The Cosumnes River College
Health Information Technology Program
Student Handbook
2021-22

CAHIIM ACCREDITED PROGRAM™

COSUMNES RIVER COLLEGE
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V1.0

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Introduction

Congratulations on being accepted to the Cosumnes River College (CRC) Health Information Technology (HIT) program! This is a two-year online program that includes both the didactic and an in-person professional practice experience (PPE) at an affiliated clinical site.

This handbook is designed to contain general information pertaining to the HIT program. There are multiple embedded web links throughout this document. These provide more information on a particular topic or item of significance to the HIT program and profession. An embedded web link is any underlined blue word(s). It is expected that when you review this document, you also review all the web links provided.

There are pages at the end of this handbook that require your signatures. You will need to email the signed pages to the program director, Kristen Borth (borthk@crc.losrios.edu). A deadline for the submission will be provided in your HIT 100 course.

Description of the HIT Profession

Today, as with many "information" fields, the Health Information Management (HIM) profession is rapidly expanding and evolving due to the increasing computerization of health care data. The HIM professional is, in the broadest sense, responsible for the total collection, management, privacy and security of all clinical information that is generated during the care of the patient. Registered Health Information Technicians (RHITs) are tasked with many and varied technical roles. They are often involved in the design, selection, and use of computerized patient data systems; data collection, referencing, abstracting, reporting, and analysis; ICD-10 and CPT/HCPCS coding for reimbursement; quality, utilization, and cost control functions; ensuring organizational compliance with various health care regulatory agencies; and taking on supervisory and management roles.

RHITs enjoy an increasing diversity of full-time and part-time career paths and opportunities. More traditional employment settings are hospitals, long-term care facilities, home health agencies, ambulatory care facilities, mental health, and governmental health agencies. Emerging "non-traditional" roles include physician offices, insurance firms, accounting firms, healthcare11 software/hardware manufacturers, coding and reimbursement firms, law offices, medical research, and the pharmaceutical industry.

For more information please check out:
- The American Health Information Management Association (AHIMA) Student Website
- The AHIMA website
- The Bureau of Labor and Statistics

Nature of the Work

As mentioned above the increasing use of the electronic health record (EHR) has broadened and enhanced the job responsibilities of Registered Health Information Technicians (RHITs). In today's environment, RHITs must have skills such as:

- Familiarity with various computer hardware and software,
- Coding and indexing of the diseases and medical procedures utilizing ICD-10-CM/PCS and HCPCS coding,
- Knowledge of security and legal processes to ensure confidentiality of the medical record and reviewing medical records for completeness, accuracy, and compliance with state and federal regulations,

- Planning, developing, and maintaining health record indices, storage, and retrieval systems to collect, classify, store, and report health care data at the state and federal level,
- Ability to use statistics and reimbursement processes applicable to health care facilities in a variety of settings.

Furthermore, RHITs must possess exceptional oral and written skills as they will communicate with physicians, other health care professionals, health care facilities, insurance companies, and patients daily. RHIT duties and responsibilities will vary depending on the size and setting of the organization. RHITs typically work a traditional 40-hour week. However, some facilities that are open 24/7 may require RHITs to work various shifts and holidays.

The CRC Health Information Technology Program

The Health Information Technology (HIT) program at CRC is accredited by the Commission on the Accreditation for Health Informatics and Information Management (CAHIIM). Successful completion of this program leads to:

- A.S. in Health Information Technology
- Ability to sit for the RHIT exam

This program is completely online* except for the professional practice experience. However, that does not mean it is a correspondence, self-paced, or self-directed course. Students are required to adhere to course schedules including readings, lectures, participation in discussions, assignments, quizzes and examinations throughout the semester just as they would in an on-ground course. While there are no set times where you must meet on campus, instructors reserve the right to require meetings as a class or individually over an electronic platform of their choice.

Los Rios Colleges Online (LRCO) offers 100% online programs in collaboration with four Los Rios Community Colleges (American River College, Cosumnes River College, Folsom Lake College, and Sacramento City College). In addition, LRCO provides all services, support, and classes online. This means you can contact us via zoom or phone call from anywhere. Students also have a dedicated Success Coach that can help student's sign up for classes, meet with the identified LRCO counselor(s) and connect students to Cosumnes River College services. Student's are part of a cohort where they take courses with the same students for the duration of the program. Student's part of this program are Cosumnes River College (CRC) students and will receive their diploma/certificate from CRC, but will be taking courses through LRCO. As a student in the HIT program, they will have a reserved seat in all the required courses.

The curriculum consists of medical knowledge, health care industry, legal, business, and information technology applications designed to prepare the graduate for HIM employment. The skills students acquire in the program are detailed in the [2018 AHIMA Associate Degree Entry-Level Competencies](#).

Prior to entering any HIT course, a program application must be submitted, and acceptance granted. All Program prerequisite courses must be completed before the start of any HIT course but can be in progress when you apply to the program. During your time in the HIT Program, you will be required to meet with a HIT advisor and receive enrollment permission numbers for each HIT course. Courses are filled on a space-available basis.

CRC Mission, Vision & Values
Our Vision

Cosumnes River College strives to create an inclusive and equitable environment by recognizing, addressing, and eliminating all forms of racism, discrimination, and oppression. We educate and empower all students and employees to achieve their goals and improve the well-being of their communities.

Our Mission
Cosumnes River College provides an innovative, equitable, and inclusive path for all students in our diverse communities to achieve their educational, career, and personal goals. We promote the timely attainment of associate degrees, certificates, and transfer to other institutions and support the pursuit of individual enrichment and career aspirations. We uphold excellence in teaching and learning through diverse educational opportunities and effective student services.

Our Values
Cosumnes River College's culture is built upon a foundation of respect, compassion, empathy, and shared decision-making. We value equity, inclusion, cultural humility, innovation, academic integrity, and sustainability. We embrace anti-racism and social justice for the communities we serve.

Our Commitment to Equity
Education should belong to everyone. To nourish this inclusion, CRC champions equity, diversity, social justice, and environmental sustainability as foundational to academic, campus, and community life. We work with the communities we serve toward just and fair inclusion into society in which all people can participate, prosper, and reach their full potential. We commit to equity driven decision-making, planning, and reflective processes that are responsive to the diverse identities and experiences in our community.

We seek to empower marginalized voices, nurture our many identities and social circumstances, foster cultural responsiveness, and stand against all manifestations of discrimination, including (but not limited to) those based on: ability statuses, age, ancestry, body size, citizenship/immigration status, economic status, educational status, employment status, ethnicity, food/housing insecurity, gender, gender identity, gender expression, incarceration experience, language, marital/partner status, military/veteran status, national origin, neurodiversity, political affiliation, pregnancy/reproductive status, race/racial identity, religion, sex, and sexual orientation.

Program Mission, Vision & Values
Mission
The CRC HIT Program wholeheartedly embraces the CRC mission. We seek to create an inclusive and equitable environment for each HIT student. We strive to provide all with mentorship, professional guidance, and consistent and relevant learning in the field of health information technology and management. Faculty are dedicated to engaging in collaborative relationships with local and global communities in the HIM profession to support our student's advancement.

Vision
The CRC HIT Program is innovative and responsive in educating all students, so they are successful in the HIM field. We strive to create an inclusive environment by recognizing, addressing, and eliminating all forms of racism, discrimination, and oppression.

Values
1. **Effective learning environment** - supports future and present HIT professionals.

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2. **Diversity & Equity** - of and for our students.
3. **Technology** - designed to improve student success in the HIT profession.
4. **Local and global affiliations** - promote HIT professionals and the profession.
5. **Professionalism** - recognizes the importance of the publics' right to accurate, private, and confidential health information.
6. **Ethics** - adherence to the American Health Information Management Association's (AHIMA) Code of Ethics.
7. **Collaboration –** dedicated and supportive faculty and staff to support student success.

AHIMA Code of Ethics

Students entering the HIT program, are committing to abiding by the AHIMA Code of Ethics. HIT faculty will expect and hold students to this Code throughout their educational time as a student and expect that they will uphold them into their professional careers.

1. Advocate, uphold and defend the individual's right to privacy and the doctrine of confidentiality in the use and disclosure of information.
2. Put service and the health and welfare of persons before self-interest and conduct themselves in the practice of the profession to bring honor to themselves, their peers, and to the health information management profession.
3. Preserve, protect, and secure personal health information in any form or medium and hold in the highest regard the contents of the records and other information of a confidential nature, taking into account the applicable statutes and regulations.
4. Refuse to participate in or conceal unethical practices or procedures.
5. Advance health information management knowledge and practice through continuing education, research, publications, and presentations.
6. Recruit and mentor students, peers and colleagues to develop and strengthen the professional workforce.
7. Represent the profession accurately to the public.
8. 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.
9. State truthfully and accurately their credentials, professional education, and experiences.
10. Facilitate interdisciplinary collaboration in situations supporting health information practice.
11. Respect the inherent dignity and worth of every person.

Students should review the full description of the [AHIMA Code of Ethics](#).

AHIMA Standards of Ethical Coding

Coding professionals should:

1. Apply accurate, complete, and consistent coding practices for the production of high-quality healthcare data.
2. Report all healthcare data elements (e.g. diagnosis and procedure codes, present on admission indicator, discharge status) required for external reporting purposes (e.g. reimbursement and other administrative uses, population health, quality and patient safety measurement, and research) completely and accurately, in accordance with regulatory and documentation standards and requirements and applicable official coding conventions, rules, and guidelines.

3. Assign and report only the codes and data that are clearly and consistently supported by health record documentation in accordance with applicable code set and abstraction conventions, rules, and guidelines.
4. Query provider (physician or other qualified healthcare practitioner) for clarification and additional documentation prior to code assignment when there is conflicting, incomplete, or ambiguous information in the health record regarding a significant reportable condition or procedure or other reportable data element dependent on health record documentation (e.g. present on admission indicator).
5. Refuse to change reported codes or the narratives of codes so that meanings are misrepresented.
6. Refuse to participate in or support coding or documentation practices intended to inappropriately increase payment, qualify for insurance policy coverage, or skew data by means that do not comply with federal and state statutes, regulations and official rules and guidelines.
7. Facilitate interdisciplinary collaboration in situations supporting proper coding practices.
8. Advance coding knowledge and practice through continuing education.
9. Refuse to participate in or conceal unethical coding or abstraction practices or procedures.
10. Protect the confidentiality of the health record at all times and refuse to access protected health information not required for coding-related activities (examples of coding-related activities include completion of code assignment, other health record data abstraction, coding audits, and educational purposes).
11. Demonstrate behavior that reflects integrity, shows a commitment to ethical and legal coding practices and fosters trust in professional activities.

Students should review the full description of the AHIMA Standards of Ethical Coding.

A.S. in Health Information Technology

The HIT A.S. degree program provides a combination of medical knowledge and business applications. CRC's program prepares students for employment in hospitals, ambulatory health care facilities, physician practices, skilled nursing facilities, and state or federal health agencies to name a few.

Successful graduates of the A.S. degree in HIT are eligible to sit for the national certification exam for Health Information Technicians sponsored by AHIMA. Upon passing this exam, graduates will receive the Registered Health Information Technician (RHIT) credential from AHIMA. This credential is recognized nationally by health care institutions. Prospective and current students are encouraged to visit the AHIMA Career and Student Website to view career opportunities and extensive resources available for the profession.

Degree completion and obtaining of the RHIT credential may provide the opportunity to enter a "2+2" Health Information Administration program at the university level and become eligible for the Registered Health Information Administrator (RHIA) credential from AHIMA. Students who wish to transfer to a four-year college or university should work closely with their HIT advisor, counselor, and contact the transfer center to determine transfer requirements.

Program Learning Outcomes

Upon successful completion of the A.S. degree in Health Information Technology, students will be able to apply the AHIMA Associate Degree Competencies:

- Present and defend opinions on data structure, content, and information governance

- Demonstrate understanding of information protection: access, use, disclosure, privacy, and security
- Engage in informatics, analytics, and data use
- Articulate revenue cycle management
- Utilize health law & compliance
- Assess organizational management & leadership
- Prepare effective written and oral communication.
- Apply and promote ethical standards of practice.

AHIMA Associate Degree Competencies

CAHIIM requires all accredited entities to meet the AHIMA Curriculum Competencies. CRC's HIT Program Learning Outcomes tie directly into the Associate Degree Competencies.

Domain I. Data Structure, Content, and Information Governance	
Competency	Bloom's Level
I.1. Describe health care organizations from the perspective of key stakeholders.	2
I.2. Apply policies, regulations, and standards to the management of information.	3
I.3. Identify policies and strategies to achieve data integrity.	3
I.4. Determine compliance of health record content within the health organization.	5
I.5. Explain the use of classification systems, clinical vocabularies, and nomenclatures.	2
I.6. Describe components of data dictionaries and data sets.	2
I.6. **Data Management (DM)** Evaluate data dictionaries and data sets for compliance with governance standards.	5

Domain II. Information Protection: Access, Use, Disclosure, Privacy, and Security	
Competency	Bloom's Level
II.1. Apply privacy strategies to health information.	3
II.2. Apply security strategies to health information.	3
II.3. Identify compliance requirements throughout the health information life cycle.	3

Domain III. Informatics, Analytics, and Data Use	
Competency	Bloom's Level
III.1. Apply health informatics concepts to the management of health information.	3
III.2. Utilize technologies for health information management.	3
III.3. Calculate statistics for health care operations.	3
III.4. Report health care data through graphical representations.	3
III.5. Describe research methodologies used in health care.	2
III.6. Describe the concepts of managing data.	3
III.7. Summarize standards for the exchange of health information.	2
III.6. **DM** Manage data within a database system.	5
III.7. **DM** Identify standards for exchange of health information.	3

Domain IV. Revenue Cycle Management	
Competency	Bloom's Level

IV.1. Validate assignment of diagnostic and procedural codes and groupings in accordance with official guidelines.	3
IV.2. Describe components of revenue cycle management and clinical documentation improvement.	2
IV.3. Summarize regulatory requirements and reimbursement methodologies.	2
IV.1. **Revenue Management (RM)** Determine diagnosis and procedure codes and groupings according to official guidelines.	5
IV.2. **RM** Evaluate revenue cycle processes.	5
IV.3. **RM** Evaluate compliance with regulatory requirements and reimbursement methodologies.	5

Domain V. Health Law & Compliance	
Competency	**Bloom's Level**
V.1. Apply legal processes impacting health information.	3
V.2. Demonstrate compliance with external forces.	3
V.3. Identify the components of risk management related to health information management.	3
V.4. Identify the impact of policy on health care.	3

Domain VI. Organizational Management & Leadership	
Competency	**Bloom's Level**
VI.1. Demonstrate fundamental leadership skills.	3
VI.2. Identify the impact of organizational change.	3
VI.3. Identify human resource strategies for organizational best practices.	3
VI.4. Utilize data-driven performance improvement techniques for decision making.	3
VI.5. Utilize financial management processes.	3
VI.6. Examine behaviors that embrace cultural diversity.	4
VI.7. Assess ethical standards of practice.	5
VI.8. Describe consumer engagement activities.	2
VI.9. Identify processes of workforce training for health care organizations.	3

CRC Health Information Coding Specialist Certificate

The Health Information Coding Specialist Certificate prepares the student to apply medical coding classifications to health care encounters using industry standards through both theory and practical (externship) applications for the purpose of:

- meeting healthcare industry needs,
- preparing students for appropriate certification exams,
- providing career ladder opportunities for health care workers.

A career as a health information coding specialist offers a unique opportunity to combine an interest in health information, business, and computer information science. Employment opportunities are available in long-term care, ambulatory care, and acute care facilities; state and federal health agencies; and private industry.

Upon completion of this program, the student will be able to:

- Student Learning Outcome (SLO) #1 Recognize and apply the knowledge and skills necessary to pass the national Certified Coding Associate (CCA) examination.

- SLO #2 Demonstrate certifiable skills and knowledge to be employable in the health information field.

The CRC HIT Faculty & Staff

There are two full-time faculty in the HIT program and one adjunct faculty.

Faculty	HIT Courses Taught	CV/Resume
Kristen Borth, MS, RHIA	HIT 100 – Introduction to HIT – Part I HIT 140 – Computerized Health Information Systems HIT 150 – Continuous Quality Improvement HIT 170 – PPE HIT 176 – Test Prep Course	My resume is attached in appendix A if you are interested in viewing it. Kristen Borth
Sharon Stith, MA, RHIA, CPC	HIT 102 – Introduction to HIT – Part II HIT 110 - Medical Legal Aspects of Health Information HIT 120 – Basic ICD-CM Coding HIT 122 – Advanced ICD Coding HIT 123 – Current Procedural Terminology (CPT) Coding HIT 160 – Supervision for the Allied Health Professional	My resume is attached in appendix A if you are interested in viewing it. Sharon Stith
Maria Victoria Hernandez, RHIA, CCS	Adjunct - Professor Hernandez teaches courses as needed in the HIT program. Students may get the honor of having her instruction during their HIT or coding certificate training and education.	

In addition to the two full-time faculty, the HIT program has two counselors, a librarian, a success coach and an office clerk to assist you with questions outside of the HIT program.

Name	Role	Contact Information
Haley Lepper	Success Coach	LepperH@losrios.edu
Denise Sailor	Office Clerk	FoxSaiM@crc.losrios.edu
Alex Kagan	Counseling	kagana@crc.losrios.edu
Teresa Aldredge	Counseling	Aldredt@crc.losrios.edu
Rochelle Perez	Librarian	Huyck-m@crc.losrios.edu

CRC Online Learning Environment

All of the courses in the core HIT curriculum (meaning all courses with a HIT prefix) are offered 100% online.* Online does NOT mean self-paced or self-directed. It also does not mean that you will never have to interact with your instructor or any of your classmates. Online courses mean that your material is accessed through a computer or compatible mobile device, Internet, and interactions on the computer and the Internet.

Los Rios Colleges Online (LRCO) offers 100% online programs in collaboration with four Los Rios Community Colleges (American River College, Cosumnes River College, Folsom Lake College, and Sacramento City College). In addition, LRCO provides all services, support, and classes online. This means you can contact us via zoom or phone call from anywhere. Students also have a dedicated Success Coach that can help student's sign up for classes, meet with the identified LRCO counselor(s) and connect students to Cosumnes River College services. Student's are part of a cohort where they take courses with the same students for the duration of the program. Student's part of this program are Cosumnes River College (CRC) students and will receive their diploma/certificate from CRC, but will be taking courses through LRCO. As a student in the HIT program, they will have a reserved seat in all the required courses.

Online courses may require real-time participation. Your instructor may require you to do a presentation in front of a "live" audience. It may be virtual, meaning no peer or instructor is in the room with you, but on the computer viewing your presentation remotely. Your instructor may require you to participate in a "live" discussion. If this is the case your instructor will be flexible and offer you multiple time slots that can work best within your schedule. Be aware there may not be an ideal time and you may have to adjust your schedule.

Online courses may also require students to participate in group work. If this is the case students will need to be creative and find a way to work with a group while not physically in each other's presence. Students will also need to remember that there could be students from around the country so time zones may be different. This kind of project will afford students the opportunity to problem solve and use creativity.

There could be online courses that offer a study group. These study groups may be offered physically on campus with a complementary online session (meaning some students will be physically present in the room together and some will be participating through online meeting platforms or other meeting forums). If study sessions are offered, it is highly encouraged that students take advantage of them. The student sessions may be recorded for those who cannot make it.

Students must read their syllabus and find out the expectations of their instructor. All instructors do things a little differently and students will want to be aware of any meeting requirements or opportunities that are available in their course.

Online Learning Environment
This is NOT a self-paced program. All courses have definite deadlines and expectations structured within the College's academic calendar. Read more about online education and online resources at CRC.

Time Commitment
Because students don't come to a specific place at specific times during the week, it can be easy for time to slip away in an online course. It is recommended that students plan out the time they may need to spend on their courses. Typically, the number of credits for a course translates to the number of hours per week you will need to spend in the "classroom." It is expected that students spend additional time each week reading material, re-watching/listening to lectures, communicating with peers and the instructor via e-mail and course forums, and completing practice work. A good guideline is to block an additional 1-2 hours per credit each week for the

additional work outside the "classroom." For example, a 5-credit course translates to 5 hours in "class" online going over the lectures and readings. Plan for an additional 5-10 hours offline (for a total of 10-15 hours a week for a 5-unit class). If you are taking 15 credits a semester, this is equivalent to 30-45 hours a week. Now - this is a general rule and there may be times when one can spend a little less time, but also times when the need arises to spend a little more. Inability to meet this time requirement will reduce your ability to receive the maximum benefit from the course, or, in some cases, to complete and receive credit for the course.

Please do not plan on spending all online hours in the Canvas classroom in one day out of the week. You should visit the online course multiple times throughout the week to stay connected and be on top of any announcements that may have been sent. Ideally, students should schedule a little time each day or every other day to work on each course. Some students imagine that an online course will take less of their time; however, it is very likely that this course will actually take more time, particularly in the initial weeks as you get familiar with the computer programs and style of the course. The benefit of an online course is not that it takes less time, but that it is more flexible. The HIT Program strongly suggests that student's check-in at least 2-3 times a week in the online classroom as well as checking your CRC email.

Participation
To participate means to be engaged. Engagement in online courses is vital to your success. In campus-based courses, there are many learning opportunities presented, such as course discussions, lectures, and hands-on activities. These activities are also available in online classrooms; however, they may require initiation by the students. To participate and receive the fullest benefit from any HIT course you will consistently need to do the following:

1. Listen/participate in the weekly meeting. Students are held responsible for anything mentioned just as if it were an on-ground course.
2. Use the discussion boards. Please post questions and comments early and often to the discussion board so that fellow students can participate and learn with each other.
3. Take advantage of instructor office/student hours. Students are encouraged and welcome to come by during student drop-in hours, call, or set up a virtual meeting for specific help.

You are expected to take ownership of your learning and be an active participant to master the HIT skills taught.

Interactions
Each person participating in the HIT Program will be interacting with peers and instructors. The importance of those interactions cannot be emphasized enough. Your peers could be your coworkers and colleagues one day which means that respect for them is critical to growing and enhancing your professional circle. Instructor interactions are also important because they can be references for various scholarships, practicums, additional internships, and future employment positions. So always try to be respectful and professional in your interactions with peers and instructors.

Don't Get Dropped from a Class
You must log in and participate at least once within the first seven (7) days of the course. The HIT Program policy is that if a student is not in attendance and /participating within the first seven days the student will be dropped from the course.

You can participate by:

1. Posting to the discussion board,

2. Turning in an assignment, and/or
3. Accessing the classroom in Canvas and listening to the lecture

Online Courses & You

The coursework for the HIT program is completely online. Online classes may not be suitable for everyone. There are certain behaviors recommended to succeed in an online course. Online courses may require a greater time commitment than face-to-face courses.

Skills and behaviors that support successful online learning are:
- Proficient computer skills: keyboarding, web browsing, and understanding the architecture of websites.
- Strong reading comprehension skills.
- Effective written communication skills; confident writers.
- Independent learners and self-motivated: comfortable with and confident about working on your own.
- Disciplined: good time managers, and able to balance academic, work and family time so that each aspect of their lives receives its due.
- Good communicators: seek answers to questions, ask for help from classmates/instructor when needed, enjoy exchanging ideas virtually with classmates/instructor.

Additional online education tutorials and self-assessments are available to determine if the online HIT Program is right for you. Students are encouraged to complete both the self-assessment and tutorials at the beginning of their HIT courses.

Book List

Books change and get updated as new information or editions are assessed. Therefore, students should look at the Los Rios Follett Bookstore for the textbooks required for the course or email the instructor for more information. It is strongly encouraged that you purchase and keep your books to study for the national exams.

AHIMA Membership

HIT students are **required** to obtain a student membership in the American Health Information Management Association (AHIMA). Benefits of membership include receipt of official journals of the organization, on-line access to member services on the AHIMA website, member prices on AHIMA textbook purchases, AHIMA Foundation scholarships, access to AHIMA Engage (communication and networking platform for HIM professionals), and reduced rate on national certification examination.

Our EPC code is 546.

HIT Program Policies

The HIT Program requires all students to adhere to the following Program Policies. While specific courses also have policies that are to be followed, these HIT Program Policies will complement your efforts in the HIT Program and the HIM field.

Basic Skills

Students in pursuit of a career in HIM will need to have these basic skills to succeed as HIT professionals. Therefore, all HIT students should have the ability to:

- type/keyboard efficiently.
- use email with attachments.
- save files in commonly used word processing program formats.
- copy and paste.
- work on two browser windows simultaneously.
- clear temporary files and cookies from their internet browser.
- use MS Word or the ability to convert files to .rtf format the ability to produce MS Word documents, MS Excel spreadsheets, and MS PowerPoint presentations.

HIT faculty <u>do not</u> teach these basic computer fundamentals, therefore, it is expected that students enter the HIT program able to use these programs or similar applications.

Technology Requirements

Internet Access
Since the HIT Program is an online program, you are required to log into the CRC Learning Management System (LMS), Canvas, to access your courses. A reliable Internet connection is necessary for you to be successful in completing the HIT Program.

Computer Requirements
Some computer requirements are necessary for online learning.

Hardware
- Computer, laptop, or other compatible device to access the LMS
- A webcam or microphone (most webcams have a built-in microphone so be sure and check). Most new laptops come with a built-in webcam and microphone.
- Speakers or headphones for your computer or laptop.

Software
- Must be able to view Microsoft Documents. All CRC students have free access to Microsoft Office 365 Student Account.
- Must be able to view PDF files (download Adobe Acrobat Reader)
- Fully functional Web Browser (links to Internet Explorer, Mozilla Firefox, Netscape, Safari)

Recommended
- An ad-ware removal program
- Anti-Virus program
- Firewall

Established Backup Plan
Emergencies can happen to anyone and just about any time. With a remote course, it is crucial for students to have a backup plan that allows completion of course work on time and furthers student success. If such emergencies arise it is helpful to have a backup plan already in place. Some suggested backup plans are:

- Find family or friends who will let you come over and use their computer in the event of computer issues.
- Use the CRC computer lab and library which have computers available.
- Go to a local public library which often has access to computers as well.

In the event that you experience a technical difficulty that is beyond your control, the Instructors may require proof that the technical difficulty was logged with the CRC Help Desk. Please contact the Help Desk before asking your instructor regarding the technical difficulties you may be experiencing (i.e., while trying to access an exam or quiz).

Email

All email correspondence must come through the CRC email. Emails from personal email accounts may go to the Instructor's Junk or Spam mail and those folders are not monitored by HIT faculty. Always use your email address that ends with losrios.edu.

Email Etiquette

All e-mails sent to the instructors must have the course title in the subject line (i.e.; subject: HIT 140). All emails should address the instructor respectfully and should be signed with your first and last name. Use your CRC email. Be sure to follow the Core Rules of netiquette:

- Rule 1: Remember the Human
- Rule 2: Adhere to the same standards of behavior online that you follow in real life
- Rule 3: Know where you are in cyberspace
- Rule 4: Respect others time and bandwidth
- Rule 5: Make yourself look good online
- Rule 6: Share expert knowledge
- Rule 7: Help keep flame wars under control
- Rule 8: Respect others privacy
- Rule 9: Don't abuse your power
- Rule 10: Be forgiving of others mistakes

*The Core Rules of netiquette are excerpted from the book *Netiquette* by Virginia Shea.

It is expected and required that you will conduct yourself in a civil and respectful manner at all times, including course discussions, clinical rotations, within student chat rooms, and through email communications.

When communicating with instructors or other students through email or discussion forums, formal language, proper grammar, and spelling are expected. Communication through chats may be done using texting language. All students are expected to always be respectful and follow the rules of netiquette.

Grades

Grade Scale

The following scale is in percentages.

Letter Grade	Percentage
A	90 - 100
B	80 – 89.9
C	70 – 79.9
Anything below a 70 is not a passing grade.	
D	60 - 69.9

F	0 - 59.9

Calculating Percentage

To figure out what percent grade you have in the course, take your current total points earned and divide it by the total possible - then multiply by 100.

Example – Accrued 90 points out of 100 possible, 90/100 = 0.9 x 100 = 90%

Letter Grade Meaning

An "A" means doing an excellent job and showing originality, a "B" means doing a good job on what was asked for, and a "C" means simply doing what was asked for. Originality means doing things that were not explicitly asked for but are useful additions or extensions of the work - doing things above and beyond the call of duty.

A (90-100%) Exceptional - Thorough knowledge of concepts and/or techniques, exceptional skill, or great originality in the use of acquired concepts and techniques in satisfying the requirements of course work or applied competencies.

B (80-89.9%) Very Good - Thorough knowledge of concepts and/or techniques together with a fairly high degree of skill in the use of those concepts and techniques in satisfying the requirements of course work or applied competencies.

C (70-79.9%) Competent - Acceptable level of knowledge of concepts and/or techniques used to satisfy the requirements of course work or applied competencies.

D (60-69.9%) Not Passing - Minimum knowledge of concepts and/or techniques not demonstrated or mastered to satisfy the requirements of course work or applied competencies.

F (0-59.9%) Failing - Does not display knowledge of concepts and/or techniques needed to satisfy the requirements of course work or applied competencies

Passing Grade

Students in the HIT Program must pass each HIT course with a "C" or better to graduate from the Program. If a student receives a grade lower than a "C" in any required course, that course must be repeated satisfactorily (earning a "C" or better) to graduate from the Program. A grade lower than a "C" or an incomplete in any HIT course means that the student is not prepared for the professional practice experience course.

The Program adheres to CRC's Students Rights and Responsibilities. Violation of any of these procedures, including academic dishonesty and plagiarism, may result in dismissal from the program as well as course sanctions.

Incomplete (I) Grade Policy

The "I" grade may be given at the discretion of the instructor when:

1. the student has completed a majority of the course work,
2. the student is maintaining a "C" or better grade in the course, and
3. the student can't complete the course requirements during the semester due to circumstances beyond their control. The course work will be completed by a later set date by a specific contract with the instructor.

Add/Drop of Courses

A thorough discussion with your HIT advisor should take place at the time you wish to add or drop a course. Failure to follow the advisor's recommendation may adversely impact your

program completion time and expense. Please see the CRC academic calendar for specific dates to add/drop a course.

Retaking a Failed HIT Course

If the course failed is a prerequisite for other courses then students must wait to take those courses until they have successfully passed their pre-requisite. Three attempts are permitted to pass a course. Failure of the same course three times constitutes removal from the HIT Program.

Retaking a Course After Withdrawal

If you withdraw from a course after you have completed more than 50% of the course, you will be required to wait until the next time the course is offered. If the course withdrawn from is a prerequisite for other courses, then students must wait to take those courses until they have successfully passed their pre-requisite.

Course Changes

Each course, class and semester are and should be a dynamic and unique learning experience. As such changes, additions, or deletions of content, assignments, exams, assessments and materials are the prerogative of the instructor. Such changes or additions will be announced with sufficient time to allow the student to adjust their study schedule. These changes are considered as addenda to the course syllabus.

Registration Time

Students are assigned a specific "window" of time for registration and your Success Coach will send you enrollment information including specific section codes. You are encouraged to register for the following semester of courses during the enrollment period provided by your success coach. This will ensure that you are enrolled in all needed courses. Remember, as a student in the HIT program, you will have a reserved seat in all the required courses.

Waitlists

Remember, as a student in the HIT program, you will have a reserved seat in all the required courses but may need to take other courses that are not part of Los Rios Colleges Online. Therefore there may be some non LRCO courses that are "full", and a waitlist is generated for the course. You are responsible for managing your waitlists by contacting the instructor assigned to the course for a permission number to add and enrolling in the course when you receive the permission number to add (the course).

HIT Program Curriculum

CRC offers two options for professional career development in HIT:

- A.S. in Health Information Technology
- Health Information Coding Specialist Certificate

To obtain the Associates of Science degree, students must complete the required 28 HIT program units, 9 required courses outside of HIT, 11 units of pre-requisite courses, and 16 GE required courses (for a total of 64 units). Completion of prerequisite courses is required before entering HIT courses. The HIT program does *not* offer courses during the summer.

To obtain the Health Information Coding Specialist Certificate students must complete the required 25 program units, 8 required courses outside of HIT and 11 units of pre-requisite courses (for a total of 33 units). Completion of prerequisite courses is required prior to entering HIT courses. The HIT Program does *not* offer courses during the summer.

Pre-requisite Courses*

Before beginning the HIT program, you must complete _all_ required prerequisite courses.

- **AH 110** – Medical Language for Health-Care Providers
- **AH 120** – Human Disease
- **AH 124** – Pharmacology for the Health Care Professional
- **BIOL 100** – Introduction to Concepts of Human Anatomy & Physiology **or BIOL 102** – Essentials of Human Anatomy and Physiology (includes a lab).

    *All courses are available online except for BIOL 102.

All of the above prerequisite courses must be completed with a passing grade of "C" or better and within two attempts before the application will be considered.

Students may have taken courses at other colleges that fulfill these requirements. If that is the case, a substitution waiver is required for the course to be credited to the student. More information can be provided on transferring courses from one of our HIT counselors, Alex Kagan or Teresa Aldredge.

There is a ten-year limit for all non-degree math and science courses.

A.S. in Health Information Technology

Program Pre-req & General Ed:

COURSE	COURSE TITLE	UNITS
Semester 1: Prerequisites		
AH 311	Med Language for Health-Care Providers	3
AH 120	Human Disease	3
AH 124	Pharmacology for the Health Care Professional	2
BIO 100 or 102	Human Anatomy & Physiology or BIO 102 Essentials of Human Anatomy & Physiology	3, 4
CRC Area II(a)-Writing Competency		**3**
	Total	**14-15**

Apply to Program & General Ed:

COURSE	COURSE TITLE	UNITS
Semester 2: Apply and General Ed Requirements		
STAT 300	Introduction to Probability and Statistics	4
CRC Area VI Ethnic/Multicultural Studies		3

CRC AreaV(b)-Social & Behavioral Sciences		3
CRC Area I-Humanities		3
CRC Area V(a)- American Institutions		3
	Total	**16**

Enters HIT Program

COURSE	COURSE TITLE	UNITS
Semester 1 – Enters HIT Program:		
HIT 100	Introduction to Health Information Technology: Part I	3
HIT 102	Introduction to Health Information Technology: Part II	3
HIT 120	Basic ICD-CM Coding	3
CISC 310	Introduction to Computer Information Science	3
CISA 320	Introduction to Database Management	1
CISA 321	Advanced Database Management	1
CRC Area III(a) Physical Edu Activity		1
	Total	15
Semester 2:		
HIT 110	Medical Legal Aspects of Health Information	3
HIT 122	Advanced ICD Coding	3
HIT 123	Current Procedural Terminology (CPT) Coding	1
HIT 140	Computerized Health Information Systems	3
HIT 150	Continuous Quality Improvement	3
	Total	13
Semester 3:		
HIT 160	Supervision for the Allied Health Professional	3
HIT 170	Health Information Technology Directed Practice	1
HIT 176	Health Information Technology Review	2
	Total	6

Health Information Coding Specialist Certificate

Program Pre-req & General Ed:

COURSE	COURSE TITLE	UNITS
AH 110	Med Language Aspects of Health Info	3
AH 120	Human Disease	3
AH 124	Pharmacology for the Health Care Professional	2

BIO 100 or 102	Human Anatomy & Physiology or BIO 102 Essentials of Human Anatomy & Physiology	3, 4
Total		**11**

Enters Coding Certificate

COURSE CODE	COURSE TITLE	UNITS
HIT 100	Introduction to Health Information Technology: Hospital Settings	3
HIT 120	Basic ICD-CM Coding	3
CISC 310	Introduction to Computer Information Science	3
HIT 122	Advanced ICD Coding	3
HIT 123	Current Procedural Terminology (CPT) Coding	1
STAT 300	Introduction to Probability and Statistics	4
HIT 110	Medical Legal Aspects of Health Information	3
HIT 150	Continuous Quality Improvement	3
HIT 170	Directed Practice: Health Information Coding Specialist	1
CISA 320	Introduction to Database Management	1
	Total Units:	25

Curriculum Time Limits

There is a five-year time limit on all HIT, computer/information technology, and anatomy courses taken at CRC or transferred from another HIT program to be applied to this program. The applicant can petition the HIT faculty for a waiver of this requirement.

HIT Program Completion

While it may be necessary to spread out education through part-time enrollment, all HIT courses must be completed within five years. Information in the HIM field is rapidly changing and to be successful on the RHIT/CCS exam and in the field of HIM, students must have the most current information.

HIT Program & Employment

Scheduling of classes and clinical assignments in the HIT Program may vary. Students should be mindful of the limitations surrounding clinical options when making commitments for part- or full-time employment. Students that must work full time should work closely with their HIT advisor to ensure that their work schedule is not an issue for completion. It is the student's responsibility to plan with their employer when it is time for the student to take the Professional Practice Experience.

Change in Plan of Studies

Withdrawal from Program

If a student plans to withdraw from the HIT Program, it is advisable to confer with the Program Coordinator before making a final decision. Failure to maintain continuous program enrollment, with the exception of summer semesters, may result in withdrawal from the program. Students will be required to reapply for program admission upon wanting to return from any extended time off.

Transfer Units & Experience

Transfer Units
Students that have already taken college courses that fulfill the prerequisite requirements and/or some degree requirements must have their transcript reviewed and approved through a course substitution waiver by working with the Program counselor. An official transcript is required if transferring units from another college is to be used to satisfy prerequisites, or to apply transfer units toward a degree or certificate program at CRC. Evaluations usually take 2-4 weeks. Students receive a copy of the evaluation for their records. If unofficial transcripts were used in the transcript review process, official transcripts must be supplied before the units will be evaluated and posted to your CRC record. FAX copies of transcripts are not accepted as official transcripts.

Professional Practice Experience

The following is a general overview of the Professional Practice Experience (PPE). HIT 170 is the PPE course for HIT students. HIT 170 is a one-unit course offered at the end of the HIT program/certification, and requires the student to be in person at the designated site. Students must complete all HIT courses within the AS degree (HIT 100, 102, 110, 120, 122, 123, 140, 150, and/or be enrolled in 160) or all HIT Coding Specialist certificate (HIT 100, 110, 120, 122, 123, and 150) to enroll in their PPE.

The PPE accomplishes the following:

- Proficiency in a variety of health record procedures that apply classroom theory to the actual practice of technical skills. Specific objectives for each type of institution will be stated and evaluated during the semester of affiliation.

- Develop and practice professional work habits and appropriate interpersonal relationships with other members of the health care team.

Philosophy
Faculty believe that opportunities for practical experience should be provided for each student. The experience should be of sufficient quality and scope to prepare the student for active participation in the performance of technical duties in the health information department. Clinical applications should be a positive experience in which the student gains confidence and skill in working relationships with medical and allied health personnel.

PPE Procedures
PPE is a supervised professional practical experience in the health information management department of a facility to provide varied work opportunities in health information technology. Students will work under the supervision of a qualified Registered Health Information Administrator (RHIA)/Registered Health Information Technician (RHIT) or other qualified personnel to whom they are assigned. Students will also receive college faculty consultation from the PPE Coordinator. The PPE is designed to enable students to apply theoretical and application-based procedures previously studied in the classroom.

Below is a checklist of requirements that must be completed **prior** to the start of the PPE:

Health Clearance

Health clearance is required before assignment to clinical practice. This includes evidence of physical health. Current immunizations are also required before clinical assignments. Students should complete their immunizations *prior* to beginning HIT 170.

1. Students will upload all immunizations, test scores, and any other forms specified by the HIT Coordinator into Canvas prior to participation in their PPE.
2. Health screenings must be completed by the first day of the semester enrolled in HIT 170. The health screening includes:
   - Immunizations
     o Diphtheria,
     o Tetanus,
     o Rubella,
     o Rubeola,
     o Varicella (or has positive titers),
     o Hepatitis B (or has signed a waiver for non-compliance for Hepatitis B)
   - Annual TB

The student will not be allowed to participate in or assigned a PPE site without the background check and health screening requirements completed. Students are responsible for verifying that all required paperwork has been received and uploaded into Canvas.

Background Check

Due to requirements from CRC and health care facilities serving as clinical sites, a Certified Background check is required of all students. An unacceptable background check may result in the denial of assignment to assigned clinical courses, and therefore, could make the student unable to complete the program. If the background check does get denied students may have a chance to complete the course if they find a site to complete their practicum. Students should talk to the HIT Coordinator if they have a criminal record for an analysis of job prospects in the HIT field.

Be advised that health care facilities may require students to submit an additional background check for their purposes. Often this additional background check is at no cost to the student, however, it is best to verify with the PPE Coordinator and PPE site. Students will upload all immunizations, test scores, and any other forms specified by the HIT Coordinator into Canvas prior to participation in their PPE. In some instances when the student has been in the program for over 2 years the student may be required to complete another background check. The background check would be only a statewide criminal background check and the cost would be considerably less than the initial background check. To access the background check site, go to:

Ordering Instructions:

A valid email address is required to complete this process. If you do not have an email account you can establish a free account at Yahoo.com.

1. Log onto our website at **VerifyStudents.com**
2. Click the **Students Start Here** Button (next to "students only")
3. Enter the special promotional code listed below and then hit **"Continue"**
4. Complete the online application section in its entirety and click **"Register."**
5. Have credit card (Visa/Mastercard/American Express/Discover) information ready in order to process payment.
6. Click the **'Submit'** Button at the end of the process and you will be taken to the background screening.

7. Once complete you will be provided with an electronic receipt and confirmation code (PLEASE BE SURE TO SAVE THIS RECEIPT FOR YOUR RECORDS).

THE HIT PROGRAM'S PROMOTIONAL CODE IS: "COSUMNESHITBGDT"

(You can use Chrome or Microsoft Internet Explorer to access the site. Safari, or Firefox are not recognized by the system and will not work.)

Please note:

Many county courts charge additional fees to search their records. You may be contacted by a group or entity called CSS for payment authorization should additional court fees apply to your background investigation.

Drug Screening

Students are required to provide evidence of a current drug screening performed by a licensed health practitioner regardless of where you will be placed. The site may also require a local drug screening as well. Please understand that if anything does show up on your drug screening, the dean will contact our industry partners and they will make the decision about whether to accept you or not. If you are concerned about something showing up, I recommend meeting with the dean ahead of time to inform them of your concern and potentially create an action plan going forward. For those that do have something show up and our industry partners say no, this does not mean you are through with the program. You may still be able to complete the program and practicum **if you** find a site that is willing to accept you based on your screening results.

Please note: Even though medical and recreational use of marijuana is legal in CA, it is still federally illegal, and not all of our industry partners accept or allow this to show up in your drug screening, even if you have a medical card.

Ordering Instructions:

A valid email address is required to complete this process. If you do not have an email account you can establish a free account at Yahoo.com.

1. Log onto our website at **VerifyStudents.com**
2. Click the **Students Start Here** Button (next to "students only")
3. Enter the special promotional code listed below and then hit **"Continue"**
4. Complete the online application section in its entirety and click **"Register."**
5. Have credit card (Visa/Mastercard/American Express/Discover) information ready in order to process payment.
6. Click the **'Submit'** Button at the end of the process and you will be taken to the drug screening self-scheduling tool. Follow the simple on-screen instructions to initiate the drug screening process. **Please note that you will have 72 hours (business hours) to complete your drug test. Do not drink large amounts of water before the test or it will come back inconclusive and you will have to repeat it.**
7. Once you have scheduled your drug screening even, you will be provided with an electronic receipt and confirmation code (PLEASE BE SURE TO SAVE THIS RECEIPT FOR YOUR RECORDS).

THE HIT PROGRAM'S PROMOTIONAL CODE IS: "COSUMNESHITBGDT"

(You can use Chrome or Microsoft internet explorer to access the site. Safari, or Firefox are not recognized by the system and will not work.)

Please note: Many county courts charge additional fees to search their records. You may be contacted by a group or entity called CSS for payment authorization should additional court fees apply to your background investigation.

Health Insurance

The college and the clinical site take no responsibility for injuries occurring during student activities. It is strongly recommended that health insurance coverage be obtained. Some clinical sites require students to have health insurance. See the HIT Coordinator for information if this is something that you are struggling to obtain.

PPE Hour Requirements

The PPE consists of 40 hours on-site with a manager and 14 hours of remote system educational work. Students will attend the PPE on a **Monday - Friday**. Hours may be arranged according to the HIT PPE supervisor and HIT PPE coordinator in conjunction with the student. The PPE is designed to address all skill areas that a newly graduated health information technician can perform.

You are expected to complete notebook competencies, supervisor evaluation, student log and evaluation, and a presentation of PPE experience.

Items to consider:

- Arrangements with your employer to schedule the time for completion of PPE requirements.
- Child or family care needs.
- Transportation
- PPE is a required unit class to confer the HIT degree/certificate.

Students from Out of the Area

If you live outside of the Greater Sacramento Area or California you will need to find your own clinical site. The HIT Coordinator will work with you and the site on the needed Affiliation Agreements. This process should be started the semester prior to taking the HIT 170 course. CRC requires a contract with all PPE sites regardless of location. CRC and the PPE site agree to a signed contract before students can participate in the PPE.

Transportation

Clinical assignments are made by the HIT Coordinator. Students will receive a schedule of these assignments and will be responsible for providing their own transportation to and from the clinical sites. Most clinical sites are located within a 60-100 mile radius of the college (or the student). Students who live outside of the area will work with the HIT Coordinator to obtain clinical sites. Please note that PPEs done at a military base will require proof of auto insurance to drive on the base.

Dress Requirements

Students are required to dress in business attire for the duration of their onsite PPE. Clinical sites reserve the right to enforce the facility dress code policies. Jeans, stretch pants, leggings, T-shirts, sweatshirts, tennis shoes, tank tops, open-toed shoes, clothing that shows midriff or mini skirt and such are inappropriate attire. Good hygiene should be practiced. Hair, makeup,

nails, and jewelry should be neat and not excessive. Depending on the facility they may ask that tattoos be covered.

Clinical Site Standards of Conduct

The clinical affiliates reserve the right to deny continuation to any student involved in any activity not considered professional in a patient care setting. All students will:

- Comply with all HIPAA and other confidentiality regulations. Students must sign and return the confidentiality form prior to clinical placement.
- Maintain a professional attitude at all times.
- Conduct themselves in accordance with the Code of Ethics of AHIMA.
- Not be in possession or under the influence of drugs or alcohol, or engage in their use while at any clinical site.
- Follow the personnel rules and regulations of the assigned PPE facility pertaining to smoking, talking, coffee breaks, and lunch periods.
- Refrain from wearing jewelry and fragrances while at the clinical site.
- Cover all tattoos and body piercings while at the clinical setting. (Most if not all affiliate sites have rules regarding this and you must comply with said facilities rules)
- Follow the policies and procedures given by the HIT Coordinator and sign a clinical confidentiality statement.

Statement by the American Health Information Management Association

Students are not to be substituted for paid staff. Students may not take the responsibility or the place of "qualified" staff. However, after demonstrating proficiency, students may be permitted to perform procedures with careful supervision. Students may be employed in the clinical facility outside regular education hours provided the work is limited so it does not interfere with regular academic responsibilities. The work must be non-compulsory, paid and subject to employee regulations.

Student Rights & Responsibilities

It is the students' responsibility to know and understand their rights and responsibilities in accordance with the requirements for education at CRC. To review the requirements, see the student rights and responsibilities page.

Professionalism

It is expected and required that students will conduct themselves in a civil and respectful manner at all times, including in class, on PPE, during chat rooms, discussion board postings, or through email communications. Professionalism should be practiced at all times when interacting with faculty, staff, and peers.

Course/Grade Concerns/Dispute

If students have questions or concerns about a class please see the instructor first. If unresolved, contact the HIT Coordinator to discuss your questions or concerns. If the HIT Coordinator is unable to resolve your questions or concerns then they will direct the student to the Dean of Health & Human Services.

Academic Dishonesty

Academic dishonesty is inconsistent with the values and mission of CRC. Students are expected to be honest and forthright in their academic endeavors. Cheating, plagiarism, fabrication, or other forms of academic dishonesty corrupt the learning process and demean the educational environment for all students.

Definitions of academic dishonesty include, but are not limited to:

- Cheating
- Plagiarism
- Fabrication
- Academic Misconduct

Sanctions for intentional acts of dishonesty may be academic and/or administrative. The consequences may vary with the situation and the individual instructor. All instructors include in the course syllabus a policy on and sanctions for academic dishonesty.

If an instructor determines that an intentional incident of academic dishonesty has occurred, they may determine what action to take. Appropriate actions include, but are not limited to:

- Issue a grade of "F" or "no credit" for the paper/assignment
- Issue a sanction of a "F" grade for the course

As a violation of the Code of Student Rights and Responsibilities, academic dishonesty may result in an administrative sanction of warning, reprimand, probation or suspension from the college.

See the full CRC Student Rights and Responsibilities.

Privacy, Security, & Confidentiality

One of the highlights of the online experience is that students can draw on the examples from class discussions and assignments. However, students must demonstrate respect for the information shared and uphold it as confidential, privileged, and/or proprietary.

Student Resources & Accommodations

Student Resources

Many student resources are provided by CRC.

Cosumnes River College Services

All students are responsible for all requirements of the class, but the way they meet these requirements may vary. If a student needs specific auxiliary aids or services due to a disability, please contact Disability Support Programs and Services (DSPS). Formal written documentation of the disability from an appropriate professional is required. When this step has been completed, arrangements will be made for students to receive reasonable auxiliary aids or services. The disability accommodation documentation prepared by DSPS must be given to the instructor before the accommodation is needed so that appropriate arrangements can be made. To assure an accommodation in any given semester, arrangements should be made six weeks prior to the beginning of that semester. Students experiencing difficulty must self-identify and discuss possible solutions with DSPS.

Services are available without charge to all enrolled students with verified disabilities who register with the Access Support Services Office. All contacts and obtained information are confidential.

Contact Information:

crc-dsps@crc.losrios.edu
phone: (916) 691-7275
fax: (916) 691-7398

Financial Aid & Scholarships

The CRC website has information and descriptions of available financial aid to CRC students.

In addition to the information provided by CRC, additional scholarships can be found through:

California Health Information Association (CHIA)

AHIMA Foundation of Research & Education (FORE)

Counseling

Students who have concerns about their education, career, or personal life may seek help and guidance from one of the professional counselors on campus. All counseling is strictly confidential.

Child Care

Child care is available in our Child Development Center. It is located on the CRC campus.

Contact Information:

Jennifer Patrick - Child Development Center Supervisor
patricj@crc.losrios.edu
(916) 691-7380

Appendix A
Faculty CV or Resume

Kristen Borth

Experience

Public Consulting Group, Sacramento, CA

7/2015- 6/2019

California Department of Health Care Services – Managed Care Quality and Monitoring Division (MCQMD)

Engagement Manager & Project Manager

Serves as the Engagement Manager and Project Manager for the Division and Branch Chief within the Managed Care Quality and Monitoring Division. Overseeing 7 consultants and various state staff in executing projects for Cal MediConnect, Opioid initiatives, Facility Site Review, HEDIS Dashboard creation, Whole Person Care development and standardization, Alternate Access Standards, with various smaller process improvement and streamlining projects. Close collaboration with Centers for Medicare and Medicaid Service (CMS) to update policies and legislation to align with federal requirements. As the Lead for the Cal MediConnect program site visits and health plan quality and monitoring has been critical to the success of the demonstration. Project management best practices and templates have been created and training has been conducted for various portions of the Cal MediConnect demonstration. Training includes staff training, state training and presentations to stakeholders and health plans.

California Corrections Health Care Services

Project Manager, Informatics SME, HIM SME

Served as the Project Manager, health information management and health informatics SME for the RIS/PACS Assessment Project. Performed a full assessment and gap analysis of the Medical Imaging Services program through institutional visits and conducting interviews to gain a full understanding of the programs gaps and areas that could be quick to remediate. This included a HIPAA review to ensure the program was compliant. The assessment included remediation planning to ensure that gaps are being addressed and training for staff on the new system workflow and process. Held four training sessions with 30 participants each. The project ended with the ability to sustainably continue without the need for consultative services.

California Department of Public Health

Lead Privacy SME

Performed a health Enterprise HIPAA/HITECH and other applicable
Privacy & Security law Assessment, Gap Analysis, and Action Planning project to help CDPH determine feasibility of baselining the entity with HIPAA. The assessment was done through interviews to determine the program's current HIPAA compliance level. Creations of a privacy matrix to map out HIPAA and other applicable state privacy laws. The development of program specific indexes to display current HIPAA compliance. This included a program review of CDPH Privacy policies and procedures for gaps between HIPAA Privacy laws. Once the assessment was completed compliance planning was executed. Compliance planning included training development and material creation for HIPAA Privacy entity wide.

California Department of Health Care Services, Pharmacy Benefits Division

Assistant Project Manager

As the assistant PM for the Pharmacy Reimbursement Project, organization for the coordination and conducted stakeholder presentations for project success and completeness. The project included an assessment of the Final Rule to determine language requirements for the state plan amendment. Preparations were made for the SPA and a schedule was completed.

Solano County Behavioral and Family Health Services
Lead ICD-10 SME, Lead Trainer
Assessment of county needs for ICD-10 readiness and training. Development of ICD-10 training materials for Family Health and Behavioral health. Performed several ICD-10-CM training sessions for Solano County Family Health Services. Created code mappings from ICD-9 to ICD-10-CM to assist in transition needs for clinician diagnosis codes. Once go live occurred audit development for Family health to ensure proper coding and documentation were taking place. Participated in NextGen ICD-10 code conversion for ICD-10-CM transition for Family Health and Behavioral Health. Assisted in Remediation Action Planning for ICD-10-CM transition and readiness.

Primeau Consulting, Torrance, CA
10/2012- 9/2015
Orchard Hospital
Interim Management - Director
Managed the HIM department with 3 employees for a critical access hospital. This involved development of the HIM department, policies, employee evaluations, training, corrective action and oversight of HIM daily functions. Assisted in preparations for ICD-10 CM/PCS readiness. Was the ICD-10 SME and performed training for HIM staff, clinicians and administration. Assessed and trained ROI staff to ensure that proper guidelines and regulations are followed. Based on employee evaluations and lack of HIM understanding compiled an HIM 101 training that gave the department a baseline understanding of what HIM was and how the department should function. Developed quality audits for the HIM employees.

Kaiser Permanente NW
Interim Management – Supervisor
Performed Interim Management for the Pro Fee coding department with 32 employees, it was a union environment. Interim management involved hiring/firing and corrective action all within a union environment. Development of quality audits, productivity tracking and statistics, workflow and work distribution during a time when significant change was taking place for the coding department. The department needed updating and modifying department policies and procedures to support current and updated information. Oversaw HEDIS auditing/reporting. Assisted in the development of a coding audit tool, coding education and training for employees to continue learning. Trained 29 employees in ICD-10 CM. Received ICD-10 CM/PCS training through an AHIMA Training program to become an ICD-10 train the trainer.

Huntington Memorial Hospital
HIM SME
Assessed the workflow and work distribution within the HIM department and gave suggestions on possible staffing needs and changes. Reviewed outsourcing agreements. Recommended modifications to the physician query process, to allow more incomplete charts to be reviewed and completed by physicians in a timely manner. Lastly, provided suggestions for current/possible new applications and technologies.

Napa County Health and Human Services
HIM SME
Provided HHSA with a road map for remediation of each of the processes evaluated. Summarized documents of interviews with key stakeholders regarding current state inclusive of identified requirements to meet optimum required daily duties. Documented workflow analysis of current state inclusive of identified requirements to meet optimum required daily duties through observation and interviews. Recommendations for modifications to current Divisional records management policies and procedures. Recommendations for modifications to current role definitions and job descriptions for the Agency Records Coordinator, County Privacy Officer and Quality Management Division management. Recommendations for standards and guidelines based upon applicable best practices for an Agency-wide records management program.

Desert Regional Medical Center
<div align="center">Interim Management - Supervisor</div>

Manager of operations for the health information management department with 22 employees in a union environment. Updating and modifying department policies and procedures to support current and updated information. Forms creation to confirm all necessary documents had appropriate information. Developed workflow for birth certificates to be processed through the department in a more organized and time efficient manner. Responded to Release of Information requests for amendments and addendums. Monitored all sequestered /locked files to ensure proper release of information. Oversaw record management for scanned records and destruction of records already within the system. Ensured appropriate action was taken by tracking high dollar charts and birth certificates.

California Preparatory College, Redlands, CA
2010- 2012
<div align="center">Director of Student Financial Services</div>

Served as the Director of Student Financial Services for a new and growing preparatory college in southern California. Transformed a failing system into a productive, functional department that performed all financial aid processing, student accounts, collections, and policy making along with communication to the Department of Education and overseeing all Federal regulations in the Financial aid department. Instructed students and parents on financial aid available to them, steps to acquire it, and handouts to take to complete financial aid. This was done each semester though group presentations.

Education

Loma Linda University, Loma Linda, CA
HEALTH INFORMATICS, MASTERS OF SCIENCE

Loma Linda University, Loma Linda, CA
HEALTH INFORMATION MANAGEMENT, BACHELORS OF SCIENCE

California Preparatory College, Redlands, CA
ASSOCIATE OF ARTS DEGREE IN GENERAL STUDIES

Certifications
Registered Health Information Administrator (RHIA)

Presentations/Trainings
CHIA Convention Presentation: June 2020
CHIA Convention Presentation/Training: June 2018
DHCS Academy Presentation/Training: June 2018
CHIA IG Webinar Presentation/Training: August 2018

Sharon Stith

Education

San Francisco State University

06/23/1989   Master of Arts in Education (Adult Education)

· Dean's List Spring 1989

· Graduate Award May 1989

Temple University

06/05/1981   Bachelor of Sciences in Health Record Administration

· Registered Health Information Administrator certification 1981

American Academy of Professional Coders

06/17/2017   Certified Professional Coder

Teaching Experience

Cosumnes River College | 1919 Spanos Court, Sacramento CA 95825

Program Director/Instructor 08/27/1990 – 05/31/1996

Developed courses and syllabi, including directed practice at area health care facilities. Taught classes and held regular office hours. Performed curriculum review and served on college committees. Gained initial program accreditation.

Related Experience

Kaiser Permanente | 1950 Franklin Street, 18th Fl, Oakland CA 94612

Clinical Education Consultant/Trainer 09/06/2005 – 09/19/2019

Mentor and support local clinician leaders in documentation and coding including ICD-10 and CPT. Partner with physician leaders to deliver training to the department. Develop local training plans as required and in partnership with local physician leads. Analyze data and develop local training as necessary. Complete New Provider training. Participate in the local Documentation and Coding Steering Committee.

California Department of Corrections, Healthcare Services Division | 1515 S Street, Sacramento CA 95811

Clinical Record Administrator 08/01/1997 – 08/15/2005

Developed training material. Provided training to health record staff working in the prison setting. Training included health record documentation, abstracting and coding, and release of information.

Mount Zion Hospital | 1600 Divisadero Street, San Francisco CA 94115

Associate Director, Medical Records 1985 – 1989

Managed staff in release of information, file room, and cancer registry. Developed, reviewed, and updated policies and procedures.

Subcontracting and Consulting |various locations in Maryland and California

Consultant   1989 – 1991

Served as abstractor in a trauma registry. Coded medical records in varied settings.