



## Health Information Management (HIM) Program – Information Packet

To apply to the Health Information Management program, students must:

1. Complete the Midland College application (if not already enrolled as a current student). Area of study/interest: Health Information Management. Certificate or Degree: Associate of Applied Science or Certificate-Level 1 (Health Data Coordinator or Medical Coding Specialist). Students not enrolled for two regular semesters (fall/spring) need to re-apply.
2. Complete the online Health Sciences General Application.
3. Complete the HIM Information Packet.
4. Submit the completed **HIM Information Packet** and send unofficial college transcripts to the HIM office at [himhsm@midland.edu](mailto:himhsm@midland.edu).
5. Official transcripts must be sent to the Midland College Registrar's office at [records@midland.edu](mailto:records@midland.edu).

### APPLICATION AND INFORMATION PACKET DUE DATES:

(If the date falls on a weekend the application deadline will be the next business day.)

- Fall Semester - July 5<sup>th</sup>
- Spring Semester - November 10<sup>th</sup>
- Summer Semester - April 25<sup>th</sup>

### NOTE:

- HIM Associate degree applicants must satisfy all areas of the [Texas Success Initiative Assessment \(TSI\)](#). Certificate candidates are exempt.
- Before program acceptance, HIM Associate degree and certificate applicants must review and sign the HIM Student Handbook. Associate degree applicants must also review and sign the Health Sciences Policy and Procedure Manual.
- For any new students, transfer credit will apply for HITT 1205 (or equivalent) and BIOL 2404 (or equivalent) if the final grade is a "C" or better and were completed within five years of program admittance. BIOL 2404 is only required for Associate degree and MCS certificate students.
- Returning students must reapply to the HIM program if they have not enrolled in an HIM program course within a calendar year. Returning students who have not enrolled in an HIM program course within 5 years will need to retake HITT Medical Terminology and BIOL 2404 Anatomy and Physiology (for Associate degree and MCS certificate students) and earn a "C" or better.
- MATH 1342 is required for all Associate degree students. Students completing the online MATH 1342 class at Midland College will need to complete a pencil and paper midterm and final exam at a verifiable testing center. Students are not required to take the exams at Midland College. Students are allowed to use a local college or university's testing center or even the local library if they provide proctoring services. Students are given advance notice of the exam due dates and have a long open window in which they can schedule their testing time – including nights and weekends. If you have specific questions regarding this requirement, please contact the Math & Science Division Office at (432) 685-4561.
- Foreign students must comply with additional requirements set by the college. For these requirements visit: [www.midland.edu/international](http://www.midland.edu/international). Since the program is completely online, foreign students do not qualify for student visa status, however, students can complete the program while living at home or in a different country.

**Notice of proctored exams:** There are identified courses that require proctored exams during the program. Students are responsible for any incurred costs.

**Professional Practice Experience (PPE)/Clinicals Requirements (Associate degree students only):** Students will be required to have a TB screening, vaccinations as required by participating facility, liability insurance, a negative drug screen, and a completed background check prior to any clinical course. *Individuals who have been convicted of a felony may be denied clinical placement by facilities, thereby making completion of the program impossible. The program will not guarantee clinical placement to students with a criminal background.* More information regarding these requirements is provided as the PPE/Clinical time nears. All students should be prepared to do PPE/Clinical at a location apart from where they reside. Any expenses incurred during this time away from home, including transportation, parking, and living expenses are the responsibility of the student and are not included in tuition costs. The clinical requirement may be met in a virtual format.

**Questions about the admission process?** Contact us at [himhsm@midland.edu](mailto:himhsm@midland.edu) or (432) 685-6893

**Email the completed Information Packet to:** [himhsm@midland.edu](mailto:himhsm@midland.edu) or mail to:

Midland College  
Health Information Management Department  
3600 N. Garfield – DFHS (Room 218)  
Midland, TX 79705

# Midland College

## Health Information Management (HIM) Information Packet

Please print or type all information except for signatures:

Name: \_\_\_\_\_ Date: \_\_\_\_\_

MC Student ID: \_\_\_\_\_

### Degree/Certificate Desired:

Associate in HIM  Medical Coding Specialist Cert.  Health Data Coordinator Cert.

Full-Time Student (12 or more credit hours)  Part-Time Student (less than 12 hours)

1. Is your full or part-time status required for financial aid or other aid/scholarships? Yes \_\_\_ No \_\_\_
2. Are you working full-time or part-time? Full-time \_\_\_ Part-time \_\_\_ Not working \_\_\_
3. How many courses (~3 credits per course) are you planning to take during the:  
Fall semester \_\_\_ Spring semester \_\_\_ Summer semester \_\_\_
4. Have you completed your [TSI requirements](#)?  
Reading: Yes \_\_\_ No \_\_\_  
Writing: Yes \_\_\_ No \_\_\_  
Math: Yes \_\_\_ No \_\_\_
5. Have you applied to the Midland College HIM program before? Yes \_\_\_ No \_\_\_, Year: \_\_\_\_\_
6. Have you been convicted of a felony? Yes \_\_\_ No \_\_\_  
If yes, please see the Professional Practice Experience (PPE)/Clinicals Requirements above.

### Health Information Management Work Experience

Please list any related position you have held over the last 10 years.

Dates	Place of Employment	Positions/Duties

## Educational Background

Colleges or Universities

School Name	City/State	Attendance Dates	Degree Earned/GPA

Have all official transcripts been sent Midland College Registrar's Office? Yes \_\_\_ No \_\_\_

If not, please send an official copy of the transcript to [records@midland.edu](mailto:records@midland.edu).

Have all unofficial transcripts been sent to the HIM Program? Yes \_\_\_ No \_\_\_

If not, please send an unofficial copy to [himhsm@midland.edu](mailto:himhsm@midland.edu).

### **PROGRAM STATEMENT**

I understand that keeping my information current is important for communication purposes during enrollment. Initial each statement and sign below.

\_\_\_\_\_ I agree to seek advisement from my instructor if I am concerned about my grade BEFORE dropping any course.

\_\_\_\_\_ I agree to keep my personal information current on the [Canvas Learning System](#) so that my instructors can contact me.

\_\_\_\_\_ I agree to follow Midland College policies regarding conduct including [plagiarism, cheating, and collusion](#).

Printed Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **CONFIDENTIALITY POLICY**

As students in the Health Information Management Program, you will have access to medical information that is considered the property of the patient. All health information is to be kept strictly confidential. Students entering the Program will be required to read and sign a copy of the Confidentiality Agreement (below). This agreement will be kept in the student's academic file in the Program Chair's office. This will be provided to the clinical experience sites prior to attendance. You may be required to sign an additional Confidentiality Agreement at the facility/site.

Never discuss a patient's care or condition except as it relates to the education process in the classroom or at a clinical experience site. Never take photographs or otherwise download information digitally. Never post or transmit any protected health information to any individual or social media site. Any student, enrolled in the program, who accesses or reveals protected health information, except in the conditions as stated, is subject to **immediate expulsion** from the program.

Students who violate HIPAA or TX Bill 300 pertaining to the privacy and confidentiality of personal health information will be removed from the program. In addition to expulsion from the program, the student may also face civil or criminal penalties as imposed by federal or state law.

According to the Office of Inspector General (OIG), any HIPAA violations may be imposed on individuals divulging confidential information whether intentional or unintentional and subject to civil fines up to \$250,000 per occurrence based on Texas State Law.

### **MIDLAND COLLEGE HEALTH INFORMATION MANAGEMENT PROGRAM CONFIDENTIALITY AGREEMENT**

I understand and agree that in the performance of my duties as a student in the Health Information Management Program, I must hold patient information in strict confidence. Furthermore, I understand and agree that intentional or voluntary violation of the patient's confidentiality will result in immediate dismissal from the clinical site, expulsion from the HIM program, and any civil or criminal penalties the law chooses to impose.

**PRINTED NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**HEALTH INFORMATION MANAGEMENT PROGRAM  
SERVICE WORK POLICY**

Students may not take the responsibility or the place of qualified staff. However, after demonstrating proficiency, students may be permitted to undertake certain defined activities with appropriate supervision and direction. Students may be employed in the field of study outside regular educational hours, provided the work does not interfere with regular academic responsibilities. The work must be non-compulsory, unpaid, and subject to standard employee policies.

***HIM STUDENT HANDBOOK ACKNOWLEDGEMENT***  
***HIM CLINICAL HANDBOOK ACKNOWLEDGEMENT***

I understand that I have access to the student handbook, and I agree to read the Student Handbook before the first day of class, and I will comply with the requirements contained in it. I understand this Student Handbook may be updated on the first day of classes. I further understand that I am responsible for following procedures as changed and published in the HIM Student Handbook throughout my enrollment.

I further understand that I have access to the Clinical Handbook and I agree to read the Clinical Handbook before the first day of my clinical placement. I agree to comply with the requirements contained in the handbook. I understand that policies and procedures may be updated prior to the first day of my clinical and will abide by these changes.

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Student Signature

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Date

## **HIPAA Information and Guidelines For HIM Students**

### **What you need to know, as a student, about HIPAA:**

- ❖ As a student performing a clinical rotation at any clinical site, you will have access to protected health information.
- ❖ Federal and state laws protect this protected health information.
- ❖ It is illegal for you to use or disclose this protected health information outside the scope of your clinical duties at any of the clinical sites.

### **Guidelines for the use of this information are as follows:**

- ❖ You may use this information as necessary to care for your patients.
- ❖ You may share this information with other healthcare providers for treatment purposes only.
- ❖ Do **NOT** photocopy patient information unless under the supervision of HIM personnel in the rotation of "release of information".
- ❖ Access the minimum amount of information necessary to care for your patient or carry out an assignment.
- ❖ Do not record patient names, dates of birth, address, phone numbers, social security number, etc., on the assignments you will turn in to your instructor. When students need to refer to chart, use account number only.
- ❖ You may only access the protected health information of patient's charts that you are processing for clinical experience as required to complete task.
- ❖ Be aware of your surroundings when discussing protected health information. It is inappropriate to discuss patients in elevators, cafeteria, or other public areas.
- ❖ It is not appropriate to discuss protected health information with anyone who is not involved in their care.
- ❖ If you have questions about the use or disclosure of protected health information, contact your instructor.

I have read and understand the information on this information sheet. I realize that there are civil and criminal penalties for the unauthorized use and disclosure of protected health information. I will abide by the guidelines when completing my clinical rotation.

Name of Student (please print)

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Signature of Student

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Date

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***(Please keep a copy of this page for your reference)***

**Midland College  
Health Sciences Division**

***Release of Information Form***

I, \_\_\_\_\_, do hereby authorize the Midland College Health Sciences Division to release the following information to clinical agencies.

Criminal Background Check

Drug Test Results

Lab Testing Results (TB testing)

Proof of OSHA Training (completed prior to clinical courses)

Proof of Insurance Coverage

Date of Birth

Social Security Number

I understand that this form may be revoked at any time, providing that the information has not been already disclosed. I may only revoke this authorization by notifying, in writing, the Health Sciences Division Office. I understand that this authorization will expire when I am no longer enrolled in any Health Science program/class.

Printed Student Name \_\_\_\_\_

Signature of Student \_\_\_\_\_

Date \_\_\_\_\_

**For Division Use**

Date received: \_\_\_\_\_

Date information released: \_\_\_\_\_

Person sending information: \_\_\_\_\_

***\*This page is ONLY required for students with these credentials.***

**Credit for CCS, CCS-P, CCA, or CPC**

If you have a current CCS, CCS-P, CCA, CPC, COC, or CIC credential or current licensure that requires completion of Medical Terminology, and maintain your CEUs while attending college, you may receive credit for the following classes.

Proof of the active credential must be submitted to the HIM program at [himhsm@midland.edu](mailto:himhsm@midland.edu) upon renewal each year while the student is enrolled in the program.

Credits Awarded Per Licensure	Credential						
	Clinician with Current License that requires completion of Medical Terminology	AHIMA			AAPC		
		CCS	CCS-P	CCA	CPC	COC-formerly CPC-H	CIC-New AAPC Cert.
HITT 1205-Medical Terminology	X	X	X	X	X	X	X
HITT 1341-Coding&Classification Systems		X		X			X
HITT 1342-Ambulatory Coding		X	X	X	X	X	
HITT 2335-Coding&Reimbursement Methodologies		X	X		X	X	X
HITT 2340-Advanced Medical Billing & Reimbursement		X	X		X	X	X
HITT 2161-Coding Clinical		X	X		X	X	X

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Email your documentation to: [himhsm@midland.edu](mailto:himhsm@midland.edu) or mail to:**

Midland College  
Health Information Management Department  
3600 N. Garfield – DFHS (Room 218)  
Midland, TX 79705

<b><i>For Office Use Only:</i></b>	
Certificate Earned	
Credential Number	
Date Credentialed	
Next Renewal	
Comments:	



**For Associate Degree Students - Request for PPE/Clinical Site Selection for HITT 2160**

1. It is important that students submit this form during the 3<sup>rd</sup> semester or at least 2 semesters *prior* to taking HITT 2160 by emailing it to [himhsm@midland.edu](mailto:himhsm@midland.edu).
2. The HIM Program on behalf of Midland College must establish an affiliation agreement with all new clinical sites which can take up to 6 months. The affiliation agreement along with other state mandated requirements must be on file at Midland College before students may begin their Professional Practiced Experience (PPE)/Clinical.
3. Completing this form does not guarantee that the facility will accept clinical students. Students will be placed at approved facilities as close as possible to those requested below.
4. **DO NOT CONTACT the facility to ask about the PPE/Clinical unless otherwise instructed.** The HIM/HSM Advisor/Coordinator or Class Instructor will make a formal introduction.
5. The clinical requirement may be met in a virtual format.

*Please read the HIM Student Handbook for other information regarding clinical requirements, student responsibilities, and documentation needed prior to beginning clinical site visits.*

**Required Information:**

Anticipated Semester for PPE/Clinical: \_\_\_\_\_

City and County of Facility: \_\_\_\_\_

College in the area: \_\_\_\_\_

<i>Student Info:</i>	<u>Last Name</u>	<u>First Name</u>	<u>Phone Number</u>	<u>Email address</u>
<b>Clinical Site Information</b>				
First Choice:	Hospital Name		Address	
	HIM Director's Name		Phone Number	
Second Choice:	Hospital Name		Address	
	HIM Director's Name		Phone Number	
Alternative Site:	(Physician group practice or other site: Home Health, Rehab, Dept. of Health, etc.)			
	Name of Facility		Address	
	Contact Name & title		Phone Number	

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**End of HIM Informational Packet**