



**PANOLA COLLEGE**  
**HEALTH INFORMATION TECHNOLOGY**  
**STUDENT HANDBOOK**  
**2024-2025**

The policies and procedures contained in the Health Information Technology Student Handbook have been approved by the following officials of Panola College:

  
\_\_\_\_\_  
Rachel Weekly, RHIT  
Chair, Health Information Technology Programs


08/12/2024

\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Natalie Oswalt  
Dean of Career and Technical Programs

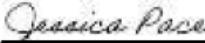
8/9/2024

\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Dr. Billy Adams  
Vice President of Instruction

08/12/2024

\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Dr. Jessica Pace  
President

08/09/2024

\_\_\_\_\_  
Date

# Table of Contents

MESSAGE TO STUDENTS.....	1
HIT FACULTY AND STAFF.....	2
MISSION AND AFFILIATIONS.....	3
STATEMENT OF NON-DISCRIMINATION.....	4
ACCOMMODATIONS AND DISABILITIES SUPPORT.....	5
PREGNANT AND PARENTING STUDENTS .....	5
ABOUT HEALTH INFORMATION TECHNOLOGY PROGRAM.....	5
STUDENTS OF ALLIED HEALTH PROGRAMS .....	5
RISKS OF HEALTHCARE PROVIDERS.....	5
STUDENT RESOURCES.....	6
STUDENT HEALTH AND SAFETY.....	7
CAMPUS SECURITY.....	8
ACCESS TO HEALTH INFORMATION TECHNOLOGY HANDBOOK.....	8
STUDENT ETHICS.....	9
<b>HEALTH INFORMATION TECHNOLOGY PROGRAM POLICIES</b>	
I. REQUIRED CRITERIA.....	11
Admission.....	11
Age.....	11
Health.....	11
Clinical Site and Pregnancy.....	11
Immunization.....	12
Required Vaccinations for Students.....	12
Acceptable Evidence of Vaccination.....	13
Criminal Background Check and Drug Screening.....	13
Physical Examination.....	14
Additional Expenses.....	14
Graduating Students.....	14
II. PROFESSIONALISM.....	14
Attendance.....	15
Dependability.....	16
Effective Communication Skills.....	16
Ethical Conduct.....	16
Electronic Devices.....	17
III. DISCIPLINARY ACTION.....	17
IV. PROGRESS AND EVALUATION.....	17
Courses and Grades.....	17
Conferences.....	17
V. TOBACCO/SMOKING.....	18
VI. HEALTH INFORMATION TECHNOLOGY SUBSTANCE ABUSE POLICY.....	18
VII. UNIFORM/DRESS CODE.....	19
VIII. GRIEVANCES .....	20
IX. SOCIAL MEDIA POLICY.....	20
X. ARTIFICIAL INTELLIGENCE POLICY .....	21
X. APPLIED PROFESSIONAL PRACTICE EXPERIENCE POLICY (CLINICAL/PRACTICUM) .....	22
<b>ATTACHMENTS.....</b>	<b>23-32</b>

## Message to Students

Welcome to the Health Information Technology program at Panola College. You have chosen a very exciting and rewarding profession. Our goal is to provide you with the knowledge and skills required to provide quality Health Information Technology services.

The purpose of this handbook, in addition to offering a word of welcome, is to share information. This information will better help you understand the Health Information Technology (HIT) program goals, mission, policies, the faculty teaching pedagogy and our philosophies of HIT. Health Information Technologist practitioners adhere to a professional code of ethics. Because of this, some HIT policies within this handbook may differ from those of Panola College as described in the Panola College Catalog and the online college *Student Handbook*. As a HIT student, you are expected to follow the policies and guidelines from all three resources.

It is through cooperation between students and faculty that the common goal of learning is achieved. Competence in the HIT profession is developed through diligence and hard work in the clinical environment as well as in the classroom. Your experience in the upcoming months will be both challenging and rewarding.

We are dedicated to your success and welcome your questions by phone or e-mail. Please refer to the HIT programs website or course syllabi for specific methods for contacting us.

We look forward to sharing our knowledge and experiences with you.

Sincerely,

The Faculty and Staff of the HIT Department

## **HIT Program Faculty and Staff**

You will have the opportunity to learn from several instructors with diverse backgrounds, as well as guest speakers from Clinical sites around the Ark-La-Tex. Below are the full time and part time staff members that comprise the HIT faculty team.

**Rachel Weekly, BAAS, RHIT – Chair of HIT Program**

**Kim Bishop, RHIT, MLT (AMT), RMA, AHI (AMT) – HIT Instructor**

**Kelley Hammond – Support Specialist**

You are the reason we are here.

Each semester you will be given opportunities to let us know what we can do to enhance your educational experiences.

## **PROGRAM MISSION**

The Health Information Technology Program, like Panola College, shapes its mission around the needs of the people of the service area. Currently our community calls for more healthcare personnel, particularly in the allied health fields of Health Information Technology. Our program is dedicated to advancing the integration of healthcare and technology through innovative education, cutting-edge research, and community engagement.

We provide a comprehensive and interdisciplinary education module that emphasizes the ethical practices, critical thinking, and applications of technology in health information and innovation which are necessary for allied health.

The focus of the Panola College Health Information Technology Program is preparing competent novice allied health professionals as Health Information Technologists and Medical Coding Technicians.

Graduates with a Certificate in Medical Coding may sit for the Certified Coding Associate (CCA) exam and graduates with an AAS in Health Information Technology may sit for the Registered Health Information Technician (RHIT) exam from the American Health Information Management Association (AHIMA).

## **AFFILIATIONS**

### **CONTROLLING AGENCY**

The controlling agency is Panola College, Carthage, Texas.

### **ADMINISTRATION AND FACULTY**

President	Dr. Jessica Pace
Vice President of Instruction	Dr. Billy W. Adams
Dean of Career and Technical Programs	Mrs. Natalie Oswalt
Chair, Health Information Technology	Ms. Rachel Weekly

### **ACCREDITATION AND APPROVAL**

Panola College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award Associate Degrees. Panola College also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Panola College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website. (<https://sacscoc.org/>)

## **PROGRAM ACCREDITING AGENCY**

The Health Information Technology Program is accredited through:  
*Commission on Accreditation for Health Information  
And Information Management Education (CAHIIM)*  
233 N. Michigan Ave., 21<sup>st</sup> Floor  
Chicago, IL 60601



## **AFFILIATED CLINICAL AGENCIES/FACILITIES**

Panola College HIT Program is very fortunate to have various clinical affiliations throughout East Texas to provide our students with clinical experiences. We are grateful to these agencies for opening their doors to our students as guests. Panola College signs a legally binding affiliation agreement with each clinical agency stipulating that faculty and students will abide by the rules and regulations governing that agency while we are in the clinical facility.

## **STATEMENT OF NON-DISCRIMINATION**

It is the policy of Panola College not to discriminate on the basis of age, race, color, religion, sex, national or ethnic origin in admissions, educational programs, activities, scholarship and loan programs, athletic or other college administered programs, or in its employment policies. Panola College is committed to equal opportunities for physically or mentally handicapped students/individuals in compliance with federal regulations, Sec. 504, Rehabilitation Act of 1973.

## **ACCOMMODATIONS AND DISABILITIES SUPPORT**

Panola College students with documented limiting factors and disabilities who would like to request accommodations for academic barriers in an Allied Health Program should notify the Accommodations and Disability Support (A&DS) office early in the semester to assist in the student's success. Acquiring approval at the start of the semester will allow appropriate accommodations and/or support services to be adopted and implemented as applicable to the student's needs and program and course requirements. By federal law, a student requesting academic adjustments must provide supporting documentation from a licensed professional as proof of their disability or support of limiting conditions to the A&DS department. Upon approval of any A&DS support or services, the A&DS will send the documentation to your instructors. However, it is always a good practice for the student to notify their instructor(s) by written request to use any approved accommodations and/or support services. This will provide as a reminder to the instructor(s) to apply appropriate accommodations for the semester course. Note that approval of accommodations and/or support must be made **each semester** by the A&DS office. For more information: <https://www.panola.edu/disabilitysupport>

Students with disabilities must meet program objectives without major or unreasonable accommodation to the school or clinical setting. An applicant would be considered ineligible when his/her physical, emotional and/or intellectual disability:

1. Prohibits the student from achieving the knowledge and/or manipulative skills required of the respective Health Information Technology Program.

2. Creates a potential hazard to the student and/or recipient of health care services, faculty or another student.

## **Pregnant and Parenting Students**

Panola College follows Texas Senate Bill 412 in full compliance. Students whom are pregnant or parenting can find the Panola College Pregnant and Parenting Policy online.

<https://www.panola.edu/pregnant-and-parenting-students>

## **HEALTH INFORMATION TECHNOLOGY PROGRAMS**

An overview of the HIT programs may be found online at: <https://www.panola.edu/hit>

Curriculum for the Medical Coding Certificate and Health Information Technology AAS Degree can be found in the Panola College Catalog: <https://pccatalog.panola.edu/degrees>

## **STUDENTS OF THE ALLIED HEALTH PROGRAMS**

As an Allied Health student and a beginning health care provider, it is necessary for the student to possess certain physical and mental abilities and related skills including but not limited to:

1. Physical proficiency and dexterity to perform the tasks related to the duties of the profession.
2. Mental/Emotional stability to demonstrate appropriate behavior at all times.
3. Energy to fulfill responsibilities required of the profession.
4. Adequate visual acuity and adequate color vision (with corrective devices as needed).
5. Adequate auditory acuity (with corrective devices as needed).
6. Speech which is understood by *all* persons across the life span.
7. Adequate tactile ability.
8. Manual dexterity of all limbs.
9. Strength to push, pull, and lift in accordance with assignments.
10. Strength/ability to carry, stoop, squat and bend in accordance with assignments.
11. Ability to:
  - a. Reach above shoulder area.
  - b. Stand/walk for long periods of time
  - c. Organize and effectively manage time to meet deadlines.
  - d. Perform neat and accurate work.
  - e. Respond to increasing pressure, emergencies and workloads.
  - f. Set priorities.
  - g. Communicate effectively with the health care team and client, both verbally and non-verbally.

## **RISKS OF HEALTH CARE PROVIDERS**

There are potential risks during clinicals at the various facilities which may include, but are not limited to the following: Communicable and infectious diseases, cuts, punctures, slippery floors, electrical and chemical hazards, assault and battery.



## STUDENT RESOURCES

The HIT program and Panola College would like to ensure that all students have access to student resources that will promote success. To assist students in accomplishing their educational goals Panola College has assessed the needs of their students and implemented targeted improvement measures to remove student barriers.

Students may find Student Resources online at <https://www.panola.edu/resources>.

### PRINTER SERVICE:

Wireless print stations are in the M.P. Baker Library and the Health and Natural Science (HNS) building. The HNS building only offers wireless print, while the library offers copy and print services. Follow the library's Printing @ Panola Instruction Guide to use low-cost printing. Students may find the instruction guide on the M.P. Baker Library Services website.

<https://libguides.panola.edu/services>

### TEXTBOOKS:

The faculty chooses textbooks for the Health Information Technology (HIT) program based on currency and appropriateness to the curriculum design. Required textbooks/e-books, or access codes will be in the course syllabus along with other recommended readings. Textbooks/eBooks and access codes are available in the Panola College bookstore. <https://www.panola.edu/student-services/panola-college-store>

### STUDENT FINANCIAL AID SERVICES:

There are numerous financial aid opportunities available through the Panola College Financial Aid office. Occasionally grants or scholarships become available specifically for career and technical students. Students are encouraged to have a financial aid application on file. Visit the online *Panola College Catalog* for financial aid and scholarship opportunities.

<https://pccatalog.panola.edu/financial-aid-opportunities>

### LIBRARY FACILITIES:

The M.P. Baker library on the main campus is also known as the Learning Resources Center (LRC). The LRC includes the library collection and the Instructional Media Services Department. The growing collection of online resources, books and audiovisuals supports all programs at Panola College. Students in the Health Information Technology program may be given assignments that require the use of the LibGuides and other LRC services. It is the student's responsibility to know how to access the resources of the library. Orientation tours and reference classes are available on request. <https://www.panola.edu/library>

### SIMULATION AND INTERACTIVE SKILLS LABS:

Skills and Simulation laboratories are held in the HNS building to provide the students independent and supervised practice of clinical skills and application of clinical practice. Faculty may refer students to the skills laboratory or simulation laboratory for return demonstration of selected competencies/skills. Use of these labs is a privilege and students must abide by all policies. The college offers an immersive interactive projection room for all programs in the Mathews Foundation Energy Building.

### MESSAGES:

While in a classroom or clinical setting the department support specialist will take only emergency messages for students. Please encourage family and employers not to call the Health Information Technology Department except in emergencies.

### ADVISING SERVICES:

Advising services are available through Panola College HIT Faculty. The primary function of the advising program is to help students adjust to the college environment as well as to provide academic and career counseling. Students in the Health Information Technology program may also receive career guidance from program instructors. Students are responsible for identifying advising needs (both academic and personal) and requesting assistance or referrals.

### CONFERENCES:

Conferences will be scheduled individually at any time the instructors feel a conference is warranted. All instructors will have posted office hours. Students may request a conference at any time. If needed, the student may also schedule a conference with the appropriate Chair of the Health Information Technology Program to express any concerns or problems.

### TUTORING:

Panola College offers [tutoring in-person on all three campuses](#) and online through [Upswing](#).

## **STUDENT HEALTH AND SAFETY**

### INFECTION CONTROL GUIDELINES

The Panola College HIT program promotes safety for all students, staff, faculty, and patients. The HIT program complies with accepted policies, standards, and guidelines set forth by the Centers for Disease Control (CDC), the Occupational Safety and Health Administration (OSHA), and Standards for Nursing Practice for the State of Texas.

In the event a student becomes exposed to blood or body fluids, the exposure should be reported to the clinical instructor, program Chair, and the authorities in the health care agency. Guidelines from the agency for such exposure should be followed including documentation.

### ACCIDENTS/INJURY

- It is the responsibility of the student to notify the instructor **IMMEDIATELY** if they are involved in a patient care incident. Appropriate action, as dictated by the facility's policy, will be taken.
- If any class room injuries occur to student- call 911, if appropriate, and notify Human Resources and the Vice President of Instruction.
- If an injury occurs to a student at the clinical site that warrants an emergency response call 911. If injury is not an emergency, the student must follow up with their medical doctor (at their own expense).
- An incident report must be completed, a copy kept in students file, and Human Resources notified.
- The student must obtain a medical release from their medical doctor and present it to the instructor before they can return to clinical rotation.
- Students who are unable to attend class because of extenuating circumstances such as illness, accident, or hospitalization should notify the instructor and be prepared to supply the instructor and others with any written verifications of the absence request. Absences will be considered on a case by case as related to extenuating circumstances as listed within the policies in this manual and the *Student Handbook*. The Chair of the Health Information Technology Program in coordination with the course instructor and student will develop an individualized plan in response to specific needs.

## CAMPUS SECURITY

The Panola College Police Department's overriding mission is to protect and serve the college community by enhancing the safety and quality of life for students, faculty, and staff through education, problem solving, and enforcement.

The Panola College Police Department is here to serve and protect the social and academic environment that sustains and encourages moral and intellectual growth while preserving the legal rights of individuals.

Composed of certified law enforcement officers, our officers have the power to enforce all Texas laws and college regulations on the property owned or operated under the direction of Panola College.

Available 24/7, our officers and/or additional staff members are available to assist you in person or by telephone. The force serves the staff and students by helping to maintain the safety and security of each person and his/her possessions while on campus.

Located in the Maintenance Building, our police department is on the Carthage campus beside the student apartments.

### Police Contact

EMERGENCY (Police/Fire/Ambulance)	911
NON-EMERGENCY (Crimes/Theft/Auto Accidents without Injuries, Etc.)	
On-Campus Landline	ext. 1111
Campus Police	(903) 693-1111
Carthage Police Department	(903) 693-3866
Center Police Department	(936) 598-2788
Marshall Police Department	(903) 935-4575

## ACCESS TO HEALTH INFORMATION TECHNOLOGY STUDENT HANDBOOK

The Health Information Technology Program Handbook is accessible online at <https://www.panola.edu/hit>

All Health Information Technology students at Panola College are required to abide by the guidelines and policies set forth in this student handbook. Students in the Health Information Technology Programs are also required to abide by the guidelines and policies in the ***Panola College Catalog*** and the online ***Student Handbook***.

A virtual copy will also be incorporated into the student's online program orientation prior to their first semester. Students will [sign a virtual statement](#) before the first day of class to verify they have received and read the handbook and agree to abide by the guidelines set forth. Example Statement: ***Attachment A***.

Panola College Health Information Technology Program hereby reserves and retains the right to amend, alter, change, delete, or modify any of the provisions for the Health Information Technology Student Handbook at any time and in any manner deemed to be in the best interest of Panola College. Currently enrolled students will be informed of any changes.

## **STUDENT ETHICS**

Students enrolled into the Health Information Technology programs are expected to behave in ways that reflect high ethical standards. The HIT program expects students to adhere to the basic guidelines regarding ethical behavior in the classroom as defined in the *Student Handbook*. In addition to those guidelines the HIT program has further clarified ethical expectations as described below.

Students in the HIT program are expected to:

1. Follow the codes of conduct and policies described in this manual and any additional requirements included in the HIT course syllabi.
2. Use their own knowledge and skill to complete examinations without referring to others' answer, class notes or other references unless specifically permitted by the instructor. Students who fail to comply with this standard can expect to receive a zero on the exam any may be subject to further disciplinary actions.
3. Use their own knowledge to write papers, analyze activities or compile research information. They shall not plagiarize, quote or copy other persons' works without giving proper recognition as stated in a standard style manual or resource. Students who fail to comply with this standard can expect to receive a zero on the assignment and may be subject to further disciplinary actions.
4. Assume that each assignment completed in class or outside of class is to be done without consultation of another current or former class member unless specifically and clearly permitted by the instructor. If the student is unsure, it is the student's responsibility to clarify this with the instructor PRIOR to submitting the assignment.
5. Students will test at home using the online proctoring program. Using ANY unauthorized outside resources while taking exams will result in an automatic ZERO. Your testing session will be recorded, including sounds. Your instructor will review any discrepancies flagged during the exam. If, upon review of your recorded exam, your instructor determines that you have cheated, you will receive a ZERO on the exam. Further, the student will have at-home testing privileges revoked.
6. Respect instructors and other learners.
  - They may not insult, slur, raise their voice to or degrade Panola College faculty or staff, instructors, other health professionals or students. (These expectations do not infringe upon a student's right to raise questions and request clarification, but they do define parameters in which the question or clarification is expressed.)
  - Students will refrain from engaging in side conversations during class. Students may not allow their cell phone to adversely affect the learning environment.

- Students shall not use tobacco or vapor products on Panola College campuses or while remote testing.
  - Students will honor commitments by being on time for classes, field trips, and clinical duties. When students are not on time or absent, they will follow the appropriate procedures. (Refer to attendance and absence notification procedures in this manual and in course syllabi.)
7. Respect the limited resources of furniture, fixtures, textbooks, computers, instructional technology, supplies, library books, and journals. Students shall not mutilate, deface, damage or withhold resources for their own use.
  8. Conserve limited resources by using only supplies needed for completion of assignments and maintain equipment in good working order. They shall not waste supplies or misuse equipment. It is the student's responsibility to report any damaged resources to the course instructor or program chair.
  9. Assist in maintaining class and laboratory rooms in HIT good order. They shall not leave these rooms dirty, cluttered, littered or in disarray or disorder upon completion of their assignment in each room.
  10. Complete all assignments by the scheduled date and time or make satisfactory arrangements with the course instructor for an extension. Students should not expect to receive equal consideration in grading unless such arrangements are made.
  11. Comply with and act upon safety procedures when working with peers, patients and equipment whether in class, lab, or clinic. Under no circumstance shall a student endanger the safety and welfare of patients, other students, faculty and staff.
  12. Comply with all policies and procedures established by the Health Information Technology Department and all clinical facilities. This includes expectations outlined in each HIT course syllabus. They shall not exempt themselves without specific permission by a faculty member or clinical educator.
  13. Respect the confidentiality of patient information regardless of source (patient, therapist, records)
  14. Respect the confidentiality of information shared in the classroom. All discussions held in the classroom, lab or clinical facilities are to be considered confidential in nature.
  15. Work in cooperation with and respect for peers and other health care team members.
  16. Respect the property and property rights of the HIT program and other allied health faculty and staff, all allied health students, clinical facility and staff and patients. They shall not remove or borrow property without permission and shall not damage or misuse Panola College property, or any clinical-related properties.
  17. Respect other student's projects. Students shall not handle, steal, alter, deface or otherwise harm another student's project, especially in a manner which might cause the student to earn a lower grade.
  18. Honor commitments made with peers, College faculty, staff, and clinical educators. This includes timely notification in advance, when unable to keep a commitment. Clinical site or learning site abandonment (leaving without notice and/or permission) is grounds for dismissal from the Program.

19. Function within the role of a student. If you are unsure if certain actions are outside of the role and scope of a student, ask before acting.

Panola College HIT Students will also follow the *AHIMA Code of Ethics*:

The following principles are based on the core values of the American Health Information Management Association and apply to all AHIMA members, non-members CCHIIM certifications, and students

1. Advocate, uphold, and defend the consumer'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 regard 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. Use technology, data, and information resources in the way they are intended to be used.
6. Advocate for appropriate uses of information resources across the healthcare ecosystem.
7. Recruit and mentor students, peers and colleagues to develop and strengthen professional workforce.
8. Represent the profession to the public in a positive manner.
9. Advance health information management knowledge and practice through continuing education, research, publications, and presentations.
10. 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.
11. State truthfully and accurately one's credentials, professional education, and experiences.
12. Facilitate interdisciplinary collaboration in situations supporting ethical health information principles.
13. Respect the inherent dignity and worth of every person. ([AHIMA, 2019](#))

## HEALTH INFORMATION TECHNOLOGY PROGRAM POLICIES

### I. REQUIRED CRITERIA

1. **Admission:** The Health Information Technology programs are "Open Admission" programs. There is no application or interview process. Any student that meets the criteria, is admitted to the program and may register for courses after meeting with an advisor.
2. **Age:** Student must be at least **seventeen (17) years old (to attend clinical rotations).**

3. **Health:** Student must be physically and mentally capable of performing the necessary tasks and skills required of the profession. Please speak to the instructor **IMMEDIATELY** if you have any functional limitations and complete the *Limitations and Liability Release Form – Attachment B*.
4. **Clinical Site and Pregnancy:** In order to enter or remain in a Health Information Technology Program, a pregnant student **MUST** submit the following:
  - A statement from her physician as to any limitations while in or continuing in the program. *This must be provided before going to clinical:* A “limitations and liability” witnessed document – Attachment B- from the student to the effect that neither the school nor the clinical facility will be held responsible for any unforeseen consequence, completed **prior** to clinical.
  - A pregnant student who does not have a current negative tuberculosis (TB) skin test must present a document from her doctor stating she is free from tuberculosis, **prior** to clinical.
  - If student is unable to provide required documentation **prior** to clinical the student will need to contact the HIT Department Chair.
5. **Immunizations:** [Source of immunization requirements: Title 25 Health Services, Part I, Subchapter B, §§97.64 of the Texas Administrative Code](#) (updated July 28, 2016).

All required immunizations must be kept current. Students must supply proof of required immunizations by the deadline provided at orientation (demerits will be issued for not meeting immunization deadlines). In addition, students must meet the college immunization requirements as well as any individual facility requirements when attending clinical.

#### **Required Vaccinations for Students Enrolled in Health-Related Courses in Institutions of Higher Education:**

This section applies to all students enrolled in health-related courses, which will involve direct patient contact. Students may be enrolled while obtaining the required vaccines but cannot be in simulation or clinical until vaccination status is current.

- One dose of tetanus/diphtheria/acellular Pertussis (TDAP) is required followed by TD every 10 years.
- Students who were born on or after January 1, 1957 and do not present with a positive MMR titer must show acceptable evidence of vaccination of two doses of measles, mumps, and rubella (MMR) vaccine administered since January 1, 1968 and a positive rubella titer.
- Students shall receive a complete series of hepatitis B vaccine (3) **OR show serologic confirmation of immunity (titer)** to hepatitis B virus. Shots in progress must be #1 documented by the deadline provided at orientation, #2 one month after first dose, and #3- six months after first dose. If, after six (6) doses of vaccine, the student produces a negative titer then the student shall be deemed a non-responder and is considered to have met the criteria.
- Students shall show documentation of a positive varicella titer. Students showing a negative titer shall receive the varicella vaccination and titer a second time.
- Students shall show documentation of annual flu vaccine.
- An annual negative TB test (ppd or Quantiferon Gold) must be documented. If positive, an annual negative chest exam must be verified by primary provider.

- While Panola College does not require students to have the COVID vaccine, some of the clinical sites do require it. If students are placed at a clinical site which does require the COVID vaccine, students will be required to show proof of the vaccination. However, some clinical sites may allow for an exemption, the student may file the exemption with the clinical site but it is up to the clinical site to approve or deny the exemption. Clinical completion is a requirement of the HIT Associate of Applied Science program.

All students are required to sign either an [Immunization Agreement – Attachment C](#) or provide a Declination of Immunization.

- Declination of any immunization must follow Department of State Health Services Policy Title 25 Part 1 Chapter 97 Subchapter B Rule 97.62 of the Texas Administrative Code:  
<https://www.dshs.texas.gov/immunize/school/exemptions.aspx>
  - Students may also be required by clinical facility to complete a declination of immunization.

Polio vaccine is not required but students are encouraged to determine they are immune to poliomyelitis.

#### **Acceptable Evidence of Vaccinations:**

- Vaccines administered after September 1, 1991, shall include the month, day and year each vaccine was administered.
  - Documentation of vaccines administered that include the signature or stamp of the physician or his/her designee, or public health personnel is acceptable.
  - An official immunization record generated from a state or local health authority, such as a registry, is acceptable.
  - A record received from school officials including a record from another state is acceptable
  - **Laboratory results must be provided for titers:** Serologic confirmation of immunity (titer) for measles, mumps, rubella, hepatitis B, and varicella illnesses are acceptable if they consist of a laboratory report that indicates confirmation of immunity. Laboratory interpretations and/or reference ranges must be included on report for confirmation.
6. **Criminal Background Check and Drug Screening:** The purpose of a certified background check and drug screen policy is to:
- Promote and protect patient/client safety.
  - Comply with clinical affiliates that require a student background check and drug screening as a condition of their contract.
  - Provide early identification of students who may have difficulty meeting licensing/certifying/registry agencies' eligibility for licensure/certification/registration requirements.

The student will sign a [Background Check Consent – Attachment D and a Drug Screen Consent – Attachment E](#). Costs for these tests is part of course fees. Any additional testing required, such as confirmatory or random testing, will be the responsibility of the student.

The background and drug screening company will be chosen by Panola College. Instructions will be given to students for obtaining the drug screen and background check.



The results of the drug screen and the background check will be provided directly to the HIT department and kept in confidential paper or electronic files and archived as indicated by accrediting agency requirements.

***In addition to the Texas Health and Safety Code Chapter 250.006, Panola College reserves the right to refuse admission to any applicant to the Health Information Technology Program based on what is reported on background check regardless of the date of offense.***

***Sex offender conviction, regardless of the date of the charge, is automatically disqualifying for the Health Information Technology program.***

Students that take medications will need to complete a [Student Medical Record – Attachment F](#) prior to the drug screen. A refusal to test, a tampered with or an adulterated specimen, and/or a confirmed positive drug test will result in immediate dismissal from the program for the current semester. Students can request a conference with the HIT Chair to discuss re-enrollment options for subsequent semesters. *Due to insurance risk and liability, students on mood-altering prescribed controlled substances will not be allowed to participate in clinical experiences until cleared by the appropriate Health Information Technology Chair and Dean of Health Sciences.*

- **Student Rights:** If the student believes his or her background information is incorrect, he/she will have an opportunity to demonstrate the inaccuracy of the information to the investigating agency. All researching of court records and documents will be the responsibility of the student. Students may appeal if issues related to the background checks are not resolved. Appeals are to be submitted to the agency responsible for the background check procedures.
7. **Physical Examination:** Students are required to have a physical examination before attending clinical rotation. See [Attachment G](#). Form must be completed, signed by student and primary provider and will be kept in the student's file. If a student has a mental or physical issue that could interfere with their education should meet with the ADA counselor.
  8. **Additional Expenses:** In addition to fees collected at registration, other expenses will be incurred. The following are only mean to serve as a guideline, as expenses may vary.
    - Books and fees (as required).
    - Confirmatory and/or random drug testing.
    - Uniforms/monogramming/shoes as detailed in section VII.
    - Clinical sites are chosen to provide the best experience available for a student.
    - Clinical sites may be as far as 70 miles or greater from Carthage.
    - **Optional expenses:** cap, gown, stole, invitations (purchased through bookstore for students participating in graduation ceremonies).
    - **Don't forget to budget for childcare!** [Child Care Assistance](#)
  9. **Graduating Students:** The graduating student will be responsible for the following:
    - Cap and gown
    - Graduation Application must be filled out the semester student is due to graduate.

- More details about graduation will be provided to the student during the semester of graduation.

## II. **PROFESSIONALISM:**

Success in one's career is almost as dependent on professional behavior as on one's academic knowledge and abilities. Students are expected to exhibit professional behavior in the classroom and in all activities associated with this course. Health Information Technology students are responsible for being professional on campus, in class, at clinical sites, and in the general public while in uniform. Students are expected to develop and use effective interpersonal and team skills. Students should relate well to people, show respect for others, deal tactfully and effectively with others, influence as opposed to direct, provide constructive criticism without alienating others, negotiate or mediate when appropriate, exhibit openness to new ideas, and demonstrate a positive attitude. It should be understood that the classroom is to be used for scheduled classes. The classroom IS NOT to be used for socializing or any inappropriate behavior. Food and chewing gum are not permitted during classroom activities.

**Please read the following carefully. ANY violation of this professionalism policy will result in reprimand of the student UP TO AND INCLUDING DISMISSAL.**

***All Health Information Technology Students are responsible and will abide with the following:***

1. **Attendance:** Regular and punctual attendance of classes and laboratories is required. In face-to-face classes, the instructor will take roll at each class meeting and absences will be noted. In online classes, attendance is considered as online participation in all activities and discussions. The instructor will take roll at each class meeting and absences will be noted.
2. From the *Student Handbook*:  
Class Attendance Regular and punctual attendance of classes and laboratories is required of all students. When a student has been ill or absent from class for approved extracurricular activities, he or she should be allowed, as far as possible, to make up the work missed. When an instructor feels that a student has been absent to such a degree as to invalidate the learning experience, the instructor may recommend to the Vice President of Instruction that the student be withdrawn from the course. Instructors may seek to withdraw students for non-attendance after they have accumulated the following number of absences:

Fall or spring semesters:

5 absences, MWF classes

3 absences, TR classes

2 absences, one-day-per-week class

Summer Sessions:

2 absences, four-days-a-week classes

2 absences, two-evenings-a-week classes

The student is responsible for seeing that he or she has been officially withdrawn from a class. A student who stops attendance in a class without officially withdrawing from that class will be given a failing grade; consequently, the student must follow official withdrawal procedures in the Student Success Center.

3. If a student accrues more absences than defined by the *Student Handbook*, the student will be dismissed from the program.
  - Attendance at all clinical assignment and exams are mandatory. “No-shows” to clinical without valid excuse (explained below) will not be tolerated and may result in dismissal from program. There will be no make-up exams allowed without a valid excuse.
    - **Valid Excuses** for absences:
      - Extreme illness (requiring hospitalization, contagion, etc.)
      - Birth of child
      - Mandatory court appearance
      - Death of an immediate family member (father, mother, grandparent, sibling, spouse, or child).

**Student must provide supporting documentation before make-up exam or clinical schedule is altered. All documentation will be verified. It is the responsibility of the student to contact the instructor for make-up work or exams and to provide documentation.**

- **Tardiness:** Tardiness is rude and disrespectful to the instructor and other students. At the instructor’s discretion, students who arrive late may be restricted from entering the class or exam. Chronic tardiness will not be tolerated and is a direct violation of the Professionalism policy. Chronic tardiness is defined as more than 3 tardiness in one class during a semester and will result in the student receiving a half demerit for each tardy thereafter.
4. **Dependability:** The student meets assignment deadlines and follows through to completion of responsibilities.
    - You are responsible for what goes on in class EVEN if you are not there. Check your calendar and be prepared when you return to class.
    - **NO LATE WORK WILL BE ACCEPTED!** Technical difficulties (printer didn’t work, ran out of ink, couldn’t open file, etc.) are not valid excuses. Neither is forgetting your paper or forgetting to print it. Do not come to class late because you were printing your paper, and do not ask to leave early to print it. Complete your work on-time and anticipate possible problems. Excuses are not acceptable in this program or in the healthcare field.
  5. **Effective communication skills:** The student listens, speaks using correct grammar and without excess fillers, (e.g. *um, you know, like*) or inappropriate language. Cursing, profanity, sexual remarks, or any related gestures will not be tolerated on campus, at clinicals, or while the student is in uniform (even off campus). This will not be tolerated and will result in disciplinary procedures.
  6. **Ethical conduct:** The student maintains honesty, integrity, and confidentiality of patient, provider, fellow student and college information. Each student will sign a

**Confidentiality Agreement – Attachment H.** Respect should be shown to instructors, patients, other students, and staff at facilities as well as the general public.

**Foolishness and fighting are never appropriate.** Scholastic honesty is expected from each student. Scholastic dishonesty shall include but not be limited to cheating on a test, plagiarism, and collusion. **Always do your own work!**

- Cheating and plagiarism will not be tolerated. Students caught cheating or plagiarizing on assignments will receive an immediate “F” in the class and will not be allowed to continue in the program.
  - Copy/Paste from the internet or another person is plagiarism.
  - Two or more students “sharing” answers and/or copying and turning in identical/similar classwork is considered cheating/plagiarism.
  - Knowingly using, buying, selling, stealing, or soliciting, in whole or in part, the contents of an un-administered test.
  - Substituting for another student, or permitting another student to substitute for one’s self, to take a test.
  - Bribing another person to obtain an un-administered test or information about an un-administered test.
- All onsite and online testing must follow testing policies in the *Student Handbook* and testing center or receive a grade of zero and your testing privileges may be revoked.
- Academic Testing Policy can be found at this link:  
<https://www.panola.edu/student-services/student-support/academic-testing-center>
- Testing Services and A&D Support Services policy may be found at this link:  
<https://www.panola.edu/testingservices>

7. **Electronic Devices:** Electronic devices such as cell phones, smart watches, tablets and laptops will be allowed in the classroom and clinical at the instructor’s discretion. Failure to follow the instructor’s directions will result in one warning and then an “F” in the class.

### III. DISCIPLINARY ACTION AND COUNSELING

When students make poor choices, especially those violating the policies described in this handbook, it is the HIT faculty’s responsibility to meet with the student individually to provide feedback and help the student learn from the situation. In each case, a **Counseling and Disciplinary Action form – Attachment I** will be completed by the instructor/chair. The student will be required to sign the form. The student’s signature does not necessarily indicate the student agrees with the statements made on the form(s), only acknowledges the issues stated on the form were discussed and the student had an opportunity to review the form(s) and make comments. Poor choices involving violations of policy in this handbook will result in the student earning a violation or a demerit. Two violations convert to a demerit, even if unrelated. **If a student receives a total of 3 demerits throughout the course of the program, the student will be dismissed from the program.**

### IV. PROGRESS AND EVALUATION

1. **Courses and Grades:** Academic integrity and forward progression through Health Information Technology Program must be sufficient. Students that neglect coursework will be removed from the program according to the following rules:

- **HIT AAS and Medical Coding students must receive a grade of “C” or better in all Health Information Technology department courses** (courses beginning with HITT, HPRS, or MDCA). Students receiving a grade lower than “C” in a Health Information Technology department course will be required to REPEAT that course. After a student retakes the REPEAT course for a third time (known as “three-peat”) and continues to earn a **grade of lower than a “C”** then the student will be dismissed from the HIT program.
- Any student receiving an “F” due to disruptive behavior will not be allowed to progress in the program.

## 2. **Conferences:**

Individual conferences with students will be held whenever the Instructor or the student finds it necessary. Confidential discussions will take place, and the conference will be documented. A counseling form will be used and will be kept in the students file and a copy given to the student (See [Attachment I](#)). This form will be used as documentation of counseling, warnings, and reasons for “F” in a course.

## V. **TOBACCO/SMOKING:**

Tobacco use of any kind is **NOT ALLOWED AT CLINICAL, ON CAMPUS (INCLUDING PARKING LOTS) OR IN UNIFORM** (even if you are “off campus”- on public OR private property). While you are wearing your Program uniform you are representing Panola College- ***You may NOT smoke while in uniform.*** Do not smell of smoke when you arrive at clinical or classroom. If you reek of smoke you will be told to immediately leave the clinical site/classroom and receive a zero for any assignments/activities/exams given that day.

## VI. **HEALTH INFORMATION TECHNOLOGY SUBSTANCE ABUSE POLICY**

**Any student enrolled in a Health Information Technology program will be tested for drugs on admission and at the beginning of each clinical semester.** In addition, testing will occur when there is a reasonable suspicion that the student is under the influence of alcohol and/or illegal drugs, i.e. drugs which are controlled substances under federal law that are not being used under the supervision of a licensed health care professional (as prescribed), during probationary period, or otherwise in accordance with the law. The Student will be subject to disciplinary guidelines as indicated in the Student Handbook for Panola College and/or the department.

### **Procedure:**

- Students will be asked to submit to drug screening in the following circumstances:
  - Observable indication of actual use or impairment such as slurred speech, lack of coordination, incoherence, marijuana or alcohol odors
  - Possession of drugs, apparent paraphernalia or alcoholic beverages.
  - Detailed, factual and persistent reports of misuse by multiple colleagues.
  - Abnormal or erratic behavior, such as sudden outburst, mood swings, hostility or unusual anxiety which suggests possible drug use or alcohol misuse.
  - Involvement in suspicious accidents.
  - Apparent lapses in judgment or memory.
- Faculty and students will adhere to the following testing guidelines:
  - The student will sign consent to undergo drug screening upon admission (see [Attachment E](#)).

- The instructor/faculty/staff who witnesses any student behavior that seems suspicious (see above) after admission will document observations and confer with Program Chair. If the program chair is the faculty member concerned about the student's behavior or if the program chair is unavailable, the conference will be with the Dean of Health Sciences or Dean's designee.
  - A request for a drug screen will be initiated and a Random Drug Test Consent will be signed by the student and directions about testing will be given.
  - If the student refuses to consent to drug screening, the student will be immediately dismissed from the program.
  - The student is excluded from all clinical/field and/or classroom and lab activities pending results of a random drug screen.
- During the review process with the program chair, the student will have the opportunity to:
  - Explain the cause of the positive drug screen
  - Provide the name of the physician authorizing any prescription medications.
  - The Dean or Director will contact the attending physician for verification. If verification is obtained, the student will be monitored to assure medication use is appropriate.
  - Any evidence of impairment (inability to function in the role defined by the program) due to prescribed medications will result in probation. The student, in collaboration with his/her physician and the program chair will develop a plan for reducing the impairment. Failure to develop or follow the plan will result in dismissal from the program.
  - Any evidence of impairment due to misuse of prescribed medication will be documented and result in dismissal from the program.
- If drug screen is positive and unexplained, the student will be:
  - Dismissed from the program (see readmission below)
  - Reported to the state licensing agency, if applicable
- The student may appeal the dismissal using the student Appeal Procedure online via the *Student Handbook*.

### **Student Readmission**

If a student failed an admission drug screen or a random drug screen and was dismissed from the program, they can request an interview with the program chair to apply for re-enrollment the following semester. Any student allowed to return to the program will be in a probationary period for 1 semester. During that probationary semester the student must agree to 3 random drug tests, at the student's cost. A positive random drug screen during the probationary semester is permanent dismissal from the HIT program.

## **VII. UNIFORM / DRESS CODE:**

The uniform dress code has been formulated on the principles of medical asepsis, safety, and professional pride and ethics. This dress code applies to the classroom and clinical setting.

The HIT students shall wear their uniforms for class, clinical assignments and skills lab or when officially representing the HIT program. Staff at the clinical site may refuse student's access to patient information if the student is not properly attired or identified as a student of the College.

- **Uniform:** *(student's expense)* (HIT=Navy Blue) Scrub uniform of program choice. Uniform must be clean, *free from wrinkles*, and in good repair. A matching scrub jacket may be worn for warmth but sweaters, hoodies, or other jackets are not permitted at all during clinical or in the classroom. Students may wear a white, black, gray, or navy-blue long sleeve shirt underneath scrubs for warmth. If student desires a scrub dress or skirt for personal or religious reasons, the length of skirt must fall at or below the student's knee.
  - **Shoes:** *(student's expense)* neutral-colored closed-toe and closed-heel athletic shoes. Must be clean and in good repair. No high heels, clogs, sandals, etc. Soles must have good non-slip soles.
  - **Name Tags:** Clinical Name tags will be provided by Panola College. Name tags must be worn at all times in the clinical and the classroom setting. Program patch or embroidery will be placed on the left front shoulder of the scrub top and jacket.
- **Good grooming:** includes daily bath with the use of an antiperspirant or deodorant. (Perspiration and odor increase with physical activity, nervousness, and excitement). Good oral hygiene should be maintained. A report from instructors, patients, family, staff, or clinical instructor regarding body odors of any nature (including smoke) will result in counseling.
  - **Hair:** (men and women) must be kept clean, neat, and off the collar and professional in appearance. Long hair must be kept up and off the shoulders. All HIT students with hair longer than shoulder length must have hair tied back in clinical and skills environments. No un-natural hair coloring will be allowed, (bright pink, red, purple, green, etc.) Male students: Beards and moustaches are allowed if kept neatly trimmed.
  - **Fingernails:** Fingernails must be kept short and clean. Only clear nail polish is allowed. No colored polish. No artificial fingernails will be worn by Health Information Technology Students in the classroom, clinical or skill lab setting. Artificial nails are a breeding ground for bacteria and are not allowed under any circumstances. Students presenting to class or clinical with artificial fingernails will be dismissed from class and reprimanded. Students that refuse to or do not remove artificial nails will be reprimanded-continued failure to remove artificial nails will result in dismissal to the program.
- **Visible tattoos:** must be covered at all times while representing Panola College, both in the classroom, during clinical, and while in Panola College uniform. This is a requirement. If student is unwilling to cover any tattoos, the student will not be allowed to proceed in the program, and will result in receiving a grade of "F" in current courses.
- **Earrings/Jewelry/Body Piercing:** No excessive jewelry is allowed while in uniform (this includes large and/or dangly earrings, clunky bracelets, and long necklaces). Jewelry will be limited to wedding rings, a watch and **small** stud earrings. Earrings are only allowed in the ears, and limited to one in each ear during class room and clinical setting. Open gauged ears are not allowed. Gauges must be appropriately covered and not visible. ***No facial, tongue, nose ring, or brow rings, etc. will be allowed in the classroom and clinical setting.***

## **VIII. GRIEVANCES**

Student grievances that cannot be resolved by the instructor must follow the grievance procedure as outlined in the *Student Handbook*.

Appeals must be filed within 5 business days of official grade posting and then references the current academic calendar. For the Health Science Division – Level One will always be the Chair. For instances where the complaint is against the Chair, then Level One will be the Dean. It is required that informal resolution be sought but does not extend the deadlines.

## **IX. SOCIAL MEDIA**

Integrity extends to social media. Social media is defined as: web-based and mobile platforms for user generated content that create interactive and highly accessible and often public dialogues. This includes, but is not limited to: Bebo, Facebook, Google+, LinkedIn, MySpace, Orkut, WhatsApp, Vine, Snapchat, X (formerly known as Twitter), Tumble, Flickr, Instagram, any electronic association such as photos or videos, any device with internet or photo capability such as Smart Phone watches, and any future social media devices or networks.

Students and faculty should not request to be added, friended or followed by each other. This includes clinical instructors, fieldwork educators, preceptors, and other people or entities affiliated with the Panola College Health Science programs and the education of Panola College students (i.e. any employee in the agency whether directly educating you or not). This does not apply to officially sanctioned, closed sites developed by Panola College such as the Panola College Health Information Technology Facebook Page. Nor does this apply once the student has successfully completed the program and has graduated from Panola College or is no longer a student.

Students shall not post any derogatory or negative remarks regarding anything related to Panola College or their fieldwork/clinical setting. HIPPA guidelines must be followed and adhered to by each student at all times including social media. Consider what you post on any social networking site – you may think it disappears after a certain amount of time, but it does not. Many potential employers view your sites to determine if they are interested in hiring you. Be aware of everything you post – and be professional – now and always! Violation of this policy by the student will result in disciplinary action of the student according to their program's policy manual.

Health Information Program students must complete the [Social Media Release](#) form agreeing to their permission of posts on the Panola College Health Information Technology officially sanctioned, closed social media websites.

## **X. ARTIFICIAL INTELLIGENCE ETHICS AND RESPONSIBILITIES**

The HIT programs are committed to the highest standards of academic honesty and integrity. Students should always follow the Panola College *Student Handbook* for



Scholastic Dishonesty and Online Conduct for guidance on avoiding cheating, plagiarizing, or committing other forms of dishonesty.

Generative artificial intelligence (AI) should not be utilized by students to complete coursework unless authorized by the instructor through course assignment and/or syllabus. While the HIT programs realize AI offers learning tools that can provide great benefit to a student's education and their future in the health information career. We encourage students to take ownership of their education through being proactive in time-management, embrace communication, and invest themselves in their future. Students must review course specific syllabus to ensure the AI usage permissions. See below for possible examples of course specific AI Policies.

#### Option 1 – No use of Generative AI permitted.

This option assumes that all work submitted by students will be generated by the students themselves, whether they are working individually or in groups. Students should not have another person or entity do the writing of any portion of an assignment, which includes hiring a person or a company to write assignments and/or using artificial intelligence (AI) tools like ChatGPT. Use of any AI-generated content in this course qualifies as academic dishonesty and violates Panola College's standards of academic integrity.

#### Option 2 – Use of generated AI Permitted under some classroom circumstances with permission.

There are situations throughout the course where you may be asked to use artificial intelligence (AI) tools to explore how they can be used. Outside of those circumstances, you should not use AI tools to generate content that will end up in any student work (assignments, activities, discussion responses, etc.). In such cases for Option #2, no more than 25% of the student work should be generated by AI. Use of any AI-generated content in this course without the instructor's consent qualifies as academic dishonesty and violates Panola College's standards of academic integrity.

#### Option 3 – Broader use of Generative AI permitted within the course.

The use of artificial intelligence (AI) tools, including ChatGPT, is permitted in this course for students who wish to use it. Students must cite AI-generated material that informs their work. Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.

#### Option 4 – Customized Generative AI Policy.

Faculty may create a customized policy that is unique for a specific course with consultation from the department chair.

## **XI. APPLIED PROFESSIONAL PRACTICE EXPERIENCE POLICY**

Degree seeking students for the Associate of Applied Science in Health Information Technology are required to complete 40 hours onsite PPE in Clinical II during their last semester of enrollment to the program.

Students will not be excused from clinical practicum rotations for disabilities or health reasons. Participation in the Professional Practice Experience (PPE) education may be modified unless it will fundamentally alter an essential requirement or course objective/competency. Each student's case will be handled on an individual basis and must be documented with the A&DS office. Completion of clinical hours is required for course credit and graduation with corresponding degree and/or certificate without exception.

The Health Information Technology department works with many different health care facility practicum/clinical sites to provide applied education as necessary to qualified students. In the event a site cannot participate and/or complete clinical instruction for the student, an alternative site will be assigned for completion of student clinical requirements. In the unlikely event that a student cannot be placed in a clinical experience during the desired semester, the student will receive first priority for clinical placement in the following semester.

**TRANSPORTATION TO AND FROM CLINICAL SITES IS THE RESPONSIBILITY OF THE STUDENT!**

## **Attachment A: Student Handbook Agreement**

Health Information Technology



I have read the HIT Student Handbook, have had key policies explained to me, and have had my questions answered. I understand it is my responsibility to be familiar with the policies in the HIT Student Handbook, the Panola College Catalog and the online *Student Handbook*. **I will comply with the current HIT Student Handbook as found on the HIT web page as well as the Panola College Catalog and *Student Handbook*.**

It is my understanding that this form will become part of my permanent file.

\_\_\_\_\_ **Student Name (Printed)**

\_\_\_\_\_ **Student Signature**

\_\_\_\_\_ **Date**

Panola College HIT hereby reserves and retains the right to amend, alter, change, delete, or modify any of the provisions of the Student Handbook at any time and in any manner deemed to be in the best interest of Panola College. Currently enrolled students will be informed of any changes.

**Attachment B: Limitations and Liabilities Release Form**

Health Information Technology



I, \_\_\_\_\_, age \_\_\_\_\_, am a student in the Panola College  
HIT Program. I am currently under the care of

\_\_\_\_\_ for the following condition/  
(Name & credentials)

injury: \_\_\_\_\_.

My primary provider recommends the following limitations:

\_\_\_\_\_  
\_\_\_\_\_

Office Stamp

\_\_\_\_\_  
(Primary Provider Signature)

\_\_\_\_\_  
(Primary Provider Printed Name)

I am requesting to be allowed to continue in the \_\_\_\_\_ Class with modifications as  
outlined by my instructor and participate in activities as able.

**I HEREBY FREELY, KNOWINGLY, AND VOLUNTARILY ELECT TO PARTICIPATE IN ASPECTS OF THE HIT PROGRAM,  
AS I AM ABLE. I HEREBY AGREE TO RELEASE, INDEMNIFY AND HOLD HARMLESS PANOLA COLLEGE HEALTH  
INFORMATION TECHNOLOGY PROGRAMS, ITS FACULTY, STAFF, AGENTS, NURSING FACILITIES, TOUR FACILITIES,  
AND EMPLOYEES FROM ANY AND ALL LOSS, DAMAGE, CLAIM, OR LIABILITY ARISING FROM THE SAME,  
INCLUDING BUT NOT LIMITED TO PERSONAL INJURIES SUSTAINED BY ME OR INFLICTED UPON BY ANOTHER.**

**I PERSONALLY ASSUME ALL RISKS OF MY VOLUNTARY PARTICIPATION. \_\_\_\_\_(initials).**

I HAVE READ THIS IN ITS ENTIRETY AND I ACKNOWLEDGE IT IS LEGALLY BINDING.

\_\_\_\_\_  
(Student Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Witness Name)

\_\_\_\_\_  
(Witness Address)

## **Attachment C: Immunization Agreement**

Health Information Technology



- \_\_\_\_\_ I understand that due to potential occupational exposure to blood and potentially infectious materials, as well as other infectious diseases at the clinical site, I may be at risk of exposure.
- \_\_\_\_\_ I understand that it is my responsibility to obtain all required immunizations prior to given due date and that I **cannot** leave class or clinical to obtain these tests.
- \_\_\_\_\_ I understand that if I have **not** obtained and provided proof of all required immunizations by the given due date, I will be subject to 1 demerit the day after the due date. Furthermore, I will receive an additional demerit for each month after the given due date immunizations are not completed. I understand that I will be dismissed from the program if I earn 3 demerits in a semester.
- \_\_\_\_\_ I understand that the clinical site may require additional immunizations.
- \_\_\_\_\_ I understand that if I am unable to take the TB skin test, I must provide proof from my primary physician that I do not have TB or any communicable disease.

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

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

## **Attachment D: Background Check Consent**

Health Information Technology



I give Panola College permission to do a background search from the following web site in accordance to the requirements as set forth by the Health and Safety Code Chapter 250.006, prior to registering for the Health Information Technology Program.

Public Data.com – Criminal History Background

If I am married or have been married and divorced, I also understand and give Panola College permission to do a criminal background search on my maiden name as well as that of my married name.

My admission to the Health Information Technology Program is ultimately determined by the findings of these three searches and those findings will be final.

\_\_\_\_\_  
Name:                      LAST    FIRST    MIDDLE

(if applicable) MAIDEN: \_\_\_\_\_                      DATE OF BIRTH: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE    DATE

**Attachment E: Drug Screen Consent**  
Health Information Technology



I, \_\_\_\_\_, recognize that the use and abuse of alcohol, drugs or  
(Print Name)  
substances can create an unsafe learning and clinical working environment for others and  
myself. When requested, I agree to provide blood, urine and/or breath sample to the drug-  
testing laboratory designated by Panola College. I also permit the testing laboratory to  
release the results of the drug-screening test to designated Panola College authorities. I  
give permission for prescription medications to be verified with the prescribing primary  
health care provider by PC authorities.

\_\_\_\_\_  
(Student Signature)

\_\_\_\_\_  
(Student ID)

\_\_\_\_\_  
(Date)

## **Attachment F: Medication Record**

Health Information Technology



<b>Name:</b>	<b>SS#</b>	<b>DOB:</b>
<b>Physician's Name:</b>	<b>Physician's Address</b>	<b>Physician's Phone #:</b>

**LIST ALL MEDICATIONS CURRENTLY TAKING: *(This includes all prescription medication herbal medications, over the counter medications, vitamins and birth control medications)***

Name of Medication	Dosage	Frequency	Reason Taken	Comments

**If more room is required, use another sheet of paper.**



## **Attachment G: Physical Examination**

Health Information Technology



1. Student Name: \_\_\_\_\_ Date of Physical: \_\_\_\_\_
2. Birthday: \_\_\_\_\_ Age: \_\_\_\_\_ Height: \_\_\_\_\_ Weight: \_\_\_\_\_ BP: \_\_\_\_\_
3. Pertinent Past History (Illnesses, Surgeries, And Injuries): \_\_\_\_\_  
\_\_\_\_\_

4. Chronic Illness: \_\_\_\_\_

5. Vision: R 20/\_\_\_\_ L 20/\_\_\_\_ Color Blind: \_\_\_\_ Glasses: \_\_\_\_ Contacts: \_\_\_\_

6. Hearing: R\_\_\_\_ L\_\_\_\_ Aid? \_\_\_\_\_

7. Check (√) the following if normal. (X) if abnormal, and comment below:

- |                                     |                                      |                                     |
|-------------------------------------|--------------------------------------|-------------------------------------|
| <input type="checkbox"/> Skin       | <input type="checkbox"/> Lymph nodes | <input type="checkbox"/> Abdomen    |
| <input type="checkbox"/> Orthopedic | <input type="checkbox"/> Spine       | <input type="checkbox"/> Neurologic |
| <input type="checkbox"/> ENT        | <input type="checkbox"/> Head/Neck   | <input type="checkbox"/> Genitalia  |
| <input type="checkbox"/> Lungs      | <input type="checkbox"/> Heart       | <input type="checkbox"/> Menses     |

8. Adaptations made or recommended:

---

---

9. Current Medications:

---

I have examined this student and have found no conditions appearing to prevent him/her from performing the duties of a HIT student with the possible exception of:

---

Office Seal or Stamp of Provider  
MUST  
Be provided in this box

\_\_\_\_\_  
(Provider Signature)

\_\_\_\_\_  
(Provider Printed Name)

## **Attachment H: Confidentiality Agreement**

Health Information Technology



I \_\_\_\_\_ have been informed of **HIPAA** and I understand that information concerning a patient's condition may **never** be discussed either inside or outside the nursing homes, physician offices, hospitals and/or tour facilities; the exception is information given to the instructor that is related to patient condition and my program skills and duties. Furthermore, patient information may **never** be released to anyone without proper authorization from the appropriate facility administration.

I understand that information concerning nursing home, physician offices, hospitals and/or tour facility business and their employees is confidential as well and will not be discussed inside or outside the nursing home/tour facility.

I understand that I will be held accountable for the confidentiality of the information to which I will have access.

I further understand that release of confidential information about a patient, employee, or the nursing home, physician office, hospitals and/or tour facility is not only a serious HIPAA violation, and a serious breach of ethics and confidentiality, but also may involve legal proceedings, loss of privileges, and I will receive an immediate grade of **"F"** in the Health Information Technology Classes I am currently enrolled in and **will not** be allowed to proceed in the program.

Print name: \_\_\_\_\_ Date: \_\_\_\_\_

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

## **Attachment I: Counseling and Disciplinary Action**

Health Information Technology



**STUDENT:** \_\_\_\_\_

**ID:** \_\_\_\_\_

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

\_\_\_\_ Dismissal  
\_\_\_\_ Attendance  
\_\_\_\_ Verbal Notice

\_\_\_\_ Scholastic  
\_\_\_\_ Conduct  
\_\_\_\_ Performance

### **ABSENCE**

#### **FULL DEMERIT**

\_\_\_\_ Unprofessional Behavior  
(profanity, disrespect, etc.)  
\_\_\_\_ Orientation – did not attend  
\_\_\_\_ Dishonesty, cheating  
\_\_\_\_ Failure to notify - clinical  
\_\_\_\_ Immunizations - p/mo. after deadline

\_\_\_\_ Inappropriate behavior in class/clinical  
setting.  
\_\_\_\_ Dress Code  
\_\_\_\_ Leaving clinical site without permission  
\_\_\_\_ Tobacco use in prohibited areas  
\_\_\_\_ Failure to file L & L Form

#### **VIOLATION (HALF DEMERIT)**

\_\_\_\_ Chronic tardiness – more than 3  
\_\_\_\_ Excess break/lunch time  
\_\_\_\_ General conduct / attitude  
\_\_\_\_ Failure to follow directions

\_\_\_\_ Personal Hygiene  
\_\_\_\_ Insubordination  
\_\_\_\_ Quitting early

#### **Instructor Remarks/Recommendations:**

---

---

---

#### **Student Remarks:**

---

---

---

\_\_\_\_\_  
Student Signature  
(My signature does not necessarily reflect agreement;  
it only reflects receipt of information.)

\_\_\_\_\_  
Instructor Signature

\_\_\_\_\_  
ACKN of student dispute

\_\_\_\_\_  
Date

**Total:**      **Violations:** \_\_\_\_\_

**Demerits:** \_\_\_\_\_

**Absences:** \_\_\_\_\_