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Malcolm X College

Health Information Technology Program

PROGRAM DESCRIPTION

The HIT Program at Malcolm X College is composed of stackable credentials. It starts with the basic certificate (BC) in Medical Billing and then the students can continue on to earn an advanced certificate (AC) in Medical Coding. After the completion of the Medical Billing-basic certificate, the students have an opportunity to continue their education and take courses which are part of the Medical Coding-advanced certificate Program if they meet certain criteria including having the minimum required GPA, the completion of a background check along with a drug screening, and all of the medical forms that are required by the program. Aside from this, the students need to have health insurance and have transportation to and from their clinical sites. Each student who wishes to continue his/her education after the completion of the Medical Billing-basic certificate will need to get familiar with all of the policies and procedures that are included in the HIT Program's Student Handbook along with signing all of the program's required forms as well. Upon the completion of the Medical Coding-AC, the students can apply for an AAS in Health Information Technology.

Medical Billing-Basic Certificate

The Medical Billing program is one semester long. The Medical Billing Program-basic certificate program is designed to provide the student with the suitable education and hands-on skills necessary for entry-level positions as medical insurance billers for offices, clinics, billing services, and other facilities. The students learn diagnostic and procedural terminology as it relates to the accurate completion of medical insurance claims and how to perform a variety of administrative health information functions, including those associated with organizing, analyzing, and technically evaluating health insurance claim forms. Job opportunities for medical billers include positions such as billing claims specialists, billing supervisors, medical collection specialists, medical insurance adjustors, and clerical positions across various healthcare settings. After gaining a few years of experience, the graduates of the Basic Medical Billing Certificate may start their own businesses such as for example billing services for various medical specialties. Upon the completion of the Medical Billing Program the student will be eligible to sit for the Certified Billing and Coding Specialist (CBCS) examination administered by the National Healthcareer Association (NHA). The current fee for the examination is \$115.

PROGRAM MISSION:

The program strives to empower students of diverse backgrounds and abilities to achieve academic and career success. The medical billing program will provide graduates with a quality education experience that prepares them to begin dynamic careers as medical billers. The mission of the Medical Billing Program is to graduate competent and ethical medical billers with the knowledge and the skills satisfying needs of entry-level positions in this field. It is also the department's mission to support the MXC mission by offering quality medical billing course designed to prepare students to demonstrate the skills and behaviors compatible with those of professional medical billers

PROGRAM GOALS:

1. Students will be competent entry-level medical billers.
2. Students will communicate effectively.
3. Students will use critical thinking skills.
4. Students will demonstrate the importance of professionalism.

STUDENT LEARNING OUTCOMES:

Upon successful completion of the course, students will be able to:

1. Apply diagnosis/procedure codes according to current guidelines.
2. Evaluate the accuracy of diagnostic and procedural coding.
3. Apply diagnostic/procedural groupings.
4. Evaluate the accuracy of diagnostic/procedural groupings.
5. Analyze the documentation in the health record to ensure it supports the diagnosis and reflects the patient's progress, clinical findings, and discharge status.
6. Utilize software in the completion of HIM processes.
7. Apply policies and procedures for the use of data required in healthcare reimbursement.
8. Evaluate the revenue cycle management processes.
9. Analyze policies and procedures to ensure organizational compliance with regulations and standards.
10. Identify potential abuse or fraudulent trends through data analysis.
11. Identify discrepancies between supporting documentation and coded data.
12. Comply with ethical standards of practice.

ADMISSION CRITERIA TO THE MEDICAL BILLING PROGRAM:

Applicant must

1. Be at least 18 years of age
2. HS graduate or completion of GED
3. Be enrolled at City Colleges of Chicago

ADMISSION CRITERIA TO THE MEDICAL CODING PROGRAM:

A program admission application, college transcripts (foreign, other colleges, and out of district) must be evaluated for credits to be transferred prior to application for admission (see the Registrar's Office for evaluation), two letters of recommendation (a template included in the application packet), and a personal interview are required. A GPA of 2.5 is required for any prior college courses.

TUITION:

- 12 credit hours and above - \$1,753

APPLICANTS MUST:

1. Complete the Medical Billing Program
2. Submit two letters of recommendation either from a past teacher, employer, counselor, or minister (the template is provided within the application packet)
3. Provide an official copy of your CCC transcripts. Grades must be at least "Cs" and the cumulative Grade Point Average on all transcripts submitted to the Office of Admissions must be a 2.5 on a 4.0 scale. Be interviewed by members of the Program's selection committee before acceptance into the program.

Note: All documents MUST BE attached to the application.

Application and other admission materials **MUST** be packaged together and delivered to the Office of Admissions. Application packets are to be downloaded from the website. Incomplete applications will not be accepted for processing for admission. You must make sure that your application is received before November 1st for Spring admission and before April 1st for Fall admission. Applications that are mailed before the deadline and received in the program office after the deadline will be considered.

Late Applications will not be considered after the deadline date. Applications should be hand delivered between the hours of 12:00 pm to 4:00 pm in a sealed envelope (no binders/folders) to the OFFICE OF ADMISSIONS.

Completed Applications are ranked and accepted into the Medical Coding Program based on:

1. Grade Point Average
2. Interview Points

The students who apply to the Medical Coding Program-advanced certificate, also need to fulfill the following requirements:

- Provide a copy of current health insurance
- Provide a copy of recent Medical Examination
- Background and Drug Screening (**students must pass drug screen**)
- Flu immunization, TB, Hepatitis, MMR, and other medical screening tests

AMERICAN HEALTH INFORMATION MANAGEMENT (AHIMA) CODE OF ETHICS

Principles and Guidelines

The following ethical principles are based on the core values of the American Health Information Management Association and apply to all AHIMA members and certificant. Guidelines included for each ethical principle are a non-inclusive list of behaviors and situations that can help to clarify the principle. They are not meant to be a comprehensive list of all of situations that can occur.

I. ***Advocate, uphold, and defend the individual's right to privacy and the doctrine of confidentiality in the use and disclosure of information.***

A health information management professional **shall**:

1.1. Safeguard all confidential patient information to include, but not limited to, personal, health, financial, genetic, and outcome information.

1.2. Engage in social and political action that supports the protection of privacy and confidentiality, and be aware of the impact of the political arena on the health information issues for the healthcare industry.

1.3. Advocate for changes in policy and legislation to ensure protection of privacy and confidentiality, compliance, and other issues that surface as advocacy issues and facilitate informed participation by the public on these issues.

1.4. Protect the confidentiality of all information obtained in the course of professional service. Disclose only information that is directly relevant or necessary to achieve the purpose of disclosure. Release information only with valid authorization from a patient or a person legally authorized to consent on behalf of a patient or as authorized by federal or state regulations. The minimum necessary standard is essential when releasing health information for disclosure activities.

1.5. Promote the obligation to respect privacy by respecting confidential information shared among colleagues, while responding to requests from the legal profession, the media, or other non-healthcare related individuals, during presentations or teaching and in situations that could cause harm to persons.

1.6. Respond promptly and appropriately to patient requests to exercise their privacy rights (e.g., access, amendments, restriction, confidential communication, etc.). Answer truthfully all patients' questions concerning their rights to review and annotate their personal biomedical data and seek to facilitate patients' legitimate right to exercise those rights.

II. ***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, peers, and to the health information management profession.***

A health information management professional **shall**:

2.1. Act with integrity, behave in a trustworthy manner, elevate service to others above self-interest, and promote high standards of practice in every setting.

2.2. Be aware of the profession's mission, values, and ethical principles, and practice in a manner consistent with them by acting honestly and responsibly.

2.3. Anticipate, clarify, and avoid any conflict of interest, to all parties concerned, when dealing with consumers, consulting with competitors, in providing services requiring potentially conflicting roles (for example, finding out information about one facility that would help a competitor), or serving the Association in a volunteer capacity. The conflicting roles or responsibilities must be clarified and appropriate action taken to minimize any conflict of interest.

2.4. Ensure that the working environment is consistent and encourages compliance with the AHIMA Code of Ethics, taking reasonable steps to eliminate any conditions in their organizations that violate, interfere with, or discourage compliance with the code.

2.5. Take responsibility and credit, including authorship credit, only for work they actually perform or to which they contribute. Honestly acknowledge the work of and the contributions made by others verbally or written, such as in publication.

A health information management professional **shall not**:

2.6. Permit one's private conduct to interfere with the ability to fulfill one's professional responsibilities.

2.7. Take unfair advantage of any professional relationship or exploit others to further one's own personal, religious, political, or business interests.

III. ***Preserve, protect, and secure personal health information in any form or medium and hold in the highest regards health information and other information of a confidential nature obtained in an official capacity, taking into account the applicable statutes and regulations.***

A health information management professional **shall**:

3.1. Safeguard the privacy and security of written and electronic health information and other sensitive information. Take reasonable steps to ensure that health information is stored securely and that patients' data is not available to others who are not authorized to have access. Prevent inappropriate disclosure of individually identifiable information.

3.2. Take precautions to ensure and maintain the confidentiality of information transmitted, transferred, or disposed of in the event of termination, incapacitation, or death of a healthcare provider to other parties through the use of any media.

3.3. Inform recipients of the limitations and risks associated with providing services via electronic or social media (e.g., computer, telephone, fax, radio, and television).

IV. ***Refuse to participate in or conceal unethical practices or procedures and report such practices.***

A health information management professional **shall**:

4.1. Act in a professional and ethical manner at all times.

4.2. Take adequate measures to discourage, prevent, expose, and correct the unethical conduct of colleagues. If needed, utilize the *Professional Ethics Committee Policies and Procedures* for potential ethics complaints.

4.3. Be knowledgeable about established policies and procedures for handling concerns about colleagues' unethical behavior. These include policies and procedures created by AHIMA, licensing and regulatory bodies, employers, supervisors, agencies, and other professional organizations.

4.4. Seek resolution if there is a belief that a colleague has acted unethically or if there is a belief of incompetence or impairment by discussing one's concerns with the colleague when feasible and when such discussion is likely to be productive.

4.5. Consult with a colleague when feasible and assist the colleague in taking remedial action when there is direct knowledge of a health information management colleague's incompetence or impairment.

4.6. Take action through appropriate formal channels, such as contacting an accreditation or regulatory body and/or the AHIMA Professional Ethics Committee if needed.

4.7. Cooperate with lawful authorities as appropriate.

A health information management professional **shall not**:

4.8. Participate in, condone, or be associated with dishonesty, fraud and abuse, or deception. A non-inclusive list of examples includes:

- Allowing patterns of optimizing or minimizing documentation and/or coding to impact payment
- Assigning codes without physician documentation
- Coding when documentation does not justify the diagnoses or procedures that have been billed
- Coding an inappropriate level of service
- Miscoding to avoid conflict with others

- Engaging in negligent coding practices
- Hiding or ignoring review outcomes, such as performance data
- Failing to report licensure status for a physician through the appropriate channels
- Recording inaccurate data for accreditation purposes
- Allowing inappropriate access to genetic, adoption, health, or behavioral health information
- Misusing sensitive information about a competitor
- Violating the privacy of individuals

Refer to the *AHIMA Standards of Ethical Coding* for additional guidance.

4.9. Engage in any relationships with a patient where there is a risk of exploitation or potential harm to the patient.

V. ***Advance health information management knowledge and practice through continuing education, research, publications, and presentations.***

A health information management professional **shall**:

5.1. Develop and enhance continually professional expertise, knowledge, and skills (including appropriate education, research, training, consultation, and supervision). Contribute to the knowledge base of health information management and share one's knowledge related to practice, research, and ethics.

5.2. Base practice decisions on recognized knowledge, including empirically based knowledge relevant to health information management and health information management ethics.

5.3. Contribute time and professional expertise to activities that promote respect for the value, integrity, and competence of the health information management profession. These activities may include teaching, research, consultation, service, legislative testimony, advocacy, presentations in the community, and participation in professional organizations.

5.4. Engage in evaluation and research that ensures the confidentiality of participants and of the data obtained from them by following guidelines developed for the participants in consultation with appropriate institutional review boards.

5.5. Report evaluation and research findings accurately and take steps to correct any errors later found in published data using standard publication methods.

5.6. Design or conduct evaluation or research that is in conformance with applicable federal or state laws.

5.7. Take reasonable steps to provide or arrange for continuing education and staff development, addressing current knowledge and emerging developments related to health information management practice and ethics.

VI. ***Recruit and mentor students, staff, peers, and colleagues to develop and strengthen professional workforce.***

A health information management professional **shall**:

6.1. Provide directed practice opportunities for students.

6.2. Be a mentor for students, peers, and new health information management professionals to develop and strengthen skills.

6.3. Be responsible for setting clear, appropriate, and culturally sensitive boundaries for students, staff, peers, colleagues, and members within professional organizations.

6.4. Evaluate students' performance in a manner that is fair and respectful when functioning as educators or clinical internship supervisors.

6.5. Evaluate staff's performance in a manner that is fair and respectful when functioning in a supervisory capacity.

6.6. Serve an active role in developing HIM faculty or actively recruiting HIM professionals.

A health information management professional **shall not**:

6.7. Engage in any relationships with a person (e.g. students, staff, peers, or colleagues) where there is a risk of exploitation or potential harm to that other person.

VII. ***Represent the profession to the public in a positive manner.***

A health information management professional **shall**:

7.1. Be an advocate for the profession in all settings and participate in activities that promote and explain the mission, values, and principles of the profession to the public.

VIII. ***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.***

A health information management professional **shall**:

8.1. Perform responsibly all duties as assigned by the professional association operating within the bylaws and policies and procedures of the association and any pertinent laws.

8.2. Uphold the decisions made by the association.

8.3. Speak on behalf of the health information management profession and association, only while serving in the role, accurately representing the official and authorized positions of the association.

8.4. Disclose any real or perceived conflicts of interest.

8.5. Relinquish association information upon ending appointed or elected responsibilities.

8.6. Resign from an association position if unable to perform the assigned responsibilities with competence.

8.7. Avoid lending the prestige of the association to advance or appear to advance the private interests of others by endorsing any product or service in return for remuneration. Avoid endorsing products or services of a third party, for-profit entity that competes with AHIMA products and services. Care should **also** be exercised in endorsing any other products and services.

IX. ***State truthfully and accurately one's credentials, professional education, and experiences.***

A health information management professional **shall**:

9.1. Make clear distinctions between statements made and actions engaged in as a private individual and as a representative of the health information management profession, a professional health information association, or one's employer.

9.2. Claim and ensure that representation to patients, agencies, and the public of professional qualifications, credentials, education, competence, affiliations, services provided, training, certification, consultation received, supervised experience, and other relevant professional experience are accurate.

9.3. Claim only those relevant professional credentials actually possessed and correct any inaccuracies occurring regarding credentials.

9.4. Report only those continuing education units actually earned for the recertification cycle and correct any inaccuracies occurring regarding CEUs.

X. ***Facilitate interdisciplinary collaboration in situations supporting health information practice.***

A health information management professional **shall**:

10.1. Participate in and contribute to decisions that affect the well-being of patients by drawing on the perspectives, values, and experiences of those involved in decisions related to patients.

10.2. Facilitate interdisciplinary collaboration in situations supporting health information practice.

10.3. Establish clearly professional and ethical obligations of the interdisciplinary team as a whole and of its individual members.

10.4. Foster trust among group members and adjust behavior in order to establish relationships with teams.

XI. ***Respect the inherent dignity and worth of every person.***

A health information management professional **shall**:

11.1. Treat each person in a respectful fashion, being mindful of individual differences and cultural and ethnic diversity.

11.2. Promote the value of self-determination for each individual.

11.3. Value all kinds and classes of people equitably, deal effectively with all races, cultures, disabilities, ages and genders.

11.4. Ensure all voices are listened to and respected.

Code of Ethics 2011 Ethical Principles

Ethical Principles: The following ethical principles are based on the core values of the American Health Information Management Association and apply to all AHIMA members and certificant.

A health information management professional **shall**:

1. Advocate, uphold, and defend the individual'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 regards 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. Advance health information management knowledge and practice through continuing education, research, publications, and presentations.
6. Recruit and mentor students, peers and colleagues to develop and strengthen professional workforce.
7. Represent the profession to the public in a positive manner.
8. 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.
9. State truthfully and accurately one's credentials, professional education, and experiences.
10. Facilitate interdisciplinary collaboration in situations supporting health information practice.
11. Respect the inherent dignity and worth of every person.

Works Cited

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ESSENTIAL SKILLS EXPECTED OF A MEDICAL BILLER / CODER / HIT TECHNICIAN

Students may be expected to perform satisfactorily in the following areas:

Physical

- View computer screens for long periods of time.
- Use keyboard or input devices to enter data into the computer.
- Have good hand-eye coordination to enter data, answer phones, and write.
- Lift light objects such as code books and carts loaded with records.
- Spend long periods of time sitting.
- Hear adequately enough to permit contact with patients, physicians, and other employees.
- Interpret reading material correctly, spell accurately, and regularly communicate health information in written and verbal form.

Cognitive

- Demonstrate the interpersonal skills necessary to interact effectively with patient's families, physicians, co-workers and other facility personnel.
- Demonstrate the organizational and time management skills necessary to carry out multiple functions on a daily basis.
- Follow job related logical thought processes to make judgments.
- Take initiative and work independently, yet recognize self-limitations.
- Regularly accept guidance and supervision from superiors.
- Demonstrate prolonged concentration skills.
- Apply numeric logic and analytical skills in interpretation and presentation of data

Emotional/Psychological

- Cope in an appropriate manner to common job related stressful situations.
- Articulate ideas and communicate information clearly.
- Exhibit flexibility in response to shifting priorities.
- Display a courteous and professional manner through interaction, appearance, and attitude.
- Keep confidential material confidential.
- Meet ethical standards of profession

DESCRIPTION OF THE COURSES INCLUDED IN THE MEDICAL BILLING PROGRAM

HIT 110 (3 Credit Hours): This course presents medical terminology through study of medical word roots, prefixes, and suffixes. Focus of the course is on relationship among symptomatic, disease, and procedural terms.

HIT 101 (3 Credit Hours): Course examines sources of health information and relationship with health agencies. Course discusses healthcare delivery system in the United States and professional and trade associations related to healthcare. Content includes study of origin and purpose, content, order, analysis and use of medical records, methods of compiling, numbering, retrieving, and retention of health information. It introduces students to the electronic health information systems and electronic health record environment including standards, applications, and capabilities of the EHR.

HIT 102 (4 Credit Hours): Course provides instructions in health records and insurance processing procedures, application of third party and managed care policies, procedures, guidelines, including obtaining referrals and pre-certifications. Various claim forms along with filing guidelines are introduced. Focus is on correlating health information with billing procedures in different healthcare settings. Course covers in-depth study of Medicare insurance system with emphasis on knowledge of terminology and guidelines involved in claim filing process. Topics also include understanding of Medicare reimbursement policies, appeal rights, and CMS current efforts to curtail healthcare fraud and abuse. Additionally, introductory information about other major insurance programs, reimbursement methodologies, and federal healthcare legislation programs will be provided.

HIT 103 (3 Credit Hours): Course covers the ICD-10-CM/PCS classification system required to organize medical information for retrieval and reporting. Focus is on both the ICD-10-CM disease classification system and ICD-10-PCS classification system. Work focuses on acquiring skills in coding diseases and procedures and abstracting medical data. Hands-on experience in coding case scenarios assignments.

HIT 104 (3 Credit Hours): Course covers basic principles and guidelines of CPT coding in both hospital-based and ambulatory environments. Students develop skills in using CPT to report reimbursable services. Topics include the format of CPT and practice code assignment, ethical coding principles, encoding systems and software with practice applications.

All of the above-mentioned courses have to be taken during the same semester.

NON-DISCRIMINATION POLICY

The City Colleges of Chicago does not discriminate on the basis of race, color, national origin, sex, sexual orientation, religion, age, disability or marital status in its employment practices, admissions policies or access to its educational programs, resources, and activities.

DISABILITY SERVICES

Disability Services Malcolm X College does not discriminate on the basis of disability in admissions, access to or participation in its programs or activities. Requests for reasonable accommodations for a documented disability should be made to the Office of Disability in Room 1406 in the Student Services Department.

ADVISING, ACADEMIC SUPPORT, AND CAREER SERVICES

Advising, Academic Support, and Career Services Questions regarding advising for Medical Billing related questions, please contact an academic advisor in the Advising Center at 312-850-7185. The college's Enrollment Services Division utilizes Advising Services to assist students with academic, career (employment, research career and resume), and personal choices. They can be reached by the information listed below:

- Advising Center; Room #1412; phone number: 312-850-7185
- Career Services; Room #1400 A; phone number: 312-850-7267
- Student Services (a broad range of services to assist students in achieving their academic and life goals); Room #1406; phone number: 312-850-7120 or 312-850-7121

STUDENT SUPPORT SERVICES

Library Services

You will have access to the Educational Resource Center at the stated hours. Additionally, there are many online resources available through the college library website. Some of the resources include the catalog system and research databases that include access to many periodicals. Additional reference materials can be made available by contacting the MXC Faculty.

SOCIAL MEDIA POLICY

Students enrolled in Health Sciences and Nursing programs at Malcolm X College must adhere to the Social Media Policy. Students must abide by the Standards of Conduct listed in the Academic and Student Policy Manual.

Prohibitions

Students are prohibited from taking and/or recording and/or sharing photos or videos of classroom and lab spaces while class and/or lab session held on campus or at clinical sites. Students are prohibited from taking and/or sharing photos or videos of clinical sites at any time. Students are prohibited from making any reference to any patient in their care, any patient in the care of an instructor, or any patient in the clinical facility. Students are prohibited from revealing any information in violation of the Health Insurance Portability and Accountability Act of 1996 (HIPAA). Read more about HIPAA [here](#) and HIPAA for professionals [here](#).

Warnings

Students should be mindful of possible violations of HIPAA laws and the disclosure of individual identifying information. Ignorance of HIPAA laws is not a defense of violations and students who violate the law will be held to the standards of it regardless of knowledge or foreknowledge. Violating the social media policy and/or HIPAA law can result in immediate dismissal from the program and the student may be prohibited from being admitted into another MXC health sciences or nursing program.

As a student enrolled in a health care program, it is your responsibility to be aware that social media posts that reference activities in the classroom, lab, or clinical sessions of your health sciences program may inadvertently disclose protected information. Any inadvertent disclosure is subject to discipline under the prohibitions of this policy.

Penalties

Students in violation of the Social Media Policy are subject to disciplinary measures from their Program and/or the Department of Health Sciences and *depending upon the nature of the violation*, up to and including dismissal from the program and/or college. The judicial process as outlined in the [Academic and Student Affairs Policy Manual](#) will be followed for disciplinary matters. If a student is dismissed from the program/college

for violation of this policy, no refund will be made regarding tuition, fees, and/or other Program costs.

STUDENT HEALTH COVERAGE INSURANCE

The District recognizes that certain courses of study and specific classes may place a Student at greater risk given the nature of the curriculum and associated laboratory, practicum or applied task required by the class syllabus. The District administers a Student Accident Health Plan (SAHP), for Students enrolled in certain courses of study during the period of time the Student is engaged in official activities associated with the class, laboratory, practicum or applied task. While the District administers a SAHP, Students of Malcolm X College Health Sciences Programs are *encouraged* to have healthcare insurance coverage that will ensure the appropriate level of coverage should he/she be injured while engaged in any official course, lab or clinical activities on Malcolm X College premises and/or while engaged in such activities at an assigned clinical facility. ***SAHP coverage may not cover the full amount of health costs associated with an injury incurred while performing program related tasks associated with a course, lab or clinical.*** Students are required to report any injury immediately to the instructor present and to the Dean of the program for which he/she is currently enrolled.

DRESS CODE AND ATTIRE

Personal Appearance and Grooming

HANDS:

- Smooth, clean and free of hangnails
- No artificial nails
- Hold the palms of your hands toward you, no fingernails should be seen over the fingers

HAIR:

- Hair must not dangle in the field of operation at any time during lab activities
- No excessive hair accessories including hair feathers
- Clean, neatly groomed, pulled back away from face at all times
- Hair longer than shoulder length must be worn up and secured back
- Bangs must be no longer than the eyebrows and must not restrict your field of vision
- Gentleman: Facial hair shall be clean, neatly trimmed, and well maintained

JEWELRY:

- No excessive jewelry (i.e., dangling earrings, large hoops)
- Earrings limited to one earring per ear lobe
- No necklaces hanging down too long to get caught in medical equipment
- Rings limited to wedding band or engagement ring
- No tattoos or body ornaments, unless covered

ATTIRE:

- Scrubs must be neatly pressed and buttoned; stain free
- Uniform consisting of scrub set (top and pants) to be worn each day of class (after 1st week of scheduled class)
- Flat shoes,
- Socks to cover the ankle in coordinating color of scrub bottoms
- No sweaters or jackets over scrubs
- Undergarments must be worn
- Clean T-shirts may be worn under scrubs, tucked in
- Conservative use of makeup and cologne
- Daily bathing required
- No Smoking (ONLY Smoke in designated smoking area)
- Good oral hygiene required

Note: Scrubs can be ordered online through CAREER Uniforms.

GENERAL ATTIRE

Proper dress is necessary to maintain the image of the profession and the MXC Medical Billing Program. It is for this reason that guidelines for appearance must be established. Faculty of MXC Medical Billing Program have the right to require that students be dismissed from class or lab until acceptable dress code is attained. Classroom and Lab

Attire Students are required to wear solid color scrubs (burgundy) in both lecture and lab.

STUDENT ID

Student ID must be worn on the right side of the scrub top. You can get a MXC Student ID from security.

SCRUBS

Scrub Top- Solid (burgundy) color, must be sized to fit. A T-shirt may be worn under the scrub top. Long sleeve T-shirts are permitted during cold weather.

Scrub Bottom- Solid color (burgundy), must be size to fit. The distance of 1" from the floor to the hem of the pants is required.

ATTENDANCE AND PARTICIPATION

Participation/Attendance

Students are expected to prepare and attend all learning activities. Regular attendance is a significant factor that promotes success in college work. Specific attendance policies for the program promote success in college work. Specific attendance policies for the program will be listed in the course syllabi. Classroom participation is an integral part of the Medical Billing Program and will be listed in the course syllabi. Classroom participation is an integral part of the Medical Billing Program and attendance records are kept to determine class participation. Habitual tardiness and frequent absences are disruptive to the educational process and place an unfair burden on faculty and fellow students within the learning environment. This is also can unfair burden on faculty and fellow students within the learning environment. This is also can produce an unsafe working environment. Learning activities are carefully planned for the student's benefit. As a matter of respect to fellow students and instructors, please be on time for all classes. Tardiness, especially after laboratory or lecture instructions have been given, may constitute dismissal from that particular class. At the discretion of the program director and course instructor, extended or frequent absences may result in the student's dismissal from the course. Absences and extended tardiness may result in deduction of points from the student's grade as stated in the specific courses' syllabi. A student missing more than 20% of the graded assessments for the course will result in a failing grade for the course.

Classroom and Lab Attendance Requirements

Attendance to all lecture and lab courses in the Medical Billing Program is mandatory. Accepting a seat in the Medical Billing Program requires a firm commitment to be present in all classes. Students are required to participate in all aspects of the courses. Attendance will be taken in all courses. Regular attendance is an important part of the educational process and part of a student's academic performance. Failure to attend class may adversely affect a student's grade or standing in the program. Prompt arrival to class is expected of all students. Late arrival is disrespectful to faculty and students. Student arrival more than ten minutes after the time that class is scheduled to begin will be considered an absence for the class period. There are no make-up opportunities for lab or lecture courses. All vacations or work conferences or must be scheduled during scheduled MXC vacations or during semester breaks.

In the event that a class/lab must be missed, it is the student's responsibility to communicate with the faculty. The responsibility of missed instruction falls upon the student to learn and missed assignments must be completed as determined by the faculty. If unable to participate in lab or lecture, documentation must be presented to the instructor. The student must provide documentation to the Faculty, in writing, verifying the reason for the absence immediately upon return. A student missing more than one unexcused lecture or laboratory experience will be given a grade deduction per the syllabus. Written verification of absence must be submitted to faculty upon return to class.

Students have a responsibility to the following:

Professional behavior is expected at all times, including, but not limited to: punctuality, attentiveness, patience, respect and cooperation. Do not give the perception of unprofessional attitudes or behavior. Perception is reality! Attendance in lecture and laboratory are necessary components of the learning process. If you must be absent from any class, it is your responsibility to obtain any announcements made during your absence. It is recommended that you check with a classmate to get these announcements. You have more control of the learning outcome by your own contribution to the learning process!

- Adherence to the professional behavior standards outlined in the student handbook provided to each student is important. Adhere to dress code requirements for both class and lab.
- No head phones or other electronic devices (i.e. cell phones, mp3 players, etc) are permitted. Please store these away in your book bag!
- Speaking negatively about other students in the course, or criticizing techniques used by program faculty will result in a verbal warning. If this persists a written warning will be used and become a part of the student's record. This can result in your removal from the program.
- No gum chewing.
- Come to class prepared with the necessary materials to be successful in the class.
- Remember: The Medical Billing Program reserves the right to recommend the withdrawal of a student who appears academically or personally unable to fulfill the professional responsibilities of the program.

PROGRAM POLICIES/STUDENT GUIDELINES

It is your responsibility to become familiar with all college policies regarding appropriate conduct as well as your rights and responsibilities while you are a student at Malcolm X College. This information can be found in the **current College Catalog** and in the **Medical Billing Program Student Handbook**.

STUDENT RIGHTS AND RESPONSIBILITIES

Student Rights

As a MXC Medical Billing student you have the right to:

- Expect safe working conditions in the learning environment.
- Be treated fairly no equitably without regard to race, color, religion, sex, sexual orientation, nationality, age, or disability.
- Know about policies and procedures of the Medical Billing program and MXC.
- Expect that all records, including health information, will be kept confidential.
- Receive course syllabi, which contain course goals and evaluation policies.
- A student who seeks justice for what he/she perceives to be any unfair treatment by an instructor should follow the college grievance procedure. A description of student rights, grievance should follow the college grievance procedure.

Student Responsibilities

As a MXC Medical Billing program student, you have the following responsibilities:

- You agree to MXC Phlebotomy student handbook.
- You conduct yourself in a professional manner with integrity. This includes demonstrating punctuality, attentiveness, patience, respect, and cooperation with all instructors and fellow students.
- Demonstrate a responsible attitude toward your work and others by acting in the best interest of the college.
- Be knowledgeable about and abide by MXC policies and Medical Billing Program policies and procedures.
- Meet with your instructor or advisor regarding any academic concerns.
- Not represent someone else's work as your own.
- Practice safety precautions at all times.
- Dress appropriately and professionally for all classes and lab activities.

PROGRESSION IN THE PROGRAM

A student must achieve a final letter grade of a "C" or greater in the HIT 110, HIT 101, HIT 102, HIT 103, and HIT 104 courses in order to successfully complete the Medical Billing Program, then become eligible to take the CBCS (Certified Billing and Coding Specialist) exam by the NHA (National Healthcareer Association), and furthermore apply to the Medical Coding Program.

Progress Reports

The college has a midterm progress reporting system. The student may also check current grades on Blackboard at any time. It is the student's responsibility to check the grades posted to verify that these accurately reflect grades earned on all assessments. In HIT 110, HIT 101, HIT 102, HIT 103, and HIT 104 courses, grades are posted on Blackboard and can be viewed by students at any time.

Grading Procedures

At the beginning of each semester in the Medical Billing Program, students will receive a course syllabus outlining the requirements for passing. Grades in HIT 110, HIT 101, HIT 102, HIT 103, and HIT 104 courses are outlined in the syllabus, "A", "B", "C", "D", "F" or "I" (Incomplete). Students have six weeks into the following semester to remove any incompletes.

Grade Grievance Policy

See the MXC College Student Handbook for most current policy. The college handbook contains all the most current policy. These handbooks are available through student services and also available online.

Problem Resolution

If a student has a complaint or problem that is not addressed by the Grade Grievance procedure above, the appropriate order of college personnel to discuss this problem is, in this order: Instructor, Program Director, Health Science Chairperson(s), Associate Dean, or Dean.

ACADEMIC BEHAVIOR AND MISCONDUCT / PROGRAM DISMISSAL

Academic Integrity and Dishonesty CCC is committed to the ideals of truth and honesty. Students are expected to adhere to high standards of honesty and integrity in their academic endeavors. Plagiarism and cheating of any kind are serious violations of these standards. See link below for further explanation.

http://www.ccc.edu/menu/Documents/Academic_Student_Policy/2017_Mar_Academic_Student_Policy_APPROVED.pdf

Academic dishonesty is a serious offense, which includes but is not limited to the following: cheating, complicity, fabrication and falsification, forgery, and plagiarism. Cheating involves copying another student's paper, exam, quiz, or use of technology devices to exchange information during class time and/or testing. It also involves the unauthorized use of notes, calculators, and other devices or study aids. In addition, it includes the unauthorized collaboration on academic work of any sort. Complicity, on the other hand, involves the attempt to assist another student to commit an act of academic dishonesty. Fabrication and falsification, respectively, involve the invention or alteration of any information (data, results, sources, identity, etc.) in academic work. Another example of academic dishonesty is forgery, which involves the duplication of a signature in order to represent it as authentic. Lastly, plagiarism involves the failure to acknowledge sources (of ideas, facts, charges, illustrations, etc.) properly in academic work, thus falsely representing another's ideas as one's own.

In individual cases of academic dishonesty, sanctions may include one or more of the following: an F grade on an assignment where academic dishonesty occurred, a written warning, a failing grade for the course, and/or issuing of an academic dishonesty withdrawal (see ADH – Academic Dishonesty Withdrawal). The severity of the penalty is left to the discretion of the instructor, except the issuing of an academic dishonesty withdrawal which requires Vice President approval. A student may appeal a finding of academic dishonesty (see Appeal Instructional Grading or Academic Dishonesty).

Withdrawal from the Medical Billing Program

If a student chooses to withdraw from any course or from the program for any reason, the student should follow the withdrawal procedure outlined in the College Catalog and notify the Medical Billing Program Director in writing. A return of any program materials is expected at that time.

Reinstatement

A student who has one time withdrawn or been dismissed due to academic performance from the Medical Billing Program may apply in writing for reinstatement, within a one-year period of last attendance. After one academic year, a student must submit a complete application to be considered for admission through the normal application process. Any student who is re-admitted after one year of the original start date is expected to begin the program the next semester course is offered, No exceptions. Reinstatement is a privilege, and not a right. Therefore, submission of a petition for reinstatement does not guarantee reinstatement to the program. A Medical

Billing Program Committee will convene to act on all properly submitted reinstatement requests. Students will be notified of the Committee's decision.

The student must apply in writing and include the following:

- The date of reinstatement request
- The last semester/year attended
- Statement of reason for withdrawal or dismissal
- Statement of the reasons why the student feels they should be reinstated into the program
- Explanation and rationale for future success
- Any other information to be considered (no personal or professional recommendation letter of any kind will be accepted)

COURSE EVALUATIONS, COURSE SYLLABUS, AND PROGRESS REPORTS

Course Evaluations

In HIT 110, HIT 101, HIT 102, HIT 103, and HIT 104 quizzes, one midterm, one final examination, case studies, *Journal of AHIMA* article assignment, individual and group presentations, homework assignments, discussion boards, participation, interactive assessment activities, Virtual Lab practice are administered and included for the formative and summative assessment of students learning.

Each student will complete the Course Instructor Evaluation (HIT 110, HIT 101, HIT 102, HIT 103, and HIT 104).

Course Syllabus

On or before the first day that class meets, the student will receive a course syllabus containing the following information:

- Course description, course goals, instructional methods, and units of instruction
- Required textbooks, methods of evaluation, special course requirements
- Specific course objectives per the course the student is enrolled in
- Instructor Contact Information
- College Policies and Procedures

Student Progress Reports

Students will be informed of their lecture and laboratory progress via department and college midterm progress report policies. Students may access their grades via Blackboard, the course management system that MXC uses to deliver all courses. A conference to discuss a student's progress in the course may be scheduled with the faculty at the students' request. The faculty will make it mandatory to meet with all students who have a grade below a "C" to ensure the success of the students in the HIT 110, HIT 101, HIT 102, HIT 103, and HIT 104 courses. No exceptions. A lack of performance in the class or lab activities will result in a conference between the course instructor and the student. The student will be given a written consultation that identifies the deficiencies and prescribed requirements for improvement within a specified period.

NON-ACADEMIC FORMAL COMPLAINT FILING PROCEDURE

The Complaints/Compliments Management System is an online portal, whereby City Colleges of Chicago (CCC) students, faculty, staff, and community members can submit a formal complaint or compliment regarding an academic or non-academic matter.

Procedure for Filing a Formal Non- Academic Complaint

Students, faculty, staff, and community member, once into the system must first select to file a complaint and select the appropriate CCC college location associated with the compliment or complaint. Next, the individual is required to select the appropriate category and select to provide supporting documents. Once the complaint is submitted, a notification is sent to the arbiter and a copy of the complaint and confirmation of the receipt is sent to the filer. Each college department with a complaint category assigned to them, has a department lead (arbiter) designated to process the complaint and resolve issues in a timely manner. Per the CCC policy for grievances [or complaints] outside of the grade appeal process, students receive a response within five business days. A response may include, but is not limited to: a request for further information, a suggested resolution, or a final disposition. In the event a student wants to appeal a decision or is dissatisfied with the outcome, an appeal can be filed.

Oversight of Complaint Management System

All complaints are tracked from initial submission to final disposition and archived within Complaints/Compliments System. The Complaints/Compliments System is monitored by Malcolm X College's Ombudsman. Oversight of timely resolution of complaints through the system, in accordance with the CCC Non-Academic Student Complaint Policy is managed by a designated administrator (or Ombudsman) at each college.

Grade Appeals

The CRM system is separate from the process for filing a grade appeal. Grade appeals, as an academic performance only issue continue to be managed through the office of the Vice President at Malcolm X College.

Academic Standing Procedure:

A student must maintain a Cumulative Grade Point Average (CUM-GPA) of 2.0 or higher to remain in good Academic Standing. Section 3.13

Non-Grade Designations Procedures:

Non-grade designations are recorded on a student's permanent academic record and appear on the transcript. Non-grade designations issued to degree-seeking students do not apply towards graduation and are not used in Grade Point Average (GPA) calculations.

(a) ADH – Academic Dishonesty Withdrawal

A student found to have engaged in academic dishonesty may receive an academic dishonesty withdrawal (ADH) designation. For more information, see Academic Integrity and Dishonesty.

(b) ADR – Administrative Removal from College

In situations where a student's presence at City Colleges constitutes a substantial and sustained threat to the health, safety and well-being of the college community, the President, in consultation with the College's Supportive Intervention Team (SIT), and with the approval of the District SIT Team, can elect to remove the student from the College or all City Colleges, for a definite or indefinite amount of time. For more information, see Administrative Removal from College. Prior to any removal being finalized, the student will be notified that a removal is being considered and the basis for the proposed administrative removal. The student will be given an opportunity to provide medical and other relevant information regarding the proposed removal to the Dean of Student Services for SIT review. See Supportive Intervention Team (SIT) for more information. An administrative removal will result in an ADR indicator on the student's permanent academic record. CCC policies for class withdrawals and refunds apply.

(c) ADW – Administrative Withdrawal

Students are required to attend class. A student may be awarded an administrative withdrawal (ADW) at midterm if the instructor determines that the student is not actively pursuing completion of the course, based upon the instructor's active pursuit criteria. Instructors are required to publish their measures of active pursuit and distribute them to students via their class syllabus during the first week of class. Active pursuit may be measured by class participation, taking required examinations, quizzes, submission of papers, work assignments, class attendance, etc.

(d) I – Incomplete

Incomplete "I" designations are non-grade designations received by students who have actively pursued a course and are doing passing work at the end of the course, but who have not completed the course's final examination and/or other specific course assignments due to extenuating circumstances. "I" grades are awarded upon request of the student and at the discretion of the instructor, and must be supported by documentation that explicitly explains the extent of the extenuating circumstances.

Students must:

- Have completed at least eighty percent (80%) of the course
- Be able to complete all remaining course requirements without further classroom instruction

All remaining course requirements must be satisfied and turned into the instructor (or Department Chair in the absence of the instructor) no later than the midpoint of the following term (excluding the Summer term). Otherwise, the “I” grade will convert to an “F” grade. Academic & Student Policy, March 2017 City Colleges of Chicago

(f) NSW – No-Show Withdrawal

Students are required to attend class. Students will be issued a no-show withdrawal (NSW) under the following circumstances (see No-Show Withdrawals (NSW) & Refunds for information about NSW refund policies):

- Courses that meet more than once per week: students who do not attend the first two class sessions will be withdrawn from the class by the instructor and issued an NSW.
- Courses that meet once per week: students who do not attend the first class session of a course which meets only once per week will be withdrawn from the class by the instructor and issued an NSW. Students who have been issued an NSW by the instructor may, at the request of the instructor, be reinstated (RNS) into the class. See RNS – Reinstatement (in a Class) for more information.

MEDICAL BILLING PROGRAM

**ACKNOWLEDGEMENT OF THE MEDICAL BILLING PROGRAM STUDENT
HANDBOOK**

I have received a copy of the Medical Billing Program 2017- 2018 Student Handbook. As a Medical Billing Program student: I have read, understand, and had the opportunity to ask questions; and further accept responsibility for all of the content within it.

1. I am aware of and accept the physical, cognitive, and emotional/psychological requirements involved in this profession.
2. I understand that I must comply with drug screening policies and procedures, along with medical documents, immunizations, and a background check if I choose to apply for the Medical Coding Program.
3. I agree to abide by all of the policies and AHIMA's Code of Ethics.
4. I understand that I need to receive a "C" grade or better in HIT 110, HIT 101, HIT 102, HIT 103, and HIT 104 to graduate from the Medical Billing Program and become eligible to sit for the CBCS exam administered by the NHA.
5. I am aware that I need to register for all of the courses included in the Medical Billing Program (HIT 110, HIT 101, HIT 102, HIT 103, and HIT 104) during the same semester.
5. I understand that failure to abide by the policies and procedures contained within this handbook will be grounds for disciplinary action and dismissal from the Medical Billing Program.

Please date, sign, and print your name below and return this form to your instructor by the due date.

Student Signature _____ Date _____

Printed Name _____

MEDICAL CODING PROGRAM APPLICATION

Complete this application and submit to: Malcolm X College, Office of Admission, 1900 West Jackson Street, Chicago, IL 60612

Please print or type:

Student ID Number:

Date of Application:

Last Name:

First Name:

Middle Name:

Address:

City:

State:

Zip Code:

Home Phone:

Business Phone:

Cellular Phone:

Emergency Contact: Name, Relationship, Phone Number:

List all colleges or universities attended since high school graduation, including any of the City Colleges of Chicago. If never attended, write "none." Continue list on separate sheet of paper, if necessary.

School	City	State	Dates (from/to)	Degree Earned
---------------	-------------	--------------	------------------------	----------------------

Please explain why you have chosen the program for which you are applying. (You may include a continuation sheet if you need additional space).

HAVE YOU EVER BEEN CONVICTED OF A CRIME?

____ Yes

____ No

CERTIFICATION / LICENSE: If you currently hold certification or licensure in the health care field, please list below (e.g., EMT, RN, etc.). **Please attach a copy of certificate or license.**

	License/Certificate	State	Expiration Date
1.			
2.			
3.			
4.			

Signature

Date

The HIT Program does not discriminate on the basis of race, color, national origin, sex, religion, age, or marital status based on admission policies.



**MEDICAL CODING PROGRAM
REFERENCE FORM**

Applicant: Please complete the information below and present this form to your recommender:

Your Name: _____ Phone: _____

Your Address: _____

Recommender: Your input is needed in order for the program to establish a complete profile on the applicant...

1. How long have you known the applicant? _____ years
2. Please rate the applicant in the following areas.

	<i>Above Average</i>	<i>Average</i>	<i>Below Average</i>	<i>Unable to Comment</i>
<i>Reliability</i>				
<i>Responsibility</i>				
<i>Motivation</i>				
<i>Academic Potential</i>				
<i>Integrity</i>				
<i>Oral Communication</i>				
<i>Written Communication</i>				
<i>Interactive Ability</i>				

3. Is there anything you wish to highlight about this applicant?

Recommender's Name: _____ **Title:** _____

Company / Agency Name: _____

Recommender's Signature: _____ **Date:** _____



**MEDICAL CODING PROGRAM
REFERENCE FORM**

Applicant: Please complete the information below and present this form to your recommender:

Your Name: _____ Phone: _____

Your Address: _____

Recommender: Your input is needed in order for the program to establish a complete profile on the applicant...

- 4. How long have you known the applicant? _____ years
- 5. Please rate the applicant in the following areas.

	<i>Above Average</i>	<i>Average</i>	<i>Below Average</i>	<i>Unable to Comment</i>
<i>Reliability</i>				
<i>Responsibility</i>				
<i>Motivation</i>				
<i>Academic Potential</i>				
<i>Integrity</i>				
<i>Oral Communication</i>				
<i>Written Communication</i>				
<i>Interactive Ability</i>				

- 6. Is there anything you wish to highlight about this applicant?

Recommender's Name: _____ **Title:** _____

Company / Agency Name: _____

Recommender's Signature: _____ **Date:** _____

Appendix A

Medical Forms

(for students applying to the Medical Coding Program)

MEDICAL COMPLIANCE CHECKLIST

These items are required for participation in the clinical setting, a critical part of your learning experience in your Health Sciences program here at City Colleges of Chicago. All correspondence regarding medical compliance will be via your CCC issued email address.

Completed	Requirement	Comments
	Healthcare Provider Release	To be signed by you and the healthcare provider .
	Student Health Report	To be completed and signed by healthcare provider .
	Health History	To be completed by healthcare provider .
	Mandatory Titers <i>Verified yearly.</i>	<input type="checkbox"/> TB/PPD or Chest X-ray or Quantiferon-TB Gold
		<input type="checkbox"/> Measles (Rubeola)
		<input type="checkbox"/> Mumps
		<input type="checkbox"/> Rubella
		<input type="checkbox"/> Varicella
		<input type="checkbox"/> Hepatitis B Surface Antibody
		<input type="checkbox"/> Tetanus (within last 9 years)
	Urine Drug Screen <i>Repeated yearly and as needed.</i>	<input type="checkbox"/> Cocaine (COC)
		<input type="checkbox"/> Amphetamine (AMP)
		<input type="checkbox"/> Tetrahydrocannabinol (THC)
		<input type="checkbox"/> Methadone (MTD)
		<input type="checkbox"/> Opiates (OPI)
		<input type="checkbox"/> Phencyclidine (PCP)
		<input type="checkbox"/> Barbiturates (BAR)
		<input type="checkbox"/> Benzodiazepines (BZD)
	<input type="checkbox"/> Propoxyphene	
	Criminal Background Check	Final result of background check through vendor specified by City Colleges of Chicago. <i>Verified yearly.</i>

	Influenza Vaccine	Must provide proper documentation for current season's vaccine.
	Stroger Hospital Form	To be completed by healthcare provider and signed by student.
	AHA-BLS for Healthcare Provider Card	Submit a current American Heart Association card. <i>Verified every semester.</i>
	Health Insurance Card	Must submit documentation of valid health insurance.

I understand that medical compliance to the above items must be maintained throughout my attendance in my Health Sciences program. Medical non-compliance will affect my attendance in the clinical setting and, therefore, my clinical grade. I also testify that the information contained in this packet is accurate, complete, and about me.

Student Name _____ Student ID _____

Student Signature _____ Date _____

Reviewed By _____ Date _____

Revised 5/2016



HEALTHCARE PROVIDER RELEASE

DEAR HEALTHCARE PROVIDER:

The following student is enrolled in a Health Sciences at City Colleges of Chicago. If your physical examination reveals any condition which would present a threat to his/her patients or if this person has a condition that would render patient care hazardous to him/her, please note so on this form.

The student, _____:
Student's Name

_____ DOES **NOT** have a condition that would interfere with his/her the ability to safely perform patient care duties as a Health Sciences student.

_____ DOES have a condition that would interfere with his/her ability to safely perform patient care duties as a Health Sciences student.

Their limitations are as follows: _____

_____.

HEALTHCARE PROVIDER'S NAME (PLEASE PRINT) _____

ADDRESS _____ **CITY** _____

HEALTHCARE PROVIDER'S SIGNATURE _____ **DATE** _____

I, _____, give my permission for my healthcare
Student's Name
provider to release the requested health records to City Colleges of Chicago.

STUDENT SIGNATURE _____ **DATE** _____

STUDENT ID NUMBER _____



STUDENT'S NAME _____ STUDENT

ID NUMBER _____

CURRENT HEIGHT: _____ FEET AND _____ INCHES CURRENT WEIGHT: _____ POUNDS

Please complete the table indicating your past medical history. Please check 'No' if you have NOT had the disease. Check 'Yes' if you have had or currently have the disease. Please list date of diagnosis, treatment, and any other necessary comments.

	NO	YES	MONTH/YEAR	COMMENTS
CONTAGIOUS DISEASES				
Hepatitis (list type)				
Measles (Rubeola)				
Mumps				
Rubella (German/3-day Measles)				
Tuberculosis/Positive TB Test				
Varicella/Shingles				
HEALTH CONDITIONS				
Arthritis				
Asthma				
Autoimmune Disease				
Blood Disorders				
Bone Fractures/Deformities				
Cancer (type & location)				
Diabetes				
Gastrointestinal Problems				
Glaucoma				
Heart Attack/Stroke				
Heart Failure				
Heart Murmur				

Hypertension				
Kidney Disease				
Liver disease				
Mental Illness				
Muscle Weakness/Paralysis				
Neurologic Disease				
Pneumonia				
Pulmonary Disease (specify)				
Seizure Disorder				
Thyroid Disorder				
ALLERGIES				
SURGERIES				
CURRENT MEDICATIONS				
OTHER CONDITIONS NOT LISTED				

Revised 5/2016



PHYSICAL ASSESSMENT-Medical Coding Program

STUDENT'S NAME _____ STUDENT ID NUMBER _____

DATE OF BIRTH _____

GENDER _____

VISION: LEFT _____ RIGHT _____

HEARING: LEFT _____ RIGHT _____

HEAD _____

NECK _____

CHEST _____

LUNGS _____

UPPER EXTREMITIES _____

ABDOMEN _____

HAIR, SKIN, NAILS _____

GASTROINTESTINAL _____

GENITOURINARY _____

LOWER EXTREMITIES _____

MUSCULOSKELETAL _____

NOTE: For pregnant or lactating students, please provide a written statement indicating if the student is able to meet the physical demands of the Health Sciences program.

HEALTHCARE PROVIDER'S NAME (PLEASE PRINT) _____

ADDRESS _____ CITY _____

HEALTHCARE PROVIDER'S SIGNATURE _____ DATE _____

Revised 5/2016



STUDENT HEALTHCARE INFORMATION RELEASE

I, _____, give permission for City Colleges of Chicago to release my health records, which include my criminal background check and urine drug screen, to clinical sites in which I am assigned. I understand that this is necessary in order for me to complete the clinical requirement of the Health Sciences program.

SIGNATURE _____ **DATE** _____

STUDENT ID NUMBER _____

EMERGENCY CONTACT INFORMATION

NAME _____

RELATIONSHIP _____

CONTACT NUMBER _____

Revised 5/2016

IMMUNIZATIONS



PLEASE ATTACH OFFICIAL LAB RESULTS.

<p>TUBERCULIN REQUIREMENT</p> <p>Choose one option and provide proof. If TST or QuantiFERON</p>	<p>A) Two Step Tuberculin Skin Test</p> <p>Step 1:</p> <p>_____</p>	<p>B) QuantiFERON TB Gold Blood Test</p> <p>_____</p>
--	--	--

<p>results are positive, CXR required. If CXR is positive, must provide documentation of treatment.</p>	<p>Date Placed Date Read Result</p> <p>Step 2:</p> <p>_____</p> <p>Date Placed Date Read Result</p>	<p>Date Collected</p> <p>_____</p> <p>Result</p>
	<p>C) Chest X-Ray</p> <p><i>(Results must be less than 3 Years)</i></p> <p>_____</p> <p style="text-align: center;">Date Performed Results</p>	
<p>VACCINES</p> <p>Provide proof of administration of each.</p>	<p>Tetanus <i>(Within last 10 years)</i></p> <p>_____</p> <p style="text-align: center;">Date</p>	
	<p>Seasonal Influenza</p> <p>_____</p> <p style="text-align: center;">Date</p>	
<p>SEROLOGIES</p> <p>If titers show non-immune, vaccination series must be completed. Once completed, a repeat titer must be drawn 60 days after completion of the series to prove immunity.</p>	<p>Measles (Rubeola)</p> <p>_____</p> <p style="text-align: center;">Date Collected Titer Results</p>	
	<p>Mumps</p> <p>_____</p> <p style="text-align: center;">Date Collected Titer Results</p>	
	<p>Rubella</p> <p>_____</p> <p style="text-align: center;">Date Collected Titer Results</p>	
	<p>MMR Series</p> <p>(if applicable)</p> <p>_____</p> <p style="text-align: center;">Vaccine #1 (Day 0) Vaccine #2 (Day 28)</p>	
	<p>Repeat Titer</p> <p>_____</p> <p style="text-align: center;">Date collected (Day 88) Titer Results</p>	
	<p>Varicella</p> <p>_____</p> <p style="text-align: center;">Date Collected Titer Results</p>	
<p>Varicella Series</p> <p>(if applicable)</p> <p>_____</p> <p style="text-align: center;">Vaccine #1 (Day 0) Vaccine #2 (Day 28)</p>		
<p>Repeat Titer</p> <p>_____</p>		

	Date collected (Day 88)	Titer Results
Hepatitis B Surface Antibody		
	_____	_____
	Date Collected	Titer Results
Hepatitis B Series		
(if applicable)	_____	_____
	Vaccine #1 (Day 0)	Vaccine #2 (Day 30)
		Vaccine #3 (Day 180)
Repeat Titer		
	_____	_____
	Date collected (Day 240)	Titer Results

Student Name: _____ **Student ID:** _____

Healthcare Provider's Signature: _____ **Date:** _____

Revised 5/2016

Appendix B

Background Check Information



Malcolm X College- Medical Programs

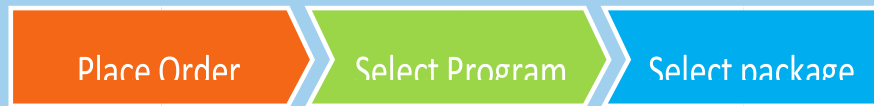
How to Place Order

Welcome to **my** 

To place your order go to:

<https://portal.castlebranch.com/MN49>

Package Name (if applicable):



To place your initial order, you will be prompted to create your secure myCB account. From within myCB, you will be able to:

- ✓ View order results
- ✓ Upload documents
- ✓ Manage requirements
- ✓ Place additional orders
- ✓ Complete tasks

Please have ready personal identifying information needed for security purposes.

The email address you provide will become your username.

Contact Us: 888.914.7279 or servicedesk.cu@castlebranch.com