****

**Collin College**

**Health Information Management**

**Student Handbook**

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**FOREWORD**

The goal of the Health Information Management (HIM) Program at Collin College is to graduate competent health information management professionals for the healthcare workforce. The program follows the guidelines set forth by the Texas Higher Education Coordinating Board, Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM), the American Health Information Management Association (AHIMA), Collin College mission, and the Advisory Committee for the Health Information Management Program.

All students are treated with respect and dignity. Collin College does not discriminate on the basis of race, color, religion, age, sex, national origin, disability or veteran status.

This handbook outlines many issues that are of interest to students enrolled in this program. The HIM program is a 60-credit hour program of online and Professional Practice Experience (PPE) instruction. Students who successfully complete all requirements are awarded the Associate of Applied Science (AAS) in Health Information Management degree and are eligible to take the Registered Health Information Technology (RHIT) national credentialing exam given by the American Health Information Management Association (AHIMA).

Please note that to be eligible for an AAS-HIM degree, a student must complete the requirements set forth by the college catalog. Please consult the college catalog for complete degree requirements.

This handbook is intended to serve only as a general guideline for the program. More specific policies may be found in several sources including the [Collin College Catalog](https://www.collin.edu/academics/catalog.html) and the [Collin College Student Handbook](https://www.collin.edu/studentresources/personal/studenthandbook.html). In the absence of specific practices and procedures, the program director and/or college administration will decide various issues based on, but not limited to, the following guidelines:

1. Preservation of academic standards.
2. The present and future integrity of the program.
3. The ability of the program to carry out its goals and objectives.

The program may, at any time, enact new practices or procedures deemed necessary to maintain the above guidelines. Therefore, the information in this handbook is subject to change without prior written notice.

 **ACCREDITATION**

****The Health Information Management accreditor of Collin College is the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). The College’s accreditation for an Associate of Science degree in Health Information Management has been reaffirmed through 2022. All inquiries about the program’s accreditation status should be directed by mail to CAHIIM, 200 East Randolph Street, Suite 5100, Chicago, IL, 60601; by phone at (312) 235-3255; or by email at info@cahiim.org.

**HIM Program Eligibility**

The Collin College HIM program is a selective admission program. Students must have a Collin College GPA of 2.5 or better and pass the pre-requisite classes (BIOL 2404, ENGL 1301 HITT 1305, HITT 2430, and MATH 1342) with a “C” or better. As degree seeking, students should complete the TSI Math/English Assessment (unless otherwise exempt) through Academic Advising for placement in the appropriate level of Math and English courses. As part of the application packet, students should supply an essay detailing their interest in pursuing HIM. Two letters of reference from employers, colleagues, or professors are to be emailed directly to the program director at LDanton@collin.edu.

If students are under current discipline action by the college, they are not eligible for admission into the program. Students who have a history of disciplinary action, not currently active, are eligible to apply to the program provided they agree to conditional acceptance, in writing.

All forms are to be signed and submitted digitally. The Application packet **must be emailed** to the program director via the student’s Collin College email account. Applications are due the second Friday in November and the second Friday in May. Prospective students are encouraged to contact the program director with any questions.

1. **General Program Guidelines**

I.A Program Expectations

Once admitted, students commit to timely completion of the program (no more than three years). Students conduct themselves in a professional manner, regardless of setting. Students are accountable and responsible in online courses as well as on site PPE placement. This is a program that provides students an opportunity to sit for the national credential. Students should expect to sit for the credential or to continue their education.

I.B Program Progression

The program director provides a course layout detailing required courses by semester until graduation. A student should plan on completing 18 hours per academic year until completion. In the event a student is unable to maintain the agreed upon schedule, they must notify the director. Students may find themselves in an “inactive progression” status if the GPA falls below a 2.5, a temporary leave from the program, etc. In order to move back into active status, a student MUST meet with the Director to re-formulate a succession plan to graduation. This may include taking courses again depending on circumstances.

A course permit is required for HITT 2361. When you are ready to register for this class email the program director. You will receive PPE clearance once you satisfy PPE documentation requirements.

I.C Course Delivery

The scheduled times for academic classes are listed in the college class schedule. All courses for the degree are offered in an online format. The Professional Practice Experience (PPE) component requires the student to participate at a healthcare facility. Student participation based on instructor syllabus and web course guidelines are mandatory. The program adheres to an online Code of Conduct and students are required to follow those policies.

I.D Grade Information

The Collin College HIM program maintains a rigorous academic standard. The grade is as follows:

A – 90-100

B – 80-89

C\* – 75-79

F – Below 75

*\* The minimum competency level in all HIM specific courses is a grade of a C. Students scoring a grade of “F” in any course may not progress to the next course(s) until that course is repeated, and passed with a minimum grade of C.*

The Program will adhere to FERPA (Family Educational Rights and Privacy Act) and college guidelines when reporting grades. Grades will be disclosed only to the student and no electronic notification will be provided.

I.E Transfer Credit

Prior health information management college coursework for transfer credit should be evaluated by the program director. General education transfer credit is evaluated through a “Request Transfer Credit Evaluation” in CougarWeb using “Student Quick Links.”

I.F Scholastic Dishonesty

See [Collin College Handbook](https://www.collin.edu/studentresources/personal/studenthandbook.html) Chapter 8 for scholastic dishonesty information.

I.G Teamwork

The Collin College HIM program prepares students for the workforce which includes the hard and soft skills. Teamwork is critically important to the success of any institution. Being part of a team means performing alongside persons of varying ethnic backgrounds, national origin, political and religious beliefs, as well as other differences. Very diverse groups often come together to share a common goal of caring for one another and others. By communicating effectively, and working together smoothly, the group carries out its goals successfully. Many studies show that collaborative efforts improve outcomes, and therefore teamwork is often

superior to individual efforts. The cooperative and collaborative group is one that we will model in health information courses. **“Team First”** is our goal in order to foster a learning environment of excellence.

I.H Chain of Command

Students in the program will follow the chain of command for grievances. **Students are instructed to follow the chain of command. Failure to respect the chain of command is considered unprofessional behavior.** The chain of command is as follows:

* Take a complaint to the instructor first. **It is unprofessional to discuss issues or problems with those that are not directly involved.**
* The instructor will follow-up and give you a report.
* If the grievance remains unresolved, take the issue to the Program Director. After a period of investigation, the appropriate person will report to you on the issue.
* If the situation remains unresolved, contact the Dean of Health Sciences & Emergency Services.
* In the event that an individual is believed to have violated the code of conduct, that individual is subject to disciplinary action. The individual may be asked to participate in specific training geared toward helping the individual deal with difficult or challenging situations more appropriately. Repeated incidences may result in written advising, and/or (depending upon the seriousness of the problems) dismissal from the program.

I.I Professional Organizations

Students are encouraged to become involved with the professional organizations related to HIM. In the Dallas area there is the DFWHIMA and DFWHIMSS. There is the Texas chapter of HIMA and the national organizations, American Health Information Management Association (AHIMA) and Health Information Management Systems Society. For students interested in AHIMA, the Education Program Code (EPC) is HA725. Visit [ahima.org](https://www.ahima.org/) for more details.

1. **Professional Practice Experience (PPE)**

The Health Information Management student will receive instruction in the fundamentals of areas involved in health information management. To complement academic training, the student will rotate through an area healthcare facility for a minimum of 40 hours and maximum of 80 hours in the last semester in HITT 2361. **The average PPE rotation is 60 hours**. This will help the student with his/her skills previously learned in the classroom/lab and is an unpaid professional practice experience rotation. The Director of the HIM Program or Professional Practice Experience Site Coordinator will make every effort to place the students at a facility near their home or work. If you are currently working at a healthcare facility, you will be placed in an alternate site. **Only students that have satisfactory standing in all course work will be eligible to begin professional practice experience training.**

II.A PPE Eligibility

Prior to placement, students must satisfy immunization and insurance requirements as well as a background check and drug screen. These requirements are stipulated by our PPE partners and adhered to by the HIM program. Students establish an account with CastleBranch (the document management company) and upload their documentation for review by the PPE coordinator. The website for CastleBranch is: [mycb.castlebranch.com](https://mycb.castlebranch.com/).

II.A.1 Immunizations

The Collin College Health Information Management Program does not have a vaccination policy. However, our clinical partners do. You will not be able to complete the mandatory clinical portion of the program if we cannot secure a clinical spot due vaccination status.

* Mumps, Measles, Rubella, or titer showing immunity.
* Varicella, or titer showing immunity.
* Tdap Tetanus-Diphtheria-Pertussis (within past ten years).
* COVID-19 (2 doses Moderna, 2 doses Pfizer, or 1 dose Johnson & Johnson)
* Influenza (one dose annually as available or as recommended by CDC).
* Hepatitis B series. Please note that it may take 3-6 months to complete the series. The student will not be allowed to attend Professional Practice Experiences until documentation of Hepatitis B is provided.
* All students must have a TB skin test annually. The costs of these tests are the student’s responsibility.
* Other vaccinations may be required of certain individuals, particularly those with health concerns. Please refer to the Texas Department of Health’s website listed below.
* Information on immunizations can be accessed at the Texas Department of Health’s website: <https://www.dshs.texas.gov/immunize/schedule/#adult-pro-cond>

II.A.2 Liability Insurance

Assessed as a fee upon registration for HITT 2361.

II.A.3 Health Insurance

Students are required to have health insurance coverage while in PPE experiences and will be asked to provide proof of personal medical coverage before starting onsite assignment. The college and the PPE affiliates (per our agreement with the facilities), have no responsibility for the student’s health care. Any personal, health related expenses incurred during the course of PPE training are the responsibility of the student.

II.A.4 Background Screening

Students must submit to a criminal background screening within 30 days prior to the start of a student’s PPE rotation. Verification of satisfactory results/compliance will be available to the participating hospital/agency prior to the student’s PPE rotation start date. Any criminal records are a matter of public record and are subject to disclosure to all facilities where students participate in PPE. It will be the burden of the facility to reject or accept a student based on the information in the background check. Any student with a felony conviction or select misdemeanors may find it difficult to secure PPE placement or employment in healthcare institutions. In the event a student’s background has negative findings or becomes compromised or the student is unable to secure PPE placement as a result of his/her criminal record, Collin College reserves the right to remove a student from a program and/or PPE site. Self-disclosure to the Program Director is expected within 72 hours of any incident while enrolled in the program.

II.A.5 Drug Testing

Collin College Health Information Management Program requires students to be drug screened prior to entering the Professional Practice Experience (PPE). No student will be admitted to PPE sites that has either a positive test, fails to take the test, or has taken the test at some place or time other than prescribed by the program. Previous drug screens are unacceptable. Random drug screens may be conducted during the PPE. Students may also be required to retest following any PPE incident or infraction of PPE affiliate policies or regulations. Students are responsible for the cost of the drug screen test (approximately $40). They must complete the drug test on the assigned date. Failure to do so may be considered equivalent to a positive test.

In the case of a positive test, the Medical Review Officer (MRO) of the participating lab may contact the student for information related to current and valid prescription drug use. The MRO will verify valid and current prescriptions with the student’s attending physician. In the case of a positive test, students may request a retest. Please note that hair analysis may be used for that retest, and at the financial responsibility of the student.

Students must submit to a drug screening on the date notified by the Program Director. The program may only give 24 hours’ notice to complete any drug screen. Failure to complete the drug test by the assigned date may be considered equivalent to a positive test

II.B PPE Objectives

The PPE opportunity is designed to introduce the student to the healthcare environment and to familiarize him/her with the Health Information Management role.

Other objectives:

To allow the student to develop a rapport with members of the healthcare team.

To develop the student’s knowledge of medical ethics.

To develop psycho-motor skills necessary to perform tasks effectively and efficiently.

To learn procedures and techniques used in the administration of health information.

To understand professional behaviors necessary to succeed in the workplace.

II.C PPE Professionalism On-Site

II.C.1 Appearance

Clean and professional attire during all PPE hours is required. Most sites require business casual attire. In keeping with the professional atmosphere of the healthcare institution, the student will adhere to the PPE Site dress code and badge policy:

The name badge or ID, purchased from student activities, must be worn to PPE sites. Any name tag supplied by the PPE affiliate must be worn according to that affiliate’s policy.

If ANY of the policies listed above are not adhered to, the student will receive ONE WARNING ONLY. The next time, he/she will be sent home and counted absent from the PPE site. A student determined to be in violation of the dress code by a PPE preceptor or faculty member may be sent home from PPE assignment. The Collin College HIM faculty must be notified of any violation in the dress code. If a student is sent home, the time will be recorded as unexcused.

II.C.2 PPE Tardiness

It is equally important that a student be punctual for the Professional Practice Experiences (PPE). For the student to obtain maximum benefit from the opportunity, he/she must be present at the time assigned. An appeal of a decision involving the policy for attendance or tardiness during professional experience should be made to the Program Director after discussion with the PPE instructor.

II.C.3 Parking at PPE Sites

Students are strongly encouraged to use parking facilities provided by the facility.

II.C.4 PPE Evaluation

A Professional Practice Experience (PPE) Evaluation Form will be used by your PPE Preceptor to set up and monitor your professional practice experiences. You will meet with your PPE Preceptor to discuss performance objectives the two days of the professional practice. At this time, it is appropriate to discuss what projects and activities will be important for you to demonstrate satisfactory performance on the program exit competencies. An additional aspect of the Professional Practice Experience (PPE) is the Student Portfolio. Materials added to your portfolio during professional practice should demonstrate your accomplishments to the program and future employers.

II.C.5 PPE Incidents

PPE incidents fall into three categories: immediate dismissal, two phase incident, or three phase incidents.

**Immediate dismissal**

Any student committing any of the following offenses will be subject to **immediate** removal from the program (not necessarily Collin College).

* A deliberate action, which has or has the potential to cause serious physical or emotional harm to patients or personnel.
* Coming to the PPE sites under the influence of any non-prescribed drug that adversely affects the student’s performance during the PPE rotation or bringing said drugs into the hospital or consuming drugs on hospital property.
* A verbal or physical act of aggression against another person on facility premises.
* Theft of hospital, facility, patient, student, or visitor property.
* Deliberate destruction or damage to hospital, facility, patient, student, or visitor property.
* Deliberate falsification of hospital or facility records either by omission or addition.
* HIPAA violations

**Two Phase Incident Discipline Action**

The student committing any of the offenses listed will be subject to the following disciplinary actions:

**First incident** - probation (probationary status will continue for the duration of the student’s enrollment in the program).

**Second incident** - dismissal from the Program (not necessarily Collin College).

* Causing damage to hospital, facility, patient, student, or visitor property through negligence.
* Causing injury or potential harm to patient through negligence.
* Insubordination or refusal to obey an order from a superior or supervisor. There are two exceptions to insubordination.
	+ The student is not qualified to perform the task.
	+ When proper supervision is lacking.

Three Phase Incident Discipline Action A student committing the offenses listed below will be subject to the following disciplinary actions:

First incident - verbal warning

Second incident - written reprimand

Third incident - dismissal from the Program (not necessarily Collin College)

* Failure to follow published departmental rules or policies.
* Failure to follow published program rules and policies

NOTE: During professional experiences, it is important that serious incidents be documented at the College. A PPE Incident Form is included in this student handbook (Appendix B) and must be completed and submitted to the Program Director within 24 hours of occurrence.

APPEAL PROCEDURE The student may appeal a PPE Incident Form to the Program Director. If the student is not satisfied with the decision, he/she may initiate the Collin College Grievance Policy through the office of the Dean of Health Science and Emergency Services. A copy of this policy can be found in the Collin College student handbook.

II.D Responsibilities of the PPE site Facility

*Collin College has current affiliation agreements with all the PPE facilities where our students complete PPE rotations. The clinical affiliation agreement is a legally binding document that sets the guidelines for both the college and the facility. The following is merely a reflection of the agreement for clarification purposes and does not supersede the agreement:*

The Facility will permit students of Collin College to practice under the supervision of College faculty or designated individuals in the department. The individual faculty member will be responsible to the liaison person designated by the Facility for health information management student activities.

The period of assignments shall be during regular Collin College academic sessions.

Collin College will provide the Facility with the names of the students who are entitled to use the resources of the Facility under the terms of their agreement.

The student agrees to abide by rules, regulations, and policies set forth by the PPE site’s medical records department. The student is to respect the authority of the supervisor and chain of command while functioning in the PPE facility. In the event PPE affiliate policies or procedures seem to conflict with college policy, please notify the Program Director of the college immediately.

The Facility further agrees:

To maintain the criteria for accreditation as established by the Joint Commission for Accreditation of Healthcare Organizations or other appropriate accrediting agencies.

To provide Collin College the necessary space or facilities for conference and classroom areas for student teaching, as available.

To allow students and faculty members of Collin College to utilize the Facility’s eating facilities at the student and faculty’s personal expense (in some instances at a reduced rate consistent with employees).

1. **Collin College Information**

III.A Mission Statement

Collin County Community College District is a student and community-centered institution committed to developing skills, strengthening character, and challenging the intellect.

III.B Core Values

We have a passion for:

* Learning
* Service and Involvement
* Creativity and Innovation
* Academic Excellence
* Dignity and Respect
* Integrity

III.C Philosophy and Purpose Statement

Through its campuses, centers, and programs, Collin College fulfills community and industry needs and its statutory charge by providing:

* Academic courses in the arts and sciences to transfer to senior institutions
* Programs leading to baccalaureate degrees, associate degrees or certificates, including technical programs, designed to develop marketable skills and promote economic development
* Continuing adult education programs for academic, professional, occupational and cultural enhancement
* Developmental education and literacy programs designed to improve the basic skills of students
* A program of student support services, including counseling and learning resources designed to assist individuals in achieving their educational and career goals
* Workforce, economic, and community development initiatives designed to meet local and state needs
* Other purposes as may be directed by the Board and/or the laws of the State of Texas

**Endorsements**

The naming of specific product, procedure, or item of equipment does not constitute an endorsement of the same by Collin College.

**Appendix A**

AHIMA Code of Ethics

**Preamble**

The ethical obligations of the health information management (HIM) professional include the safeguarding of privacy and security of health information; appropriate disclosure of health information; development, use, and maintenance of health information systems and health information; and ensuring the accessibility and integrity of health information.

Healthcare consumers are increasingly concerned about security and the potential loss of privacy and the inability to control how their personal health information is used and disclosed. Core health information issues include what information should be collected, how the information should be managed, who should have access to the information, under what conditions the information should be disclosed, how the information is retained, when it is no longer needed, and how is it disposed of in a confidential manner. All of the core health information issues are addressed in compliance with state and federal regulations, and employer policies and procedures.

Ethical obligations are central to the professional's responsibility, regardless of the employment site or the method of collection, storage, and security of health information. In addition, sensitive information (e.g., genetic, adoption, substance use, sexual health, and behavioral information) requires special attention to prevent misuse. In the world of business and interactions with consumers, expertise in the protection of information is required.

**Purpose of the American Health Information Management Association Code of Ethics**

The HIM professional has an obligation to demonstrate actions that reflect values. The American Health Information Management Association (AHIMA) Code of Ethics sets forth these principles. ([See also AHIMA Mission, Vision, Values](http://www.ahima.org/about/aboutahima?tabid=story)) The code is relevant to all AHIMA members, non-members with the Commission on Certification for Health Informatics and Information Management (CCHIIM) certifications, and students enrolled in a formal certificate or degree granting program directly relevant to AHIMA’s Purpose regardless of their professional functions, the settings in which they work, or the populations they serve. These purposes strengthen the HIM professional’s efforts to improve overall quality of healthcare.

The AHIMA Code of Ethics serves six purposes:

* Promotes high standards of HIM practice.
* Summarizes broad ethical principles that reflect the profession's core values.
* Establishes a set of ethical principles to be used to guide decision-making and actions.
* Establishes a framework for professional behavior and responsibilities when professional obligations conflict or ethical uncertainties arise.
* Provides ethical principles by which the general public can hold the HIM professional accountable.
* Mentors practitioners new to the field to HIM's mission, values, and ethical principles.

The code includes principles that are enforceable and aspirational. The extent to which each principle is enforceable is a matter of professional judgment to be exercised by those responsible for reviewing alleged violations of ethical principles.

**Principles**

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.

A health information management professional shall:

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.

**Appendix B**

|  |  |  |  |
| --- | --- | --- | --- |
| **Domain** | **Associate HIM Curriculum Competencies** | **Taxonomy** | **Course(s) Assessed** |
| **Domain I. Data Structure, Content, and Information Governance** |
| I.1 | Describe health care organizations from the perspective of key stakeholders | 2 | HITT-1301 |
| I.2 | Apply policies, regulations, and standards to the management of information. | 3 | HITT-1353 |
| I.3 | Identify policies and strategies to achieve data integrity. | 3 | HITT-1301, HITT-2443 |
| I.4 | Determine compliance of health record content within the health organization. | 5 | HITT-2346 |
| I.5 | Explain the use of classification systems, clinical vocabularies, and nomenclatures. | 2 | HITT-1301, HITT-2435 |
| I.6 | Describe components of data dictionaries and data sets | 2 | HITT-1311 |
| I.6 (DM) | Evaluate data dictionaries and data sets for compliance with governance standards | 5 | HITT-1311 |
| **Domain II. Information Protection: Access, Use, Disclosure, Privacy, and Security** |
| II.1 | Apply privacy strategies to health information. | 3 | HITT-1353 |
| II.2 | Apply security strategies to health information | 3 | HITT-1311 |
| II.3 | Identify compliance requirements throughout the health information life cycle. | 3 | HITT-1353 |
| **Domain III. Informatics, Analytics, and Data Use** |
| III.1 | Apply health informatics concepts to the management of health information | 3 | HITT-1311 |
| III.2 | Utilize technologies for health information management. | 3 | HITT-2346, HITT-2272 |
| III.3 | Calculate statistics for health care operations.  | 3 | HITT-2443 |
| III.4 | Report health care data through graphical representations.  | 3 | HITT-2443, HITT-2272 |
| III.5 | Describe research methodologies used in health care.  | 2 | HITT-2339 |
| III.6 | Describe the concepts of managing data | 3 | HITT-1301, HITT-1311 |
| III.6 (DM) | Manage data within a database system. | 5 | HITT-2272 |
| III.7 | Summarize standards for exchange of health information | 2 | HITT-1311 |
| III.7 (DM) | Identify standards for exchange of health information | 3 | HITT-1311 |
| **Domain IV. Revenue Cycle Management** |
| IV.1 | Validate assignment of diagnostic and procedural codes and groupings in accordance with official guidelines | 3 | HITT-2435, HITT-2346 |
| IV.1 (RM) | Determine diagnosis and procedure codes according to official guidelines. | 5 | HITT-2435 |
| IV.2 | Describe components of revenue cycle management and clinical documentation improvement.  | 2 | HITT-2435 |
| IV.2 (RM) | Evaluate revenue cycle processes. | 5 | HITT-2346 |
| IV.3 | Summarize regulatory requirements and reimbursement methodologies.  | 2 | HITT-2435 |
| IV.3 (RM) | Evaluate compliance with regulatory requirements and reimbursement methodologies. | 5 | HITT-2346 |
| **Domain V. Health Law and Compliance** |
| V.1 | Apply legal processes impacting health information. | 3 | HITT-1353 |
| V.2 | Demonstrate compliance with external forces. | 3 | HITT-1353 |
| V.3 | Identify the components of risk management related to health information management. | 3 | HITT-2443 |
| V.4 | Identify the impact of policy on health care. | 3 | HITT-1353 |
| **Domain VI. Organizational Management and Leadership** |
| VI.1 | Demonstrate fundamental leadership skills. | 3 | HITT-2339 |
| VI.2 | Identify the impact of organizational change. | 3 | HITT-2339 |
| VI.3 | Identify human resource strategies for organizational best practices. | 3 | HITT-2339 |
| VI.4 | Utilize data-driven performance improvement techniques for decision making. | 3 | HITT-2339, HITT-2443 |
| VI.5 | Utilize financial management processes. | 3 | HITT-2339 |
| VI.6 | Examine behaviors that embrace cultural diversity. | 4 | HITT-2339 |
| VI.7 | Assess ethical standards of practice. | 5 | HITT-2339 |
| VI.8 | Describe consumer engagement activities.  | 2 | HITT-2435 |
| VI.9 | Identify processes of workforce training for healthcare organizations | 3 | HITT-2339 |

**Appendix C PPE INCIDENT FORM**

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**Student Name** **CWID**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date of Incident** **PPE Site**

# Description of Events:

*(Use additional sheet(s) if necessary)*

# Student Response:

*(Use additional sheet(s) if necessary)*

**Category of Incident:** \_\_\_\_\_\_ I \_\_\_\_\_\_ II \_\_\_\_\_\_ III

***This section for college use only.***

Incident appealed: \_\_\_\_ Yes \_\_\_\_ No \_\_\_\_\_\_\_\_\_ Date of Appeal

If yes, attach results of appeal and the action taken by the college to this sheet.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Student Signature** **Date**

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**Preceptor/PPE Instructor Signature** **Date**

HEALTH INFORMATION MANAGEMENT

COLLIN COUNTY COMMUNITY COLLEGE

STUDENT HANDBOOK

Declaration Page

I enter your name here, have reviewed this handbook and understand all the practices included within. I agree to abide by these practices while enrolled as a student in the Health Information Management Program at Collin College. I also agree to abide by procedures outlined in the Collin College Student Handbook, as applicable to all Collin College students. I authorize the release of my driver’s license and social security number to hospitals as is required to issue an ID badge for the facility.

Type your CWID number hereClick or tap to enter a date

Enter your CWID and the current date above.

Student Signature

Double click signature line above to sign digitally.

#

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