (or alcohol) arising out of circumstances other than the testing conducted pursuant to the policy. A student found in violation of the Student Drug Testing Requirement may also face consequences under the SFCC Code of Conduct Regulation.

(Updated 8/2023)

### **➤ Communicable Disease and Immunizations**

Individuals who choose to undertake training for a health science profession should be aware of the risks associated with health care training and professional practice. Healthcare students and professionals utilize standard precautions to reduce the risk of infectious disease exposure, however, these measures do not eliminate the risk that a student or healthcare provider may become infected.

During healthcare training in the lab and clinic setting, students will come into close contact with their instructors, classmates, and patients. With this in mind, students should make informed choices regarding their education and career.

Please review all CDC and WHO links provided below to ensure you are well informed regarding the risks associated with healthcare and with the preventative measures used to mitigate these risks. If you have concerns about your personal risk level, you should contact your healthcare provider.

CDC: Workplace Safety and Health Topics: Health Care Workers  
<https://www.cdc.gov/niosh/topics/healthcare/default.html>

CDC: Infection Control: Standard Precautions for All Patient Care  
<https://www.cdc.gov/infectioncontrol/basics/standard-precautions.html>

CDC: Sequence for Putting on PPE and Safe PPE Removal  
<https://www.cdc.gov/hai/pdfs/ppe/ppe-sequence.pdf>

Upon acceptance to State Fair Community College Health Science programs, students are required to provide proof of immunization against a variety of diseases. Proof includes evidence of vaccination on an official record, school records, or positive titer results. Students must submit proof of immunization using the Medical Document Manager through their CastleBranch account **IF** your program requires it. Students not meeting immunization requirements or not receiving an approved exemption from the clinical site will be prohibited from participating in clinical education and, therefore, will be dismissed from the program. The SFCC immunization policy for Health Science students is determined by the requirements and standards of our clinical partners. The immunization policy applies equally to all students regardless of their specific clinical placement. Should clinical site requirements change, students will be required to meet the standard or will be prohibited from participating in clinical education.

Students should have received most of these immunizations during childhood, but some immunizations need to be more recent. These immunizations and tests may be obtained for a nominal fee at local county health departments.

The required immunizations include:

- COVID-19 Vaccine
  - Verification of immunization series completion and boosters as required by clinic sites
    - Series of 2 doses of monovalent Moderna or Pfizer **OR**
      - Doses at least 3 weeks apart
      - As of 5/6/23 vaccine is no longer available
    - Single dose of monovalent Johnson and Johnson **OR**

- As of 5/6/23 vaccine is no longer available
      - Single dose of bivalent Moderna or Pfizer
- Measles, Mumps & Rubella (MMR) Vaccine
  - Laboratory evidence of immunity
    - Laboratory confirmation of rubella, mumps or measles disease OR
  - Birth before 1957 does not require immunization
  - Evidence of NO measles immunity need two doses of MMR vaccine, with the second dose administered no earlier than 28 days after the first dose.
- Varicella (Chickenpox) Vaccine
  - Laboratory evidence of immunity OR
  - Document of vaccination with 2 doses of varicella vaccine
    - 2 vaccines at least 28 days apart
- Influenza (Seasonal Flu) Vaccine
  - Verification of annual flu vaccine (fall)
- Hepatitis B
  - Laboratory confirmation of Hepatitis B immunity OR
  - Series of 3 doses of Engerix B or Recombivax HB over a 6-month period OR
    - Series needs to be started prior to beginning program of study and the remainder can be completed after program entry
  - Series of 2 doses of Heplisav-B
    - 2 doses at least 4 weeks apart
- Diphtheria, Tetanus & Pertussis Vaccine
  - Documentation of having received a booster within the last 10 years
- Tuberculosis
  - If no TB test completed in the last 12 months, must have a QFT, T-Spot, or a 2-step PPD
    - The 2-step Tuberculin Skin Test (PPD) is 2 tuberculin skin tests completed within 1-3 weeks of each other
      - Step 1 – Tuberculin Skin Test and result read within 2-3 days
      - Step 2 - Tuberculin Skin Test 1-3 weeks after step 1 and result read within 2-3 days.
  - If the student has had annual TB skin tests (PPD, QFT, or T-Spot) for the past 2 consecutive years or more, with no gap greater than 12 months between each test, evidence of the 2 prior TB tests must be submitted.
  - TB test (1 step) is required annually (PPD, QFT, or T-Spot)
  - Students with a positive TB skin test (PPD, QFT, or T-Spot) must provide evidence of having a positive TB test, and submit a negative chest x-ray report and negative TB questionnaire. A negative TB questionnaire is required annually.
    - Evidence of a positive TB skin test must be documented by one of the following:
      - Chest x-ray report indicating positive TB skin test as the reason for the exam OR

- Official TB skin test record indicating a positive result
- If unable to provide evidence of a positive TB skin test, the student must repeat a PPD, QFT, or T-Spot to provide documentation of a positive result

Students with approved immunization exemptions must abide by clinical facility mandates such as PPE or communicable disease testing on a regular basis (possibly at the student's expense).

Students must maintain current immunization records for the duration of the health science program and throughout the course remediation period.

(Updated 8/9/23)

### ➤ **Confidentially Agreement**

A "Protected Health Information, Confidentiality, and Security Agreement" will need to be signed and returned to the PPE Coordinator prior to approval to register for HIT 275 Professional Practice Experience. An additional agreement may be required by the clinical site.

4. The HIT 275 PPE Student Guide and other information will be given to the student by the Practicum Coordinator upon approval for enrollment in HIT 275.
5. Students must adhere to ethical guidelines set forth by AHIMA, the school's Code of Student Conduct, facility policies and procedures, and HIPAA rules.
6. Dress Code for Practicums:

Students MUST present a clean, orderly and professional appearance while completing the professional practical experience at clinical facilities. Proper attire and decorum is expected. Visible body piercing (including tongue) will be limited to earrings. Tattoos must be covered. More details will be provided in the PPE Student Guide. Any misconduct/ unprofessional behavior during a professional practice experience will not be allowed. If concerns arise during the practicum the Student, HIT Program Director, and PPE Site Coordinator will meet immediately to discuss resolution to the issues.

7. Necessary emergency medical care for each student while assigned to the PPE Site will be arranged at the student's expenses. Initial exposure to potential communicable disease will be processed through the PPE Site's policies and procedures, as amended

from time to time, and will be reported to the Academic PPE Site Coordinator, the College Program Coordinator and the PPE Site's Supervisor.



# Professional Certificate in Medical Coding

## Estimated Cost Schedule 2023-2024\*

Semester 1				
Course No.	Course Name	Credit Hours		
HEOC 119	Medical Terminology	3		
BIO 103	Human Biology	3		
HIT 100	Introduction to HIT	3		
CAPP 125	Microcomputer Applications	3		
			Tuition/fees	Books
<b>Total for First Semester</b>		<b>12</b>	<b>\$3507</b>	<b>\$361.25</b>
Semester 2				
Course No.	Course Name	Credit Hours		
HIT 224	Human Disease and Conditions	3		
HIT 105	Healthcare Technologies	3		
HIT 204	Coding 1	3		
HIT 206	Coding 2	3		
HEOC 135	Allied Health Career Development	0.5		
			Tuition	Books
<b>Total for Second Semester</b>		<b>12.5</b>	<b>\$3814.75</b>	<b>\$631.00</b>
Semester 3				
Course No.	Course Name	Credit Hours		
HIT 208	Coding 3	3		
HIT 215	Principles of Healthcare Reimbursement	3		
			Tuition	Books
<b>Total for Third Semester</b>		<b>6</b>	<b>\$1866</b>	<b>\$480.00</b>
<b>Total For Certificate</b>		<b>30.5</b>	<b>\$9,187.75</b>	<b>\$1472.25</b>

\*Tuition based on the online Missouri Resident rate

### Estimated Additional Expenses in Semester 5

- ExamSoft fees \$90.00
- Graduation Cap & Gown \$45.00

Total \$135.00

**NOTE:** Additional expenses to consider include printing, supplies (notebooks, binders, and pens), fuel, and vehicle maintenance.

# AAS in Health Information Technology

## Estimated Cost Schedule 2023-2024\*

Semester 1				
Course No.	Course Name	Credit Hours		
HEOC 119	Medical Terminology	3		
HIT 100	Introduction to HIT	3		
BIO 103	Human Biology	3		
HIT 115	Healthcare and the Law	3		
CAPP 125	Microcomputer Applications	3		
			Tuition/fees	Books
<b>Total for Semester 1</b>		<b>15</b>	<b>\$4440</b>	<b>\$283.51</b>
Semester 2				
Course No.	Course Name	Credit Hours		
ENGL 101	English Comp 1	3		
HIT 105	Healthcare Technologies	3		
MATH 119	Statistical Reasoning	3		
HIT 224	Human Disease and Conditions	3		
COMM 101	Public Speaking	3		
			Tuition	Books
<b>Total for Semester 2</b>		<b>15</b>	<b>\$4440</b>	<b>\$305.00</b>
Semester 3				
Course No.	Course Name	Credit Hours		
BSMT 108	Principles of Management	3		
			Tuition	Books
<b>Total for Semester 3</b>		<b>3</b>	<b>\$858</b>	<b>\$100.00</b>
<b>Total For First Year</b>		<b>33</b>	<b>\$9738</b>	<b>\$688.51</b>

Semester 4		
Course No.	Course Name	Credit Hours
HIT 204	Coding 1	3
HIT 206	Coding 2	3

HIT 200	Healthcare Statistics & Data Analysis	3		
CIS 124	Database Management	3		
HIST	History or Government course of choice	3		
			Tuition/fees	Books
<b>Total for Semester 4</b>		<b>15</b>	<b>\$4515</b>	<b>\$825.00</b>
<b>Semester 5</b>				
Course No.	Course Name	Credit Hours		
HIT 208	Coding 3	3		
HIT 215	Principles of Healthcare Reimbursement	3		
HIT 220	Health Information Management	3		
HIT 275	Professional Practice Experience	3		
HEOC 135	Allied Health Career Development	0.5		
			Tuition	Books
<b>Total for Semester 5</b>		<b>12.5</b>	<b>\$3814.75</b>	<b>\$920.00</b>
<b>Total For Second Year</b>		<b>27.5</b>	<b>\$8329.75</b>	<b>\$1745.00</b>
<b>Program Total</b>		<b>60.5</b>	<b>\$18,067.75</b>	<b>\$2433.51</b>

\*Tuition based on the online Missouri Resident rate

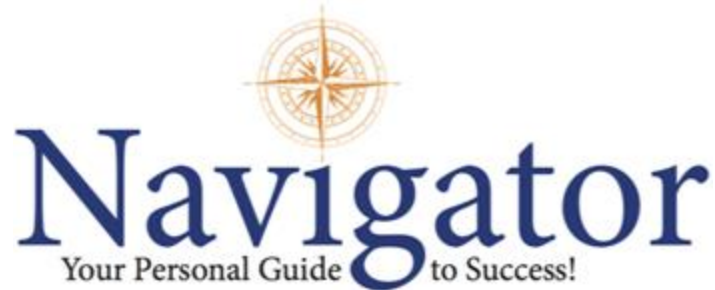
**Totals are an estimate only and subject to change without notice by the SFCC Board of Trustees**

**Estimated Additional Expenses in Semester 5**

- ExamSoft fees \$180.00
- Background Screen, Drug test, & Document tracker \$135.00
- Immunizations \$100.00
- HIT Pin \$45.00
- Graduation Cap & Gown \$45.00

Total \$505.00

**NOTE:** Additional expenses to consider include printing, supplies (notebooks, binders, and pens), fuel, and vehicle maintenance.



No matter what your destination, you'll get there faster (and probably with fewer wrong turns) if you have directions, a map or—better yet—a personal guide.

Wouldn't it be great if you had a go-to guide to navigate college? At SFCC, you do. It's called the Navigator Advising program.

As soon as you're admitted, we'll pair you with a personal Student Success Navigator who will work with you one-on-one to help you plan your academic journey, stay on track for graduation and deal with obstacles along the way.

Your navigator will team up with faculty advisors and other staff to offer guidance and answer questions, like "Which program is right for me?" "What classes should I take?" and "Where can I get help if I need it?" Whatever your concerns, remember – your navigator is your go-to guide.

Check in with your navigator today, and set your course for success!

**ALL AAS in HIT and Certificate in Medical Coding students MUST meet with their navigator each academic year to obtain a Student Success Plan. This plan maps out the courses you should take and when they should be taken.**

Failure to do this may result in delayed completion of the program due to course offering.

### **Who is My Navigator?**

Find out who your navigator is in [mySFCC](#) > Student > Starfish. View your Success Network in Starfish to find your navigator. You can contact or make an appointment with your navigator at any time to discuss educational plans, career paths and enrolling in classes.

Or follow this link to the navigator page: <https://www.sfccmo.edu/offices-services/navigator-advising/>



## Student Resources & Support

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College can feel daunting sometimes, especially if you need support and don't know how to find it. Some of our services and resources that can help you reach your academic and career goals are:

- Academic Advising
- Adult Education and Literacy (AEL)
- Career Services
- Counseling Services
- Disability Services
- Donald C. Proctor Library
- Financial Aid
- Student Success Center
- Student Technology Help Center and 24/7 Help Desk
- TRiO
- Testing Services
- Transfer Services
- Tutoring Services
- Veteran Services

Detailed information on these services can be found on the State Fair home page at this link: <https://www.sfccmo.edu/academics-programs/student-resources-support/>

### **Non-Discrimination Notification Under Title VI, Title IX, Section 504 and The Americans with Disabilities Act**

State Fair Community College does not discriminate on the basis of race, color, national origin, sex, disability, religion, sexual orientation, veteran status, or age in its programs and activities or in employment. The following persons have been designated to handle inquiries regarding the nondiscrimination policy: Director of Human Resources, Hopkins Student Services Center, (660) 596-7484, or Dean of Student and Academic Support Services, Hopkins Student Services Center, (660) 596-7393. The Hopkins Center is located on SFCC's Sedalia campus at 3201 W. 16th St., Sedalia, MO 65301. Inquiries also may be directed to the U.S. Department of Education, Office of Civil Rights at [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov).

Interested persons may obtain information as to the existence and location of services, activities and facilities at State Fair Community College that are accessible to and usable by persons with disabilities by contacting the Disability & Counseling Resource Center office, Yeater Learning Center, Room 159, SFCC, 3201 W. 16th Street, Sedalia, MO 65301, (660) 530-5832.

## SFCC Tuition, Fees & Financial Aid Information

<https://www.sfccmo.edu/admissions-financial-aid/admissions/tuition/>

## HIT Course Descriptions –Section 3

<https://www.sfccmo.edu/offices-services/academic-records-registrar/course-catalogs/>

# References

*AHIMA Code of Ethics*. (2020, May 18). Retrieved from AHIMA:

<http://www.ahima.org/about/aboutahima?tabid=ethics>

*Career & Student Center*. (2018). Retrieved April 18, 2018, from AHIMA: <https://www.ahima.org//careers>

*Health Information 101*. (2018). Retrieved April 18, 2018, from AHIMA:

<http://www.ahima.org/careers/healthinfo?tabid=what>

*Occupational Outlook Handbook, Medical Records and Health Information Technicians*. (2018, April 13).

Retrieved April 18, 2018, from Bureau of Labor Statistics: <https://www.bls.gov/ooh/healthcare/medical-records-and-health-information-technicians.htm>

*Salary Snapshot*. (2018). Retrieved April 18, 2018, from AHIMA:

[file:///C:/Users/bmarquez/Documents/HIT%20PROGRAM/HIT%20Program%20Handbook/2016\\_Salary\\_Snapshot\\_FINAL.pdf](file:///C:/Users/bmarquez/Documents/HIT%20PROGRAM/HIT%20Program%20Handbook/2016_Salary_Snapshot_FINAL.pdf)

State Fair Community College

**Health Information Technology**

Program Handbook Acknowledgement

I have been provided access to the Associate of Applied Science (AAS) In Health Information Technology & Certificate in Medical Coding Program Handbook and the information and policies contained within it.

I understand that I am responsible for making myself aware of and for following the information, policies and guidelines written therein.

Printed Name \_\_\_\_\_

Signature (Hand Written) \_\_\_\_\_

Date \_\_\_\_\_