



## *DIVISION OF ALLIED HEALTH SCIENCES*

### *HEALTH INFORMATION TECHNOLOGY & MEDICAL CODING SPECIALIST*

#### *APPLICATION PACKET (2018)*

**NOTICE OF NON-DISCRIMINATION:**

Southern University at Shreveport does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. An ADA/Section 504/Title IX Coordinator has been designated to handle inquiries regarding the non-discrimination policies.



***Division of Allied Health Sciences  
Health Information Technology / Medical Coding Specialist Program***

Dear Applicant:

Thank you for your interest in the Health Information Technology / Medical Coding Specialist Program. The Health Information Technology Program is a seventy-two (72) credit-hour curriculum leading to the Associate of Applied Science Degree. The program is accredited by the Commission on Accreditation for Health Informatics Information Management Education (CAHIIM). The Medical Coding Specialist Certificate is a fifty-three (53) credit-hour curriculum leading to a Certificate of Applied Science.

Applicants to the HIT / Medical Coding Specialist Program must meet general admission requirements to the University as outlined in the University Catalog. Southern University at Shreveport is an open admissions institution; however, acceptance into the clinical phase of the program is based on a selection process. Acceptance into the program requires fulltime commitment to both didactic and clinical instruction.

For those applicants who have successfully completed all the general education requirement courses as well as all the HIT pre-requisite courses - Anatomy & Physiology I lecture and lab (BIOL 220 and, BIOL 220L), Anatomy & Physiology II lecture and lab (BIOL 222 and BIOL 222L), and Medical Terminology (ALLH 210), clinical applications must be submitted to the HIT Professional Practice Experience Coordinator or an HIT faculty member on or before the last day of Fall registration.

For those applicants who meet the minimum requirements, this does not guarantee admission into the clinical program. Applications will be reviewed utilizing predetermined criteria as specified in the Application Packet. A maximum of twenty (20) students will be accepted for admission into the clinical program. Applicants will be notified in writing by the Program Director or Program Clinical Coordinator as to their acceptance (official or conditional) or non-acceptance into the program.

We ask that you read the directions carefully to ensure the application is completed correctly so there will be no delay in the review of your application. If you have any questions about the application procedure, you may contact either Ms. LaChandra Wells, RHIT, Professional Practice Experience Coordinator at (318) 670-9645 or myself at (318) 670-9644.

Educational opportunities are offered by Southern University at Shreveport without regard to race, color, religion, sex, sexual orientation, national origin, age, disability, marital status, or veteran's status. All applicants will be afforded equal opportunity for admission and progression in the HIT / Medical Coding Specialist Program. For students with disabilities, reasonable accommodations will be made to policies, practices, or procedures as necessary to achieve course objectives.

Again, thank you for your interest in the HIT / Medical Coding Specialist Program at Southern University at Shreveport.

Sincerely,

*Kim Newlen, MA, RHIA*

Kim Newlen, MA, RHIA

Program Director / Associate Professor, HIT / Medical Coding Specialist Program

# HEALTH INFORMATION TECHNOLOGY PROGRAM

## Mission Statement

Dedicated to quality education and the advancement of best practices in a fostering learning environment that develops technical competencies, critical-thinking, problem-solving, and interpersonal skills to prepare graduates for entry level positions as competent and skilled professionals in a global health information management industry.

## Vision Statement

Inspire students to commit to life-long learning and ethical values while also promoting service with integrity and honor as competent and skilled professionals in the health information management industry.

## Program Philosophy

- Offer a curriculum that meets the needs of our communities of interest by providing students with the technical, cognitive, and professional skills to enter a global health information management industry as competent and confident health information technicians.
- Provide students with hands-on-experience, simulating a healthcare setting utilizing up-to-date technology.
- Challenge students and department faculty to maintain high standards of ethical and professional behavior which support the American Health Information Management Association (AHIMA) Code of Ethics.
- Mentor and encourage students to become active in professional associations a national, state, and local level.
- Prepare graduates who will qualify for employment in a healthcare setting at the level of supervisor, coding specialist, Health Insurance Portability and Accountability Act (HIPAA) coordinator, and/or other related positions.
- Maintain an academic program with a knowledgeable, qualified, and nurturing faculty.
- Offer didactic instruction utilizing a variety of instructional methodologies conducive to access and success from both a traditional and non-traditional student perspective.

## **Program Learning Outcomes**

Upon completion of the Associate of Applied Science Degree in Health Information Technology, students will be able to:

1. Apply regulatory / accrediting standards in the analysis of health records to ensure complete, accurate, and current health record documentation.
2. Apply clinical coding guidelines to accurately code and sequence diagnoses and procedures in the health record.
3. Demonstrate professional and communication skills expected on a professional practice experience in accordance with program/clinical site/national association professional ethics / conduct.
4. Apply certification standards accurately in the analysis of the electronic health records.

Upon completion of the Certificate of Applied Science Degree in Medical Coding Specialist students will be able to:

1. Apply regulatory / accrediting standards in the analysis of health records to ensure complete, accurate, and current health record documentation.
2. Apply clinical coding guidelines to accurately code and sequence diagnoses and procedures in the health record.
3. Demonstrate professional and communication skills expected on a professional practice experience in accordance with program/clinical site/national association professional ethics / conduct.

## **PROGRAM ADMISSION REQUIREMENTS**

1. Meet the general admissions criteria of the University.
2. Complete an application for admission along with an application fee made payable to the Health Information Technology Program.
3. Score on the ACT or University Placement Test sufficient to place in college level courses.
4. Provide official transcripts (may also be e-scripted) from other colleges or universities attended.
5. Achieve an overall cumulative GPA of 2.0 or higher in previous college course work and currently in good academic standing without academic probation or suspension.
6. Complete all required general education courses and earn a “C” or better in each course.
7. Complete all required prerequisite courses - BIOL 220 / 220L, BIOL 222 / 222L, and ALLH 210 and earn a “C” or better prior to admission to the HIT / Medical Coding Specialist Program. Complete the Health Education Systems Incorporated (HESI) entrance exam which is comprised of several components: Anatomy/Physiology, grammar, math, and reading comprehension.
8. Complete a criminal background check through a nationwide investigative research company and a drug screen as mandated by the program’s clinical affiliates. .
9. Complete Letter of Intent describing, “Why I selected Health Information Technology / Medical Coding as my career choice”.
10. Submit three (3) Letters of Recommendation, preferably from employers and educators.

Twenty (20) students will be accepted to the Health Information Technology / Medical Coding Specialist Clinical Program in the Fall semester of each year. The top scoring applicants will be selected for acceptance into the clinical program utilizing a pre-established set of selection criteria.

### **Criteria for Selection**

Admission to the HIT / Medical Coding Specialist Program is competitive utilizing a set of selection criteria (academic and non-academic) inclusive of the following:

- Overall cumulative GPA.
- Grades in Anatomy & Physiology I and II lecture and lab courses, College Algebra course, and Medical Terminology course.
- Score on the HESI entrance examination
- Letter of Intent (content and written communication skills)
- Three Letters of Recommendation, preferably from employers and educators.
- Negative criminal background check and negative drug screen

All HIT / Medical Coding Specialist Program applicants will be “ranked” according to an Admission Point Scale in which a culmination of academic and non-academic points will be the determining factor for admission. If the number of eligible students applying to the clinical program exceeds twenty (20), then students with the highest scores in all admission criteria will be selected.

Students who apply for admission to clinical programs within the Division of Allied Health Sciences and School of Nursing must adhere to the most current curriculum implemented at the time of his/her official acceptance into the respective clinical program.

For those candidates selected for admission, a physical exam will be required in the 1<sup>st</sup> Spring semester. A physical exam form, “Verification of Health Status Statement” is included in the student health verification packet. Please note, the physical exam and other required documents listed below must be completed prior to Professional Practice Experience placement.

- A completed “Verification of Health Status Statement” signed by a physician of the applicant’s choice confirming the applicant is in good physical and mental health and possesses the requirements to function satisfactorily within the program and the occupation.
- Proof of current immunization status to include PPD, MMR, Varicella, Td, and influenza.
- A second negative criminal background check and drug screening.

**NOTE:**

The physical exam, proof of immunization status, and a second negative criminal background check and drug screening are required **prior** to the student being scheduled for the first Professional Practice Experience. This is required in the first Spring semester of the professional curriculum but no later than midterm in the first Spring semester of the professional curriculum.

The hepatitis series may or may not be required dependent on the PPE clinical site. For additional details, refer to Health Status.

## Health Information Technology – AAS Degree Curriculum

<u>General Educational Courses:</u>		<u>Credit Hours</u>
College Success	120	1
Freshman English I	110	3
Medical Terminology I	210	3
Pre-Calculus Algebra	135	3
Anatomy and Physiology I (lect.)	220	3
Anatomy and Physiology I (lab)	220L	1
Anatomy and Physiology II (lect.)	222	3
Anatomy and Physiology II (lab)	222L	1
Behavioral Science Elective (Psychology or Sociology)		3
Humanities Elective (English 200 or above, History, or Speech 210)		3

### Health Information Technology Professional Courses

Data Concepts and Principles of HIM	105	3
Introduction to Healthcare Computer Applications	110	3
Healthcare Law and Ethics	109	3
Healthcare Delivery Systems	202	3
Introduction to Pathophysiology	208	3
Information Technology & Data Management	215	3
International Classification of Diseases I	225	3
CPT / HCPCS and Outpatient Coding	222	3
Reimbursement Systems and Compliance	223	3
International Classification of Diseases II	226	3
Advanced Coding Review Seminar	227	3
Healthcare Statistics and Quality Improvement	231	3
Organizational Management and Leadership	233	3
Professional Practice Experience I	241	3
Professional Practice Experience II	248	3
RHIT Exam Review	250	3

**Total Credit Hours: 72**

## **Medical Coding Specialist – CAS Certificate Curriculum**

<b><u>General Educational Courses:</u></b>		<b><u>Credit Hours</u></b>
Freshman English I	110	3
Medical Terminology I	210	3
Pre-Calculus Algebra	135	3
Anatomy and Physiology I (lect.)	220	3
Anatomy and Physiology I (lab)	220L	1
Anatomy and Physiology II (lect.)	222	3
Anatomy and Physiology II (lab)	222L	1
Behavioral Science Elective (Psychology or Sociology)		3

### **Medical Coding Specialist Professional Courses**

Data Concepts and Principles of HIM	105	3
Introduction to Healthcare Computer Applications	110	3
Healthcare Law and Ethics	109	3
Healthcare Delivery Systems	202	3
Introduction to Pathophysiology	208	3
International Classification of Diseases I	225	3
CPT / HCPCS and Outpatient Coding	222	3
Reimbursement Systems and Compliance	223	3
International Classification of Diseases II	226	3
Advanced Coding Review Seminar	227	3
Professional Practice Experience I	241	3

**Total Credit Hours: 53**



## **Technical Standards**

The Technical Standards for HIT / Medical Coding Specialist Program students are outlined below:

### **I. Cognitive**

A. Ability to measure, calculate, reason, analyze, integrate, and synthesize information.

Examples:

1. Apply information, evaluate the meaning of data and engage in critical-thinking utilizing course content and assignments.
2. Apply broad course concepts to unique situations.
3. Concentrate to correctly perform HIM tasks within the scope of practice.
4. Make correct judgments on seeking consultation or supervision in a timely manner.
5. Respond appropriately to constructive feedback.

### **II. Communication**

A. Appropriate interpersonal interaction with other students, faculty, staff, patients, family, and other professionals.

Examples:

1. Establish and maintain a professional relationship with patients and colleagues.
2. Demonstrate appropriate professional level of maturity.
3. Effective verbal and written communication with others.
4. Convey information in a clear, professional and timely manner.
5. Listen and respond to others in an accepting and respectful manner.

### **III. Motor Skills**

A. Sufficient motor function to execute movements required to perform general health information duties.

Examples:

1. Participate within reasonable limits, to safely maneuver equipment and records to perform duties within scope of work.

B. Sufficient physical endurance to participate fully in the clinical and academic settings at an appropriate level.

Examples:

1. Participate completely in classroom and/or online activities.
2. Participate fully in required activities in clinical setting including extended periods of sitting, standing, lifting, equipment and walking briskly as is reflective of the general practice of health information technology.

### **IV. Professional Conduct**

A. Function effectively and adapt to circumstances including highly stressful or rapidly changing situations.

Examples:

1. Examine and change his/her behavior when it interferes with professional relationships or the academic or healthcare environment.
2. Maintain mature, sensitive and effective relationships with patients, colleagues, faculty, staff and other professionals.
3. Demonstrate emotional stability to participate fully in the clinical and academic setting at an appropriate level.

B. Incorporate professional standards of practice into all activities.

Examples:

1. Advocate, uphold and defend the individual's right to privacy and doctrine of confidentiality in the use and disclosure of information.
2. Work effectively with a team in an academic or healthcare setting.
3. Use correct and appropriate grammar in written and oral communication and being culturally sensitive and professional.

C. Demonstrate integrity and accountability in clinical and academic settings.

Examples:

1. Complete all assignments and coursework in a timely manner while adhering to the University, Program, and AHIMA code of ethics.
2. Respond appropriately to constructive feedback.
3. Take all exams and quizzes on time as scheduled.

D. Present self in a professional manner in clinical and academic settings.

Examples:

1. Attend clinical following the dress code policy, including appropriate hygiene with no detectable scents or odors.
2. Wear appropriate clothing that is not distracting or offensive when in the clinical or academic environment.

E. Utilize computers correctly, effectively and professionally to acquire information and to communicate with others.

Examples:

1. Use the University learning management system to collect course information.
2. Utilize multiple computer systems to complete tasks.
3. Utilize the Internet to collect current information from appropriated sources to provide content for coursework and assignments.
4. Communicate via e-mail or telephone in a professional and ethical manner.

## V. Sensory

A. Hearing sufficient to perform health information tasks.

Examples:

1. Listening to physician and other healthcare provider's verbal communications.
2. Communication with employees and other healthcare staff.

B. Vision sufficient for assessment necessary to perform health information tasks.

Example:

1. Reading provider documentation, statutes, regulations, reference materials, and licensing/regulatory/accrediting standards.

(The College of Davidson and Davie Counties, Fall 2012 Allied Health Programs Admission Policies and Procedures, [http://www.davidsonccc.edu/pdfs/Admissions\\_AlliedHealthPacket.pdf](http://www.davidsonccc.edu/pdfs/Admissions_AlliedHealthPacket.pdf))

## **Transfer Students**

In accordance with University policy, students who have been enrolled at another institution must report official transcripts from each college or university previously attended. The Registrar at Southern University at Shreveport will evaluate all previous work completed by a student at other institutions. Transfer credit may be given for those courses taken at accredited institutions provided that the courses fall within the scope of approved curriculums. Acceptability of non-equivalent courses is subject to the approval of the Dean of Allied Health Sciences / School of Nursing and the Program Director.

Transfer students requesting admission into the HIT / Medical Coding Specialist Program must meet admission criteria. Application deadlines must be met only in the event that the program must utilize a selection process for acceptance into the program.

### **PROGRAM PROGRESSION REQUIREMENTS**

1. Pre-advise with a HIT / Medical Coding Specialist Program instructor/advisor each semester and update the degree plan.
2. Maintain an overall cumulative grade point average of 2.0 or higher.
3. Take professional courses in sequence and earn a grade of “C” or better in each required course in both the professional and nonprofessional components of the Health Information Technology curriculum.
4. Achieve a satisfactory evaluation in each of the professional practice experiences resulting in a “C” or better.
5. Successful completion of the Advanced Coding Review Seminar course (first summer of clinical program course work) for HIMT majors only.
6. Provide a negative criminal background check and a negative drug screen prior to clinical placement.

## **PROGRAM REQUIREMENTS FOR GRADUATION:**

The Associate Degree of Applied Science in **Health Information Technology** is conferred upon a student when the following conditions have been met:

1. Successful completion of all required courses
2. Achievement of an overall grade point average (GPA) of 2.0 or higher in all Health Information Technology courses
3. Successful completion of the RHIT Exam Review course in the last semester of coursework and successful completion of a Mock RHIT examination.
4. Clearance of all indebtedness to the University
5. Taken the College Assessment of Academic Proficiency (CAAP) test after acquiring at least forty-five (45) hours of college credit.

The Certificate of Applied Science in **Medical Coding Specialist** is conferred upon a student when the following conditions have been met:

1. Successful completion of all required courses
2. Achievement of an overall grade point average (GPA) of 2.0 or higher in all Health Information Technology courses
3. Successful completion of the Advanced Coding Review Seminar course in the last semester of coursework and successful completion of a Mock Coding Examination.
4. Clearance of all indebtedness to the University
5. Taken the College Assessment of Academic Proficiency (CAAP) test after acquiring at least forty-five (45) hours of college credit.

**Note:** Please refer to the University catalog for additional policies related to admissions, advanced placement, transfer of credits, experiential learning, tuition/fees, withdrawal, and refunds of tuition/fees.

### **Probation**

A student may be placed on probation when failing to comply with the academic and professional conduct standards of the HIT / Medical Coding Specialist Program. A violation has occurred when:

1. A lack of professional compatibility is demonstrated when the standards described in the American Health Information Management Association Code of Ethics are not met.
2. Earning a first grade of “D”, “F”, or “W” in any required course in the professional component.
3. There is a criminal arrest or charge in any state or foreign country.

## **Dismissal**

A student found guilty by the Southern University Disciplinary Committee of any of the following will be dismissed from the HIT / Medical Coding Specialist Program and may be subject to University sanctions:

- Academic cheating
- Plagiarism
- Unauthorized possession of examinations
- Falsification of Southern University documents
- Illegal possession, sale, use, or distribution of drugs
- Illegal possession of weapons
- Theft
- Any other activity incompatible with professional behavior as delineated in the American Health Information Management Association Code of Ethics or Southern University.
- Earning three grades of “W”, “D”, or “F” in required professional courses
- Withdrawing from a professional course after having previously withdrawn from two other professional courses.
- Only two (2) withdrawals are permitted in the professional component of the HIT / Medical Coding Specialist curriculum(s). A student withdrawing for a third will be dismissed from the program.
- Students are eligible to apply to the program in the next Spring semester in which applications are accepted. Students will be considered with all other applicants and must meet eligibility criteria.
- Continuing to demonstrate a lack of professional compatibility while on probation.
- Failing to declare criminal charges, arrests or convictions that occur while matriculating in the program.

## **Exceptions**

Students have the right to request an exception to any of the above policies. Letters of Exception are to be submitted to the Program Director. After consideration, the Program Director will submit her recommendations to the Dean of Allied Health & Nursing for a final decision.

## **Grading Scale**

93 - 100	A	69 - 76	D
85 - 92	B	68 and below	F
77 - 84	C		

## **Health Status**

Students are required to obtain a physical examination, a record of current immunization status and submit a completed Verification of Health Status Statement. Verification of the following immunizations/tests is required of students: tuberculin skin test (if positive then a chest x-ray is required also); tetanus/diphtheria and/or booster; measles/mumps/rubella (MMR) and/or titer; hepatitis vaccination (optional), Varicella, and the influenza vaccination. Proof of current immunizations may be obtained from the local health unit in the form of an immunization card or from your family using the attached Medical Examination form. The dates of immunization and/or booster **MUST** be recorded on the form. Clinical sites require health clearance of any type prior to reporting for clinical experiences and program accreditation guidelines also require that student records have on file evidence of such clearance. Students who have a change in health status while enrolled in the program must submit a release from a physician to continue in the course. Examples of change in health status include: pregnancy, hypertension, surgery, any injury, change in mental status, and substance abuse. **The examples cited do NOT constitute an exhaustive list.**

**NOTE: The health status information must be completed for the student's program file prior to PPE placement.**

**NOTE: Students are required to disclose any and all physical and mental health concerns.**

## **Criminal Background Checks & Drug Screening After Acceptance into the Clinical Program**

Clinical sites require a criminal background check and drug screening prior to participation in Professional Practice Experiences (PPEs). Background checks are conducted through a contracted agency and include a nationwide criminal background check. Students must also undergo a Drug Screen by an approved lab through the HIT /Medical Coding Specialist Program. The criminal background check and the drug screen are required prior to admission to the clinical program and again in the first Spring semester of the professional curriculum (no later than by the midterm point). In the event, a student's criminal background check and/or drug screen returns positive, the student will be dismissed from the clinical program.

## **Health Insurance**

Students are strongly encouraged to have a medical insurance plan. Payment for the premium coverage as well as all health related conditions are the responsibility of the student.

## **Liability Insurance**

Students in the HIT / Medical Coding Specialist Program, being a division of Southern University at Shreveport, and thereby an agency of the State, is accorded professional liability protection under Act 660, Senate Bill #467, which amends and reenacts Section 66 of the 1976 Regular Session of the Louisiana Legislature relative to medical malpractice which provides for the payment of malpractice claims against State health providers.

## **Drug Policy**

The drug policy of the HIT / Medical Coding Specialist Program is consistent with that of Southern University. (See Student Handbook) Students who demonstrate a reasonable suspicion based on objective and documented facts sufficient to lead a prudent University authorized person to suspect that a student is using alcohol or drugs shall submit to an “on-the-spot” search and inspection of personal effects and drug testing as outlined in the Student Handbook.

## **Academic Dishonesty**

The University defines academic dishonesty in two categories: premeditated and non-premeditated fraudulent behavior. Premeditated fraud is defined as conscious, pre-planned deliberate cheating with materials prepared in advance. It may consist of the following: collaborating during an exam without authority; stealing, buying or otherwise obtaining all or part of an examination; using specially prepared materials; selling or giving away all or part of an examination or examination information; bribing another person to obtain an examination or information; substituting for another student, or permitting another person to substitute for oneself to take an examination; submitting as one’s own any work prepared totally or in part by another; selling, giving or otherwise supplying materials to another student for use in fulfilling academic requirements (e.g., term paper, course project, etc.); breaking and or entering a building or office for the purpose of obtaining examinations (administered or unadministered); changing, or being an accessory to the changing, of grades in a grade book, on an examination paper, or on other work for which a grade is given, or a “drop slip” or other official academic records of the University which involve grades; proposing and/or entering into an arrangement with an instructor or receiving a reduced grade in a course, on an examination or any other assigned work in lieu of being charged with academic dishonesty; committing plagiarism – failing to identify sources, published or unpublished, copyrighted or copyrighted, from which information was taken; acquiring answers for any assigned work or examination from an unauthorized source; falsifying references; listing sources in a bibliography not used in academic assignment; inventing data or source information for research or other academic endeavors; forging the signature of a faculty member or any academic officer on an academic document; altering or being an accessory to altering the contents of an academic document (i.e. registration forms, pre-registration forms, add/drop forms, transcripts, fee exemption forms, registration card, etc.); using computers in an act of academic dishonesty; or submitting falsified or altered transcripts.

Unpremediated fraud is defined as cheating without the benefit of materials prepared in advance. It may consist of copying from another student’s examination paper; allowing another student to copy from an examination paper; using textbook(s) or materials brought to class but not authorized for using during an examination.

## **Professional Practice Experiences**

Students accepted into the HIT / Medical Coding Specialist Program will be expected to:

- Have access to a reliable vehicle for transportation to and from the clinical site
- Assume the cost of travel to and from the clinical site
- Assume any liability associated with travel to and from the clinical site
- Assume the cost of the clinical uniform (not to exceed \$150.00)
- Assume a clinical assessment fee of \$150.00 (per clinical semester) in addition to tuition
- Travel within a 75 mile radius (one way) to and from the clinical site

### **Fair Practices**

Students may NOT be used for regular staff in the clinical practice setting. Students may NOT take the responsibility or the place of qualified staff. Students may be employed in the field of study outside regular educational hours, provided the work does not interfere with regular academic responsibilities. The work must be noncompulsory, paid, and subject to standard employee policies.

### **Privacy and Confidentiality**

Students should respect the confidential nature of all information that they have access to during the clinical experience. This information includes, but is not limited to, personal health information provided to them orally, contained in patient health records or maintained on the clinical site's electronic information system. Students will be advised of the Health Insurance Portability and Accountability Act (HIPAA) prior to clinical placement. Violation of any clinical site policy or procedure, or federal confidentiality laws will result in grounds for dismissal from the HIT / Medical Coding Specialist Program.



## **Textbook and Course Materials**

The majority of the professional courses in the HIT / Medical Coding Specialist Program curricula will require one or more textbooks and will include power point presentations and/or lecture notes and assignments. Please keep the following in mind for each professional course:

1. Power points and/or lecture notes **may not** be all inclusive of exam content. Therefore, the student is responsible for reading the textbook chapters in their entirety in addition to any supplemental materials provided to the student by the course instructor / facilitator.
- 2 It is highly recommended that students outline the pertinent reading content areas for each chapter and/or make note cards for study purposes.
- 3 It is the responsibility of the student to download course power point / lecture notes, assignments, and any other pertinent course materials as these will no longer be available after the last class day. It is highly recommended that students purchase a three ring binder to organize all course documents (e.g. power point lectures, assignments, etc.)
- 4 It is highly recommended that student do NOT sell any required course textbook(s) at the end of a semester as the textbook(s) may be a required supplemental textbook for another course. In addition, all professional course textbooks are needed as resource and reference materials to prepare for national certification examinations.

## **Timed Exams / Quizzes**

A time limit will be established for quizzes and exams. The standard time limit for an exam will be approximately 1 to 1 and ½ minutes per exam question. For example, forty-five (45) minutes may be allotted per thirty (30) questions. However, the time limit is subject to change as determined by the course facilitator / instructor and may vary according to the type of test questions (e.g. multiple choice, true/false, fill in the blank, short answer, calculations, etc. As noted above, exam questions will also be based on three cognitive levels: simple recall, application, and analysis.

## ACCEPTANCE

Please note that up to twenty (20) of the applicants who receive the highest points will be selected for acceptance into the clinical phase of the HIT / Medical Coding Specialist Program. For those students who are not accepted into the program, a ranked order “waiting list” will be maintained by the Program Director of the HIT / Medical Coding Specialist Program. If accepted, candidates must return a signed statement acknowledging acceptance. All applicants will be notified in writing of the acceptance / non-acceptance status of their application. Applicants who are accepted into the program will be registered by HIT faculty in clinical courses as indicated on the completed degree plan. Any change in degree plan requires approval of an HIT faculty advisor. Candidates must notify an HIT faculty advisor and/or the Program Director of any change in degree choice.

Candidates accepted into the Clinical HIT / Medical Coding Specialist Program are expected to demonstrate capacities for academic achievement, problem-solving, and competencies in oral and written expression. Qualities such as responsibility, dependability, courtesy, consideration, honesty, motivation, dedication, and perseverance are critical to success in the clinical program.

### **NOTE:**

**If a candidate fails a prerequisite/co-requisite course that would preclude graduation, or does not earn at least a “C” in all HIT courses, reapplication to the HIT / Medical Coding Specialist Program will be required.**

# Application Checklist

## Instructions for submission of application packet:

- **Initial each item below indicating that each is completed**
- **Place completed application in hard cover ½ inch 3 ring binder of your choice**
- **Return the completed application packet to:**

Ms. Kim Newlen May, MA, RHIA, Program Director

or

LaChandra Wells, RHIT, Professional Practice Experience Coordinator

Health Information Technology / Medical Coding Specialist Program

Southern University at Shreveport - Metro Center

610 Texas St, #327 or #333

Shreveport, LA 71101

Read and follow all directions carefully. If you have any questions, please contact Ms. Newlen-May or Ms. Wells phone at (318) 670-9645 or (318) 670-9644.

**All application packet information, transcripts, and supporting forms must be received by the HIT / Medical Coding Specialist Program Director, Professional Practice Experience Coordinator or HIT faculty member on or before the last day of Fall registration.**

## Please place the application materials in the binder in the following order:

- \_\_\_ 1. Completed and signed **Application Checklist** placed in a 3-hole punched clear plastic sheet protector. This will serve as the cover page for your application binder and should be the first page in the binder.
- \_\_\_ 2. Completed and signed **Financial Admission Requirements Checklist** placed in a 3-hole punched clear plastic sheet protector.
- \_\_\_ 3. Completed **Admission Application** (typed or printed in black ink) placed in a 3-hole punched clear plastic sheet protector.
- \_\_\_ 4. Submitted **unopened Official Transcript or e-scripted copy via email** from **each** college or university you have attended and placed in a 3-hole punched clear plastic sheet protector.
- \_\_\_ 5. Submitted tentative **Degree Plan** with all course information completed by a HIT faculty advisor (post-conference meeting with the advisor) placed in a 3-hole punched clear plastic sheet protector.
- \_\_\_ 6. Completed **Letter of Intent** describing, “Why I selected Health Information Technology / Medical Coding as my career choice” and placed in a 3-hole punched clear plastic sheet protector. This letter must be at least one typed page using a 12 font Times Roman Numeral with at least 1” margins. You must access the following website, [www.hicareers.com](http://www.hicareers.com) and then summarize what you have learned about the Health Information Technology profession.
- \_\_\_ 7. Completed and signed **Student Statement of Confidentiality** placed in a 3-hole punched clear plastic sheet protector.
- \_\_\_ 8. Completed and signed **Professional Practice Experience Site Agreement** placed in a 3-hole punched clear plastic sheet protector.
- \_\_\_ 9. Submitted three (3) **Letters of Recommendation**, preferably from employers and educators.

- \_\_\_ 10. Completed **Criminal Background Check and Drug Screen** at a cost of \$65 (subject to change). Applicants are to contact Ms. LaChandra Wells, HIT Program Professional Practice Experience Coordinator at (318) 670-9645 for information related to this process. Please contact Ms. Wells prior to packet submission to provide an email address for the criminal background check
- \_\_\_ 11. Signed the **Criminal Background Acknowledgement Statement** related to professional practice experience placement and employment opportunity placed in a 3-hole punched clear plastic sheet protector.
- \_\_\_ 12. Completed **HESI entrance examination** at a cost of \$40 to test onsite and \$110 to test online (subject to change). For exam information and dates, please see the information below. It is the applicant’s responsibility to schedule the exam.
- \_\_\_ 13. Completed appointment conference with Program Director, PPE Coordinator, or HIT faculty member.
- \_\_\_ 14. Submitted receipt of payment to the University for application to the HIT Program and placed in a 3-hole punched clear plastic sheet protector.
- \_\_\_ 15. Submitted **two self-addressed stamped envelopes** placed in a 3-hole punched clear plastic sheet protector.
- \_\_\_ 16. Submitted front **Cover Page** with “Health Information Technology / Medical Coding Specialist Program” typed in a large black font, followed by “Application for Admission” and be sure to type the year in a large black font. Under this title, type your full name in a large black front. Front cover page should be placed in a plastic sleeve front cover 3-ring binder.

**HESI Entrance Examination Information:**

- **Dates and Times:**

**February 2018, 12:45 (3 hours allotted)**

6, 8, 15, 20, 22, 27 @ 12:45

**March 2018 (3 hours allotted)**

1, 6, 7, 8, 13, 15, 20, 22, 23 @ 12:45 PM

**April 2018 (3 hours allotted)**

3, 5, 10, 24, 26, 30 @ 12:45 PM

- **Test Location:** Onsite-testing - Metro Center, Suite 100  
Online testing – Contact Reva Whitaker (318) 670-9627
- **Policies for Testing:** Student must present exam paid receipt to Testing Center / Metro Center (Room 100), photo ID, keep scheduled test date, arrive at least 15 minutes early to gain admission to the Testing Center, and have an active SUSLA user ID and password.
- **Contact Person:** Reva Whitaker (318) 670-9627

**I acknowledge that this application is complete and all required elements are included. I understand that it is my responsibility to ensure that the completed application along with all enclosed documents is received by either the Program Director, Professional Practice Experience Coordinator, or HIT faculty member of the HIT / Medical Coding Specialist Program.**

\_\_\_\_\_  
(Applicant’s Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Applicant’s Printed Name)

## **Financial Admission / Progression Requirements Checklist**

**Students accepted into the HIT / Medical Coding Specialist Clinical Program(s) will be required to:**

1. Submit a \$40.00 non-refundable application fee (money order only) payable to the HIT Program upon return of the completed application.
2. Submit an official transcript(s) from all universities / colleges attended (approximately \$3 fee per institution).
3. Pay a \$90 program fee which will be assessed for each professional course in which the student is enrolled per semester while in the clinical program.
4. Join the program fraternity, Alpha Sigma Epsilon and submit membership dues are \$10 per semester (Fall, Spring, Summer, Fall). You will be required to pay the full \$40 membership fee (money order only) to the current Treasurer no later than midterm of the Spring semester.
5. Purchase a t-shirt or polo shirt each year for the Division of Health Sciences Annual Student Mixer Event at an approximate cost of \$20 each year (subject to change).
6. Join our national professional association, the American Health Information Management Association (AHIMA), each Fall semester. Student membership fees are \$45.00 (subject to change) payable to AHIMA.
7. Have access to a computer, printer, most current version of Microsoft Office and a broadband internet connection (cable, DSL, or satellite) when NOT at the School as many of the professional courses may or may not be offered web-enhanced or online. Students will have to retrieve course information through the Moodle Learning Management System which is accessed over the Internet. Through this system, students can download syllabi, assignments, lecture notes, Power Point presentations, and other related course documents. Students can communicate with other students and their instructor via the News Forum. Also, instructors can administer timed exams through Moodle.
8. Purchase all required textbooks for each professional course by the first day of class each semester. Course content may or may not be enhanced utilizing Open Educational Resources.
9. Purchase the Neehr Perfect software application at a cost of \$65 per semester (subject to change).
10. Purchase the AHIMA V-Lab software application at a cost of \$100
11. Purchase the RHIT Exam Prep Bundle at a cost of \$293.95 (subject to change) in the last semester of study (HIMT majors only).
12. Incur the costs associated with the required physical examination and any required immunizations and/or obtaining immunization records (approximately \$200), criminal background check and drug screen (approx. \$65 but subject to change), and transportation required for assignment to a clinical site. (All fees subject to change).
13. Purchase and wear a uniform (shirt and slacks) selected by the PPE Coordinator at a cost of \$100 each (subject to change).
14. Assume a clinical assessment fee of \$150.00 (per clinical semester) in addition to tuition.
15. Pay an additional \$10 fee assessed per credit hour for each hybrid and/or online course in which they enroll.

16. Complete the Health Education Systems Incorporated (HESI) entrance exam which is comprised of several components: Anatomy/Physiology, grammar, math, and reading comprehension.

Note: Students must take the HESI exam as part of the application process to the HIT / Medical Coding Specialist Programs prior to acceptance. The fee for this exam is \$40 to test onsite and \$110 to test online (subject to change).

**Applicants are responsible for scheduling their HESI exam date.**

17. Pay a graduation fee to the University's in the amount of \$90 per AAS degree and \$90 per CAS certificate upon notification by the Registrar's Office.
18. While enrolled in the Program, most students find it very difficult to manage school, family responsibilities, and work. Students must be prepared for the time and financial sacrifices involved with completing an allied health program.

**I both acknowledge and agree to comply with the aforementioned financial requirements associated with this application and throughout the HIT / Medical Coding Specialist Program. I further agree to submit the requested payments in full at the Mandatory Program Orientation and any other specified payments at the specified intervals.**

**I acknowledge that the only form of acceptable payment will be via money order made out to the Health Information Technology Program.**

\_\_\_\_\_ (Applicant's Signature) \_\_\_\_\_ (Date)

\_\_\_\_\_ (Applicant's Printed Name)



## Health Information Technology / Medical Coding Specialist Program Application for Admission

Southern University at Shreveport, Health Information Technology Program (HIT), is accredited by the Commission on Accreditation for Health Informatics Information Management Education (CAHIIM). The HIT Program is a part of the Division of Allied Health Sciences of Southern University at Shreveport. Southern University at Shreveport is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools ([www.sacscoc.org](http://www.sacscoc.org)).

**PLEASE TYPE OR PRINT.** Complete the entire application.

<b>Banner ID#</b> (if known)	Name (Last, First, Middle):		Other names under which you have attended school:
Street Address:		City, State & Zip:	Date of birth: (mm/dd/yy)
Social Security Number:	Cell Phone:	Work Phone:	Other Phone:
Email Address:	Gender: Female Male		
Skymail Address:			
Are you United States citizen?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Are you 18 years of age or older?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Are you currently employed in the HIM field (company)?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If NO, what is your current age?	
		If YES, what is your current job title & department?	
<b>IN CASE OF EMERGENCY</b>			
Name of Contact:		Relationship to Applicant :	Phone: (Include Area Code)
Street Address:		City, State, Zip:	
Please check one (voluntary): <input type="checkbox"/> White, Non-Hispanic <input type="checkbox"/> African American <input type="checkbox"/> American Indian <input type="checkbox"/> Asian <input type="checkbox"/> Hispanic <input type="checkbox"/> Other			
My intended major (s): (more than one can be checked) <input type="checkbox"/> HEALTH INFORMATION TECHNOLOGY (17 months – Associate of Applied Science) <input type="checkbox"/> MEDICAL CODING SPECIALISTS (4 semester program – Certificate of Applied Science)			
How did you learn about the HIT Program at SUSLA? Check all that apply:			
<input type="checkbox"/> Employer <input type="checkbox"/>	<input type="checkbox"/> University Website	<input type="checkbox"/> Relative/Friend	
<input type="checkbox"/> Career Counselor/Fair	<input type="checkbox"/> Dept. of Labor/WIA	<input type="checkbox"/> Other University personnel	
<input type="checkbox"/> AHIMA/LHIMA	<input type="checkbox"/> Existing Student or Graduate		
<input type="checkbox"/> Other:			

**EDUCATION**

**(List all undergraduate colleges attended as well as professional or graduate schools)**

<u>Name of School</u>	<u>City/State</u>	<u>Did you graduate?</u>	<u>If No, # of years left to graduate</u>	<u>If Yes, date of Graduation</u>	<u>Degree received</u>	<u>Major</u>
High School: _____		<input type="checkbox"/> Yes <input type="checkbox"/> No				
GED: _____		<input type="checkbox"/> Yes <input type="checkbox"/> No				
Other School:		<input type="checkbox"/> Yes <input type="checkbox"/> No				
College: _____		<input type="checkbox"/> Yes <input type="checkbox"/> No				
College:		<input type="checkbox"/> Yes <input type="checkbox"/> No				

Please list below all general education courses in which you have already completed successfully or are currently enrolled.

<u>Course #</u>	<u>Course Title</u>	<u>College</u>	<u>Term (Semester)</u>	<u>Grade</u>	<u>Transcripts Sent</u>
_____					<input type="checkbox"/> Yes <input type="checkbox"/> No
_____					<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No
_____					<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No
_____					<input type="checkbox"/> Yes <input type="checkbox"/> No

Other credentials/ licenses/ professional affiliations, etc., which are relevant to the HIT/HIM field.

**NOTE: Official transcripts from all colleges or universities attended must be sent to the Registrar and an additional official set of transcripts must be provided to the Program Director, Professional Practice Experience Coordinator, or HIT faculty member of the Health Information Technology Program to verify courses taken and credits awarded by other institutions. Applications without official transcripts are considered incomplete.**



**SKILLS:** Please list technical skills, clerical skills, trade skills, etc., relevant to the HIM/HIT field. Include relevant computer systems and software packages of which you have a working knowledge, and note your level of proficiency (basic, intermediate, expert)

<input type="checkbox"/> MS Windows	<input type="checkbox"/> E-mail	<input type="checkbox"/> Meditech
<input type="checkbox"/> MS Word	<input type="checkbox"/> Email attachments	<input type="checkbox"/> SoftMed
<input type="checkbox"/> MS Excel	<input type="checkbox"/> Internet searching	<input type="checkbox"/> EHR (Vendor name: _____)
<input type="checkbox"/> MS PowerPoint	<input type="checkbox"/> Adobe	<input type="checkbox"/> Other: _____
<input type="checkbox"/> MS Access	<input type="checkbox"/> Encoder	<input type="checkbox"/> Other: _____

**PLEASE READ CAREFULLY AND SIGN THAT YOU UNDERSTAND AND ACCEPT THIS INFORMATION.**

I certify that the information on this application and its supporting documents is accurate and complete. I understand and agree that failure to fully complete the form, or misrepresentation or omission of facts, represents grounds for possible non-acceptance to the HIT Program at Southern University at Shreveport.

I agree to submit the required Verification of Physical exam form, criminal background investigation, and/or screening for illegal substances upon enrollment and/or clinical phase of the HIT / Medical Coding Specialist Program.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# **STUDENT STATEMENT OF CONFIDENTIALITY**

I, \_\_\_\_\_, will not reveal any information concerning patients or clients to anyone not authorized to discuss the individual's physical and psychological condition on clinical experiences nor from the practice records in the HIT laboratory. I agree not to discuss or seek information about fellow students or personal acquaintances, e.g., grades, medical history, to which I have no authorization nor legitimate interest.

## **HIPAA Statement**

I understand and acknowledge that I assume full responsibility for any breach of confidence in regards to patients and/or patient records. I shall respect the confidential nature of all information that I have access to, including but not limited to patient's personal health information provided to them orally, contained in the patient's health records or maintained on the Hospital's electronic health system. I shall be advised of the importance of complying with all relevant state and federal confidentiality laws, including the Health Information Portability and Accountability Act of 1996 (HIPAA), to the extent applicable. Faculty agrees to provide students and faculty with training in the requirements of the privacy and security provisions of HIPAA and to advise them of the importance of complying with the Hospital's policies and procedures relative to HIPAA.

I acknowledge that I may use patient's personal health information for educational purposes at the Hospital.

If confidentiality is breached for any reason, I understand that I am subject to grounds for dismissal from the HIT / Medical Coding Specialist Program at Southern University at Shreveport.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Printed Name



SOUTHERN UNIVERSITY AT SHREVEPORT

HEALTH INFORMATION TECHNOLOGY/ MEDICAL CODING SPECIALIST PROGRAM

“PROFESSIONAL PRACTICE EXPERIENCE SITE AGREEMENT”

It is the policy of the HIT / Medical Coding Specialist Program at Southern University at Shreveport that all students scheduled for a professional practice experience will be assigned to the following days and times:

- HIMT 241 – Professional Practice Experience I – Mondays and Wednesdays – 7 hours
2nd Summer Semester
Partially Simulated and Directed Practice
Note: Days and times are subject to change.
• HIMT 248 – Professional Practice Experience II – Mondays and Wednesdays – 7 hours
2nd Fall Semester (applies to only the AAS degree)
Partially Simulated (in the event of limited direct practice sites) and/or Directed Practice
Note: Days and times are subject to change.

I, \_\_\_\_\_, understand that if accepted into the HIT / Medical Coding Specialist Program at Southern University at Shreveport that I agree to adhere to all professional experience practice assignments. I understand that I will work at various healthcare settings that may not be exclusively in the Shreveport-Bossier City area and that I will make all necessary arrangements to report to my assigned practice site at the time specified by the Professional Practice Experience Coordinator.

I also understand that if I fail to comply with my assigned practice site, I may earn a failing grade in the professional practice experience course. I further understand that if I choose to withdraw from the professional practice experience course or any other professional course for any reason, that I must reapply to the program and that my application will be considered with all other submitted applications. I acknowledge that in the event of any extenuating circumstances that hinder my success in the program, I agree to submit a letter of resignation to the Program Director within one week of the resignation date.

I both acknowledge and agree to comply with the aforementioned professional practice experience policy and reapplication policy in the event that I fail or choose to withdraw from a professional practice experience course.

Applicant’s Signature

Date

Applicant’s Printed Name



**SOUTHERN UNIVERSITY AT SHREVEPORT  
HEALTH INFORMATION TECHNOLOGY / MEDICAL CODING SPECIALIST  
PROGRAM**

**“CRIMINAL BACKGROUND AND DRUG SCREEN  
ACKNOWLEDGEMENT STATEMENT”**

Upon application to the HIT / Medical Coding Specialist Program, a criminal background check through a nation-wide investigative research company and a drug screen will be conducted on all clinical students at the cost of \$65 (subject to change). A criminal background check, a drug screen, and current immunizations are mandated by the Professional Practice Experience Sites / Clinical Sites (i.e. hospitals, clinics, etc.) prior to clinical placement. A student’s acceptance into the HIT / Medical Coding Specialist Clinical Program and clinical placement at a directed practice site is strictly contingent on negative results for both the criminal background check and drug screen.

A second criminal background check and drug screen will be required in the first Spring semester of the professional curriculum no later than the midterm point in the semester. The fee associated with the criminal background check and drug screen is \$65 (subject to change) and is payable to Employment Screening Services. **Please confirm vendor with Ms. Wells, the PPE Coordinator, prior to submitting payment.** In addition, the immunization tracking fees will be required to be paid in the first Spring semester of the professional curriculum but no later than midterm in the first Spring semester of the professional curriculum.

At any time throughout the Clinical Program, a student who incurs an arrest or conviction for a felony or misdemeanor, other than a traffic citation and/or a positive drug screen will be immediately dismissed from the Clinical Program.

I acknowledge the information presented regarding the results of my criminal background check and/or drug screen as these relate to acceptance as well as continued progression in the HIT / Medical Coding Specialist Program.

\_\_\_\_\_  
Applicant’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant’s Printed Name