ARKANSAS TECH UNIVERSITY OZARK CAMPUS

HEALTH INFORMATION TECHNOLOGY

STUDENT HANDBOOK

Established March 2015

Revised September 2016

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ACKNOWLEDGMENT

I have received a copy of the Health Information Technology Student Handbook (HIT Handbook) and will familiarize myself with the information therein. I understand that the HIT Handbook constitutes the general policies and procedures for students in the health information technology program and having signed this document accept these policies.

_____
(Signature)

_____
(Date)

Please sign and return this form to the instructor. This signed form will be retained by the HIT Program Chair as part of your permanent record.

PURPOSE

Welcome to the Arkansas Tech University-Ozark Campus Health Information Technology (HIT) program. This handbook has been prepared by the faculty and students to provide you with information that you will need to function effectively as a student in the Health Information Technology program and learn about the ethics and conduct expected of a health information professional.

This handbook was created in order to acquaint you with the policies, procedures, and guidelines specific to the HIT program. Students are expected to abide by the policies and procedures in this handbook, as well as those included in the Ozark Campus Catalog and the Ozark Campus Student Handbook. The policies and procedures contained within this handbook are subject to change at the discretion of the HIT program and the university. HIT program students will receive adequate notification of changes made to the policies and procedures included in this handbook.

The HIT program faculty are committed to enabling you to be successful as a student and preparing you for working in the health information field. Each student is valued and suggestions for program enhancement are welcomed. In addition, each student is encouraged to not only participate in program learning experiences, but also to actively participate in campus organizations and committees.

You should read this handbook thoroughly and remain familiar with its contents throughout your enrollment in the HIT program. Any questions regarding policies and procedures included in this handbook may be directed to the HIT Program Director. Please review and sign the acknowledgement form in the front of the handbook.

MISSION STATEMENTS

Arkansas Tech University Mission Statement

Arkansas Tech University, a state-supported institution of higher education is dedicated to nurturing scholastic development, integrity and professionalism. The university offers a wide range of traditional and innovative programs which provide solid educational foundation for life-long learning to a diverse community of learners.

Ozark Campus Mission Statement

Arkansas Tech University-Ozark Campus, in partnership with the community, will provide a quality educational environment which will enable all students to learn the skills and acquire the knowledge necessary for them to become contributing members in the workforce and in society.

Health Information Technology Mission Statement

Arkansas Tech University HIT program is committed to providing an intellectual climate that fosters the increasingly electronic environment through education, certification, and lifelong learning as well as to assist the student to achieve personal and professional goals regardless of cultural, racial, or ethnic background.

ACCREDITATION STATEMENT

The HIM/HI Associate of Applied Science degree program in Health Information Technology is in Candidacy status, pending accreditation review by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

NONDISCRIMINATION POLICY

Arkansas Tech University-Ozark Campus does not discriminate on the basis of color, sex, sexual orientation, gender identity, race, age, national origin, religion, veteran status, genetic information, or disability in any of its practices, policies, or procedures. This includes, but is not limited to employment, admissions, educational services, programs or activities which it operates, or financial aid.

Arkansas Tech University complies with all applicable state and federal laws including, but not limited to: Title VI and Title VII of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972, Section 503 of the Rehabilitation Act of 1973, Section 504 of the Rehabilitation Act Amendments of 1974, Age Discrimination Act, Vietnam Era Veterans Readjustment Assistance Act, Uniformed Services Employment and Reemployment Act, the Civil Rights Restoration Act of 1987, the Americans with Disabilities Act of 1990, and the Civil Rights Act of 1991. Responsibility for implementation and compliance with this Non-Discrimination Policy has been delegated to Jennifer Fleming, Affirmative Action officer who can be reached by emailing affirmative.action@atu.edu or calling 479-498-6020.

DISABLITY SERVICES FOR STUDENTS

Arkansas Tech University-Ozark Campus is subject to and endorses both the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973. The Disabilities Coordinator serves as the coordinator for these federal programs. The Disabilities Coordinator is located in the Administration Building at Arkansas Tech University-Ozark Campus.

HIT program students with documented disabilities who desire academic accommodations must provide the Disabilities Coordinator with current documentation of their disability, including evidence of the need for the academic accommodation. The college will determine as to whether reasonable accommodations can be made for the student in order to effectively and safely participate in the HIT program.

FINANCIAL AID

Arkansas Tech University-Ozark Campus provides financial assistance to students in the form of scholarships, grants, loans, and part-time employment. Physical therapist assistant students interested in receiving financial aid will be referred to the Financial Aid Office.

HIT PROGRAM CONTACT INFORMATION

The following Ozark faculty currently teach in the HIT degree program (Date of hire follows name):

<table>
<tr><td>Bonnie Sher, RHIA,</td><td>July 2012</td></tr>
<tr><td>HIT Program Chair</td><td></td></tr>
</table>

Office: 479 508-8500 x 6300
Main: 479 667-2117
Fax: 479 667-0198
bsher@atu.edu

<table>
<tr><td>Brenda Huntsinger, RHIT</td><td>August 2012</td></tr>
<tr><td>HIT Instructor</td><td></td></tr>
</table>

Office: 479 508-8500 x 6301
Main: 479 667-2117
Fax: 479 667-1410
bhuntsinger@atu.edu

The Allied Health Administrative Assistant can be contacted if your faculty member is not available and you need immediate assistance:

Sharyl Moffit
Administrative Assistant
Office: 479 508-8500 x 6105
Main: 479 667-2117
Fax: 479 508-8500 x 06105

HEALTH INFORMATION TECHNOLOGY PROGRAM LINKS

Arkansas Tech University Ozark website: http://www.atu.edu/ozark

Health Information Technology website: http://www.atu.edu/ozark/academics/p-hit.php

CAHIIM Website: http://www.cahiim.org/

AHIMA Website: http://www.ahima.org/

ArHIMA Website: http://www.arhima.org/

Guides for APA Formatting

A variety of tools are available online to assist the students in utilizing APA format. Students are required to use current APA format to cite resources/references in all HIT courses.

APA AV Free Tutorial: http://flashlr.apa.org/apastyle/basics/index.htm

Purdue University Online Writing Lab: http://owl.english.purdue.edu/owl/resource/560/011

Xavier University: http://www.xavier.edu/library/help/apa_guide.pdf

OVERVIEW OF THE HEALTH INFORMATION TECHNOLOGY PROGRAM

The Health Information Technology (HIT) program on the Arkansas Tech University–Ozark Campus offers a Certificate of Proficiency in Allied Health, a Technical Certificate in Health Information Technology, and an Associate of Applied Science degree in Health Information Technology.

Generally, HIT students begin study at the University with foundation courses consisting of general education requirements and HIT platform classes. These classes provide the basis of knowledge on which HIT theory and skills are built.

The Professional Practice Experience phase of the HIT program is offered in the last semester of study and is comprised of one semester of 120 hours on-site experience and 15 hours classroom instruction which is designed to prepare students for beginning professional responsibilities in a variety of health-care settings.

PHILOSOPHY OF THE HEALTH INFORMATION TECHNOLOGY PROGRAM

The faculty of the Health Information Technology program at Arkansas Tech University–Ozark Campus seeks through its health information technology associate degree program to implement the mission of the Ozark Campus of the University, a mission committed to prepare students to learn the skills and acquire the knowledge to contribute to the workforce and to society.

Individuals are complex beings with bio-psychosocial, emotional, spiritual, cultural, and environmental elements. The Associate of Applied Science in Health Information Technology program is committed to providing opportunities for students to enhance their critical thinking and communication skills in health information management. The graduate will utilize the health information technology process to assist individuals, families, and groups to meet their needs regarding the safety and security of their records while enabling them to use their records to promote better health and life decisions.

Learning is essentially manifested in a change or reorganization of behavior and is best accomplished through active inquiry and participation in the learning process. Learning is a lifelong, self-initiated process by which knowledge, skills, attitudes, and values are acquired. Learning occurs independently through perception, assimilation, formulation, and synthesis. The teacher functions as a facilitator by establishing a learning climate of mutual respect regarding beliefs, feelings, and opinions, and by providing learning opportunities and guidance with regard to individual differences. Learning experiences are designed to facilitate personal and professional growth within the student's cognitive, affective, and psychomotor domains. The ultimate responsibility for learning rests with the learner.

Health information Technology education, an integral part of higher education, fosters the generation and application of scientific knowledge through the health information technology process. These learning experiences are organized for an orderly progression through an increasing complexity of health information technology situations. During the educational process, the student acquires knowledge of the independent and collaborative functions of the health information technologist.

Associate degree health information technology education prepares a graduate to function as an entry level health information technologist. The curriculum is designed to prepare the person for health information technology practice, to be competent, self-directed, and capable of demonstrating leadership in the application of the health information technology process in a variety of healthcare settings.

The graduate should demonstrate initiative for responsible change, the ability to think critically, and a lifelong quest for knowledge and growth, and will be encouraged at every step along the educational path to follow up this program by entering a baccalaureate program in health information administration to demonstrate this quest for knowledge and growth.

HEALTH INFORMATION TECHNOLOGY PROGRAM OUTCOMES

Learners in the Health Information Technology Program must:
- Have acquired an educational foundation in health information, as well as the liberal arts and sciences including a focus on issues related to diversity, and individual and family needs.
- Be educated as a generalist with a broad exposure to the delivery models and systems used in settings where health information technology is currently practiced.
- Have achieved entry-level competence through a combination of academic and fieldwork education.
- Be prepared to articulate and apply HIT principles and the HIT process to achieve expected outcomes.
- Be prepared to be a lifelong learner and keep current with the best practice.
- Uphold the ethical standards, values, and attitudes of the HIT profession.
- Be prepared to advocate as a professional for the health care recipients.

Learners in the HIT program will:
- Demonstrate effective oral and written communication
- Accurately record and collect data and document findings, and assess.
- Supervise and provide teaching to other personnel.
- Effectively utilize all stages of health information (assessment, health information process, planning, implementation and evaluation).

Learners will apply the following to the health information technology:

AHIMA CODE OF ETHICS

The following ethical principles are based on the core values of the American Health Information Management Association and apply to all AHIMA members and certificants.

A health information management professional shall:

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 oneself in the practice of the profession so as to bring honor to oneself, 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 regards health information and other information of a confidential nature obtained in an official capacity, taking into account the applicable statutes and regulations.*
4. *Refuse to participate in or conceal unethical practices or procedures and report such practices.*
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 professional workforce.*
7. *Represent the profession to the public in a positive manner.*
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 one's 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.*

PROGRAM INFORMATION

Program Admission Requirements

- The following is required for admission to the A.A.S in Health Information Technology:
- Eligibility for admission to Arkansas Tech University- Ozark Campus
- Application for Admission to the University (if not already enrolled at ATU-Ozark)
- Official High School Transcript with graduation date and 2.0 or better GPA or GED scores
- Official transcripts from other colleges attended
- Minimum composite score of 15 ACT or COMPASS equivalent
- Students who speak English as a second language shall meet the same admission criteria as other students.

Placement Scores

The following scores will be used for placement in English, Math, and, if required, Reading, courses:

ACT	COMPASS	COURSE
19 ACT English	(80 Writing)	ENGL 1013
19 ACT Reading	(83 Reading)	READ 0103
19 ACT Mathematics	(41 Algebra)	MATH 1113

Academic Progression

In order to progress within the HIT curriculum, the student must meet the following criteria:
- A failed attempted HIT course must be repeated the next time the course is offered, based on availability of space in the course.
- Students will apply to sit for the RHIT exam during the last semester of coursework.

Transfer Credit

Credit earned at another accredited university will be accepted for transfer, however, only courses taken through a program accredited by CAHIIM will be used to satisfy degree requirements in the AAS in Health Information Technology.

Graduation Policy

Students are reminded that graduation from the Arkansas Tech University–Ozark campus with an AAS in Health Information Technology does NOT automatically enable the student to sit for the AHIMA RHIT exam. Eligibility to sit for the RHIT exam is determined by AHIMA.

Curriculum Health Information Technology Program

Prefix	Crs#	Title	Credit Hrs	Semester Taken
		Associate of Applied Science Degree		
		Health Information Technology		
		Technical Certificate Requirements:		
BST	1303	Introduction to Computers	3	Fall
HIT	1103	Health Data Content and Structure	3	Fall
HSCI	1113	Medical Terminology	3	Fall
HSCI	1123	Human Anatomical Structure I	3	Fall
ENGL	1013	Composition I	3	Fall
HIT	1203	Computers in Healthcare *(prerequisite: HIT 1103)*	3	Spring
HIT	1213	Legal Aspects of Health Information	3	Spring
HIT	1233	Pharmacology *(prerequisite: HIT 1113)*	3	Spring
HSCI	1243	Human Anatomical Structure II *(prerequisite: HIT 1123)*	3	Spring
TMAT	1203	Technical Mathematics II *(or higher math)*	3	Spring
HIT	2103	Disease Processes *(prerequisites: HIT 1113)*	3	Sum I
HIT	2213	Healthcare Delivery Systems (prerequisite: HIT 1103)	3	Sum 1
		Additional Requirements to earn AAS:	Credit Hrs	

3 Hours		Any Social Science	3	Fall
HIT	2233	Healthcare Statistics (*prerequisite: HIT 1103*)	3	Fall
HIT	2243	Diagnostic (ICD-10 CM) Coding *Prerequisites: HIT 1123 & HIT 1243*)	3	Fall
HIT	2253	Healthcare Reimbursement Methodologies (*prerequisite: HIT 1103*)	3	Fall
ENGL	1023	Composition II (Must pass with a "C" or better)	3	Spring
HIT	2333	Healthcare Management (*prerequisites: HIT 1103*)	3	Spring
HIT	2323	Procedural (CPT) Coding (*prerequisites: HIT 1123 & HIT 1243*)	3	Spring
HIT	2903	Professional Practice Experience	3	Spring
		Total Program Hours	60	

Course Descriptions

HIT 1103   Health Data Content and Structure
The student will be introduced to the history of the health record, professional ethics, the function of the health information department, and to the organizational structure of the American Health Information Management Association (AHIMA). Exploration of the systems and processes for collecting, maintaining and disseminating primary and secondary health-related information including consent of the health record, documentation requirements, registries, indices, licensing, regulatory agencies, and forms. Lecture 3 hours

HIT 1203   Computers in Healthcare
Prerequisite: 1103
The purpose of this course is to provide students with knowledge and understanding of the various computer applications and information systems that are encountered in health information departments including the use of hardware and software in data collection, storage, analysis, and reporting. This course will also cover confidentiality and security measures to protect the electronic health record (EHR) as well as the importance of data quality, entry, integrity, and reliability. Lecture 3 hours

HIT 1213   Legal Aspects of Health Information
The student will be introduced to the principles of law affecting health information with an emphasis on the health record as a legal document. This course will provide an exposure to the American legal system, legal terminology, and statutes. Confidentiality and security of health information is addressed as are HIPAA regulations. Some other topics that will be discussed will include American Recovery and Reinvestment Act (ARRA), electronic health record, Federal Trade Commission's Red Flag Rules, informed consent, response to subpoenas, living wills, and organ donation. Lecture 3 hours

HIT 1233   Pharmacology
Prerequisite: HIT 1113
This course is a basic introduction to the general concepts of pharmacology including use of drug references, principles of drug action and interaction, and drug administration. This includes course specific body systems and diseases and therapeutic drug applications to these body systems. Lecture 3 hours

HIT 2103   Disease Processes
Prerequisite: HSCI 1113
Coverage of the nature of diseases and human conditions. Includes signs and symptoms, etiology, treatment, and prognosis of various diseases. Lecture 3 hours.

HIT 2213   Healthcare Delivery Systems
Prerequisite: HIT 1103
A study of health record requirements such as documentation requirements, medical office procedures, accrediting agencies, and regulatory requirements in a nontraditional setting such as cancer registries, long term care, home health, hospice, mental health, dental care and rehabilitation. Terminology associated with healthcare delivery systems will be defined and current trends with healthcare delivery examined. Lecture 3 hours

HIT 2223   Diagnostic (ICD-9 CM) Coding
Prerequisite: HSCI 1123 and HSCI 1243
Introduces the student to the concepts of coding medical conditions and procedures. The student will gain entry-level proficiency in the techniques of coding using the ICD-9-CM (International Classification of Diseases, 9th revision, Clinical Modification) system. Lecture 3 hours

HIT 2233   Healthcare Statistics
Prerequisite: HIT 1103
General principles of healthcare statistics with an emphasis in hospital statistics including definitions, sources, methods for collection and reporting, and analysis techniques to determine significance, reliability, validity, and/or manipulation. Lecture 3 hours

HIT 2243   Diagnostic (ICD-10) Coding
Prerequisites: HIT 1123 and HIT 1243
Introduces the student to the concepts of coding medical conditions and procedures. The student will gain entry-level proficiency in the techniques of coding using the ICD-10-CM and ICD-10-PCS (International Classification of Diseases, 10th revision, Clinical Modification) systems. Lecture 3 hours

HIT 2253   Healthcare Reimbursement Methods
Prerequisite: HIT 1103
This course will examine the complex financial systems within the health care industry. The student will gain a thorough knowledge of the diverse reimbursement methodologies utilized throughout the government and private insurance entities with application through: (1) case studies and (2) information systems integrated into the course insurance entities with application through: (1) case studies and (2) information systems integrated into the course work.

HIT 2323 Procedural (CPT) Coding
Prerequisites: HIT 1123 and HIT 1243
Introduces the student to the concepts of coding medical procedures in the physician's office. The student will gain entry-level proficiency in the techniques of coding using the Concurrent Procedural Terminology (CPT) system.

HIT 2333 Healthcare Management (prerequisite: HIT 1103)
This course provides students with an overview of concepts and issues related to healthcare leadership. Through the examination of management topics and healthcare situations, the student will explore the skills and knowledge needed to be successful in a diverse healthcare environment. Topics include healthcare leadership, organizational design as it relates to the uniqueness of healthcare organizations, managing professionals, and diversity in the workplace.

HIT 2903 Professional Practice Experience
A supervised learning experience in a healthcare environment enabling the student to enhance professional skills, experience the structure and dynamics of health information services, and to establish a network for future employment opportunities.

Graduation

To be eligible for graduation, the student must complete the following steps:
Comply with all Arkansas Tech University requirements for an associate degree in health information technology:

- Complete the requirements of 60 hours of required coursework as specified in the University catalog
- Have a cumulative grade point average of 2.0 overall and in the major
- No more than 25 percent of the semester credit hours may carry the "D" grade
- No more than 50% of technical coursework may be transferred into a program
- A student must earn a minimum of 30 semester hours taken from Arkansas Tech University
- No more than a total of 30 semester hours of correspondence, extension, military service, or credit by examination may be applied as credit toward a degree
- An official record of any transfer work completed at another institution must be on file in the Office of Student Services prior to the end of the semester or term in which graduation is planned.

Student Withdrawal Procedures

A student who wishes to withdraw from school during a semester is required to follow the official withdrawal procedure which requires submitting a written request to the Office of Student Services. Students who withdraw without following this required procedure will have their grades recorded as "F." If a student withdraws from school during the final two weeks of a semester, the grade will be an "F". The Chief Student Officer may waive the requirement that grades of "F" be recorded if the circumstances forcing a withdrawal justify special consideration.

Privacy and Confidentiality

Student education records: The educational records of students of Arkansas Tech University- Ozark Campus are protected under the Family Educational Rights and Privacy Act. The university's policy concerning privacy of educational records is included in the Ozark Campus Catalog.

In addition to the above policy, student records maintained by the HIT program are considered protected information and will be maintained in a lockable file cabinet within the HIT program offices. Electronic records will be accessible by authorized university personnel through use of a secure log-in protected by a password.

Patient information: Students will have access to patient information throughout the course of their educational experience. Students are expected to respect and maintain strict confidentiality regarding information about patients. Confidentiality guidelines regarding patient information will be presented to the students throughout HIT program coursework, including training regarding the Health Insurance Portability and Accountability Act (HIPAA) of 1996 (http://www.hhs.gov/ocr/privacysummary.pdf). When referring to patient information in the classroom setting, students will not identify patients by name. Upon entry into the HIT program, students will sign a confidentiality statement.

Student Conduct Standards

Students enrolled in the HIT program will be expected to demonstrate professional conduct during all learning experiences either on or off campus. Students are also expected to abide by the general conduct standards established by the university. A description of violations to the student conduct policy and policies regarding adjudication of student misconduct are included in the Arkansas Tech University-Ozark Campus Catalog.

Students enrolled in the HIT program will also be expected to abide by guidelines for ethical conduct as set forth in the AHIMA Code of Ethics. All students will be evaluated on professional behavior throughout the HIT program. Students will be counseled on their failure to comply with expected behaviors and professional skills.

Students will be assessed according to the following expectations:
- Respectful and considerate behavior toward peers/faculty
- Arrival to class/lab/clinical site on time and prepared
- Acceptance and deliverance of criticism in a constructive manner
- Demonstration of professional body language
- Reporting of planned tardiness and absence according to HIT program handbook guidelines
- Adherence to HIT program dress code
- Avoidance of fraudulent or negligent acts
- Maintenance of personal hygiene
- Management of personal affairs in a manner that does not interfere with professional responsibilities
- Active participation in group discussion and projects

Student Conduct Violations

A student is subject to disciplinary action, suspension, or expulsion, if any of the following conduct violations are committed:

Alcoholic beverages - Possession, consumption, or furnishing of alcoholic beverages on any Arkansas Tech University - Ozark Campus owned property or during any sponsored or on off campus activity or during class hours is strictly prohibited. Offenders are subject to probation or suspension and prosecution according to state law.

Animals - No student will be allowed to bring animals onto campus property. The exception being animals used for the purpose of assisting individuals with disabilities.

Cheating - Cheating or plagiarism, including unauthorized possession of examinations or use of term papers prepared by others, may result in dismissal.

Computer misuse or using a computer for non-educational purposes - Misuse of Arkansas Tech University - Ozark Campus computers to alter or erase any item using a computer for non-educational purposes is strictly prohibited. The copying of programs without a license is illegal and subjects the offender to dismissal and possible prosecution according to state law.

Damage - Damaging school property or property belonging to any member of the school community may result in probation, suspension or prosecution.

Disorderly conduct - Disorderly conduct is subject to probation, suspension or prosecution.

Disregard for policies - Disregard for Arkansas Tech University – Ozark Campus policies, including failure to respond or comply with official and proper regulations, order, or request of a daily designated authority or committee, including all publications and official notifications pertaining to student life and activities may result in probation, suspension or expulsion.

Distribution of unauthorized materials - Distribution of unauthorized literature, handbills, posters, or other printed matter is strictly prohibited.

Drugs - Use, possession, or distribution of narcotics, stimulants, depressants, or substances for the production of illegal drugs, other dangerous drugs, or drug paraphernalia, except as expressly permitted by the state or federal laws is subject to disciplinary action and/or prosecution.

False information - Willfully and knowingly furnishing false information to the school may result in disciplinary action or prosecution.

Failure to comply - Failure to comply with a request by an authorized school official, including failure to properly display vehicle parking permits/stickers, and disrespectful action toward any member of the Arkansas Tech University – Ozark Campus faculty or staff, may result in probation, suspension or prosecution.

Firearms, explosives, incendiaries - Use, possession, or distribution of firearms, explosives, (including fireworks), incendiaries, or any other weapon in or on any Arkansas Tech University - Ozark Campus controlled property is strictly prohibited.

Forgery - Forgery, alteration, misuse, or improper possession of Arkansas Tech University - Ozark Campus related documents or records may result in probation, suspension or prosecution.

Gambling - Gambling in any form, including raffles, on the campus is specifically prohibited. Offenders are subject to probation or suspension.

Indecent conduct - Lewd, indecent, or obscene conduct, public profanity, or public nudity, including the wearing of clothing or displaying signs containing obscenities is strictly prohibited.

Institutional records - Unauthorized use or misuse of Arkansas Tech University - Ozark Campus records and/or computers will subject the offender to dismissal from Arkansas Tech University - Ozark Campus.

Malicious destruction - Malicious destruction, damage, defacing, or misuse of Arkansas Tech University - Ozark Campus property, including library materials, or of private property on the campus may result in disciplinary action or prosecution.

Motor vehicles - Operation on the campus of a vehicle in violation of bans imposed under the traffic regulations is prohibited.

Obstruction of activities - Obstruction, disruption, or hindrance of teaching, administration, disciplinary proceeding, or the Arkansas Tech University - Ozark Campus activities may result in probation, suspension or prosecution.

Phones - Students may use pay phones. Incoming calls for students will only be accepted in case of medical emergencies. Staff members are expected to enforce this policy.

Physical or verbal abuse - Physical or verbal abuse of any person or disregard for the physical well-being, property, or rights of any person or any conduct which threatens or endangers the health, safety, or well-being of any such person on Arkansas Tech University - Ozark Campus property of facilities or property utilized by Arkansas Tech University - Ozark Campus, may result in probation, suspension or prosecution.

Public expression - No behavior or actions which hinder the educational programs will be permitted. To further this end, speakers and programs are sponsored by groups and departments of the institution and scheduled so as to use time and facilities efficiently and appropriately. Impromptu speaking and activities, whether by chartered, recognized groups or visitors must not be disruptive or threaten the safety of a person's property or campus.

Theft - Theft or illegal possession of any property of Arkansas Tech University - Ozark Campus community, or any visitor may result in the notifying of local law enforcement agencies. Theft of service will be subject to fines, probation, and/or dismissal.

Threat - Any act or threat, including profane or abusive language, perpetrated for the purpose of harassing or submitting any member of Arkansas Tech University - Ozark Campus to pain, discomfort or indignity, whether on or off school property may result in the notification of local law enforcement agencies.
Unauthorized entry - Unauthorized possession of building keys or unauthorized entry into a school facility, building, classroom, office, room or vehicle. Will subject the offender to suspension and local law enforcement agencies may be notified.

Under the influence - Any student found to be under the influence of alcohol or drugs while on school property will be subject to disciplinary action.

Violations of conditions - Violations of the conditions prescribed in any Arkansas Tech University - Ozark Campus disciplinary or probationary ruling may result in disciplinary action.

Grievance Policy and Procedure

The Department of HIT grievance policy and procedure is consistent with that of the University. This policy provides the student with a way of appealing grades received or a grievance concerning a University employee or institutional regulation. This procedure is to be used for any conflict resolution. The student is referred to the ATU catalog for the policy in detail.

The following regulations apply to the appeal of academic grades and academic program dismissal (grades having been assigned by an instructor and program dismissal having been made by a departmental committee):

A. Appeal of Academic Grades or Academic Program Dismissal

1. Appeal of a grade must be made by the student directly affected.

2. An appeal, in order to be heard, must be made during or immediately following the conclusion of the course involved (appeal of grade) or immediately following the dismissal decision (appeal of program dismissal). (Immediately, here, means before the beginning of another semester or summer term.)

3. All appeals of a grade must begin with the student making a written appeal to the instructor involved and explaining the nature of the problem. Upon receipt of a program dismissal decision from a departmental committee, the student wishing further consideration must make a written appeal of the decision to the head of the department in which the academic program is administered. Discussion based upon the written appeals and evidence of attempted resolution in this direct manner must precede any further step.

4. If either appeal is not resolved in Step 3, the student wishing further consideration must take the issue to the head of the department in which the course is taught, or to the Chief Student Officer should the head of the department be the instructor involved (appeal of a

grade); or the student may appeal to the Chief Student Officer if it is an appeal of program dismissal. If the appeal of a grade is not resolved at this level, the student may appeal to the Chief Academic Officer.

5. If either appeal is not resolved in Step 4, the student may appeal to the Chief Academic Officer and ask for a formal hearing. At the time a student asks for a formal hearing, he/she must submit a written formal presentation of the case, with all related supporting documents, to the Chief Academic Officer. The hearing committee can then either reject the grievance on the basis of its content or proceed to investigate further.

6. Each hearing committee will be an ad hoc committee sitting for an individual appeal. The committee will be composed of the academic appeals committee. The committee members will be appointed by the Chief Academic Officer. The committee will select its own chairperson.

7. The committee will have full cooperation of all parties in gathering information and conducting interviews and the hearing. Once an issue is before the committee, the committee shall have the authority to recommend a lower grade, a higher grade, or no change (appeal of a grade); or recommend that the student be retained in the program or confirm the original dismissal decision of the departmental committee (appeal of program dismissal).

8. The committee recommendation will be conveyed to the Chief Academic Officer. The Chief Academic Officer will seek resolution based on the recommendation (appeal of the grade). The committee recommendation will be conveyed to the Chief Academic Officer (appeal of program dismissal). In the case of academic program dismissal, the Chief Academic Officer will forward the following to the Chancellor for review and action:
(a) The recommendation of the departmental review committee; (b) a narrative of attempts to resolve the appeal; and (c) the committee's recommendation. Appeal of academic program dismissal ends here upon final action by the Chancellor.

9. Failing resolution in Step 8 in the case of appeal of a grade, the issue will be reviewed by the Chancellor who will initiate action in accordance with provisions in Step 10.

10. In the case of an instructor who has terminated his/her association with the University, the Chief Academic Officer shall carry out the recommendations of the committee. Otherwise, a grade will be changed only if a majority of the division members in which the course was offered (not including the faculty member involved with the case) agree with the proposed grade change.

B. Other grievances relating to an instructor will proceed through an appeal to the Program Chair, Chief Academic Officer, and Chancellor. The Chancellor will evaluate the grievance to determine if the charge and evidence warrants initiating proceedings against the instructor under appropriate provisions in the "Regulations on Academic Freedom and Tenure" approved by the Board of Trustees.

EVALUATION AND GRADING

Student Evaluation of Course and Faculty

The health information technology faculty believes that evaluation of courses and of the teaching process is an integral part of health information technology education. Based on this belief, the faculty provides opportunity for evaluation to occur within the program. At the end of each semester, students complete an online written evaluation of each course, theory and clinical, and of instructors.

Instructor's evaluations are also done through the office of Academic Services. These evaluation forms are supplied by the Office of Academic Services and are used to record the evaluation information.

The health information technology faculty evaluates the program using the TracDat assessment tool. The data is collected using information from instructor course grades and the HIT Competency Test at the end of the training program. This information is used to review the overall program and to identify areas within the program that have a need for revision, or to make curriculum changes.

Faculty members also evaluate the courses in which they teach. The data is summarized by faculty, and, addition to other variables is used to make needed course revisions and to improve teaching methods.

Professional Practice Experience

Professional Practice Experience (PPE) evaluations are done by the student and the PPE site supervisor at conclusion of PPE. This evaluation is done in written form and a value is calculated and equated to the program grading scale. The evaluation is discussed with the student and both the supervisor and the student sign and date the form. A copy of these PPE evaluations are placed in the Professional Practice Experience file. The student may request a copy of the evaluation. This evaluation is based on how well the student has met the practicum objectives and followed the policies and procedures for the PPE site.

Grading Scale
>A……………………90 – 100
>B……………………80 – 89
>C……………………70 – 79
>D……………………60 – 69
>F…………………….59 and below

A grade of "I" may be recorded for a student who has completed 75% of all requirements of a course, but because of illness or other circumstances beyond the student's control, provided work already completed is of passing quality. Before a grade of "I" may be recorded, the student and instructor must determine course requirements to be completed and the completion date to be no more than one full fall or spring semester. Instructor and student will sign an Incomplete Grade Contract to substantiate completion of requirements.

Midterm and final grades will be posted electronically to the Banner system. No grades will be given by phone or to another student. Midterm grades are posted for freshmen and sophomores only.

Academic Honesty

A university exists for the purpose of educating students and granting degrees to all students who complete graduation requirements. Therefore, Arkansas Tech University – Ozark Campus requires certain standards of academic integrity and conduct from all students. Arkansas Tech University – Ozark Campus expects an academic atmosphere to be maintained in all classes. This atmosphere is created by both the instructor and the class to enable all students enrolled to reach their academic potential. Students are expected to attend class, conduct themselves in a non-disruptive manner in class, and refrain from cheating, plagiarism, or other unfair and dishonest practices. Students should also realize that the classroom is under the control of the instructor who will give students a statement of his or her classroom policies in a syllabus at the beginning of the semester.

Academic offenses involving dishonesty and misconduct are defined in the Definitions section. These definitions are not all inclusive, and conduct not expressly set forth in the definitions may also be considered academic dishonesty or academic misconduct.

Definitions

Academic Dishonesty refers to the various categories of cheating and plagiarism in the classroom.

- Cheating on an examination, quiz, or homework assignment involves any of several categories of dishonest activity. Examples of this are: a) copying from the examination or quiz of another student, b) bringing into the classroom notes, messages, or crib sheets in any format which gives the student extra help on the exam or quiz, and which were not approved by the instructor of the class; c) obtaining advance copies of exams or quizzes by any means; d) hiring a substitute to take an exam or bribing any other individual to obtain exam or quiz questions; e) buying term papers from the Internet or any other source, and f) using the same paper to fulfill requirements in several classes without the consent of the instructors teaching those classes, g) use of any electronic device and/or any other means of text messaging will be considered a form of dishonesty.

- Plagiarism is stealing the ideas or writing of another person and using them as one's own. This includes not only passages, but also sentences and phrases that are incorporated in the student's written work without acknowledgement to the true author. Any paper written by cutting and pasting from the Internet or any other source is plagiarized. Slight modifications in wording do not change the fact that the sentence or phrase is plagiarized. Acknowledgment of the source of ideas must be made through a recognized footnoting or citation format. Plagiarism includes recasting the phrase or passage in the student's own words of another's ideas that are not considered common knowledge. Acknowledgement of source must be made in this case as well.

Academic Misconduct - Academic misconduct concerns the student's classroom behavior. This includes the manner of interacting with the instructor and other students in the class. For example, students may disrupt the learning environment in a classroom through inappropriate behavior, such as, talking to students, unnecessary interruptions, attempting to monopolize the instructor's attention, or being chronically late to class. Misconduct also covers verbal or nonverbal harassment and/or threats in relation to classes. Student behavior should not infringe on the rights of other students or faculty during a class.

In addition, students are expected to:

- Perform assigned tasks in PPE as instructed or as deemed acceptable related to theoretical principles.
- Notify the instructor immediately of any practicum error made.
- Present written work that is theirs alone.
- Be honest and truthful when documenting PPE experience or giving oral or written reports.
- Perform assignments using only material and or information formatted by the student, not copies of another student's work.
- When using Blackboard for assignments or testing, complete on-line assignments on their own.
- Document material correctly. Plagiarism (representing someone else's work as your own) is an academic crime equivalent to theft. Anyone discovered plagiarizing will receive an automatic "F" for the work and you may receive an "F" for the course.

ATTENDANCE POLICY

Theory

Regular and timely attendance in theory classes is considered essential if students are to receive maximum benefit from the health information technology courses. *It is at the instructor's discretion only, whether a student who is tardy may be allowed to complete a scheduled quiz or test.* Students are responsible for obtaining any missed information *after* class. It is also at the instructor's discretion to determine what percentage of theory can be missed in an individual course and how that percentage will affect the final grade in the course. *(See individual course syllabus)*

Professional Practice Experience

Missed practicum experiences may seriously affect the student's ability to meet the course objectives, and may jeopardize the student's grade for the course

Each student must be responsible for their own learning experiences. It is your responsibility to make the most of all educational opportunities. Attendance in class is a reflection of your dedication and the value you place on your chosen profession. We, the faculty, expect you to attend all classes and PPE experiences.

The student is responsible for knowing the attendance policy level. The supervisor supervising the practicum experience will keep practicum attendance daily. Practicum days are agreed to by site and student. The student is responsible for notifying the practicum instructor at least 1 hour prior to the beginning of the shift if they are not going to be present for the practicum experience. *"Sending word"* by another student is not acceptable. If the appropriate procedures are not followed, the absence will be considered a No Call/No Show. An incident of no call/no show is grounds for dismissal from the PPE site.

Tardy Policy

Regular and timely attendance, in theory classes and professional practice experience, is considered essential if students are to receive maximum benefit from the health information technology courses. The individual course syllabus will identify the tardy policy for classes. The student is considered tardy if he or she arrives at the practicum site more than 7 minutes after the scheduled start time. Excessive tardiness *(greater than (2) two)* will result in the student not being allowed to remain in the practicum area for that day. This day would then be considered an absence and be reflected on the student's practicum evaluation and grade for the practicum portion of the course.

Missed Exams/Quizzes

The course syllabus will provide information for each course and the instructor's policy for missed exams and or make-up. *The ability to make up a quiz or exam is at the instructor's discretion and will be stated in the course syllabus as well as the timing and grading fo*r *the missed work.*

Missed Professional Practice Experience

Each practicum facility requires an orientation to its properties by the student and practicum faculty. The orientations are scheduled with the facilities and in most instances are only scheduled once each semester at the time given by the practicum agency. Each student is expected to attend these orientations. If a student misses an orientation to a facility, they may not be able to complete the practicum experience at that facility *until that orientation is completed. Rescheduling an orientation may not be an option. This is at the discretion of the practicum instructor and the health information technology faculty*. Missing the orientation may disqualify the student for PPE.

Missed practicum experiences may seriously affect the student's ability to meet the practicum course objectives. The practicum instructor will give a make-up assignment for any missed practicum days. This make up assignment must be completed by the deadline given, but this will not erase any of the missed hours the student was not in attendance at practicum.

Practicum hours are kept by the practicum instructor and totaled.

Children in the Classroom

Children are not allowed in the classroom or lab during any class, seminar, group work session or any scheduled learning experience.

Inclement Weather

During classroom/laboratory learning: In the event the weather is so severe that the school administration feels life and property may be in danger, the Chancellor may cancel classes until weather conditions improve. School cancellations will be broadcast on local radio and television stations as well as the Ozark Campus web site. When day time classes are cancelled, night time classes are also cancelled. The outlying areas sometimes experience inclement weather even though the campus is not closed. In this event, students are advised to use their own judgement in determining if the roads are safe to travel.

During clinical education: During inclement weather, clinical facilities generally do not close. Each student is responsible for considering the benefits and risks of travel and making a decision regarding clinical education attendance during a day of inclement weather. Students will be responsible for the liability associated with travel during inclement weather. Students who decide to not attend a scheduled clinical education experience due to inclement weather are responsible for notifying the clinical facility prior to the scheduled start time for that particular day of attendance. The student must also inform the PPE Coordinator of any absences due to inclement weather the day of the absence.

Emergency Operations Plan

On-campus learning: The HIT program will follow the established policies and procedures listed in the Emergency Operations Plan (EOP) for Arkansas Tech University-Ozark Campus. The Emergency Operations Plan is located in the Chancellor's office and the Public Relations office. Copies of the EOP procedures are located throughout the campus buildings in readily accessible locations, including classrooms and offices. Student will also be issued a copy of the university's emergency procedures. Students also have the opportunity to sign up for an emergency text messaging system in order to receive text alerts via cell phone when an emergency threatens the campus.

Off-campus learning: During clinical education, off-campus labs, and field trips, students will follow the emergency procedures of the clinical facility to which they are assigned.

MISCELLANEOUS REQUIREMENTS

Intermittently, throughout the student's career in health information technology, the student may be required to participate in learning activities that are an extension of the usual course offerings. For example, the student may be required to attend a conference that contains content related to health information technology knowledge. These learning experiences are carefully chosen and are believed by the faculty to be valuable additions to the course content.

Off-Campus Activities

School activities (including those off campus), must follow the rules and regulations, as stated in the Student Handbook and The Health Information Technology Department Student Handbook.

Any violation of these policies may result in disciplinary action including dismissal from Arkansas Tech University-Ozark Campus.

Student AHIMA

Each student enrolled in the Arkansas Tech University-Ozark Campus Associate of Applied Science in Health Information Technology Program becomes a member of the State ArHIMA Association. The association promotes the role of the RHIT and HIT student. Each student is enrolled as a student member, which gives them the opportunities to attend educational workshops, and interact with students from across the state. The organization holds annual meetings and each student is encouraged to attend these events.

The parent organization is the American Health Information Association (AHIMA).

Substance Abuse

Arkansas Tech University-Ozark Campus is committed to the maintenance of a drug-and-alcohol free work place and to a standard of conduct for employees and students that discourages the unlawful possession, use, or distribution of controlled substances and alcohol on its property or as part of any of its activities or sponsored activities away from the campus. Therefore, the unauthorized or unlawful possession, use, manufacture, or distribution of controlled substances or alcohol by students or employees on property of the University or as part of any of the University's activities is expressly prohibited. Students violating the University policy on alcohol or other drugs are subject to sanctions up to and including expulsion from the University and referral for prosecution. The University may notify parents or guardians of students under the age of 21 who are found to be in violation of the drug or alcohol policies as set forth in the Student Code of Conduct.

The Health Information Technology Department recognizes its responsibility to provide a healthy environment within which students may learn and prepare themselves to become members of the health information technology profession. The faculty is committed to protecting the safety, health, and welfare of its faculty, staff, students, and people who come into contact with its faculty, staff, and students during scheduled learning experiences. The Health Information Technology Department strictly prohibits the illicit use, possession, sale, conveyance, distribution, and manufacture of illegal drugs, intoxicants, or controlled substances in any amount or in any manner and the abuse of non-prescription and prescription drugs.

Any student who demonstrates behaviors or actions that cause concern or possible drug or alcohol use will be asked to leave the classroom and/or professional practice experience site. The student will be referred to the Chief Student Officer in the Office of Student Services.

Sexual Harassment Policy

The policy of Arkansas Tech University-Ozark Campus is to maintain the University as a place of work and study for staff, faculty, and students free of harassment, to include sexual and gender harassment and all form of sexual intimidation and exploitation. All students, staff, and faculty should be aware both that the University is concerned and prepared to take action to prevent and correct such behavior.

The determination of what constitutes sexual harassment will vary with the particular circumstances, but it may be described generally as unwanted sexual behavior, such as physical contact and verbal comment or suggestions, which adversely affect the working or learning environment of others. (See ATU-Ozark Campus Student Handbook.)

Anyone who is subjected to offensive sexual behavior is encouraged to pursue the matter through the established informal and formal grievance procedures. Generally, the informal procedures afford an opportunity to explore a problem and consider alternative means for its resolution

Communications

Maintaining good communications between the students and faculty is essential.
Methods of sharing information within the Department include:

- Memos posted on the classroom bulletin board.
- E-mail to the individual student or class by instructor through the Blackboard system.
- Individual student-faculty conferences. These conferences are scheduled throughout the semester to discuss progress, counseling, or advisement.
- The individual instructor's e-mail address and office phone number will be listed in the course syllabus.

Student Expectations

If at any point in the health information technology program, a faculty member observes, or has reported to her/him that the student does not possess any of these abilities and skills listed; this finding will be reported to the Chair of the Department. The Department Chair will then confer with the instructor and the other members of the faculty and the student to assess the student's situation. During this assessment, individual consideration will be of primary concern.

If it is determined that the student indeed is unable to demonstrate the abilities listed, the student will be referred to the Chief Student Officer in the Office of Student Services, and those persons that he/she feels necessary to determine a course of action that will better benefit the student.

Abilities and Skills

Health Information Technology is a knowledge based, and technical skilled profession that requires the student to have adequate intellectual, physical, and motor skill abilities to meet the requirement of the curriculum.

The following abilities and skills are necessary to meet these requirements:

- Communication: The candidate must be able to speak, to hear, and to observe coworkers in order to elicit information and perceive nonverbal communications. Communication includes not only speech but also reading, writing, and body language. The candidate must be able to communicate effectively and efficiently with all members of the health care team.
- Intellectual: The candidate must poses the ability to use the knowledge gained and apply that knowledge to the various situations that may arise in the practicum situation, e.g. when and what interventions must take place for a favorable outcome for the client.
- Behavioral and Social Attributes: A candidate must poses the emotional health required for full utilization of his or her intellectual abilities, the exercise of good judgment, the prompt completion of all responsibilities relating to the documentation of care provided to the patient.. They must be able to adapt to changing environments, to display flexibility, and to learn to function in the face of uncertainties inherent in the practicum problems of many people. *(See Accountability Section)*

Practicum Rules

- Students must report to the assigned practicum area no later than 7 minutes after the start time, unless otherwise noted. *(See attendance and tardy policies for practicum)*
- All absences and tardiness will be reflected on the practicum grade.

- Please adhere to the allotted times for breaks and lunch as appropriate for the PPE site requirements. CELL PHONES should only be used in the practicum areas during breaks. *Receiving or making calls while in the practicum area may result in disciplinary action.*

Dress and Professional Appearance

Students are expected to dress in appropriate, professional attire in the classroom and in the Professional Practice Experience settings. Students are expected to abide by the dress code of the facility to which they are assigned. Any student whose appearance the practicum instructor deems unprofessional may be asked to leave PPE site.

- Male students must be clean-shaven, or beards and mustaches must be short, well- trimmed.
- Students are expected to be appropriately groomed, clean, and without body odor. No perfumes, colognes, or other strong or offensive (cigarette, hairsprays) odors will be allowed.
- Pants should be of appropriate length, not long enough to be walked on, or caught under the heels of the shoes.
- Shoes must be clean with clean laces.
- All visible tattoos must be covered with the exception of those that would interfere with hand washing.
- No visible body piercings (including tongue rings/studs) are allowed, except for one earring of the single stud type for each ear. *A student found with a visible body piercing or tongue ring will be <u>immediately</u> asked to leave the PPE site on the first offense.*
- Make-up should be used to enhance natural look and be of conservative nature
- Students are not allowed to wear clothing which exposes underwear or private body parts.
- Students will have their ATU-Ozark Campus photo ID on their person and visible at all times on PPE site.

Student Identification

An ATU photo ID will be provided in the Allied Health office. Pictures for these will be taken during the first week of class. Faculty will let students know when and where to go for this. If the ATU photo ID is lost, a new one may be purchased from the Allied Health office. Students must have this ID card prior to the first day of professional practice experience.

FEES AND CHARGES

Prices quoted are rates currently in place for the 2015-2016 academic year. Ozark Campus students will be charged according to the following fee schedules. Additional course fees may apply, depending on the student schedule. Russellville Campus students may have charges in addition to those listed in the table titled "Russellville Campus Fees and Expenses".

Ozark Campus Fees and Expenses	
Tuition for Ozark Campus Courses	$118.00 per credit hour
Out-of-State Tuition for Ozark Campus Courses	$236.00 per credit hour
Infrastructure Fee	$10.00 per credit hour

Instructional Support Fee	$10.00 per credit hour
Student Support Fee	$9.00 per credit hour
Technology Fee	$16.00 per credit hour
Allied Health Fee*	$28.00 per credit hour
CTE General Technology Fee*	$12.00 per credit hour
Welding Fee	$13.00 per credit hour
Distance Learning/Mixed Technology Fee (all Online/ Mixed Technology Courses)	$5.00 per credit hour
*Certain Ozark Campus coursework only	

Russellville Campus Fees and Expenses (Undergraduate General Education as it applies to Ozark Campus Students)	
Tuition for Russellville Campus Courses	$219.00 per credit hour
Infrastructure Fee	$10.00 per credit hour
Instructional Support Fee	$10.00 per credit hour
Strategic Facilities Initiative	$10.00 per credit hour
Student Support Fee	$9.00 per credit hour
Technology Fee	$16.00 per credit hour
Distance Learning/Mixed Technology Fee (all Online/ Mixed Technology Courses)	$5.00 per credit hour

Replacement of ID Card $ 25.00
Parking Permit $ 15.00
All students are required to have parking permits.
For information on Parking Fees and Fines, refer to the catalog section entitled "Traffic Regulations".

The cost of sitting for the RHIT examination is $200.00 and is the responsibility of the student to pay.

Payment of Accounts

Tuition and all other fees and charges are due and payable prior to the beginning of each term at the Office of Student Accounts located in the Student Services and Conference Center. Financial settlement may be made by personal payment (by mail to the Student Accounts office at 1700 Helberg Lane, Ozark, AR 72949) or by AUTHORIZED financial aid (loans, scholarships, grants, third parties, etc.). Visa, MasterCard, and Discover credit cards are accepted for all charges. Students who wish to schedule payments for their account balance may enroll in a payment plan by accessing http://atu.edu/stuaccts and clicking on the "Payment Plan" link. If you choose this plan, the full account balance will be budgeted along with any subsequent charges incurred for the semester.

Registration is not complete until all financial obligations have been met satisfactorily. Failure to make financial settlement may result in cancellation of the class schedule.

Monthly billing statements are electronic. Near the first of each month, notification and information for access will be provided to students via the individual student e-mail address and online at http://atu.edu/stuaccts. Students are responsible for accessing billing statements and printing a paper copy if desired. In addition, paper copies are mailed twice yearly shortly before the beginning of the fall and spring terms. Students registering between billing cycles are responsible for accessing their charges online or contacting Student Accounts to ensure making correct payment by the required due date. Payment is due upon notification. Payment is due even if billing statement is not received. For questions concerning billing please contact the Office of Student Accounts by calling 479-508-3358 or emailing ozark.stuaccounts@atu.edu.

Students with delinquent accounts are not eligible for food service, transcripts, recommendations, advance registration, or readmission to any term. Collection fees for outstanding debts owed to the University may be assessed to the student.

The University reserves the right to amend or add to the regulations of the institution, including those concerning charges and methods of payment, and to make such changes applicable to students enrolled in the University, as well as to new students.

Reduction of Tuition and Fees for Official Withdrawal

The following reduction information specifically addresses courses that begin and end with the main term dates for Spring, Summer I, Summer II and Fall, as listed in the Academic Calendar. Courses with beginning and/or ending dates that are different than the main terms listed above may have different reduction periods. It is the students' responsibility to consult the Office of Student Services for these reduction dates prior to withdrawing.

In the event a student is receiving student financial aid, any refund amount attributable to a loan, grant, or scholarship will be returned to the appropriate account and not to the student. The amount returned to federal programs will be the amount of unearned Federal aid based on the number of calendar days of attendance up to the sixty percent point of the semester. Aid accounts will be refunded in the following order up to the amount of the original disbursement: Federal Direct Loan Programs, Federal Perkins Loan Program, Federal Direct PLUS Loan Program, Federal Pell Grant Program, Federal SEOG Program, Arkansas Department of Higher Education Programs, Tech scholarships and private aid. Additionally, students who have received a refund of Federal aid money will receive a letter after their withdrawal informing them of any amount to be repaid. Any repayment will be made through the Office of Student Accounts. The student will be ineligible to register for additional courses or to receive further Federal financial aid until the required payment is made.

Reduction of Tuition and Fees for Official Withdrawal – Summer Semesters

Students registering for a summer semester, but officially withdrawing from the courses by the end of the second day of the summer semester, as listed in the Academic Calendar will receive a 100 percent reduction of tuition and fees. Students registering for a summer semester, but officially withdrawing from the University by the end of the fifth day of the semester in a summer term, as listed in the Academic Calendar will receive an 80 percent reduction of tuition for courses which they are enrolled in at time of withdrawal. No reduction in tuition will be made after the fifth day of the summer semester. No reduction of fees will be made after the second day of the semester.

Reduction of Tuition and Fees for Official Withdrawal – Spring and Fall Semesters

Students registering for the fall or spring semester but officially withdrawing from the University by the end of the fifth day of the semester, as listed in the Academic Calendar will receive a 100 percent reduction of tuition and fees. Thereafter, students officially withdrawing by the end of the twenty-fifth day of the semester will receive an 80 percent reduction of tuition only for courses in which they are enrolled at time of withdrawal. No reduction in tuition will be made after the twenty-fifth day of the semester. No reduction in fees will be made after the fifth day of the semester.

Reduction of Tuition and Fees for Dropping to Fewer Hours

Students enrolled for a summer semester who drop courses before the end of the second day of the semester, as listed in the Academic Calendar will receive a 100 percent reduction for the courses which are dropped. Students dropping to fewer hours before the end of the fifth day of the semester in a summer term as listed in the Academic Calendar , will receive an 80 percent reduction for the courses which are dropped. No reduction in tuition will be made after the fifth day of the semester. No reduction in fees will be made after the second day.

Students enrolled for the fall or spring semester who drop courses by the end of the fifth day of the semester, as listed in the Academic Calendar will receive a 100 percent reduction for the courses which are dropped. Students dropping to fewer hours before the end of the twenty-fifth day of the semester in a fall or spring term as listed in the Academic Calendar, will receive an 80 percent reduction for the courses which are dropped. No reduction will be made after the twenty-fifth day of the semester. No reduction in fees will be made after the fifth day of the semester.

Mini-terms and courses with unusual beginning and ending dates may have a different reduction dates. It is the student's responsibility to verify dates with the Office of Student Accounts or the Office of Student Services prior to withdrawing.

DEPARTMENT FACILITIES AND LEARNING RESOURCES

Ozark Campus Library

Library Services are available to all Arkansas Tech students.

Students must register in the library with ID card by completing a form. Students have access to books from both campus libraries. Books will be delivered to the Ozark Campus on request. Interlibrary loan is available from the Ross Pendergraft Library with delivery to Ozark as well.

- 4 week loan period on all ATU titles
- $.25 per day fine per book (not including weekends and holidays)

Student is responsible for the replacement cost of items that are not returned or are returned damaged.

Ozark Campus Library
Kristie Moore, Librarian

Alvin Vest Student Union
1700 Helberg Lane
Ozark, AR 72949
Phone: 479-508-3321
Fax: 479-667-1410
E-mail: kmoore36@atu.edu

Library Hours are Monday through Friday, 8:00 a.m. – 5:00 p.m. Contact Kristie Moore (kmoore36@atu.edu) with any library questions.

Ross Pendergraft Library and Technology Center (RPL)

You may also activate your library account at the Ross Pendergraft Library and Technology Center on the Russellville Campus at the Circulation Desk. The multimedia reserves are located in the Music Lab on the second floor.

Each fall semester, the library offers orientation sessions of approximately forty-five minutes in length for Composition classes, or new students or faculty who are unfamiliar with the Library. These introductory sessions will orient new students and faculty to the library's web services, acquaint them with the online catalog, and more. Please email pendergraftlibrarycirc@atu.edu for additional information.

The Ross Pendergraft Library and Technology Center
Brent Etzel, Director
305 W. Q Street
Phone: 479-968-0289 (Administrative Assistant) 479-968-0417 (Director)
479-964-0569 (Circulation Department) 479-964-0570 (Reference Desk)
E-mail: pendergraftlibrarycirc@atu.edu
Website: library.atu.edu
Library hours are Sunday, 2:00 p.m. – 12:00 a.m.
Monday through Thursday, 7:00 a.m. – 12:00 a.m.
Friday, 7:00 a.m. – 6:00 p.m.
Saturday, 10:00 a.m. – 6:00 p.m.

Campus Computer Support

Computer Help Desk
Phone: 479 94-0646

You can also access the online Campus Support Portal by going to their web page at https://support.atu.edu/ics/support/default.asp?deptID=16101&_referrer=http://www.atu.edu/TechA-Z.php.

Computer Use

The Ozark Campus has computer facilities and equipment for students to use for computer aided instruction and review of course materials. Access to the Internet is also available.

Guidelines for Computer use:

- *There is to be no food or drink at the computer stations.*
- Leave equipment in good condition.
- The computer area is a working area and each student deserves an atmosphere conducive to study. When working together students should do so quietly.
- If a problem is encountered with a computer, software, or video equipment, leave a note on the computer indicating the problem and report the situation to the Librarian.
- Turn off equipment before leaving the computer area.
- Clean up after yourself-papers in waste basket, chair in proper place, no books, disks, etc, left out on tables or computer stations.

Information on Applicable Laws and Statutes

All users of the Arkansas Tech University computer and information resources are expected to be familiar with and to abide by University codes and policies, as well as local, state and federal laws relating to electronic media, copyrights, privacy, and security.

Additional information can be found at: https://ois.atu.edu/.   Click on the heading "What We Offer", then click "Policies" in the drop down box.

Violation of city, state or federal laws:

1. Pirating software, music and images.

2. Effecting or receiving unauthorized electronic transfer of funds.

3. Disseminating child pornography or other obscene material.

4. Violating any laws or participating in the commission or furtherance of any crime or other unlawful or improper purpose.

Entry-Level Competencies (Student Learning Outcomes)

HIM Associate Degree Entry-Level Competencies (Student Learning Outcomes)	Knowledge Clusters (Curricular Components)	Course Taught
I. Domain: Health Data Management		
I.A. Subdomain: Health Data Structure, Content, and Standards	Health Data Structure, Content, and Standards	
1. Collect and maintain health data (such as data elements, data sets, and databases).	• Data versus information (Analyzing, 4)	HIT 1103
2. Conduct analysis to ensure that documentation in the health record supports the diagnosis and reflects the patient's progress, clinical findings, and discharge status.	• Health information media (such as paper, computer, web-based) (Analyzing, 4)	HIT 1103
3. Apply policies and procedures to ensure the accuracy of health data.	• Structure and use of health information (individual, comparative, aggregate) (Analyzing, 4)	HIT 1103
4. Verify timeliness, completeness, accuracy, and appropriateness of data and data sources for patient care, management, billing reports, registries, and/or databases.	• Health record data collection tools (forms, screens, etc.) (Analyzing, 4)	HIT 1103
	• Data sources (primary/secondary) (Analyzing, 4)	HIT 1103
	• Data storage and retrieval (Analyzing, 4)	HIT 1103
	• Healthcare data sets (such as OASIS, HEDIS, DEEDS, UHDDS) (Understanding, 2)	HIT 1103
I.B. Subdomain: Healthcare Information Requirements and Standards	Healthcare Information Requirements and Standards	
1. Monitor and apply organization-wide health record documentation guidelines.	• Type and content of health record (paper, electronic, computer-based, e-health-personal, web-based) (Evaluating, 5)	HIT 1203
2. Apply policies and procedures to ensure organizational compliance with regulations and standards.	• Health record documentation requirements (such as accreditation, certification, licensure) (Evaluating, 5)	HIT 1103
3. Maintain the accuracy and completeness of the patient record as defined by organizational policy and external regulations and standards.	• Data quality and integrity (Analyzing, 4)	HIT 1103
4. Assist in preparing the organization for accreditation, licensing, and/or certification surveys.		
I.C. Subdomain: Clinical Classification Systems	Clinical Classification Systems	
1. Use and maintain electronic applications and work processes to support clinical classification and coding.	• Classifications, taxonomies, nomenclatures, terminologies, and clinical vocabularies such as SNOMED-CT (Analyzing, 4)	HIT 1103 & HIT 2243
2. Apply diagnosis/procedure codes according to current nomenclature.	• Principles and applications of coding systems (such as ICD, CPT, DSM) (Evaluating, 5)	HIT 2243
3. Ensure accuracy of diagnostic/procedural groupings such as DRG, MSDRG, APC, and so on.	• Diagnostic and procedural groupings (such as DRG, APC, RUGs) (Evaluating, 5)	HIT 2243

HIM Associate Degree Entry-Level Competencies (Student Learning Outcomes)	Knowledge Clusters (Curricular Components)	Course Taught
4. Adhere to current regulations and established guidelines in code assignment.	• Case mix analysis and indexes (Analyzing, 4)	HIT 2243
5. Validate coding accuracy using clinical information found in the health record.	• Severity of illness systems (Analyzing, 4)	HIT 2243
6. Use and maintain applications and processes to support other clinical classification and nomenclature systems (ex. DSM IV, SNOMED-CT).	• Coding compliance strategies, auditing, and reporting (such as CCI, plans) (Evaluating, 5)	HIT 2243 & HIT 2323
7. Resolve discrepancies between coded data and supporting documentation.	• Coding quality monitors and reporting (Evaluating, 5)	HIT 2323 & HIT 2243
I.D. Subdomain: Reimbursement Methodologies	Reimbursement Methodologies	
1. Apply policies and procedures for the use of clinical data required in reimbursement and prospective payment systems (PPS) in healthcare delivery.	• Commercial, managed care and federal insurance plans (Analyzing, 4)	HIT 2253
2. Apply policies and procedures to comply with the changing regulations among various payment systems for healthcare services such as Medicare, Medicaid, managed care, and so forth. (NEW)	• Compliance strategies and reporting (Applying, 3)	HIT 2253
3. Support accurate billing through coding, chargemaster, claims management, and bill reconciliation processes.	• Payment methodologies and systems (such as capitation, prospective payment systems, RBRVS) (Analyzing, 4)	HIT 2253
4. Use established guidelines to comply with reimbursement and reporting requirements such as the National Correct Coding Initiative.	• Billing processes and procedures (such as claims, EOB, ABN, electronic data interchange) (Analyzing, 4)	HIT 2253
5. Compile patient data and perform data quality reviews to validate code assignment and compliance with reporting requirements, such as outpatient prospective payment systems.	• Chargemaster maintenance (Evaluating, 5)	HIT 2253
6. Ensure accuracy of diagnostic/procedural groupings such as DRG, APC, and so on.	• Regulatory guidelines (NCDs and QIOs) (3)	HIT 2323 & HIT 2243
	• Reimbursement monitoring and reporting (Evaluating, 5)	HIT 2253
II. Domain: Health Statistics, Biomedical Research, and Quality Management		
II.A. Subdomain: Healthcare Statistics and Research	Healthcare Statistics and Research	
1. Collect, maintain, and report data for clinical indices/databases/registries to meet specific organization needs such as medical research and disease registries.	• Indices, databases, and registries (Analyzing, 4)	HIT 2233
2. Collect, organize, and present data for quality management, utilization management, risk management, and other related studies.	• Vital statistics (Evaluating, 5)	HIT 2233
3. Comprehend basic descriptive, institutional, and healthcare vital statistics.	• Healthcare statistics (Evaluating, 5)	HIT 2233

HIM Associate Degree Entry-Level Competencies (Student Learning Outcomes)	Knowledge Clusters (Curricular Components)	Course Taught
	• Descriptive statistics (such as means, frequencies, ranges, percentiles, standard deviations) (Understanding, 2)	HIT 2233
	• Statistical applications with health care data (Applying, 3)	HIT 2233
	• Data selection, interpretation, and presentation (Evaluating, 5)	HIT 2233
	• Knowledge-based research techniques (such as library, MEDLINE, web-based)(Evaluating, 5)	HIT 2233
II.B. Subdomain: Quality Management and Performance Improvement	Quality Management and Performance Improvement	
1. Abstract and report data for facility-wide quality management and performance improvement programs.	• Quality assessment and improvement (such as process, collection tools, data analysis, reporting techniques) (Applying, 3)	HIT 2333
2. Analyze clinical data to identify trends that demonstrate quality, safety, and effectiveness of healthcare.	• Utilization management, risk management, and case management (Understanding, 2)	HIT 2333
	• Regulatory quality monitoring requirements (Applying, 3)	HIT 2333
	• Outcomes measures and monitoring (Applying, 3)	HIT 2333
III. Domain: Health Services Organization and Delivery		
III.A. Subdomain: Healthcare Delivery Systems	Healthcare Delivery Systems	
1. Apply current laws, accreditation, licensure, and certification standards related to health information initiatives from the national, state, local, and facility levels.	• Organization of healthcare delivery in the United States (Analyzing, 4)	HIT 2213
2. Differentiate the roles of various providers and disciplines throughout the continuum of healthcare and respond to their information needs.	• Healthcare organizations structure and operation (Analyzing, 4)	HIT 2213
	• External standards, regulations, and initiatives (such as licensure, certification, accreditation, HIPAA, ARRA) (Analyzing, 4)	HIT 2213
	• Healthcare providers and disciplines (Analyzing,4)	HIT 2213
III.B. Subdomain: Healthcare Privacy, Confidentiality, Legal, and Ethical Issues	Healthcare Privacy, Confidentiality, Legal, and Ethical Issues	
1. Adhere to the legal and regulatory requirements related to the health information infrastructure.	• Legislative and regulatory processes (Applying, 3)	HIT 1213
2. Apply policies and procedures for access and disclosure of personal health information.	• Legal terminology (Applying, 3)	HIT 1213

HIM Associate Degree Entry-Level Competencies (Student Learning Outcomes)	Knowledge Clusters (Curricular Components)	Course Taught
3. Release patient-specific data to authorized users.	• Health information/record laws and regulations (such as retention, patient rights/advocacy, advanced directives, privacy) (Evaluating, 5)	HIT 1213
4. Maintain user access logs/systems to track access to and disclosure of identifiable patient data.	• Confidentiality, privacy, and security policies, procedures, and monitoring (Evaluating, 5)	HIT 1213
5. Apply and promote ethical standards of practice.	• Release of information policies and procedures (Evaluating, 5)	HIT 1213
	• Professional and practice-related ethical issues (Evaluating, 5)	HIT 1213
IV. Domain: Information Technology & Systems		
IV.A. Subdomain: Information and Communication Technologies	Information Technology & Systems	
1. Use technology, including hardware and software, to ensure data collection, storage, analysis, and reporting of information.	• Computer concepts (hardware components, systems architectures, operating systems and languages, and software packages and tools) (Applying, 3)	HIT 1203
2. Use common software applications such as spreadsheets, databases, word processing, graphics, presentation, e-mail, and so on in the execution of work processes.	• Communication and internet technologies (such as networks, intranet, standards) (Applying, 3)	HIT 1203
3. Use specialized software in the completion of HIM processes such as record tracking, release of information, coding, grouping, registries, billing, quality improvement, and imaging.	• Common software applications (such as word processing, spreadsheet, database, graphics) (Applying, 3)	HIT 1203
4. Apply policies and procedures to the use of networks, including intranet and Internet applications, to facilitate the electronic health record (EHR), personal health record (PHR), public health, and other administrative applications.	• Health information systems (such as administrative, patient registration, ADT, EHR, PHR, lab, radiology, pharmacy) (Analyzing, 4)	HIT 1203
5. Participate in the planning, design, selection, implementation, integration, testing, evaluation, and support for EHRs. (NEW)	• Voice recognition technology (Applying, 3)	HIT 1203
	• Health information specialty systems (such as ROI, coding, registries) (Evaluating, 5)	HIT 1203
	• Application of systems and policies to health information systems and functions and health care data requests (Evaluating, 5)	HIT 1203
	• System acquisition and evaluation (Applying, 3)	HIT 1203
IV.B. Subdomain: Data, Information, and File Structures		

HIM Associate Degree Entry-Level Competencies (Student Learning Outcomes)	Knowledge Clusters (Curricular Components)	Course Taught
1. Apply knowledge of database architecture and design (such as data dictionary) to meet departmental needs.		HIT 1203
IV.C. Subdomain: Data Storage and Retrieval	Date Storage and Retrieval	
1. Use appropriate electronic or imaging technology for data/record storage.	• Document archival, retrieval, and imaging systems (Analyzing, 4)	HIT 1203
2. Query and generate reports to facilitate information retrieval using appropriate software.	• Maintenance and monitoring of data storage systems (Analyzing, 4)	HIT 1203
3. Apply retention and destruction policies for health information.		HIT 1103
IV.D. Subdomain: Data Security	Data Security and Healthcare Information Systems	
1. Apply confidentiality and security measures to protect electronic health information.	• System architecture and design (Applying, 3)	HIT 1203
2. Protect data integrity and validity using software or hardware technology.	• Screen design (Analyzing, 4)	HIT 1203
3. Apply departmental and organizational data and information system security policies.	• Data retrieval and maintenance (Analyzing, 4)	HIT 1203
4. Use and summarize data compiled from audit trails and data quality monitoring programs.	• Data security concepts (Applying, 3)	HIT 1203
	• Data integrity concepts (Analyzing, 4)	HIT 1203
	• Data integrity and security processes and monitoring (Applying, 3)	HIT 1203
V. Domain: Organizational Resources		
V.A. Subdomain: Human Resources	Organizational Resources	
1. Apply the fundamentals of team leadership.	• Roles and functions of teams and committees (Evaluating, 5)	HIT 2333
2. Participate in and work in teams and committees.	• Teams/consensus building and committees (Analyzing, 4)	HIT 2333
3. Conduct orientation and training programs.	• Communication and interpersonal skills (Evaluating, 5)	HIT 2333
4. Monitor and report staffing levels and productivity standards for health information functions.	• Team leadership concepts and techniques (Analyzing, 4)	HIT 2333
5. Use tools and techniques to monitor, report, and improve processes.	• Orientation and training (such as content, delivery, media) (Evaluating, 5)	HIT 2333
6. Comply with local, state, and federal labor regulations.	• Workflow and process monitors (Analyzing, 4)	HIT 2333
V.B. Subdomain: Financial and Resource Management	Financial and Resource Management	
1. Make recommendations for items to include in budgets and contracts.	• Revenue cycle monitors (Analyzing, 4)	2253

HIM Associate Degree Entry-Level Competencies (Student Learning Outcomes)	Knowledge Clusters (Curricular Components)	Course Taught
2. Monitor and order supplies needed for work processes.	• Organizational plans and budgets (framework, levels, responsibilities, etc.) (Analyzing, 4)	2253
3. Monitor coding and revenue cycle processes.	• Resource allocation monitors (Analyzing, 4)	2253
4. Recommend cost-saving and efficient means of achieving work processes and goals.		2253
5. Contribute to work plans, policies, procedures, and resource requisitions in relation to job functions.		2253