

Introduction

This document introduces the nonacademic standards, skills, and performance requirements expected of every student in the health information technology program. It is essential for all students entering any of these programs to understand that these requirements are necessary for the satisfactory employment in the field of choice. Reading these standards carefully along with a realistic assessment of your own personality interests, abilities, strengths, and weaknesses will ensure that you choose a program and career path that is a good fit for you.

Students are expected to demonstrate the following skills fundamental to Health Information Technology:

Communication (to exhibit effective interaction with others in verbal and written formats)

- Interpret policies, procedure manuals, medical records and electronic data
- Record such items as numbers, reports, and documentation on client medical records
- Receive and/or share information and instructions with clients, employees, healthcare providers, and insurance companies
- Use proper English skills such as spelling, grammar, and pronunciation

Motor Coordination (to use precautions and carry out tasks using gross and fine motor skills)

- Lift, manipulate, or move 10-50 pounds as needed
- Display good hand and eye coordination
- Effectively operate standard office equipment as required (computer, printer/copier, fax machine, scanner, and calculator)

Mobility (to physically move about and throughout any facility)

- Sit for prolonged periods of time
- Work continuously for up to 3 hours at a time
- Ambulate in small spaces
- Stand, squat, reach above head, push, pull, and/or sort

Sensory (to observe, assess, and perform tasks utilizing auditory and visual senses)

- Perceive and interpret health information, client and employer needs
- Pronounce identifiable information on reports, and office documents and in the electronic health record
- Listen to patient, instructor, or employer verbal communication

Intellectual (to produce outcomes by application, analysis, and use of basic knowledge)

- Use short and long-term memory
- Apply critical thinking techniques to problem-solve
- Work independently and multi-task
- Use business math computations
- Evaluate and organize information and data
- Interpret code books, databases, and reference materials.

Social (to show competence while interacting and communicating with others)

- Work in groups and collaborate with other healthcare professionals
- Be prompt in attendance and professional in appearance
- Maintain stability and maturity in day to day encounters.
- Adapt to various work schedules and environments

Professional Behavior (to have excellent workplace etiquette that defines ones demeanor)

- Maintain confidentiality
- Practice and comply with privacy regulations in writing, speaking, and use of technology
- Be neat and tidy in appearance
- Demonstrate dependability by being on time
- Be respectful at all times and in all interactions
- Comply with the Healthcare and Office Administration Handbook