The following standards serve as the technical requirements for a student to participate in programs within the Health Information Technology (HIT) division at Labouré College. These programs include the **Coding Certificate**, **Clinical Documentation Improvement (CDI) Certificate**, and **Medical Auditing (MA) Certificate**. The standards reflect reasonable expectations of the HIT student for the performance of common functions of the HIT professional and specific functions of their program. The HIT student will have the ability to apply the knowledge and skills necessary to function in a broad variety of professional situations.

The ability to perform these technical requirements does not guarantee professional practice experience within the student's program.

Every student in the Health Information Technology division must possess the ability to learn and perform the following competencies and skills:

Motor: The student possesses sufficient motor capabilities to execute the movements and skills required to code medical records. These include, but are not limited to:

1. Ability to adjust and position equipment and materials, which involves bending or stooping freely to floor level and reaching above the head.
2. Ability to move or position equipment and materials, which involves lifting, carrying, pulling, and no weight lifting restrictions.
3. Have the endurance to complete all required tasks during the assigned period of professional practice in order to carry out the coding process in the medical record.
4. Ambulate independently for the assigned period of professional practice.
5. Ability and dexterity to manipulate the devices used in medical coding.

Sensory: The student possesses the ability to obtain information in classroom or professional settings through observations and other measures, including but not limited to:

1. Visual ability (corrected as necessary) to discriminate color changes, to see slight differences in shapes and objects, to read or set parameters on various equipment, and to interpret and assess the environment.
2. Auditory ability (corrected as necessary) to recognize and respond to soft voices, auditory timers, and equipment alarms.
3. Sufficient position, movement and balance sensations to complete all required tasks during the assigned period of professional practice experience.

Communication: The student utilizes effective communication with peers, faculty, and other healthcare providers. Communication competencies include knowledge, attitude, and skills necessary to provide quality medical coding in all healthcare or other professional settings. This includes, but is not limited to:

1. Ability to read at a competency level that allows one to carry out the essential functions of an assignment (examples: handwritten data, printed policy and procedure manuals).

2. Ability to effectively interpret and process information.
3. Ability to effectively and efficiently communicate (verbally and in writing) with healthcare professionals and others within the community under stressful conditions.
4. Accurately elicit information from health team members, and/or faculty related to a patient's medical history and current status necessary to adequately and effectively evaluate a patient's condition.
5. Ability to access information and to communicate and document effectively via computer.
6. Ability to recognize, interpret, and respond to nonverbal behavior of self and others.

Behavior: The student must be able to exercise good judgment and tolerate contact with a diverse population, including people of all ages, races, socioeconomic and ethnic backgrounds, and medical or mental health problems. This also includes, but is not limited to:

1. Ability to work with multiple clients and colleagues at the same time.
2. Ability to work with classmates, instructors, healthcare providers, and others under stressful conditions.
3. Ability to foster and maintain cooperative and collegial relationships with classmates, instructors, other healthcare providers and clients.

Critical Thinking: The student possesses sufficient abilities in the areas of calculation, critical problem solving, reasoning, and judgment to be able to comprehend and process information within a reasonable time frame as determined by the faculty and the profession. The student must be able to prioritize, organize and attend to tasks and responsibilities efficiently. This includes, but is not limited to:

1. Ability to measure, collect, interpret and analyze written and verbal data about clients.
2. Ability to prioritize multiple tasks, integrate information and make decisions in a prompt and timely fashion.
3. Ability to apply the principles, indications, and contraindications for medical coding.
4. Ability to act safely and ethically in the college classrooms and in professional placements within the community.

Labouré College encourages application by all qualified students with disabilities who meet these technical standards either with or without accommodations. Use of an intermediary may or may not be permissible in performing some physical maneuvers or data gathering, but must not substitute for the student's interpretation and judgment.

<div align="right">Labouré College, Division of Health Information Technology</div>