MEDICAL CODING AND BILLING
PROGRAM HANDBOOK

2023-2024

Notice: Change in Catalog/Handbook Statement

The Southeastern Community College Medical Coding and Billing Program reserves the right to change courses, requirements, and policies that are stated in this catalog and handbook without advance notice. Students will be informed of changes   by email, mail, flyers, posts, and/or announcements.

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Medical Coding and Billing Program Mission

The AAPC provides medical coding education and training and credentials to medical coders in physician offices, hospitals, outpatient centers, ambulatory surgery centers and payer organizations. All members of AAPC agree to abide by a Code of Ethics that ensures high levels of professionalism, integrity and ethical behavior.

Disclaimer found on aapc.com website.

Medical Coding and Billing Job and Program Description

The Medical Coding and Billing Program prepares the student for employment in private medical offices, clinics or an ambulatory setting. This Program provides the latest information related to medical coding, chart auditing and insurance reimbursement. Students in our medical coding classes learn the theory of medical coding, gain an understanding of medical coding fundamentals and incorporate this by using a practicum to work medical coding reports. The students will be trained in ICD-10, CPT, and HCPCS coding language.   The student will also be exposed to administrative duties for interdisciplinary and diversity in the field.

Program Licensure

Southeastern Community College's Medical Coding and Billing Program is affiliated and licensed with the AAPC, American Academy of Professional Coders, and are guided and follow the Professional Medical Coding Curriculum (PMCC).

- American Academy of Professional Coders (AAPC)
  2480 South 3850 West, Suite B
  Salt Lake City, UT 84120
  1-800-626-CODE
  Website link: http://www.aapc.com/

Medical Coding and Billing Program Objectives

The curriculum is designed to prepare students who, upon successful completion of the classroom and externship experience of the program, will:

1. Apply basic theory and competencies learned from the classroom and online practicum.
2. Assure a broad knowledge in reviewing and assigning the correct procedure and diagnosis codes for professional services.
3. Prepare the student to take the AAPC's CPC Certification Exam.

Code of Ethics

Ethics Policy according the American Academic of Professional Coders (AAPC):

It shall be the responsibility of every AAPC member, as a condition of continued membership, to conduct themselves in all professional activities in a manner consistent with ALL of the following ethical principles of professional conduct: Integrity, Respect, Commitment; Competence, Fairness and Responsibility.

Adherence to these ethical standards assists in assuring public confidence in the integrity and professionalism of AAPC members. Failure to conform professional conduct to these ethical standards, as determined by AAPC's Ethics Committee, may result in the loss of membership with AAPC. AAPC and its Ethics Committee does not function as a judiciary body. Any complaint to AAPC should have a foundation in law (for example, someone has been found guilty of fraud or has been placed on the Medicare Exclusion List) or a foundation in AAPC administrative rules (for example, counterfeit CEU's or a member using credentials falsely).

Program of Study –

Medical Coding and Billing - Provider Emphasis – Diploma

This program is three semesters in length conducted over a period of 11 months.

Program begins in fall and continues through the summer months.

Prerequisite		Lec.	Lab.	Credit
BIO-163	ESSENTIALS OF ANATOMY & PHYISIOLOGY	3	2	4

Fall Semester		Lec.	Lab.	Credit
CPC-110	ESSENTIALS OF MEDICAL CODING AND BILLING	1	2	2
CPC-121	INTRODUCTION TO MEDICAL PROCEDURAL CODING	5	1	5.5
CPC-126	DIAGNOSTIC CODING	3	2	4
CPC-128	INTRODUCTION TO MEDICAL INSURANCE & BILLING	3	0	3
HSC-114	MEDICAL TERMINOLOGY	2	2	3
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		14	7	17.5

Spring Semester				
CPC-131	MEDICAL INSURANCE & BILLING II	2	2	3
CPC-151	MEDICAL PROCEDURAL CODING	4	0	4
CPC-160	APPLICATIONS OF PROCEDURAL CODING	0	4	2
ENG-131	BUSINESS ENGLISH	3	0	3
MAP-401	MEDICAL LAW AND ETHICS	1	0	1
MAP-431	HUMAN RELATIONS	1	0	1
MAP-532	HUMAN BODY: HEALTH & DISEASE	3	0	3
		----	----	----
		14	6	17

Summer Semester				
CPC-820	MEDICAL CODING & BILLING PRACTICUM	1	10	3.5

Total Credits			**42**

Course Descriptions

CPC-110 – ESSENTIALS OF MEDICAL CODING & BILLING
Lecture: 1   **Lab:** 2 **Credit:** 2
Description: This is an introductory course which will introduce the student to the essential components of Medical Coding and Billing. The student will identify the basics of Electronic Health Records (EHR). Students will also learn the purpose, terminology, documentation requirements, and functionality along with the legal and regulatory guidelines. This will include practice exercises to provide hands-on experience using EHR software to complete medical coding and billing tasks in the health care provider office setting. The course will also provide information on the uses of common brand and generic drugs names. This information will help coders understand how to use medication information to identify situations in which further inquiry about comorbidities or complications may be necessary and ensure accurate reporting of chronic healthcare conditions.

CPC-121 - INTRODUCTION TO MEDICAL PROCEDURAL CODING
Lecture: 5   **Lab:** 1 **Credit:** 5.5
Description: This course prepares students for a career in medical coding in the medical office. Introduction to current procedural terminology (CPT) manual, HCPCS, and medical coding compliance and guidelines.

CPC-126 - DIAGNOSTIC CODING
Lecture: 3   **Lab:** 2 **Credit:** 4
Description: This course will prepare the student for application coding along with compliance as it is related to diagnostic coding. The student will be able to identify, assign, sequence and report all applicable diagnostic codes in accordance with the ICD-10-CM official guidelines.

CPC-128 - INTRODUCTION TO MEDICAL INSURANCE & BILLING
Lecture: 3   **Lab:** 0 **Credit:** 3
Description: This course is designed to assist students in understanding the complexities of current insurance and billing procedures in the medical office or clinic setting. The student will obtain a sound foundation of the nuances, guidelines and requirements involved. The student will be familiarized with claims submission for major medical insurance/reimbursement programs.

CPC-131 - MEDICAL INSURANCE & BILLING II
Lecture: 2   **Lab:** 2 **Credit:** 3
Description: This course will discuss all aspects of insurance billing for today's health care plans. The latest information on HIPAA and OIG regulations, diagnostic and procedural coding, and office and insurance collection strategies will be covered, ensuring preparation for real-world situations. Also covered will be the importance of the medical insurance specialist's role in filing clean claims, solving problems that do occur and collecting overdue payments.

CPC-151 - MEDICAL PROCEDURAL CODING
Lecture: 4   **Lab:** 0 **Credit:** 4
Description: This course will discuss in depth CPT and HCPCS guidelines and the assignment of codes. Modifier assignment, ICD-10 selection, medical necessity regulations, documentation guidelines, HIP AA law and chart auditing are also covered.

CPC-160 - APPLICATIONS OF PROCEDURAL CODING
Lecture: 0   **Lab:** 4 **Credit:** 2
Description: This course allows the student to apply knowledge of CPT, modifier assignment, HCPCS, ICD-10 selection, with medical necessity.

ENG-131 - BUSINESS ENGLISH
Lecture: 3   **Lab:** 0 **Credit:** 3
Description: This course teaches the fundamentals of written communication with focus on the elements of effectively written business documents. The emphasis is on the development of writing skills through a) exercises in grammar, mechanics, usage, and spelling b) application of these skills in a variety of written business documents. Prerequisite: Meet minimum placement test score requirements or a minimum grade of C- in ENG-013. No Waivers.

HSC-114 - MEDICAL TERMINOLOGY
Lecture: 2   **Lab:** 2 **Credit:** 3
Description: This course is designed to study the basic language related to medical science with emphasis on word analysis, construction, definitions, pronunciations, spelling and standard abbreviations.

MAP-401 - MEDICAL LAW AND ETHICS
Lecture: 1   **Lab:** 0 **Credit:** 1
Description: This course is designed to familiarize the student with legal concepts of standard of care, scope of employment, criminal and civil acts, contracts, negligence and ethical concepts.

MAP-431 - HUMAN RELATIONS
Lecture: 1   **Lab:** 0 **Credit:** 1
Description: This course includes fundamental principles related to human relations. Basic psychological and developmental theorists, factors that influence behavior, professional attitudes and behavior, self-improvement, and communication in the health care setting are emphasized.

MAP-532 - HUMAN BODY: HEALTH & DISEASE
Lecture: 3   **Lab:** 0 **Credit:** 3
Description: This course is designed to acquaint the student with the basic concepts and characteristics of disease processes, to impart basic knowledge of the etiology of the disease and to enable the student to understand the relationship between clinical signs and the disease process. Diagnostic tests, common treatments and patient education will also be discussed.

CPC-820 - MEDICAL CODING & BILLING PRACTICUM
Lecture: 1   **Lab:** 10   **Credit:** 3.5
Description: This course prepares the student for job readiness skills needed in their chosen career of medical coding and billing. The student will complete an online series of modules to get real-world coding experience and test medical coding proficiency using real, redacted medical record cases from multiple specialties. A mock certification examination will be taken.

Financial, Equipment and Obligations List – additional expenses

Miscellaneous:
- Computer access with Microsoft Word   per student
  Internet access

- Professional business suit – $30-50
  A matching button jacket, pants/skirt
  (color examples: gray, black)
  - Coordinating shirt with suit $10-50
  - Dress shoes – coordinate with suit (no sandals) $20-30

- Current Year Coding References – Available in bookstore $250-300 (Fall & Spring)
- EHR Go Access Card $65 (included in Fall tuition)

Certification/Membership Fees:
- AAPC Certification Examination Fee - $375
- Membership (Student) with AAPC required – $140
- Practicode $300
  * All included in Spring tuition

Medical Requirements:
- **Criminal Background Check**   - $60 (included in Fall tuition)
- **Urine drug screen**, if "for cause", necessary $100
  Note: at students own expense

- **Medical Requirements:**
  - Hepatitis B vaccination series $120
  - Tb skin tests x 2 $15-30 each
  - Physical Examination $50 - $125
  - MMR $50 - $150
    - Titers x 3 (if needed) $100-$200
  - Diphtheria/Tetanus Booster (if needed) $30 - $50
  - Varicella vaccination $50 - $65
  - Influenza vaccination $30 - $35
    Note: fees may vary, close approximation

This is not an all inclusive list.

Admission, Program Progression, Graduation Criteria

Administrative Guideline 313

ADMINISTRATIVE GUIDELINE TYPE: Student (Registration and Admissions Functions)
ADMINISTRATIVE GUIDELINE TITLE: Admission, and Progression Criteria for
                                           Medical Coding and Billing –Provider
                                           Emphasis Program
DEPARTMENT RESPONSIBLE: Academic Affairs

I.   STATEMENT OF PURPOSE
This guideline outlines the admission criteria for the Medical Coding and Billing Program.

II.   USERS GOVERNED
This guideline applies to credit, degree-seeking students.

III.   ADMISSION

Students must meet all of the following criteria to be accepted into the Medical Coding and Billing Program:

A. High school diploma or equivalency.
B. Meet the following testing requirements:

ACT®	SAT®	Next Gen Accuplacer®	ALEKS®
Reading 19 Math 19	Reading/Writing 330 Math 510	Reading ≥248	Math ≥14

C. Standardized placement scores must be current (completed within 24 months) at the time of enrollment.
D. Must successfully complete BIO-163 Essentials of Anatomy and Physiology with a grade of C (2.0) or above.

IV.   ENROLLMENT
Students must meet all the following criteria before enrolling in the first class of the Medical Coding and Billing Program.
A. Accepted students are required to attend the mandatory Medical Coding and Billing Program Orientation to confirm enrollment.
B. Students must earn a grade of C (2.0) or above in all Medical Coding and Billing Program coursework. All coursework includes Arts and Science courses in the Medical Coding and Billing Program.
C. Complete and obtain clearance on criminal, dependent adult and child abuse background screening.
D. Complete and obtain clearance of a physical evaluation.
E. Provide documentation of required immunizations for HealthCare Personnel.
F. Provide current certification in Mandatory Reporter Dependent Adult and Child Abuse training.

G. Complete Confidentiality Agreement.

V. PROGRESSION

A. Students must meet designated course prerequisites to enroll in spring semester courses.
B. All coursework required in the Medical Coding and Billing Program must be completed with a grade of "C" or above.
C. Students who have not completed all preparatory coursework with a grade of "C" (2.0) or above may repeat these courses during their final semester if the course is available and scheduling allows. All courses must be completed before a student may enroll in the summer clinical externship.

VI. GRADUATION

Students may participate in spring Commencement if there is evidence of satisfactory progression as determined by the program coordinator and Registrar that diploma requirements will be met following the summer term practicum.

Grading Policy

The following system is used by instructors to report course grades to students and for recording on transcripts:

Grade	Meaning	Grade Point
A	Excellent	4
B	Above Average	3
C	Average	2
D	Below Average	1
F	Failure	0

During the first class period for each course, students will be given a written explanation of the grading scale/percentages and computation of their final course grade.

Cheating Policy

Any student who is discovered to be involved in cheating will be required to meet with Southeastern Community College's Dean of Instruction, Health Programs Administrator, Student Coordinator and faculty member. This committee will make the final decision regarding disciplinary action.

This policy applies to both theory and clinical practicums. Medical Coding and Billing students have a great amount of responsibility and accountability. Dishonesty will not be tolerated within the profession.

Note instructor policy in syllabi and SCC Administrative Guidelines.

Program Curriculum Financial Cost Requirement

***Note:** General Quote for class curriculum costs approx.

MEDICAL CODING AND BILLING
WEST BURLINGTON CAMPUS--DIPLOMA REQUIREMENTS
2023-2024

Course #	Name of Course	CR	2022-2023 IN-STATE TUITION	2022-2023 OUT-OF-STATE TUITION
PRE- REQUISITE COURSE				
BIO-163	(1) ESSENTIAL OF ANATOMY & PHYSIOLOGY	4	$840.00	$860.00
FALL SEMESTER				
CPC-110	(2) ESSENTIALS OF MEDICAL CODING & BILLING	2	$420.00	$430.00
CPC-121	(2) INTRODUCTION TO MEDICAL PROCEDURAL CODING	5.5	$1155.50	$1,182.50
CPC-126	(2) DIAGNOSTIC CODING	4	$840.00	$860.00
CPC-128	(2) INTRODUCTION TO MEDICAL INSURANCE & BILLING	3	$630.00	$645.00
HSC-114	MEDICAL TERMINOLOGY	3	$630.00	$645.00
	TOTAL	17.5	$3,675.50	$3,762.50
SPRING SEMESTER				
CPC-131	(2) MEDICAL INSURANCE & BILLING II	3	$630.00	$645.00
CPC-151	(2) MEDICAL PROCEDURAL CODING	4	$840.00	$860.00
CPC-160	(2) APPLICATION OF PROCEDURAL CODING	2	$420.00	$430.00
ENG-131	BUSINESS ENGLISH	3	$630.00	$645.00
MAP-401	MEDICAL LAW & ETHICS	1	$210.00	$215.00
MAP-431	HUMAN RELATIONS	1	$210.00	$215.00
MAP-532	HUMAN BODY: HEALTH & DISEASE	3	$630.00	$645.00
	TOTAL	16	$3570.00	$3,655.00
SUMMER SESSION				
CPC-820	(2) MEDICAL CODING & BILLING PRACTICUM	3.5	$735.00	$752.50
	PROGRAM TOTAL	42	$8820.50	$9030.00

(1) BIO-163 is required for admission and is counted in program total credits
(2) Courses considered program courses - no prepping allowed.

All courses must be passed with a grade of "C" (2.0)

2023-2024	IN-STATE TUITION PER SEMESTER HOUR	$210
Tuition	OUT-OF-STATE TUITION PER SEMESTER HOUR	$215

Medical Coding and Billing Program
Textbook/Software Costs Statement Guideline

Approx. costs – 2023-2024

		Lec.	Lab.	Credit	Approx. Cost
BIO-163	ESSENTIALS OF ANATOMY & PHYSIOLOGY	3	2	4	**$ 200.00**

Fall Semester

		Lec.	Lab.	Credit	Approx. Cost
CPC-110	ESSENTIALS TO MEDICAL CODING & BILLING	1	2	2	$ 170.00
CPC-121	INTRO. TO MEDICAL PROCEDURAL CODING	5	1	5.5	320.00
CPC-126	DIAGNOSITIC CODING	3	2	4	380.00
CPC-128	INTRO TO MEDICAL INSURANCE & BILLING	2	0	2	165.00
HSC-114	MEDICAL TERMINOLOGY	2	2	3	130.00
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		14	7	17.5	$1165.00

Spring Semester

		Lec.	Lab.	Credit	Approx. Cost
CPC-131	MEDICAL INSURANCE & BILLING II	2	2	3	$ 285.00
CPC-151	MEDICAL PROCEDURAL CODING	4	0	4	360.00
CPC-160	APPLICATIONS OF PROCEDURAL CODING	0	4	2	490.00
ENG-131	BUSINESS ENGLISH	3	0	3	0.00
MAP-401	MEDICAL LAW AND ETHICS	1	0	1	140.00
MAP-431	HUMAN RELATIONS	1	0	1	140.00
MAP-532	HUMAN BODY: HEALTH & DISEASE	3	0	3	125.00
		----	----	----	
		14	6	17	$1515.00

Summer Semester

		Lec.	Lab.	Credit	Approx. Cost
CPC--820	MEDICAL CODING AND BILLING PRACTICUM	1	10	3.5	300.00
		----	----	----	
		1	10	3.5	
					$2705.00 Total approx.

Updated: 5/2023

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Background Check Policy

BACKGROUND CHECK POLICY

The education of heath career students at Southeastern Community College requires collaboration between the college and clinical affiliates. T h e e d ucation of health career students cannot be complete without a quality clinical education component. The college shares an obligation with the clinical affiliates to protect the affiliate's patients to the extent reasonably possible.

In establishing clinical affiliation agreements, healthcare educational programs are contractually obligated to comply with the requirements set forth by the clinical affiliates. Students enrolled in health care educational programs must conform to the rules, policies and procedures of the clinical affiliate in order to participate in clinical learning experiences. Therefore, all students enrolled in a Southeastern Community College Health Career Program will be required to complete a criminal background check. An independent third party vendor will be used to complete all Southeastern Community College background checks. The cost of these background checks has been added to your student fees when you enrolled in the program.

Students will be notified of the requirement for the background check prior to admission and upon admission to a health career program. The background check may include, but is not limited to searches, histories, and verification as listed below:
- Positive Identification
- Maiden/AKA Name Search
- Social Security Number Trace which is verification that the number provided by the individual was issued by the Social Security Administration and is not listed in the files of the deceased. The SNN trace is also used to locate additional names and addresses.
- Residency History
- National Criminal Database Searches which includes a compilation of historical data, collected from multiple sources in multiple states by background check companies.
- Child and Dependent Adult Abuse/Registries
- Office of Inspector General (OIG) search

Background checks which would render a student ineligible to obtain clinical learning experiences include, but are not limited to, certain convictions or criminal charges which could jeopardize the health and safety of patients and sanctions or debarment. Felony or repeated misdemeanor activity within the past seven (7) years and Office of the Inspector General violations will normally prohibit the obtainment of clinical learning experiences with clinical affiliate(s). Positive findings on background checks can have licensure/certification implications upon graduation from a health program. Criminal offenses which occur during the health program shall consider due process which provides that an individual is innocent until proven guilty up until which time he/she pled or is found guilty and is then subject to review by regulating authorities.

Documentation of criminal background checks is maintained in secured files and destroyed after the length of time to provide and maintaining accreditation data.

Students who are unable to resolve a positive background check will be dismissed from the health care program. A grade of "F" will be recorded for the course if the student does not officially withdraw. The student will be advised as to their eligibility for program re-entry and the mechanisms for reapplication to the program.

One background check is required during continuous enrollment in a program. In the event a student leaves the program, a new background check will be required prior to re-entry.

Background Check and Release Form

Program – MA _____   MCB _____

I have received and carefully read the Background Check and Release policy and fully understand its contents. I understand that the healthcare program to which I am admitted requires a background check to comply with clinical affiliate contracts. By signing this document, I am indicating that I have read and understand Southeastern Community College's policy and procedure for background checks. I voluntarily and freely agree to the requirement to submit to a Background Check and to provide a negative Background Check prior to participation in clinical learning experiences. I further understand that my continued participation in the health care program is conditioned upon satisfaction of the requirement of the Background Check with the vendor designated by the College.

A copy of this signed and dated document will constitute my consent for release of the original results of my Background Check to the College. I direct that the vendor hereby release the results to the College. A copy of this signed and dated document will constitute my consent for the College to release the results of my background check to the clinical affiliate(s).

_____
Printed Student Name

_____
Student Signature

_____
Date

Drug Testing Policy

Drug testing/screening is not required for students who are to complete clinical or field internships/externship as part of a Southeastern Community College Health Professions Program. If an instructor/coordinator feels there is just cause, they will ask the student to obtain a drug testing/screening at that time. The test shall consist of a urine specimen test and be completed at the assigned agency. The cost of this test is the student responsibility at the time of the testing. The Program Coordinator/Director will provide more information as to testing times and location if and when it is needed.

The drug test information of any student receiving a positive result will be reviewed by the Dean of Career, Technical, and Health Education, the Program's Coordinator/Director and the student. A representative from the assigned clinical experience or field internship site may also be contacted to ascertain the appropriateness of allowing the student to participate in clinical or field experiences.

SCC reserves the right to conduct random drug screening. In the event a student leaves the program due to a positive drug screen, a new test will be required prior to re-entry.

Documentation of drug test information is maintained in secured files.

Administrative Guideline 840

<u>Tobacco Free Policy</u>

ADMINISTRATIVE GUIDELINE TYPE: Physical Facility
Functions ADMINISTRATIVE GUIDELINE TITLE: Tobacco
Free Guideline

<u>PURPOSE:</u>

Southeastern Community College is committed to providing its students, employees, partners and visitors safe and   healthy environments. Tobacco products are a proven health and safety hazard, both to the tobacco user and non- smokers who are exposed to secondhand smoke. In addition to causing direct health hazards, smoking and other   tobacco use contributes to institutional costs in other ways, including fire damage, cleaning and maintenance costs, and costs associated with employee absenteeism, health care, and medical insurance.

<u>POLICY:</u>

In compliance with the state of Iowa's Smoke Free Air Act and Board of Trustees directive, as of July 1, 2008, the use of tobacco products, which includes smokeless and smoking tobacco, is prohibited:

- In all areas within Southeastern Community College buildings.
- On all property owned or jointly owned, leased, or operated by Southeastern Community College.
- In all vehicles owned, leased, or rented by the school.
- In all private automobiles parked on college property.

This policy applies to all employees, students, partners and visitors.

All persons in non-compliance of the Smoke Free Air Act and SCC's policy will be considered in violation and subject to disciplinary action.

<u>PROCEDURE:</u>

1. No tobacco products shall be sold or distributed on Southeastern Community College property.
2. Campus organizations are prohibited from accepting money or gifts from tobacco companies that promote use of their products.
3. Tobacco advertisements are prohibited in college publications and at any athletic or other campus events.
4. Signs stating that the entire campus is tobacco free will be prominently posted at all campus and building entrances and other conspicuous places. All ash receptacles will be removed from the school grounds.
5. People who wish to consider employment at Southeastern Community College will be notified of its tobacco- free environment through information provided on the school's website and job applications.
6. Employees will be advised of the provisions of this policy during new hire orientation. Supervisors will be   responsible for notifying their employees of the provisions of this policy and assisting with enforcement.
7. This policy will be communicated to the public through signs, announcements, newsletters, media events,   advertisements, the school website, and job applications.
8. Employees may attend tobacco cessation counseling. The state and national tobacco quit lines will be promoted as well.
9. Employees or students smoking or using tobacco products on Southeastern Community College property are in   violation of the stated policy and subject to disciplinary action as outlined in the employee handbook or student handbook as applicable. Employees and students will be educated on the tobacco policy and opportunities for cessation counseling throughout the disciplinary action process.
10. All Southeastern Community College employees are authorized and encouraged to communicate and reinforce   this policy with courtesy and diplomacy to any person whom they see violating

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the policy. Individuals who refuse to comply with the policy should then be reported to your immediate supervisor, Human Resources, or Student Services as appropriate for immediate follow-up action.
11. Students, partners and visitors will be notified of this policy prior to arrival whenever possible.

Ethical and Professional Conduct

Southeastern Community College Health Professions Program faculty and staff expect students to comply with standards of ethical and professional conduct. Enrollment of a student in the Medical Assisting, Medical Coding and Billing, Respiratory Care, Nursing, Emergency Medical Services, and Health Professions Continuing Education programs constitutes student agreement to comply with the standards.

All members of this academic community are responsible for the academic and professional integrity of the program. Students must demonstrate such integrity at all times in completing classroom assignments, in taking examinations, in performing patient obligations and in dealing with others. It is also the responsibility of students to report acts of academic dishonesty and professional misconduct to faculty or to school administration.

Ethical and professional conduct means that the student will demonstrate the following:

1. Honesty and integrity:
    a. Act with honesty and integrity in academic matters and professional relationships.
2. Trustworthiness:
    a. Demonstrate dependability to carry out responsibilities.
3. Empathy and cultural diversity:
    a. Differentiate appropriate interpersonal interaction with respect to culture, race, religion, ethnic origin, gender, and sexual orientation.
    b. Demonstrate regard for differing values and abilities among peers, other health care professionals, and patients.
4. Communication:
    a. Communicate effectively with faculty, staff, students, patients, and other professionals.
    b. Demonstrate confidence in actions and communications.
    c. Formulate written communications with professional content and tone.
5. Punctuality:
    a. Demonstrate punctuality in academic and professional environments.
    b. Adhere to established times for classes, laboratories, professional experiences, and meetings.
    c. Comply with established verbal and written deadlines.
6. Professional behavior:
    a. Display professional behavior toward faculty, staff, students, patients, and other health professionals in the classroom, laboratory, and professional settings.
    b. Show regard for persons in authority in classroom, laboratory, and professional settings.
    c. Exhibit fitting behavior when representing the health career programs in extracurricular activities and professional meetings.
7. Ethical standards:
    a. Demonstrate high ethical standards related to education and practice.
8. Social contracts:
    a. Demonstrate professional interactions with patients.
    b. Relate to patients in a caring and compassionate manner.
    c. Recognize instances when one's values and motivation are in conflict with those of the patient.
    d. Comply with federal, state, school and institutional requirements regarding confidentiality of information.
9. Negotiation, compromise, and conflict resolution:

a. Demonstrate abilities of conflict resolution.
b. Display positive attitude when receiving constructive feedback.
10. Lifelong improvement and professional competence:
    a. Produce quality work in academic and professional settings.
    b. Demonstrate a desire to exceed expectations.
    c. Demonstrate characteristics of lifelong learning.
11. Time management and decision-making:
    a. Utilize time efficiently.
    b. Demonstrate self-direction in completing assignments.
    c. Demonstrate accountability for decisions.
12. Appearance:
    a. Maintain dress appropriate to classroom, laboratory, clinical and professional settings.
    b. Maintain personal hygiene and grooming appropriate to the academic or professional environment.
13. Health Career Program requirements:
    a. Comply with student health requirements for working with patients in various health care environments.
    b. Maintain appropriate records (e.g., CPR certification, immunizations, insurance) to demonstrate professional competence.

Demonstration of professional standards is an academic requirement for graduation from the Health Professions programs. Failure to meet these standards will result in disciplinary action up to, and possibly including, dismissal. See Ethical and Professional Conduct Faculty Documentation Form.

SCC Medical Coding and Billing Program
<u>Confidentiality Agreement</u>

As a student of the **Medical Coding and Billing** Program of Southeastern Community College, I will receive information and have access to medical records concerning assigned patients. Federal and State law forbids me from disclosing any information about a patient to any other party including family or other health care workers. I agree to participate in education provided by the **Medical Coding and Billing** Program outlining the responsibilities of HIPAA legislation and to abide by the guidelines. I understand that violations may result in fines and/or imprisonment.

I understand that a breach of confidentiality will result in disciplinary action up to and including termination from the program. Further, I understand that I may be subject to other legal action if I breach confidentiality.

As a student, I agree to honor the confidentiality of all clients. I also agree to comply with all rules, policies and   guidelines established to protect confidentiality by the facilities in which I have field experience.

Student Signature   Date

Disciplinary Policy

1. <u>General Policy.</u> Certain behaviors, both academic and non-academic, are considered unacceptable by the Health Professions Programs and are grounds for disciplinary action.

2. <u>Forms of Disciplinary Action.</u> There are four general forms of disciplinary actions: written warning, disciplinary probation, suspension and termination. However, these forms of disciplinary action may be imposed in combination and special conditions may be imposed in addition to them. For a relatively minor offense, a student shall receive a written warning for the first offense, a disciplinary probation for the second offense, suspension on the third offense and termination on the fourth offense. Students should be aware, however, that some behaviors are so unacceptable as to warrant immediate disciplinary probation, suspension or termination.

   2. <u>Grounds for Disciplinary Action.</u> The Health Professions Programs have determined that the following inappropriate behaviors are grounds for disciplinary action. This is not an inclusive list of inappropriate behavior and is intended <u>only as a guideline</u>. Additionally, the consequences imposed for inappropriate behavior shall be at the discretion of the administration. Disciplinary action will be decided on a case by case basis.

   a. <u>Written Warning</u>**:**
      - Insubordination.
      - Unsafe clinical practice.
      - Any violation of the Ethical and Professional Conduct Policy.
      - Unsafe action in the classroom.
      - Use of tobacco products in unauthorized areas.
      - Unauthorized possession or use of property belonging to Southeastern Community College, clinical education/field settings, clients, employees or peers.
      - Continued poor grooming or poor hygiene.

   b. <u>Disciplinary Probation</u>**:**
      - Cheating.
      - Plagiarism.
      - Falsifying reports.
      - Falsifying records.
      - Breach of confidentiality.
      - Any repeated behavior for which a written warning was previously issued.
      - Unsafe clinical/field practice.
      - Unsafe action in the school/classroom.
      - Unjust or unprofessional gossip, criticism or discourtesy, which contributes toward reducing morale of peers.
      - Unjust or unprofessional gossip, criticism or discourtesy, which affects clients, visitors, peers or educators including guest speakers).

   c. <u>Suspension:</u>
      - Chemical or emotional impairment.
      - Unsafe clinical/field practice.
      - Any inappropriate behavior during or following disciplinary probation.
      - Fighting or attempting bodily injury to anyone on school or clinical premises.
      - Use of abusive or threatening language.
      - Unsafe action in the school, classroom or clinical education sites.
      - Unauthorized removal of property belonging to SCC, clinical/field education sites, clients, families, employees or peers.
      - Willfully damaging, destroying, defacing or wasting property or supplies of SCC, clinical education sites, clients, families, employees or peers.
      - Sexual harassment of clients, visitors, families, employees or peers.

d. <u>Termination:</u>
- Unlawful possession, use, or distribution of narcotics or other controlled substances.
- Unlawful possession, use or distribution of alcohol on SCC premises or at School activities.
- Abuse of clients.
- Conviction of any crime involving illegal drugs, child or elder abuse, or other actions incompatible with professional practice.
- Unauthorized possession of firearms, explosives or other weapons.
- Repeated violation of Rules or Polices of SCC.
- Any repeated behavior during or following suspension.
- Willfully submitting false information or willfully withholding information for the purpose of obtaining or maintaining enrollment.
- Conviction of a felony while enrolled.

4. <u>Documentation and Reporting</u>**:**

a. <u>Written Warning</u>. A written warning shall include a description of the unacceptable behavior, a delineation of acceptable behaviors for similar situations and an explanation of the consequences should the unacceptable behavior occur again. Any member of the Health Professions Faculty may issue a written warning. The student shall receive a copy of the written warning using appropriate form (yet to be determined) and forwarding the written warning to the Director of Health Career Programs. This form will be placed in the student's file. Upon graduation, the written warning shall be removed from the student's file.

b. <u>Disciplinary Probation</u>. Disciplinary probation is a written agreement between the Administration and the student. It specifies the unacceptable behavior(s) or type(s) of behavior, explicitly delineates behavior necessary in order to continue in the program and the consequences should the student fail to comply. The student, Administration, and a witness shall sign this written agreement. A copy of the agreement shall be delivered to each party and the original Disciplinary Probation agreement shall be placed in the student's file. The agreement shall be removed from the student's file upon graduation.

c. <u>Suspension</u>. Suspension is the temporary dismissal of a students from nursing (or other) coursework and/or clinical activities. No credit will be given for missed coursework even if this results in failure of the course. It is also possible that suspension could result in an inability to complete the course unless it is repeated at a later time. A statement from Administration regarding the grounds for suspension shall be written on the suspension form and shall be placed in the student's file.

The suspension statement will be removed from the student's file upon graduation. Following suspension and upon satisfactory completion of any requirements or conditions imposed, the student may continue in the program. However, readmission will be contingent on completion of prerequisite requirements and space availability in the course desired.

d. <u>Termination</u>. Termination is the immediate and permanent dismissal of a student from the program. A terminated student shall not be permitted to complete current course objectives, to continue to the next specified course or to finish the program. A statement by Administration regarding the grounds for the termination shall be documented and placed in the student's permanent record. A terminated student shall complete an exit interview with Administration. The student to complete business transactions with SCC will complete a student withdrawal slip from the college.

e. <u>Faculty Documentation</u>. In the event that special evaluation of a student is required, the instructor must provide verbal and written feedback. The student must sign the evaluation to confirm that the evaluation has been read. The student may make comment on the written evaluation. The student must be informed that the evaluation becomes a part of the student file. Date any contracts with the student regarding the situation under question and, if appropriate, give written follow-up outlining the action to be taken.

5. <u>Imposition of Disciplinary Action</u>. Any member of the Health Professions Faculty may issue a written warning to any student. Disciplinary probation, suspension or termination shall be imposed at the discretion of Administration and is subject to any rights of appeal.

6. <u>Disciplinary Investigation and Determination</u>. Preceding imposition of any disciplinary action other than a written warning, the student shall be notified of the problem by Health Professions Faculty or by Administration. The student shall meet with Administration and shall have an opportunity to respond to any accusations. Administration shall investigate the accusations and request input from appropriate parties. Administration shall determine the form of disciplinary action. The student shall be informed in person by Administration of the determination, the reasons warranting the action and the conditions, if any, under which the student will be allowed to proceed with the program.

7. <u>Referral for Treatment</u>. In conjunction with disciplinary action, Administration may require that the student be examined for chemical dependency or some other physical or mental impairment. Related requirements, which may be imposed upon the student, may include:
   a. health evaluation
   b. completion of any treatment/rehabilitation recommendation
   c. signed release of information by the student to SCC Health Professions Director or designee.

As appropriate, the student shall be removed from clinical/field activities during evaluation and/or treatment periods. The student's participation in or completion of a treatment or rehabilitation program alone shall not qualify the student for reinstatement to clinical or classroom activities or to the program. The student's continuation in the program depends entirely upon the severity of the infraction for which disciplinary action is imposed and the student's compliance with that disciplinary action.

Health Professions Program students maintain the right to appeal decisions which are guided by this policy through the Judicial Codes and Appeals process of Southeastern Community College.

Technical Standards
Iowa Core Performance Standards for Healthcare Professions Programs

Iowa Community Colleges have developed the following Core Performance Standards for all applicants to HealthCare Professions Programs. These standards are based upon required abilities that are compatible with effective performance in health care careers. Applicants unable to meet the Core Performance Standards are responsible for discussing the possibility of reasonable accommodations with the designated institutional office. Before final admission into a health career program, applicants are responsible for providing medical and other documentation related to any disability and the appropriate accommodations needed to meet the Core Performance Standards. These materials must be submitted in accordance with the institution's ADA Policy.

CAPABILITY	STANDARD	SOME EXAMPLES NECESSARY ACTIVITIES (NOT ALL INCLUSIVE)
Cognitive-Perception	The ability to gather and interpret data and events, to think clearly and rationally, and to respond appropriately in routine and stressful situations.	• Identify changes in patient/client health status • Handle multiple priorities in stressful situations
Critical Thinking	Utilize critical thinking to analyze the problem and devise effective plans to address the problem.	• Identify cause-effect relationships in clinical situations • Develop plans of care as required
Interpersonal	Have interpersonal and collaborative abilities to interact appropriately with members of the healthcare team as well as individuals, families and groups. Demonstrate the ability to avoid barriers to positive interaction in relation to cultural and/or diversity differences.	• Establish rapport with patients/clients and members of the healthcare team • Demonstrate a high level of patience and respect • Respond to a variety of behaviors (anger, fear, hostility) in a calm manner • Nonjudgmental behavior
Communication	Utilize communication strategies in English to communicate health information accurately and with legal and regulatory guidelines, upholding the strictest standards of confidentiality.	• Read, understand, write and speak English competently • Communicate thoughts, ideas and action plans with clarity, using written, verbal and/or visual methods • Explain treatment procedures • Initiate health teaching • Document patient/client responses • Validate responses/messages with others
Technology Literacy	Demonstrate the ability to perform a variety of technological skills that are essential for providing safe patient care.	• Retrieve and document patient information using a variety of methods • Employ communication technologies to coordinate confidential patient

CAPABILITY	STANDARD	SOME EXAMPLES NECESSARY ACTIVITIES (NOT ALL INCLUSIVE)
Mobility	Ambulatory capability to sufficiently maintain a center of gravity when met with an opposing force as in lifting, supporting, and/or transferring a patient/client.	• The ability to propel wheelchairs, stretchers, etc. alone or with assistance as available
Motor Skills	Gross and fine motor abilities to provide safe and effective care and documentation	• Position patients/clients • Reach, manipulate, and operate equipment, instruments and supplies • Electronic documentation/ keyboarding • Lift, carry, push and pull • Perform CPR
Hearing	Auditory ability to monitor and assess, or document health needs	• Hears monitor alarms, emergency signals, auscultatory sounds, cries for
Visual	Visual ability sufficient for observations and assessment necessary in patient/client care, accurate color discrimination	• Observes patient/client responses • Discriminates color changes • Accurately reads measurement on patient client related equipment
Tactile	Tactile ability sufficient for physical assessment, inclusive of size, shape, temperature and texture	• Performs palpation • Performs functions of physical examination and/or those related to therapeutic intervention
Activity Tolerance	The ability to tolerate lengthy periods of physical activity	• Move quickly and/or continuously • Tolerate long periods of standing and/or sitting as required
Environmental	Ability to tolerate environmental stressors	• Adapt to rotating shifts • Work with chemicals and detergents • Tolerate exposure to fumes and odors • Work in areas that are close and crowded • Work in areas of potential physical violence • Work with patients with communicable diseases or conditions

Sign and complete Essential Functions Student Statement Form and give to program coordinator. See Essential Functions For Health Professions Program and Iowa Core Performance Standards Form.

Essential Functions For Health Professions Program Students

The following essential functions have been identified as necessary abilities for participation in the Health Programs at Southeastern Community College.

1. Must be able to maintain balance from any position.
2. Must be able to lift at least 40 pounds.
3. Must be able to hear high and low frequency sounds produced by the body and environment. (Example: heart sounds, telephone, and transcribing)
4. Must be able to visibly detect changes in or around patients.
5. Must be able to feel body changes and vibrations. (Example: palpate pulse, intercostal spaces, and veins).
6. Must be able to smell body and environmental odors. (Example: electrical equipment burning or infected wounds).
7. Must be able to coordinate eye and hand movements. (Example: releasing a blood pressure cuff valve while observing the blood pressure gauge, focusing microscopes, and word processing)
8. Must be able to coordinate fine and gross motor movements with hands. (Example: able to give injections and perform phlebotomy).
9. Must be able to see different color spectrums. (Example: bright red drainage as opposed to serous drainage, distinguish positive and negative urinalysis reactions).
10. Must be able to comprehend readings and write legibly when documenting notes on patients' records.
11. Must be able to send familiar message(s) to the receiver and interpret the feedback appropriately. (Example: receiving telephone orders from a physician or obtaining history from a patient).
12. Must be able to correctly perform simple mathematical computations for administrating drugs (without the use of a calculator) and bookkeeping.
13. Must be able to demonstrate a mentally healthy attitude which is age-appropriate and congruent with the local and cultural norms.
14. Must be able to input/output data using the computer.
15. Must be able to perform all aspects of cardiopulmonary resuscitation (CPR).
16. Must be able to move quickly throughout the clinical site.

The instructor reserves the right to amend and augment this listing if, in his/her professional judgment, the safety of the student or of others in the instructional setting is in jeopardy.

Every effort is made to create a learning environment similar to the actual workplace. However, Southeastern Community College cannot predict the essential functions as identified by various employers. The skills identified on this essential functions form are those which the program feels are necessary for participation in the program. No representation regarding industry standard is implied.

Health Professions Programs

<u>Essential Functions Student Statement Form</u>

READ AND SIGN ONE OF THE FOLLOWING STATEMENTS.
1. **These essential functions were explained to me and I certify, to the best of my knowledge, that I have the ability to perform these functions.**

_____

Student's Name (Print)

_____

Student's Signature   **Date**

- **OR** –

-

- **These essential functions were explained to me and, to the best of my knowledge, I will be unable to perform function(s) #_____due to a disability.**

_____

Student's Name (Print)   **Student's Social Security Number**

_____

Student's Signature   **Date**

_____

(For Instructor's Use Only)

****Students who sign Option #2 should contact Southeastern Community College's Accessibility Services Office below.**

The Accessibility Services Office is the primary office on campus with the specialized knowledge and experience in disability issues. This office serves students with physical, psychological, medical and learning disabilities.

Angela Mickelson, LBSW, IADC
Accessibility Coordinator
Southeastern Community College
1500 West Agency Rd.
West Burlington, IA 52655
319-208-5167
amickelson@scciowa.edu

Social Media Policy

Southeastern Community College supports the use of technology inside and outside the classroom.   This support comes with the expectation that students in SCC programs will uphold the ethical standards of their prospective professions and the Southeastern Community College Health Professions Programs. Federal regulations regarding privacy such as Health Insurance Portability and Accountability Act and Family Education Rights and Privacy Act (HIPAA and FERPA) apply to all personal and academic communication.

No information identifying a patient, patient situation or clinical facility may be posted on any social media website. Social media outlets include but are not limited to: Facebook, LinkedIn, Instagram, YouTube, Twitter, SnapChat etc. Healthcare workers have been fired for discussing patient cases on Facebook even though no names were discussed. Student use of photography and/or recording devices is prohibited in all classroom, laboratory, and clinical sites, unless formal permission of the instructor of record is granted before the fact.

Do not give healthcare advice on social media sites. Students should not become a patient's "friend" on a social media site.

Any violation of this policy must be reported to the program facility as a possible HIPAA violation. Disciplinary actions will be taken accordingly. Students may be banned from the clinical facility and subject to immediate expulsion from **the Medical Coding and Billing Program** and subject to potential investigation by the Federal Office of Civil Rights.

For further information and resources: Refer to *SCC's Administrative Guideline 934* for Expectations (III) and Restrains (V).

Electronic Communication Devices

Electronic devices cannot be used in class without permission of the instructor.

Cellular phones are to be turned off during class or in the clinical setting. If an emergency situation arises, cellular phones may be used if permitted by the instructor. Discuss with individual instructor.

Social Media Policy

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For further information and resources: Refer to *SCC's Administrative Guideline 934* for Expectations (III) and Restrains (V).

Signature _____ Date_____

Witness _____ Date _____

Revised 5/2023

Attendance/Tardiness Policy

1. Attendance and participation in all scheduled activities is necessary to meet the objectives of the Medical Coding and Billing Program. Absences and tardiness must be reported to the classroom instructor, who will then report them to the program coordinator. Attendance and/or tardiness will be recorded and placed in your permanent file. These will be reported to employers upon reference. This is considered part of professionalism.

2. If an absence/tardiness is necessary:

   a. The student must notify the individual instructor at least one hour prior to the scheduled class or experience.

   b. If no notification is given at least one hour prior to clinical or classroom sessions, disciplinary action will be initiated.

      The student will be responsible for initiating contact with the instructor about a missed examination. The scheduling of the missed examination will be at the discretion of the instructor.

   c. Refer to course syllabi regarding late assignments/activities/exams.

3. Tardiness/leaving early is not acceptable in the classroom, during lab sessions or when at facility sites. Instructors will follow policy.

4. Students who exceed three absences/tardiness per semester are subject to disciplinary action. Refer to Disciplinary Policy. A student's expected behavior will be outlined and followed closely to assure compliance. Student will be seeing coordinator prior to the maximum amount to remediate further disciplinary action.

5. An absence is defined as one calendar day. Tardiness carries as much weight as absence.

6. Make-up work will be expected for all absences, if allowed by individual instructor. Follow instructor's syllabi.

7. A student who is absent for reasons of health may be required to bring a written permission from his/her physician or nurse practitioner before returning to class. Health policies of participating agencies will be followed.

8. When scheduling medical appointments or other appointments for you and your family, arrange them for when you are not in class to prevent missed lecture or lab work.

9. Attendance/tardiness information **will be provided for employment references.**

Student Health Policy

Physical Examination Requirement –

Students must have a physical examination completed by a health professional (physician, NRP, PA) prior to starting the program. **See Appendix/Handouts** for Demographic Sheet and Physical Examination Form.

Immunization Requirements -

- Diphtheria-Tetanus – Booster must be recorded within the last 8-10 years.
- Tuberculin Skin Test - Two consecutive Mantoux Skin Tests must be given before the start of the Fall term classes. This is called a Two-Step Tuberculin (Mantoux) Test.
- Any student with a positive skin test is required to get a chest x-ray. (Exception: Pregnant students would have x-ray only with their physician's approval order; otherwise a sputum culture would be acceptable).
- Polio – This immunization/booster is completed at the discretion of the student's physician.
- MMR – Students must be able to document receiving two MMR vaccinations (specific dates) **OR** have a Rubeola titer, Mumps titer and Rubella titer drawn. If titers are insufficient, the students needs to receive respective vaccinations of Rubeola, Mumps and/or Rubella (unless contraindicated by their physician).
- Hepatitis B – Student are strongly encouraged to receive the Hepatitis B vaccine for their own protection. A consent/waiver form must be signed which indicates the student's intentions of receiving this vaccine. This will be a 3 dose series: #1 – initial dose; #2 – in one month; and #3 – 6 months from the initial dose.
  - Note: Some offices have declined to allow students to perform some procedures and/or unable to host student at their facility who have not received their Hepatitis B vaccine series.
- Varicella – Document date of serologic proof of immunity; or prior vaccination; or history of varicella. If unable to document, suggest being given 2 doses of varicella vaccine 4 weeks apart (unless contraindicated by their physician)
- Influenza Vaccine – highly recommended during season for student and patient protection,
  - Note: Some offices may decline to host students at their facility who have not received their Influenza vaccination.
  - These immunization dates of documentation need to be recorded either on the provided form verified by physician or a copy of a physician's office form, or department health record.

Bloodborne Pathogen Exposure Guidelines

Students may be participating in activities within the Health Programs (Nursing, Medical Assistant, Respiratory Care) which have potential for exposure to infectious diseases including but not limited to Hepatitis B and HIV. All measures must be exercised to minimize the risk. Students who fail to comply, thereby jeopardizing the safety of others or themselves, may be asked to withdraw from their respective program. **See Appendix/Handouts** for Hepatitis B Vaccine Consent/Waiver Form.

In the event of an exposure to blood and/or body fluids (e.g. an occupational incident involving eye, mouth, other mucous membrane, non-intact skin, or parenteral contact), the student must report the incident immediately to the instructor or clinical supervisor and file an incident report for the college.

Follow-up evaluation will be required consistent with Federal regulations. This may involve going to their personal physician or the emergency room. Students are responsible for the cost of their own medical care.

Hepatitis B
It is highly recommended that all Health Program students providing direct patient care receive immunization against Hepatitis B. Although this is not required, it is highly recommended and is considered to be an extremely good investment. Students are particularly vulnerable to contamination as their hand skills generally are not yet well developed. Although the incidence of the infection is relatively low, the outcome can be fatal. Since there is a vaccine available, all health care providers who are at risk are encouraged to become immunized.

The Disease
Health care professionals are at increased risk of contracting Hepatitis B infection. Hepatitis B is usually spread by contact with infected blood or blood products. The risk of acquiring Hepatitis B increases with the frequency of blood contact. Hepatitis B virus may also be found in other body fluids, such as urine, tears, semen, vaginal secretions and breast milk. Hepatitis B infection can have severe consequences, including progressive liver damage and the possibility of developing hepatocellular carcinoma. Six to ten percent of the people who contract the virus become chronic carriers.

The Vaccine
Vaccination is the only available means of protection against Hepatitis B. No currently available therapy has proven effective in eliminating the infection. This vaccine, prepared from recombinant yeast cultures, is free of association with human blood or blood products. Full immunization requires three doses of the vaccine over a six month period. Because of the long incubation period for Hepatitis B, it is possible for unrecognized infection to be present at the time the vaccine is given, and in that case, the vaccine would not prevent development of clinical hepatitis.

Procedures
You will need your physician's approval or order prior to being immunized. He or she will provide you with information regarding the contraindications and side effects of the vaccine. Contact your physician for additional information.

Education
As part of the curriculum all students in Health Occupations programs will receive instruction regarding Hepatitis B and HIV essential to providing assigned patient care. This shall include but not be limited to:
1. Epidemiology
2. Method of transmission
3. Universal blood and body fluid precautions
4. Types of protective clothing and equipment
5. Work practices appropriate to the skills they will perform
6. Location of appropriate clothing and equipment
7. How to properly use, handle, and dispose of contaminated articles
8. Action to be taken in the event of spills or personal exposure
9. Appropriate confidentiality and reporting requirements

Post Exposure Procedure for Students in Health Programs

1. If a student has been exposed to a contaminant parenterally (needle stick or cut) or superficially through a mucous membrane (eye or mouth) they are to follow the following procedure:
    a. Inform instructor of incident <u>immediately</u>.
    b. Immediately wash the affected area with the appropriate solution (soap and water, alcohol, or water - depending upon contact area).
    c. Student: seek appropriate medical attention through their personal physician/agency (students are responsible for their own medical care and cost). This may include baseline testing for HIV antibody at this time, followed by recommended series of testing. (Physicians may also inquire about the student's status in regard to tetanus and hepatitis immunization at this time.)
    d. Source individual: follow institutional (agency) policy regarding determining HIV and hepatitis status of patient, (students may be responsible for the cost of any testing).
    e. Maintain confidentiality of patient.
    f. Seek appropriate counseling regarding risk of infection.
    g. Complete occurrence report; obtain copy for student's file on campus.

Universal Guidelines for Health Program Students

1. The Center for Disease Control has specific guidelines for health care workers which are revised periodically. They have been incorporated into these policies and are reviewed annually.
2. There shall be no routine serological testing or monitoring of students for Hepatitis B or HIV infection.
3. Barrier or universal blood and body fluid precautions are to be used routinely for all patients. These include:

    a. The use of glove(s) when:

        1) Cleaning rectal and genital areas;
        2) Carrying soiled linen;
        3) Bathing patients, if the student has a cut/open lesion on the hand;
        4) Suctioning or irrigating even if the orifice does not require sterile technique;
        5) There is, at any time, a possibility of spillage of blood or body fluid onto the student's hands, (i.e. CLIA-waived testing, venipuncture, dressing changes, irrigating eyes, ears etc.) Regardless of the presence of open lesions;
        6) Emptying urine drainage bags, suction catheters, colostomy and ileostomy pouches, handling of blood and urine specimens;
        7) Providing mouth care; and
        8) Assisting with minor surgeries, sanitizing, disinfecting and sterilizing instruments
        9) Other (at discretion of student and/or instructor).

    b. The use of masks, goggles or glasses and/or aprons when there is a possibility of fluids splashing onto the face or body and clothing.

Provision of Patient Care

Assignments are made in the clinical setting to enhance and/or reinforce student learning. It is the expectation that students will provide care for patients to whom they are assigned.

Medical Insurance and Student Liability

Health Insurance
Southeastern Community College does not provide medical coverage for students. Any medical expenses you incur due to an accident or injury while you are a student at Southeastern Community College are your responsibility. Students should have access to health insurance through their family's plan or through coverage they purchase individually.

Student Professional Liability Insurance
The college provides professional liability coverage for those individual students when they are placed in a physician's office to gain supervised clinical experience. This coverage is provided at no charge to registered college students while engaged in an off-campus practicum.

The Vice President of Academic Affairs will see that all incidents of student professional liability are properly documented with a copy forwarded to the attention of the Vice President of Administrative Services. Wherever there is a suspicion that a malpractice claim will be filed against the student, college, or the clinical facilities, this information should also be immediately reported to the Vice President of Administrative Services.

Board Policy 107
BOARD POLICY TYPE: **PHILOSOPHY & GOALS**
POLICY TITLE: **Nondiscrimination Statement**

It is the policy of the Southeastern Community College not to discriminate on the basis of race, color, national origin, sex, disability, age, employment, sexual orientation, gender identity, creed, religion, and actual or potential family, parental, or marital status in its program, activities, or employment practices.

If you have questions or complaints related to compliance with this policy, please contact the Director of Human Resources (employment concerns) at 319-208-5063 or the Vice President of Student Affairs (student concerns) at 319-208-5049, 1500 West Agency Road, West Burlington, Iowa 52655, equity@scciowa.edu or the Director of the Office for Civil Rights U.S. Department of Education, John C. Kluczynski Federal Building, 230 S. Dearborn Street, 37th Floor, Chicago, IL 60604-7204, Telephone: (312) 730-1560 Facsimile: (312) 730-1576, TDD 800-877-8339 Email: OCR.Chicago@ed.gov.

Nondiscrimination statement is pursuant to requirement by Iowa Code §§ 216.6 and 216.9, Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C. §§ 1681 – 1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and Title II of the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.).

Library Resources Info

YOHE MEMORIAL LIBRARY – WEST BURLINGTON CAMPUS

LOCATION - The Yohe Memorial Library is located in the center of Callison Hall, Building 100.

HOURS - The library is open Monday through Thursday from 8:00 a.m. to 9:00 p.m. Friday hours are 8:00 a.m. to 4:30 p.m. Summer Hours: 8:00 a.m. to 4:30 p.m.

The library is designed for quiet individual study. Every effort is made to have an environment conducive to study in the library. Three study rooms are available, and may be reserved at the circulation counter.

CIRCULATION POLICIES - A library card is required for checking out ALL library materials including those items on reserve.

1. Books on open shelves are checked out for three weeks and can be renewed.

2.   Materials on reserve shelves may be checked out according to the time limit requested by the instructor.

3. Newspapers and magazines are for in library use only.

4. Videos for viewing are available in the library. These materials are cataloged and are included in the online catalog. To request an item, present the call number and title to the library staff. In library use only.

5. Online Resources such as electronic books and databases are available through the college's web site, SCC Website (www.scciowa.edu). Please contact the library for passwords to access these online resources.

INTERLIBRARY LOANS - Students wanting books and/or periodical articles not owned by our library may request them from another library. Inquire at the circulation desk.

Students may access the Internet and complete health computer aided instruction assignments using computers located in the library.

Revised: 5/2022

National Certification Information

The American Academy of Professional Coders (AAPC) offers a certification examination to Medical Coding and Billing students who have completed our program at SCC.

Application forms and certification examination information is provided by instructor in Spring semester of the program.

The Certified Professional Coder (CPC) is the gold standard for medical coding in a physician office setting. The CPC certification exam tests the competencies required to perform the job of a professional coder who specializes in coding for services performed by physicians and non-physician providers (eg, nurse practitioners and physician assistants). The Certified Professional Coder® (CPC) test leads to qualification for medical coding and billing for a physician's office or group, including hospital, health system, and university associated groups; for home health agencies; for compliance auditors; for auditors of physician's claims, for physician billing services, for ambulatory surgery centers; for outpatient hospital services and for self-employed consultants.

At the present time, certification is not mandatory for employment, but has been increasing as a requirement at most employment facilities. The Medical Coding and Billing Advisory Council, Program Coordinator, physicians and instructors recommend certification with AAPC (CPC).

Professional Organizations

National:

- American Academy of Professional Coders (AAPC)
  2480 South 3850 West, Suite B
  Salt Lake City, UT 84120
  1-800-626-CODE

Website: Website Link: www.aapc.com

As a professional, it is your responsibility to keep abreast of changes and to support your professional organization.

Local Chapter:

The Burlington Chapter of AAPC meets monthly. Attendance provides you with up-to-date information regarding the changing role and responsibilities of the profession, continuing education, and professional networking.

Additional Policies and Procedures

See Southeastern Community College Student Handbook /Catalog for any policies not specifically discussed in this program handbook.

Any student who feels they may need academic accommodations and/or assistance should contact a Student Success Advocate. The Advocate will coordinate appropriate and reasonable accommodations and/or assistance if needed.

Program Faculty

Please feel free to talk with the program faculty concerning any problems or concerns that arise during the college year. The faculty is here to do everything we can to assist you in becoming an efficient, effective and competent professional.

Megan Massner, CMA (AAMA), CPC, CCC, CPB, CPCO - Coordinator/Instructor

Email: mmassner@scciowa.edu

319-208-5203 Office
Room HP204K

Anne Abel, CPC-I, CPC - Instructor

Email: aabel@scciowa.edu

319-208-5293 Office
Room HP204F

Deb Shaffer, RN, CMAC - Instructor

Email: dshaffer@scciowa.edu

319-208-5213 Office
Room HP204J

Appendix-Handouts

- ➢ CastleBranch Website Info
- ➢ Confidentiality Form
- ➢ Demographic Form
- ➢ Essential Functions Statement Form
- ➢ Background Check and Release Form
- ➢ DHS Authorization for Release of Child and Dependent Adult Abuse Form
- ➢ Social Media Form
- ➢ Handbook Receipt Form
- ➢ Physical Examination Form
  - o Immunization Record
  - o Hepatitis B Consent/Waiver Form
- ➢ Program Student Due Dates and Checklist Form