Technical Standards for Health Information Technology

Our program technical standards have been developed to help students understand nonacademic standards, skills, and performance requirements expected of a student in order to complete this particular curriculum.

If an accommodation is necessary to participate in the program, it is imperative to identify a reasonable accommodation to those students who qualify under the Americans with Disabilities Act (ADA). Reasonableness is determined by the Disability Services Office (DSO) and the program on a case-by-case basis utilizing the program technical standards. The accommodation needs to be in place prior to the start of the program, or it may delay your ability to start the program. It is the student's responsibility to contact the DSO and request accommodations.

Skills	Description	Specific Examples (Included but not Limited to):
Motor Skills	Ability and dexterity necessary to efficiently assemble, file and transport medical records to various locations.	-Walk, sit, stand, stoop and reach for an extended period of time. (Physical demands exceed that of sedentary work) -Must be able to exert up to twenty-five pounds of force and/or lift/move objects up to twenty-five pounds.
Vision	Ability to observe laboratory exercises and clinical experiences. Ability to access materials used in Health Information Management (HIM) settings.	-Access names/numbers on charts on paper or computerized medical records/reports/databases. -Distinguish colors in color coded systems, interpret code books and reference materials, and prepare office layouts, design forms and computer screens.
Technological	Ability to use computer programs following written instructions. Ability to calculate mathematical information.	-Use word processing, spreadsheet, presentation, database, flow-charting software, and health information programs (e.g., electronic health records, encoders, tracking systems, etc.) -Use mathematical formulas to determine percentages/decimals; determine time; use metric systems, use/display descriptive statistics to calculate hospital statistics, productivity information, quality improvement studies, budgets, equipment and supply needs/costs, medical bills, etc.

Skills	Description	Specific Examples (Included but not Limited to):
Communication	Ability to communicate verbally, non-verbally and in written form and use proper format, punctuation, spelling and grammar.	-Receive/share information/instructions from instructors, patients, physicians, and others in didactic and/or clinical setting -Accurately elicit and access information in academic and clinical setting to communicate and document effectively -Recognize, interpret and respond to nonverbal behaviors.
Critical Thinking/ Problem Solving	Ability to use calculation, problem solving, reasoning and judgement to comprehend and process information within a reasonable time frame as determined by faculty and the profession. Ability to prioritize, organize and manage tasks and responsibilities efficiently.	-Measure, collect, interpret and analyze written and verbal health information. -Arrange multiple tasks, integrate information and make decisions in a prompt and timely manner. -Perform safely and ethically in academic and clinical experience settings
Interpersonal Skills	Ability to exercise good judgment and interact with a diverse population which includes varied races, ages, socioeconomic and ethnic backgrounds and menta/ health and/or medical problems. Ability demonstrate professionalism, adapt to change quickly and work alone or on teams. Ability to demonstrate integrity and sincerity, compassion and sensitivity in areas of patient care.	-Develop effective collegial and/or professional working relationships with classmates, instructor, and clinical team -Work with multiple classmates, health care team and/or patients simultaneously in stressful conditions -Accept responsibility and accountability for one's own actions. -Abide by the American Health Information Management Association (AHIMA) Code of Ethics and professional standards.

This document is intended to serve as a guide regarding the physical, emotional, intellectual and psychosocial expectations placed on a student. This document cannot include every conceivable action, task, ability or behavior that may be expected of a student. Meeting these technical standards does not guarantee employment in this field upon graduation. Ability to meet the program's technical standards does not guarantee a student's eligibility for any licensure, certification exam, or successful completion of the degree program.