

Health Information Technology Program Core Performance Standards

The following core performance standards are required in this program:

PERFORMANCE	STANDARD	ESSENTIAL ACTIVITIES/TASKS
CRITICAL THINKING	Critical thinking ability sufficient for clinical judgment	<ul style="list-style-type: none"> ▪ Read and interpret data from paper or electronic health records ▪ Analyze data ▪ Draw conclusions from data ▪ Determine if a request for patient information meets standards ▪ Read and interpret patient information in paper or electronic format and assign ICD-10-CM, ICD-10-PCS and CPT codes according to official coding guidelines ▪ Interpret regulatory and accreditation standards
MATH COMPETENCE	Math competence sufficient to compute basic allied health statistics and other HIM calculations	<ul style="list-style-type: none"> ▪ Add, subtract, multiply, and/or divide whole numbers ▪ Compute fractions ▪ Compute decimals ▪ Convert fractions to decimals and decimals to fractions ▪ Calculate percentages
INTERPERSONAL SKILLS	Interpersonal abilities sufficient to interact with professionals, co-workers, and members of the healthcare team, as well as patients and their families from a variety of social, emotional, cultural, educational, religious, and ethnic backgrounds	<ul style="list-style-type: none"> ▪ Establish rapport with colleagues, physicians and other healthcare providers, patients and their families ▪ Work effectively in small groups as team members and as a team leader
COMMUNICATION SKILLS	Communication abilities sufficient for interaction with others in verbal and written form	<ul style="list-style-type: none"> ▪ Speak English in such a manner as to be understood by general public ▪ Communicate over the phone, through email,

		<p>and other electronic means with internal and external entities</p> <ul style="list-style-type: none"> ▪ Present an in-service program using PowerPoint ▪ Ability to write letters using appropriate business format
MOBILITY	Physical abilities sufficient to move from one area to another	<ul style="list-style-type: none"> ▪ Ability to move freely in closely aligned filing areas ▪ Travel to nursing units and other departments for record retrieval, charting, and analysis ▪ Lift and carry multiple patient records and other equipment with ease ▪ File records at varying height levels
MOTOR SKILLS	Motor abilities sufficient to perform at entry level health care organizations	<ul style="list-style-type: none"> ▪ Ability to perform keyboard functions ▪ Ability to operate office equipment
HEARING	Auditory ability sufficient to perform entry level duties	<ul style="list-style-type: none"> ▪ Answer telephone ▪ Participate in meetings in order to record minutes ▪ Interview personnel ▪ Listen to dictation for comparison to transcribed report
VISUAL	Visual acuity sufficient for comprehension	<ul style="list-style-type: none"> ▪ Read printed or handwritten documentation in order to abstract, code, proofread, edit, enter and retrieve data, and interpret information from the patient record in paper or electronic format ▪ Provide eye contact when communicating ▪ Observe non-verbal responses from administration, physicians, and co-workers
TACTILE	Tactile/sensory ability sufficient for physical	<ul style="list-style-type: none"> ▪ Handle equipment ▪ Perform skills requiring

	assessment	the use of hands
ACCOUNTABILITY & RESPONSIBILITY	Demonstrate accountability and responsibility in all aspects of the health information profession	<ul style="list-style-type: none"> ▪ Able to distinguish right from wrong, legal from illegal, and act accordingly ▪ Accept responsibility for own actions ▪ Consider the needs of others in deference to one's own needs ▪ Able to comprehend ethical standards and agree to abide by them ▪ Obey federal regulations concerning HIPAA and corporate compliance issues

Notice of Non-discrimination Statement

In compliance with Title VI of the Civil Rights Act of 1964, Title IX, Education Amendments of 1972 of the Higher Education Act, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and other applicable Federal and State Acts, Hinds Community College offers equal education and employment opportunities and does not discriminate on the basis of race, color, national origin, religion, sex, age, disability or veteran status in its educational programs and activities. The following have been designated to handle inquiries regarding these policies: **EEOC Compliance:** Sherry Franklin, Vice President for Utica Campus and Administrative Services, Box 1003, Utica, MS 39175; Phone: 601.885.7002 or Email: EEOC@hindsc.edu. **Title IX:** Randall Harris, Vice President for Advancement and Student Services, Title IX Coordinator, Box 1100 Raymond MS 39154; Phone: 601.857.3889 or Email: Titleix@hindsc.edu.

Disability Support Services Statement

Hinds Community College provides reasonable and appropriate accommodations for students with disabilities. Disability Services staff members verify eligibility for accommodations and work with eligible students who have self-identified and provided current documentation. Students with disabilities should schedule an appointment with the designated Disability Services staff member on their respective campus to establish a plan for reasonable, appropriate classroom accommodations.

Jackson Campus – Academic/Technical Center
601.987.8158
Jackson Campus – Nursing/Allied Health Center
601.376.4803
Rankin Campus 601.936.5544
District Coordinator 601.857.3359

Raymond Campus and fully online
601.857.3646
Utica Campus academic 601.885.7022
Utica Campus career-technical
601.885.7128
Vicksburg-Warren
Campus 601.629.6807

Individuals with a hearing impairment may call 601.526.4918 (video phone)
Email STO-Disabilitysupportservices@hindsc.edu