Health Information Technology
& Medical Coding Specialist
Technical Standards

Students enrolled in the Health Information Technology (HIT) and/or Medical Coding Specialist (MCS) programs should be able to meet the established technical standards as outlined below. These technical standards for the program are representative of those found in the Health Information professions.

You will be required to review these technical standards when you enter the program, and at the point of entry for the Professional Practice Experience course.

Area	Standard	Examples (not inclusive)
Physical Skills	Students must be able to: • Handle, organize, and manage stacks of files, paper, books, supplies and equipment at varying heights	• File records in a file room with shelves of varying height • Transporting documents and records between units or departments • Prepare files for outside storage • Utilize hardcopy codebooks
	Students must be able to: • Utilize computers and required software to access, abstract, manage, interpret, and analyze health information and data	• Review online clinical documentation • Coding and abstracting medical information • Query databases, data mining, and preparation of reports interpreting data
	Students must be able to: • Apply knowledge and experience through demonstrating competency, quality and productivity standards in job responsibilities as outlined in the course competencies and program outcomes	• Conduct Release of Information • Write policies, procedures and performance standards • Cod and abstract medical information • Query databases, data mining, and preparation of reports interpreting data • Prepare records for scanning and indexing; conduct scanning and indexing • Apply organizational policies and procedures
Communication Skills	Student must: • Have effective verbal, nonverbal, written and electronic communication Students must be able to: • Interact appropriately and effectively with patients, patient's representatives, students, faculty, staff, members of the public, and other healthcare professionals • Listen and respond to others in a nonjudgmental, respectful manner • Exhibit non-verbal behaviors that promote positive interactions with patients, families and other healthcare professionals	• Read and interpret clinical documentation for medical coding, preparation of records for release and other Health Information profession related functions • Discuss and ask question regarding documentation and health data with physicians and other clinicians and staff within the healthcare organization • Prepare written and verbal reports regarding health and financial data • Interpret and convey information (clinical, financial, etc.) as needed in the performance of health information management functions

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Critical Thinking Skills	Students must demonstrate: • Critical thinking, problem solving and the decision-making ability needed to analyze and synthesize data and information for performing health information management functions	• Evaluate authorizations for disclosure for appropriateness and respond accordingly • Interpret documentation for the purposes of coding • Investigate root causes for unbilled accounts • Troubleshoot scanners, printers, computers and other equipment
Professionalism	Students must be able to: • Demonstrate professional ethics, cross-cultural competency, and a commitment to an environment of mutual respect, trust, integrity, and reliability in interactions with patients, patient's representatives, students, faculty, staff, members of the public, and other healthcare professionals • Adapt to changing environments inherent to the health information profession and healthcare environments • Effectively under stress; utilize healthy stress management techniques • Demonstrate appropriate impulse control and professional level of maturity • Accepting responsibility for one's own actions	• Avoid participating in gossip, complaining and any other unprofessional communication • Work with patients and staff with varied backgrounds including but not limited to race, ethnicity, gender identity, and socioeconomic status • Communicate unethical or otherwise inappropriate behavior to the appropriate authorities • Present one's self with dignity and integrity through accurately communicating work completed when preparing timesheets etc. • Exhibit consistent and on-time attendance as scheduled • Work cooperatively with intra and inter professional teams • Adapt to change in directives as priorities and goals shift
Safety	Students must be able to: • Respond appropriately to threatening or emergent situations • Apply knowledge, skills and experience to provide a safe work environment • Adhere to safety guidelines and regulations in a variety of healthcare settings	• Follow evacuation procedures in the event of fire or other disaster • Respond to hostile patients, staff or other individuals • Report suspicious behaviors to safety personnel • Complete infection control and other safety training as required

Students may individually discuss the technical standards with a college representative. Reasonable accommodations are available for students with documented disabilities through the Student Accessibility Office, located in C-021, 262.691.5318. For more information related to the reasonable accommodation process, please visit: www.wctc.edu/student-accessibility.

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WCTC School of Health
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262.691.5425 (Phone)

Technical Standard Criteria
Statement of Understanding

Technical Standard Criteria - Statement of Understanding

The Americans with Disabilities Act (ADA) of 1990 (42 U.S.C & 12101. et seq.), the ADA Amendment Act of 2008, and Section 504 of the Rehabilitation Act of 1973 (29 U.S.C & 794) prohibits discrimination of persons because of her or his disability. In keeping with these laws, Colleges of the Wisconsin Technical College System make every effort to ensure a quality education for students. The purpose of this document is to ensure that students acknowledge that they have been provided information on the Technical Standards required of a student in a School of Health Program.

This form is to be reviewed prior to applying for the Health Information Technology and/or Medical Coding Specialist Program. Sign and submit this page on the first day of class.

_____ I have read and understand the *Technical Standard Criteria* specific to a student in a School of Health Program.
(initial)

_____ I am able to meet the *Technical Standard Criteria* as presented with or without accommodation.
(initial)

_____ I was provided with information concerning accommodations or special services if needed at this time.
(initial)

_____   _____
Name of Student (print)   Student ID Number

_____   _____
Student Signature   Date

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