

TECHNICAL STANDARDS FOR STUDENTS IN THE HEALTH INFORMATION TECHNOLOGY PROGRAM

The goal of the Santa Fe College's Health Information Technology (HIT) Program is to prepare students for the practice of the profession of health information technology. Modern allied health education requires that the accumulation of scientific knowledge be accompanied by the simultaneous acquisition of essential skills, functions, and professional attitudes and behavior. The faculty will consider for admission applicants who demonstrate the ability to perform, or to learn to perform, the essential skills listed in this document. The college must ensure that patients are not placed in jeopardy by students with impaired intellectual, physical, or emotional functions. Students will be judged not only on their scholastic accomplishments but also on their physical and emotional capacities to meet the full requirements of the college's curriculum and to graduate as skilled and effective practitioners.

Applicants to the HIT Program should possess the following general qualities: critical thinking, sound judgment, emotional stability and maturity, empathy, physical and mental stamina, and the ability to learn and function in a wide variety of didactic and clinical settings. Graduates of the HIT Program must have the minimal skills, essential functions and knowledge to function in a broad variety of clinical settings.

Students in the Health Information Technology Program must demonstrate the following minimum abilities:

- Ability to acquire and apply information from classroom instruction, laboratory experience, independent learning, and team projects.
- Ability to communicate effectively in English in oral and written form with colleagues, clerical employees in Health Information Management departments and other health professionals as part of the health care team.
- Ability to communicate effectively in English in oral and written form with patients, attorneys, workers' compensation representatives, insurance companies, and other third party payors and other individuals and agencies who need information from patient records or databases maintained in Health Information Management departments.
- Ability to use computers and complete computer-based assignments in a timely fashion.
- Ability to function (consult, negotiate, share) as part of a team.
- Ability to delegate.

- Ability to read material used in HIM settings such as coding manuals, policies and procedures, patient medical records.
- Ability to calculate mathematical information such as hospital statistics, budgets, and productivity information.
- Manual dexterity necessary to file medical records and cards as well as assemble paper medical record forms.
- Visual ability and manual dexterity necessary to prepare office layouts and to design forms and computer screens.
- Ability to operate equipment, word processors, transcription equipment, electronic movable files, copier, etc.
- Ability to synthesize information regarding health care outcomes for formal, verbal and/or written presentation to health care professionals.

The essential abilities listed in this document can be accomplished through direct student response, the use of prosthetic or orthotic devices or through personal assistance, e.g., readers, sign language interpreters, note-takers. Reasonable accommodation in compliance with the Americans with Disabilities Act will be provided on an individual basis. Students seeking accommodations should initiate their request with the Disabilities Resource Center, Santa Fe College. Students will then discuss their needs with the appropriate course instructor(s).