Health Information Management...
powering the gears of healthcare

Collin College
Health Information Management
Student Handbook
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 of the 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/Clinical) 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 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; this includes “AAS core courses”, as well as the HIM component. 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 and the Collin College Student Handbook. 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:

a. Preservation of academic standards.
b. Present and future integrity of the program.
c. 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 HIM (Associate degree) program is accredited by the Commission on Accreditation for Informatics and Information Management (CAHIIM) which enforces HIM curriculum developed by the Council for Excellence in Education (CEE).
HIM Program Eligibility
The Collin College HIM program is a selective admission program. Students must have a GPA of 2.5 or better and pass the pre-requisite classes (BIOL 2404, HITT 1305, and HITT 2471) 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 their TEAS scores (a minimum overall 60% score is required), two letters of reference (it can be from colleagues, professors, etc.), and an essay detailing your interest in pursuing HIM along with their application. 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.

The Application packet may be emailed to the program director, mailed, or delivered to the Health Science office in the Health Sciences building on the Central Park Campus, Suite 201. 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.

I. 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.

Course permits are required for HITT 1160 (PPE/Clinical I), HITT 2361, and HITT 2249. When you are ready to register for these classes, 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/Clinical) 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 scale is as follows…

A – 90-100
B – 80-89
C* – 75-79
F – Below 75

* The minimum competency level in all 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 college coursework for transfer credit should be evaluated by the program director.

I.F Scholastic Dishonesty
See Collin College Handbook Section 7-2.2 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 725. Visit ahima.org for more details.

II. Professional Practice Experience (PPE/Clinical)

The Health Information Management student will receive instruction in the fundamentals of all areas involved in health information management. To compliment academic training, the student will rotate through an area healthcare facility for a total of 96 hours (HITT 1160 - 16 hours and HITT 2361 - 80 hours). This will help the student with his/her skills previously learned in the classroom/lab and is an unpaid clinical rotation. The Director of the HIM Program or PPE/Clinical Site Coordinator will make every effort to place the students at a facility near their home or work when possible. 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 PPE/Clinical 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.

II.A.1 Immunizations
State law and Collin College Health Information Management Program require the following immunizations prior to placement in PPE/Clinical site:

- Mumps, Measles, Rubella, or titer showing immunity.
- Varicella, or titer showing immunity.
- Tetanus/Diphtheria (within past ten years).
- 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: http://www.tdh.texas.gov/immunize/vischart.htm
II.A.2 Liability Insurance  
Assessed as a fee upon registration for HITT 1160 and 2361.

II.A.3 Health Insurance  
Students are required to have health insurance coverage while in PPE/Clinical experiences and will be asked to provide proof of personal medical coverage before starting onsite assignment. The college and the clinical 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/Clinical training are the responsibility of the student.

II.A.4 Background Screening  
Students must submit to a criminal background screening. Any criminal records are a matter of public record and are subject to disclosure to all facilities where students participate in PPE/Clinical practice. It will be the burden of the facility to reject or accept a student based on the information in the background check.

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/Clinical). No student will be admitted to PPE/Clinical 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/Clinical practice experience. Students may also be required to retest following any PPE/Clinical incident or infraction of PPE/Clinical affiliate policies or regulations. Students are responsible for the cost of the drug screen test (approximately $30). 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/Clinical 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/Clinical Site dress code and badge policy:

- The name badge or ID, purchased from student activities, must be worn to PPE/Clinical sites. Any name tag supplied by the PPE/Clinical 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/Clinical site. A student determined to be in violation of the dress code by a PPE/Clinical preceptor or faculty member may be sent home from PPE/Clinical 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 /Clinical Tardiness
It is equally important that a student be punctual for the Professional Practice Experiences (PPE/Clinical). In order 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/Clinical instructor.

II.C.3 Parking at PPE/Clinical Sites
Students are strongly encouraged to use parking facilities provided by the facility.

II.C.4 PPE/Clinical Evaluation
A Professional Practice Experience (PPE/Clinical) Evaluation Form will be used by your PPE/Clinical Preceptor to set up and monitor your professional practice experiences. You will meet with your PPE/Clinical Preceptor to discuss performance objectives the first week of 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/Clinical) 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/Clinical Incidents
PPE/Clinical incidents fall into three categories: immediate dismissal, 2 incident, or three incident.

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/Clinical sites under the influence of any non-prescribed drug that adversely affects the student’s performance during the clinical 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.
    o The student is not qualified to perform the task.
    o 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/Clinical 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/Clinical 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/Clinical site Facility

Collin College has current affiliation agreements with all the clinical facilities where our students complete clinical 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 clinical site’s medical records department. The student is to respect the authority of the supervisor and chain of command while functioning in the PPE/Clinical facility. In the event clinical 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).

III. Collin College Information

III.A Mission Statement
Collin College 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 its statutory charge to provide:

- Academic courses in the arts and sciences to transfer to senior institutions.
- Technical programs, leading to associate degrees or certificates, 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 development services 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 statewide needs.
- Other purposes as may be directed by the Collin Board of Trustees 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 Principles

The following ethical principles are based on the core values of the American Health Information Management Association and apply to all AHIMA members and certificants. Guidelines included for each ethical principle are a non-inclusive list of behaviors and situations that can help to clarify the principle. They are not meant to be a comprehensive list of all situations that can occur.

I. **Advocate, uphold, and defend the individual’s right to privacy and the doctrine of confidentiality in the use and disclosure of information.**

A health information management professional **shall:**

1.1. Safeguard all confidential patient information to include, but not limited to, personal, health, financial, genetic, and outcome information.

1.2. Engage in social and political action that supports the protection of privacy and confidentiality, and be aware of the impact of the political arena on the health information issues for the healthcare industry.

1.3. Advocate for changes in policy and legislation to ensure protection of privacy and confidentiality, compliance, and other issues that surface as advocacy issues and facilitate informed participation by the public on these issues.

1.4. Protect the confidentiality of all information obtained in the course of professional service. Disclose only information that is directly relevant or necessary to achieve the purpose of disclosure. Release information only with valid authorization from a patient or a person legally authorized to consent on behalf of a patient or as authorized by federal or state regulations. The minimum necessary standard is essential when releasing health information for disclosure activities.

1.5. Promote the obligation to respect privacy by respecting confidential information shared among colleagues, while responding to requests from the legal profession, the media, or other non-healthcare related individuals, during presentations or teaching and in situations that could cause harm to persons.

1.6. Respond promptly and appropriately to patient requests to exercise their privacy rights (e.g., access, amendments, restriction, confidential communication, etc.). Answer truthfully all patients’ questions concerning their rights to review and annotate their personal biomedical data and seek to facilitate patients’ legitimate right to exercise those rights.
II. **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, peers, and to the health information management profession.**

A health information management professional shall:

2.1. Act with integrity, behave in a trustworthy manner, elevate service to others above self-interest, and promote high standards of practice in every setting.

2.2. Be aware of the profession’s mission, values, and ethical principles, and practice in a manner consistent with them by acting honestly and responsibly.

2.3. Anticipate, clarify, and avoid any conflict of interest, to all parties concerned, when dealing with consumers, consulting with competitors, in providing services requiring potentially conflicting roles (for example, finding out information about one facility that would help a competitor), or serving the Association in a volunteer capacity. The conflicting roles or responsibilities must be clarified and appropriate action taken to minimize any conflict of interest.

2.4. Ensure that the working environment is consistent and encourages compliance with the AHIMA Code of Ethics, taking reasonable steps to eliminate any conditions in their organizations that violate, interfere with, or discourage compliance with the code.

2.5. Take responsibility and credit, including authorship credit, only for work they actually perform or to which they contribute. Honestly acknowledge the work of and the contributions made by others verbally or written, such as in publication.

A health information management professional shall not:

2.6. Permit one’s private conduct to interfere with the ability to fulfill one’s professional responsibilities.

2.7. Take unfair advantage of any professional relationship or exploit others to further one’s own personal, religious, political, or business interests.

III. **Preserve, protect, and secure personal health information in any form or medium and hold in the highest regards health information and other information of a confidential nature obtained in an official capacity, taking into account the applicable statutes and regulations.**

A health information management professional shall:

3.1. Safeguard the privacy and security of written and electronic health information and other sensitive information. Take reasonable steps to ensure that health information is stored securely and that patients’ data is not available to others who are not authorized to have access. Prevent inappropriate disclosure of individually identifiable information.
3.2. Take precautions to ensure and maintain the confidentiality of information transmitted, transferred, or disposed of in the event of termination, incapacitation, or death of a healthcare provider to other parties through the use of any media.

3.3. Inform recipients of the limitations and risks associated with providing services via electronic or social media (e.g., computer, telephone, fax, radio, and television).

IV. Refuse to participate in or conceal unethical practices or procedures and report such practices.

A health information management professional **shall**:

4.1. Act in a professional and ethical manner at all times.

4.2. Take adequate measures to discourage, prevent, expose, and correct the unethical conduct of colleagues. If needed, utilize the [Professional Ethics Committee Policies and Procedures](#) for potential ethics complaints.

4.3. Be knowledgeable about established policies and procedures for handling concerns about colleagues’ unethical behavior. These include policies and procedures created by AHIMA, licensing and regulatory bodies, employers, supervisors, agencies, and other professional organizations.

4.4. Seek resolution if there is a belief that a colleague has acted unethically or if there is a belief of incompetence or impairment by discussing one’s concerns with the colleague when feasible and when such discussion is likely to be productive.

4.5. Consult with a colleague when feasible and assist the colleague in taking remedial action when there is direct knowledge of a health information management colleague’s incompetence or impairment.

4.6. Take action through appropriate formal channels, such as contacting an accreditation or regulatory body and/or the AHIMA Professional Ethics Committee if needed.

4.7. Cooperate with lawful authorities as appropriate.

A health information management professional **shall not**:

4.8. Participate in, condone, or be associated with dishonesty, fraud and abuse, or deception. A non-inclusive list of examples includes:

- Allowing patterns of optimizing or minimizing documentation and/or coding to impact payment
- Assigning codes without physician documentation
- Coding when documentation does not justify the diagnoses or procedures that have been billed
- Coding an inappropriate level of service
- Miscoding to avoid conflict with others
- Engaging in negligent coding practices
- Hiding or ignoring review outcomes, such as performance data
- Failing to report licensure status for a physician through the appropriate channels
- Recording inaccurate data for accreditation purposes
- Allowing inappropriate access to genetic, adoption, health, or behavioral health information
- Misusing sensitive information about a competitor
- Violating the privacy of individuals

Refer to the AHIMA Standards of Ethical Coding for additional guidance.

4.9. Engage in any relationships with a patient where there is a risk of exploitation or potential harm to the patient.

V. Advance health information management knowledge and practice through continuing education, research, publications, and presentations.

A health information management professional shall:

5.1. Develop and enhance continually professional expertise, knowledge, and skills (including appropriate education, research, training, consultation, and supervision). Contribute to the knowledge base of health information management and share one’s knowledge related to practice, research, and ethics.

5.2. Base practice decisions on recognized knowledge, including empirically based knowledge relevant to health information management and health information management ethics.

5.3. Contribute time and professional expertise to activities that promote respect for the value, integrity, and competence of the health information management profession. These activities may include teaching, research, consultation, service, legislative testimony, advocacy, presentations in the community, and participation in professional organizations.

5.4. Engage in evaluation and research that ensures the confidentiality of participants and of the data obtained from them by following guidelines developed for the participants in consultation with appropriate institutional review boards.
5.5. Report evaluation and research findings accurately and take steps to correct any errors later found in published data using standard publication methods.

5.6. Design or conduct evaluation or research that is in conformance with applicable federal or state laws.

5.7. Take reasonable steps to provide or arrange for continuing education and staff development, addressing current knowledge and emerging developments related to health information management practice and ethics.

VI. **Recruit and mentor students, staff, peers, and colleagues to develop and strengthen professional workforce.**

A health information management professional **shall:**

6.1. Provide directed practice opportunities for students.

6.2. Be a mentor for students, peers, and new health information management professionals to develop and strengthen skills.

6.3. Be responsible for setting clear, appropriate, and culturally sensitive boundaries for students, staff, peers, colleagues, and members within professional organizations.

6.4. Evaluate students' performance in a manner that is fair and respectful when functioning as educators or clinical internship supervisors.

6.5. Evaluate staff's performance in a manner that is fair and respectful when functioning in a supervisory capacity.

6.6. Serve an active role in developing HIM faculty or actively recruiting HIM professionals.

A health information management professional **shall not:**

6.7. Engage in any relationships with a person (e.g. students, staff, peers, or colleagues) where there is a risk of exploitation or potential harm to that other person.

VII. **Represent the profession to the public in a positive manner.**

A health information management professional **shall:**

7.1. Be an advocate for the profession in all settings and participate in activities that promote and explain the mission, values, and principles of the profession to the public.

VIII. **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.**
A health information management professional shall:

8.1. Perform responsibly all duties as assigned by the professional association operating within the bylaws and policies and procedures of the association and any pertinent laws.

8.2. Uphold the decisions made by the association.

8.3. Speak on behalf of the health information management profession and association, only while serving in the role, accurately representing the official and authorized positions of the association.

8.4. Disclose any real or perceived conflicts of interest.

8.5. Relinquish association information upon ending appointed or elected responsibilities.

8.6. Resign from an association position if unable to perform the assigned responsibilities with competence.

8.7. Avoid lending the prestige of the association to advance or appear to advance the private interests of others by endorsing any product or service in return for remuneration. Avoid endorsing products or services of a third party, for-profit entity that competes with AHIMA products and services. Care should also be exercised in endorsing any other products and services.

IX. State truthfully and accurately one’s credentials, professional education, and experiences.

A health information management professional shall:

9.1. Make clear distinctions between statements made and actions engaged in as a private individual and as a representative of the health information management profession, a professional health information association, or one’s employer.

9.2. Claim and ensure that representation to patients, agencies, and the public of professional qualifications, credentials, education, competence, affiliations, services provided, training, certification, consultation received, supervised experience, and other relevant professional experience are accurate.

9.3. Claim only those relevant professional credentials actually possessed and correct any inaccuracies occurring regarding credentials.

9.4. Report only those continuing education units actually earned for the recertification cycle and correct any inaccuracies occurring regarding CEUs.

X. Facilitate interdisciplinary collaboration in situations supporting health information practice.
A health information management professional **shall**:

10.1. Participate in and contribute to decisions that affect the well-being of patients by drawing on the perspectives, values, and experiences of those involved in decisions related to patients.

10.2. Facilitate interdisciplinary collaboration in situations supporting health information practice.

10.3. Establish clearly professional and ethical obligations of the interdisciplinary team as a whole and of its individual members.

10.4. Foster trust among group members and adjust behavior in order to establish relationships with teams.

**XI. Respect the inherent dignity and worth of every person.**

A health information management professional **shall**:

11.1. Treat each person in a respectful fashion, being mindful of individual differences and cultural and ethnic diversity.

11.2. Promote the value of self-determination for each individual.

11.3. Value all kinds and classes of people equitably, deal effectively with all races, cultures, disabilities, ages and genders.

11.4. Ensure all voices are listened to and respected.
Appendix B

Clinical Incident Form

PPE/CLINICAL INCIDENT FORM

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

Student Signature __________________________________________ Date ______________

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.

Preceptor/ PPE-Clinical Instructor Signature __________________________________________ Date ______________