

LINCOLN
TRAIL
COLLEGE

2023-
2024

**ELECTRONIC MEDICAL RECORDS
CERTIFICATE
PROGRAM HANDBOOK**



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SECTION I: INTRODUCTION

WELCOME

Welcome to the Electronic Medical Records program at Lincoln Trail College (LTC)! Faculty and staff members wish you well in pursuit of your educational endeavor to becoming a qualified Electronic Medical Records professional.

It is very important that you familiarize yourself with this handbook, the [college catalog](#), and the [LTC student handbook](#). These documents contain important information regarding resources, services, and policies. Please note, some information in this publication may become outdated due to changes in Board of Trustees Policy, state law, and program guidelines. In such instances, current board policy, state laws, and program guidelines will prevail.

IECC MISSION STATEMENT

The mission of Illinois Eastern Community Colleges District 529 is to deliver exceptional education and services to improve the lives of our students and to strengthen our communities.

PURPOSE

The District is committed to high academic standards for pre-baccalaureate, and career and technical education that sustain and advance excellence in learning. The mission is achieved through a variety of programs and services that include, but are not limited to:

1. Educational programs, including pre-baccalaureate, career and technical degrees and certificates that prepare a diverse student body for transfer to a baccalaureate granting institution of higher education or entry into a multi-cultural global workplace;
2. Program, course, and institutional goals that have identifiable and measurable learning outcomes that are clearly understood by students;
3. Utilization of resources – sharing partnerships to expand, retain, and strengthen the industrial base of southeastern Illinois;
4. Academic programs and institutional services that are reviewed and revised on a scheduled timeframe with a focus on accountability relative to planning, student and program assessment, and learning outcomes;
5. Adult and continuing education designed to meet the immediate and long-term needs of the residents in the district;
6. Programs in remedial education which assist district residents in attaining skills and abilities needed to enter and complete college-level programs;
7. Student advisement, counseling, and placement services for the purpose of assisting students in choosing a program of study, transferring to a baccalaureate granting institution, entering employment, or completing certificate or course goals;
8. Curricula and services that are developed and updated as necessary to meet both short-and-long term needs of the residents of the district;
9. Community education and community service activities that provide a cultural and intellectual resource center for the area as well as identifying and honoring diversity within our communities;

10. Professional enrichment and growth experience for college, faculty, administrators, and staff which will improve and enhance instruction and service; and,
11. Resources, facilities, staff, and equipment to support all program and service components of the college.

VISION

Illinois Eastern Community Colleges is an institution that engages, challenges, and supports faculty and students as they pursue excellence in teaching and learning. We place the needs of our students at the center of our decision-making and will continue to be an organization committed to excellence, innovation, and continuous improvement.

IECC CORE VALUES

These values, which are the foundation of Illinois Eastern Community Colleges, have defined the district since its inception, and are affirmed by the faculty, students, staff, and administration. At IECC, we believe in and place value upon:

- ❖ **Stewardship.** Accepting our responsibility to be good stewards of the public trust, we will sensibly use our financial, human, and physical resources to achieve our mission.
- ❖ **Responsibility.** Encouraging personal growth and learning through leadership, citizenship, and accountability.
- ❖ **Integrity.** Providing an environment where people are encouraged and empowered to do the right thing in their work and interactions with others.
- ❖ **Respect.** Recognizing and appreciating our similarities and our differences, we demonstrate mutual regard for others through our words and actions.
- ❖ **Accessibility.** Providing access to a high-quality college education for everyone who seeks one, while providing the support needed to facilitate attainment of academic and professional goals.

NONDISCRIMINATION STATEMENT

Illinois Eastern Community College District No. 529 does not discriminate on the basis of race, color, sex, pregnancy, gender identity, sexual orientation, age, marital status, parental status, religious affiliation, veteran status, national origin, ancestry, order of protection status, conviction record, physical or mental disability, genetic information, or any other protected category. Find more information at www.iecc.edu/nondiscrimination.

AMERICANS WITH DISABILITIES ACT POLICY

IECC is committed to maintaining an inclusive and accessible environment in compliance with the Americans with Disabilities Act (ADA) of 1990 and Section 504 of the Rehabilitation Act of 1973. Support is available in the form of accessible facilities, individualized plans, and reasonable accommodations to students who meet the requirements of a person with a disability. Learn more at www.iecc.edu/ada.

SECTION II: PROGRAM OF LEARNING

ELECTRONIC MEDICAL RECORDS PROGRAM

An Electronic Medical Records professional is a member of the physician's services and of the greater health care community. Electronic Medical Records professionals are capable of providing services at in-patient and out-patient facilities, medical records departments, billing and insurance departments, front and back office settings, labs, and coding services. Education is the process by which Electronic Medical Records majors are provided learning experiences to develop the abilities necessary for this practice.

PHILOSOPHY

We believe that quality education and training are fundamental in the Electronic Medical Records field. As such, we are committed to providing comprehensive and relevant education that includes both theoretical and practical approaches. We emphasize the importance of hands-on training and experiential learning, allowing students to develop the necessary skills and confidence necessary in real-world scenarios.

We support the concept of education mobility and encourages students to further their professional growth as opportunities within the allied health field are available and appropriate.

MISSION

The mission of the Electronic Medical Records program of Lincoln Trail College is to provide quality education in Electronic Medical Records that affords qualified persons the opportunity to develop the knowledge and skills necessary to successfully test and secure certification as a Certified Electronic Medical Records professional.

GOALS

1. To provide the education and training necessary for students to become competent and ethical, entry-level Electronic Medical Records professionals.
2. To provide a thorough knowledge of the theory, skills, and procedures relevant to the practice of Electronic Medical Records.
3. To provide an environment that helps students develop self-awareness and the communication skills necessary for appropriate interactions with physicians, clients, medical staff, members of the health care community, and the public.
4. To provide a climate of respect for the diversity of persons and ideas, wherein students feel free to discuss social issues.
5. To provide knowledge of the role of the Electronic Medical Records professional within the greater health care community.
6. To provide an environment that is conducive to learning and personal growth.
7. To provide a stimulus for inquiry and a commitment to continued learning.

EDUCATIONAL OUTCOMES

Upon the completion of the Electronic Medical Records program the student will skillfully demonstrate the following entry level competencies:

1. The various standards of the health care delivery system.

2. Infection control and safety.
3. Integration of basic knowledge of anatomy and physiology, terminology, and processes as they relate to patient diagnostic testing.
4. Appropriate and professional communication when interacting with physicians, patients, and other members of the health care profession.
5. The necessity of continuing education and learning as a function of growth and maintenance of competence.
6. Review medical records to ascertain accuracy with regard to treatment procedures.
7. Prepare medical reports and files for long-term storage.
8. Compile statistics and data for use by other medical personnel.
9. Provide access of medical information to appropriate parties such as third-party payers and attorneys.

CLINICAL PARTNERSHIPS)

Through partnerships with various local healthcare facilities, students receive valuable hands-on experience to prepare them for a career in the Electronic Medical Records field.

CURRICULUM

Program Requirements

Required courses are designed to build skills for clerical and clinical aspects of Electronic Medical Records. The student will be able to perform the following duties: schedule appointments, prepare and maintain records, type reports, process health insurance forms, order supplies, maintain financial records, and review medical records to determine accuracy with regard to treatment procedures.

Students must successfully complete all classes in the program with a cumulative grade point average of 2.0 or better to qualify for internships. Students may not be allowed to enter internship if ALL required deadlines are not met by the assigned time, this includes 100% of all clinical skills completed. Students will not be approved to sit for certification testing until/unless all programming requirements have been met. The most up-to-date curricular requirements for the Electronic Medical Records program may be found on the webpage www.iecc.edu/ltc/emr.

<u>First Semester</u>				<u>Credit Hours 14</u>		<u>Second Semester</u>				<u>Credit Hours 14</u>	
HEA	1209	HIPAA for Allied Health		1		DAP	1201	Business Computer Systems	OR		
HEA	1225	Introduction to Medical Terminology*	OR			TEL	1275	Essential Computer Skills		V2	
HIM	1207	CEMRS Medical Terminology		3		ENG	1212	Technical Writing		V3	
HEA	2267	Intro to ICD-10-CM		4		GEN	2297	Employment Skills		V3	
HIM	1201	Introduction to HIM		3		HIM	1205	HIM Intro to Human Pathophys		3	
HIM	1202	HIM Data Management		3		PHI	2141	Ethics in the Medical Community		3	
						<u>Summer Semester</u>				<u>Credit Hours 3</u>	
						HIM	2220	Clinical Practicum		<u>V3</u>	
						<u>Total Credit Hours</u>				<u>31</u>	

*Students considering the Nursing program should take HEA 1225.

SECTION III: LEGAL/ETHICAL RESPONSIBILITIES

AHIMA EXPECTATIONS

AHIMA Code of Ethics

www.ahima.org

The Code of Ethics of the American Electronic Medical Records Association (AHIMA) shall set forth principles of ethical and moral conduct as they relate to the medical profession and the particular profession of Electronic Medical Records, and include the following purposes:

1. Identifies core values on which the EMR mission is based.
2. Summarize broad ethical principles that reflect the profession's core values and establishes a set of ethical principles to be used to guide decision-making and actions.
3. Helps EMR professionals identify relevant considerations when professional obligations conflict or ethical uncertainties arise.
4. Provides ethical principles by which the general public can hold the EMR professional accountable.
5. Socializes practitioners new to the field to EMR's mission, values, and ethical principles.
6. Articulates a set of guidelines that the EMR professional can use to assess whether they have engaged in unethical conduct.

AHIMA Professional Values (Memorize)

1. Providing Service.
2. Protecting medical, social & financial information.
3. Preserving and securing health information.
4. Promoting the quality and advancement of healthcare.
5. Demonstrating HIM expertise and skills.
6. Promoting interdisciplinary cooperation and collaboration.
7. Protecting committee deliberations.
8. Complying with laws, regulations, and policies.
9. Advocating change.
10. Refusing to participate or conceal unethical practices.
11. Reporting violations of practice standards to the proper authorities.

ETHICAL BEHAVIORS IN THE EMR PROGRAM

The process of becoming an effective member of the health care profession involves, not only attaining competency in knowledge and skills, but also demonstrating the ethical behaviors that follow.

Truth includes doing one's own work. Students are expected to do homework, tests, and other assignments unassisted unless the instructor provides directions stating otherwise. No credit will be given for material that is not the student's own work. Any student who displays dishonest behavior will be brought before program officials for review of the situation and may be dismissed from the course, program, and/or college. (See also [Academic Integrity Policy](#))

Honor means integrity in one's beliefs and actions. Honor involves congruence between what one says and does and consistency in behaviors and actions. The student is expected to adhere to the policies of the college, the program, and any affiliate site. As the student develops in the practice of Electronic Medical Records, adherence to the ethical standards of the practitioner is also expected and required.

Fairness involves weighing situations and interactions and responding reasonably. It also means the student will be courteous and civil in expressing opinions and agreeing or disagreeing with others both in and outside the classroom.

Compassion means demonstrating an understanding of the difficulties of others. It also includes recognizing that decisions involve looking at the context of a situation. The student is expected to realize that balancing different needs requires flexibility to allow for suitable adjustments to be made.

Self-respect and responsibility involve valuing of self and is evidenced through conduct, appearance, and interaction with others. The student is expected to interact positively with peers, faculty, other college personnel, and clinical site representatives, and treat them respectfully. Respect also involves not talking when others are speaking, actively listening to others, responding non-judgmentally to the views of others (especially when in opposition to personal opinions), and demonstrating tolerance. Appropriate verbal and non-verbal communication is required. The student is expected to meet the standards of the Medical Assistant program and any affiliate in conduct, dress, and appearance.

STUDENT CONDUCT

Illinois Eastern Community Colleges is committed to the personal growth, integrity, freedom of civility, respect, compassion, health and safety of its students, employees, and community. To accomplish this commitment, IECC is dedicated to providing an environment that is free from discrimination, harassment, retaliation, and harmful behavior that hinders students, employees, or community members from pursuing IECC education or services.

IECC's Student Conduct Policy 500.8 establishes the Student Code of Conduct to communicate its expectations of students and to ensure a fair process for determining responsibility and appropriate sanctions when a student's behavior deviates from those expectations. The Student Code of Conduct can be viewed at www.iecc.edu/studentconduct.

Students, through the act of registration at Illinois Eastern Community Colleges, obligate themselves to obey all rules and regulations published in the college catalog, program and student handbooks, and/or on the website. It's highly recommended that all students review the Student Code of Conduct immediately upon enrolling.

CONFIDENTIALITY

Confidentiality of Client Information

Electronic Medical Records students are ethically and professionally obligated to hold client information in confidence; students are expected to maintain the same high standards. The student must act to protect client confidentiality in all situations. Incidents or information related to clients will be discussed with the instructor and/or clinical supervisor in appropriate surroundings only. The student will not discuss these issues with other clients, friends, family, or in public places. The student must adhere and follow HIPAA guidelines. **Any HIPAA violation WILL result in immediate dismissal from the course and possible administrative withdrawal from the program.**

Confidentiality of Student Records

All students' education records will be secured and treated as confidential. A student may make a formal request to inspect his or her personal record, and access will be provided as specified by the [Family Educational Rights and Privacy Act \(FERPA\)](#).

Confidentiality of Classroom Discussions

When an individual chooses to share personal information in the classroom, it must go no further than the classroom setting. Students must keep in confidence all personal information divulged by classmates, instructors, and staff until and unless the individual grants permission for personal information to be revealed. Program graduates are expected to continue to maintain the confidentiality of information shared while they were students at the college. Any HIPAA violation WILL result in immediate dismissal from the course and possible administrative withdrawal from the program.

SECTION IV: GENERAL PROGRAM REQUIREMENTS and RELATED EXPENSES

GENERAL PROGRAM REQUIREMENTS

Admission Requirements

Although there are no reading or mathematics course requirements associated with the Electronic Medical Records program, all majors are required to verify academic competency within these areas through placement testing. Students with scores below college level begin remediation during their first semester as a major in the Electronic Medical Records program and, must successfully complete all remedial requirements as noted below.

Reading

Students must successfully complete REM0401 Remedial Reading II with a “C” or better, or receive comparable reading placement test scores (ACCUPLACER) prior to/or concurrent with first semester courses.

English

Students must successfully complete REM0410 Remedial English II with a “C” or better, or receive comparable English placement test scores (ACCUPLACER) prior to/or concurrent with first semester courses.

Mathematics

Students must successfully complete REM 0420 Basic Mathematics with a “C” or better, or receive comparable mathematics placement test scores (ACCUPLACER) prior to registering for HEA 1210.

PROGRAM-SPECIFIC EXPENSES

Students will incur and be responsible for costs associated with the applicable tuition and fees set by Illinois Eastern Community Colleges Board of Trustees, as well as expenses from outside entities. Tuition and fees are subject to change by action of the Board of Trustees.

Supplies and Equipment

To be provided by the student:

- Notebook/Journal*
- Black Pen* & 4gb Flash Drive
- Adequate access to the Internet

*indicates availability for purchase from the LTC Bookstore

Textbooks

Students are **expected to purchase the required resource materials** (textbooks, software, etc.) for each course, all of which are available in the LTC Bookstore. Other references may be suggested to enhance the student’s knowledge base and to begin building a reference library for the student upon graduation.

Criminal Background Check

Students are subject to a criminal background check (approximately \$30) prior to admittance into an internship program.

Drug Screen Testing

Students are subject to drug screen testing prior to beginning their internship experience. See Section VI Guidelines/Regulations for Clinicals for information on related costs.

Physical Examination and Immunizations

By midterm of the second semester, students must submit a completed Physical Examination Form and a completed New Applicant Immunization Record which includes documentation of immunizations and a two-step TB test. Protective immunizations and TB testing are updated annually and/or as needed and the results maintained in the student file. Information from the physical and immunization record shall be made available to internship personnel upon request of the agency. Changes in health status, such as surgery, illness, injury, or pregnancy should be reported to the instructor.

Health Insurance

It is recommended that all Electronic Medical Records students carry their own personal health insurance. **Each student is responsible for his/her own health care costs including costs related to incidents occurring in the clinical agencies.** Students should immediately report to their instructor or clinical supervisor any health-related incidents, or exposures.

SECTION V: GRADING/EVALUATION/EXPECTATIONS

CLASSROOM GRADING

Deadlines

Assignments are due on the date and time as indicated by the instructor. No late assignments will be accepted. It is the responsibility of the student to contact the instructor with any problems completing the assignments on time.

Exams will be opened as per course schedule, with the time allowed noted at the beginning of the exam. If an exam is missed, the student must contact the instructor to discuss reasons for missing the exam. It will be at the instructor's discretion if the exam will be re-opened so the student can take the exam.

Quizzes are NOT available for make-up. Students who miss the quiz, will receive a zero score.

Grading Scale

The following grading scale is used for assigning grades in Electronic Medical Records program core courses:

A	=	90 – 100
B	=	80 – 89.99
C	=	70 – 79.99
D	=	60 – 69.99
F	=	<60

CLINICAL COMPETENCY EVALUATION

Clinical competency is evaluated on performance in the clinical setting.

GENERAL EXPECTATIONS/RESPONSIBILITIES

Participation

Electronic Medical Records students are required to demonstrate competency in specific procedures. Every effort will be made for each student to complete these competencies during the regularly scheduled class period. If the competencies are not met, the student will receive an incomplete until competencies are obtained or until it is identified the student cannot meet the required objectives, at which point the student will receive a failing grade. In situations where competencies are not met due to poor attendance, no incomplete will be given. Students missing greater than three days may be administratively dropped from the program. A sign in sheet must be completed every time students participate in clinical setting in order for the required hours to be counted.

The responsibility of meeting competency requirements rests with each student. Each student is expected to participate in all course discussions, exercises, and assignments. Lack of active participation will result in a lower course grade.

Attendance

Attendance and participation are an important part of a student's educational experience. For students to acquire all information and practice experiences for success, it is imperative that they attend all classroom and clinical periods assigned. It is also expected that students arrive for class prior to the identified start time and remain present and engaged for the entire class. Consistent attendance is required to demonstrate adequate performance. Excessive absences, tardiness, lack of participation, and/or late assignment submission due to absence will result in a lower final grade, failure of the course, or administrative withdrawal from the course. Greater than 3 days missed may result in removal from the program.

Students are responsible for their attendance by signing the attendance sheet at the beginning of each session of clinical practice.

If absence is unavoidable, the student is expected to notify the instructor in advance, as would be expected in an employment setting. Absences constituting greater than 9% of a theory class will result in reduced final course grade; one letter grade reduction for each day of absence over the 9% mark. Clinical absences are detrimental to the demonstration of student satisfactory performance of required skills and therefore will be weighted more heavily regarding expectations of attendance. Students absent for three sessions of class or clinical may be administratively withdrawn from the course by the instructor unless extenuating circumstances are approved in advance by the instructor. Clinical and lab experience must be completed during regularly scheduled class time. Lab times will be set, and it is the student's responsibility to attend at those times, special considerations may be made at the discretion of the instructor. **Instructors are not "on call" to accommodate students.**

Instructors will approve student absences due to field trips or other activities sanctioned by the college. Arrangements for make-up work due to approved college activity-related absence (class field trip, athletic participation, etc.) must be arranged prior to the class absence. Make-up for work missed due to illness or other type of absence will be determined at the discretion of the instructor. Students must follow the guidelines provided in the [Student Religious Observances Policy](#) when an absence pertains to a religious belief or practice.

Tardiness

The student is expected to be on time and prepared to attend all lecture, clinical, and internship periods. Once the door is closed at the beginning of each lecture and clinical course, attendance will be taken. Students who arrive late or leave early will accumulate absence time toward the minimums stated above. If a student has more than two tardies they may be credited with one class absence.

Students who arrive late or leave early must speak with the instructor for an accurate attendance record to be maintained. Students who are absent at the time attendance is taken will remain noted as "absent" until meeting with the instructor to discuss the problem. Students leaving class early may also be identified as "absent" unless approved by the instructor. Students are not to interrupt class for such explanations, but should meet with the instructor immediately following class, or as soon as possible outside of class time.

Peer Respect

Students are expected to respect the opinions of others during classroom discussions. Engaging in personal conversations when others are speaking is disruptive to the entire class and will not be condoned. Students violating this requirement will receive a verbal warning, and upon the second offense, will be asked to leave class. If this occurs, the student will be noted as "absent" for the class period. Viewing another student's skill chart is a violation of HIPAA standards and will be treated as such.

Equipment and Practice Areas

All students are required to assist with maintenance of equipment and practice areas. Students are to use equipment and supplies according to product guidelines and as directed by the instructor. Abuse or neglect of equipment, supplies, and instructional resources will not be tolerated. Students are to set up, take down, and store equipment properly after each use. These behaviors are also expected during clinical experiences and demonstrations. All equipment removed from cabinets in the clinical lab must be tracked on the proper inventory sheets. Anyone who does not return checked out items will be held responsible for the equipment and may be charged for its replacement.

Standard Precautions

All students are expected to utilize standard precautions in all contact with others throughout the Electronic Medical Records Program. Students are expected to follow the protocols for standard precautions and other barrier precautions as necessary.

Electronic Devices Policy

Lincoln Trail College's policy is that pagers, cell phones, music technology, and all other electronic devices should be ***turned off*** and put away in your backpack or purse while in class, unless emergency arrangements are made with the professor prior to the beginning of class. In case of an emergency, people need to contact the school switchboard at (618) 544-8657. If your pager, cell phone, music technology, or other electronic devices are found to be on in a class, the following disciplinary action may be taken:

- 1. First violation – You will receive a warning in that class**
- 2. Second violation – You will be removed from the class and receive an unexcused absence for that day**
- 3. Third violation – You will be administratively withdrawn from the class**

SECTION VI: GUIDELINES/REGULATIONS FOR CLINICALS

INTERNSHIP AND CLINICAL EXPERIENCES

The purpose of internship and clinical experience is to provide students the opportunity to apply their knowledge and skills while receiving guidance, support, and instruction from professionals. The student internship is one of the strongest and most valuable components of the Electronic Medical Records program. The student internship assists students in making the transition from student to professional by providing real experiences in a medical environment. These experiences in professional settings provide the opportunity for students to implement the procedures learned in classroom and clinical settings. In clinical settings, students are required to demonstrate the integration of skills, knowledge, and professionalism taught in the classroom and campus clinical settings. Student performance in the clinical setting is evaluated, and successful completion is necessary for maintaining satisfactory academic progress. Students missing more than 3 days may be dropped from the program (see participation section).

The instructor will assign students to summer semester internship sites during the second half of the spring semester. Once assigned, it becomes the student's responsibility to coordinate scheduled hours with the affiliate agency. Upon confirmation of the schedule, each student must notify the instructor of the agreed upon internship workdays and times. Should a schedule adjustment become necessary (illness, etc.), the student will immediately notify the instructor of the change. Every attempt will be made to ensure placement.

Internship (prior to)

- Handbook forms read, signed, and returned
- Background checks must be completed
- Two-step TB, if applicable
- Proof of current Flu vaccine
- Any additional required information (UTD Immunizations, Physical, Drug Screen and CPR) must be completed and submitted
- Attendance/Participation Form

Internship (during)

- It is the student's responsibility to meet all required Internship hours (150 Hours)
- It is the student's responsibility to complete required weekly logs with submission
- If the student is unhappy with the Internship site or is let go from the facility, it is the student's responsibility to secure another site upon approval

CLINICAL DRESS CODE

Student apparel and grooming must be professional and conform to health, sanitation, and safety standards established for the Electronic Medical Records profession. Failure to comply with the dress code may result in any combination of the following: a conference with the instructor/supervisor, a lowering of the course grade, dismissal from the clinical/classroom area, dismissal from the course, and dismissal from the program.

Personal hygiene and personal presentation guidelines (as described below) are required of students in the Electronic Medical Records program. The uniform requirements apply to all students in the Electronic Medical Records program. These guidelines are considered the minimum expectations. Faculty discretion and agency policy in the case of internships will always prevail over these guidelines.

Requirements:

- Personal Hygiene
 - Bathed, groomed hair/mustache/beard, brushed teeth

- Free of offensive odors including body odor, bad breath, and cigarette smoke on person or clothes
 - Free from other scents including perfume/cologne, essential oils, scented deodorants, and scented cosmetics (due to possible client allergies or sensitivities)
 - Fingernails shall be shorter than the end of the finger, clean and neatly manicured (clear polish is allowed)
- Personal Presentation
 - Cosmetics shall be modest
 - Artificial nails are unacceptable
 - Smoking, chewing gum, or tobacco is unacceptable
 - Ornamental body piercing (excluding earrings) is unacceptable
 - Acceptable jewelry includes a watch, one pair of earrings, and two rings (i.e. wedding band and engagement ring)
 - Elaborate hair ornamentation is unacceptable (due to potential injury to students, clients, or damage to equipment)
 - All offensive tattoos must be covered
 - Hair shall be pulled back from the face and arranged off the collar
 - Non-Clinical Uniform
 - Clothing shall be clean and free of stains and wrinkles
 - Clothing shall fit appropriately; overly tight or loose clothing is unacceptable
 - Pant legs shall be no longer than the heel of the shoe

Hygiene and Hand Washing

High standards of personal hygiene are required. Students are required to wash their hands before and after performing procedures, after using the toilet, eating, and after sneezing, blowing, or wiping their noses.

CRITICAL AREAS OF CONCERN

Critical areas of concern include any actions or inactions on the part of the student that increase the risk of, or exposure to, loss, harm, death, or injury of the client or others. Such actions or inactions will result in the immediate removal of the student from the internship assignment, followed by a faculty review and possible dismissal from the Electronic Medical Records program. Students being considered for dismissal will be notified in writing of such action and will have a meeting with program faculty and administration. The student has the right to appeal as specified in the [IECC Student Complaint Policy](#).

Critical concerns include, but are not limited to, the following:

1. Theft from clients or others;
2. The unauthorized removal of supplies or other property from the college or internship site;
3. Alteration, falsification, or destruction of any client records;
4. Refusal to perform assignment or follow directions of the instructor or supervisor;
5. Reporting to clinical experience while under the influence of alcohol and/or controlled substances, drugs, or having possession of same on person or property;
6. Willful conduct which could endanger clients or others;
7. Making false, vicious, or malicious statements concerning the college or internship site or its services;
8. Use of abusive, threatening, sexually inappropriate, or profane language, gestures, or displays of any kind (clothing, tattoos, etc.);
9. Willful, deliberate, violation of or disregard for the college or internship site's safety and security, or its rules and policies;
10. Solicitation of gifts or gratuities from clients, their significant others, or vendors;
11. Neglect or incompetence either in quantity or quality of work, including attendance problems;
12. Breach of confidentiality;

13. Evidence of disregard or disrespect of the rights of others;
14. Harassment of any kind, including that based on gender, sexual orientation, race, color, religion, national origin, ethnicity, veteran status, or disability.

CRIMINAL BACKGROUND CHECK

All students accepted into the Electronic Medical Records program must complete a criminal background check prior to placement in an internship. This is a standardized district process and is conducted at the student's expense. The completed form and payment must be received within the first week of the spring semester, or as otherwise directed by the instructor. The cost of the criminal background check will include a search of all names the student has held (i.e. married and maiden name), a county criminal search, an Illinois criminal record search, a search of the National Sex Offender Registry, a search of the Fraud and Abuse Control System (FACIS), and fingerprinting.

Although there are no national guidelines which would automatically disqualify a student from internship acceptance, each affiliate agency may determine the acceptance or rejection of a student with certain criminal convictions. Additionally, Illinois law states that certain criminal convictions, including both felonies and misdemeanors; prohibit individuals from attaining positions in "direct care" settings. Students whose criminal background check results in a finding, will be required to meet with the instructor and/or other college administrators to discuss the report and subsequent actions.

In order for the internship placement to proceed, the student must approve disclosure of the findings to the identified affiliate agency for internship. Acceptance for internship placement rests with the affiliate agency, and rejection of the student due to background check findings does not require any further explanation by the agency. Should a student's internship be rejected, it is not the responsibility of Lincoln Trail College to secure any further clinical placement. Students who do not approve disclosure of background check findings, will not be placed for internship and consequently, will not graduate from the Lincoln Trail College Electronic Medical Records program.

Students with criminal convictions, who enroll in the Electronic Medical Records program, do so understanding that they may NOT be accepted by an affiliate agency for their internship experience. Students also acknowledge that without the successful completion of the internship experience, they will be unable to complete the Electronic Medical Records program and will not graduate from the program with Lincoln Trail College.

DRUG SCREENING TEST

Students will be required to complete a 10-panel drug-screen test based upon affiliate agency policies, prior to beginning their internship experience. Some agencies will conduct the test themselves at no cost to the student, while others may include a fee. Any costs incurred for this testing are the responsibility of the student. **If a positive drug screen result is obtained, the student may be dismissed from the internship by the affiliate internship agency, may be withdrawn from the internship course by the college, and may be removed from the Electronic Medical Records program.**

SUBSTANCE ABUSE

The Electronic Medical Records program adheres to the established Illinois Eastern Community Colleges [Alcohol-free/Drug-free Campus Policy](#) .

Procedures for Substance Abuse Impacting Clinical and Internship Experiences

1. Any student who during a clinical experience is suspected of drug or alcohol use will not be allowed to continue the clinical experience.
2. The instructor or supervisor will seek college or clinical site personnel to validate the student behavior and/or odor of alcohol or any controlled substance.
3. If the personnel concur that the student may be under the influence of drugs or alcohol, the student will be immediately removed from the clinical experience.

4. The instructor will notify the college Dean as soon as possible following the incident.
5. The student will receive no credit for the clinical experience.
6. The student will be required to have an evaluation by a substance abuse specialist and follow the subsequently recommended care plan, at the student's expense.
7. The instructor and the Dean will make a decision regarding the student's possible continuation in the Electronic Medical Records program following, and with consideration of, the professional diagnosis.

Inappropriate drug use will be defined as, "Impaired ability to function safely in the clinical experience." Prescribed medication may be used as long as judgment or coordination is not impaired.

PSYCHIATRIC OR PSYCHOLOGICAL EXAMINATION GUIDELINES

Students who may for any reason appear to be unsafe in clinical, or who may compromise client safety in internship settings may be required to submit to a psychiatric or psychological examination. Should such examination be required, it will be at the student's expense. Should the student refuse to submit to such examination, he or she will be removed from the Electronic Medical Records program and documentation detailing the situation will be placed in the student's file.

SECTION VII: PROGRAM PROGRESSION AND GRADUATION

RETENTION

Students must receive a cumulative grade point average of 2.0 or better for successful completion of the Certificate program. If a student earns a term grade point average of less than 2.0 in the program, the student will not be allowed to continue in the program. Students wishing to reapply to the program must do so within one year or risk repeating all curricular requirements and will be enrolled in courses based upon space availability.”

ANECDOTAL COUNSELING

Students whose performance is in question or unsatisfactory in any way will receive anecdotal counseling. Anecdotal counseling forms are used by instructors in the Electronic Medical Records program to aid students in successful completion of program requirements. This form may be utilized in instances where student behavior does not meet expectations such as for poor attendance, disregard to confidentiality, etc. Both the student and instructor sign the document and it is retained in the student’s file. Students who receive two such sessions for the same performance issue, or three sessions overall, will receive a reduction of one letter grade for the course in question. A new form will be filled out for each counselling session.

WITHDRAWAL/EXIT FROM PROGRAM

Withdrawal Initiated by Student

If a student withdraws from an Electronic Medical Records course or decides not to continue in the program, the student must follow [IECC’s Withdrawal Policy](#) and complete required forms. Students will meet with appropriate student services staff to complete the withdrawal procedure. Students who desire readmission to the program will be required to meet the same application requirements as other applicants. (See [Readmission](#))

Withdrawal Initiated by College Administration

In addition to the administrative withdrawal reasons identified in the policy, college administration will initiate withdrawal of a student from the Electronic Medical Records program in the following cases:

- student earns less than a 2.0 grade point average;
- student performance places others in physical or emotional jeopardy (see Critical Areas of Concern and Student Conduct); or
- student fails to meet academic, ethical, professional, and/or legal standards of practice for the Electronic Medical Records program.

PROGRAM DISMISSAL, WITHDRAWAL, and REAPPLICATION

When a student is dismissed or administratively dropped from the program, the written notice will state whether or not the student may petition to be readmitted to the program, and how much time must elapse before readmission will be considered. There may also be conditions the student will be required to meet before a readmission will be considered. If the student applies for readmission to the program, and if the student is readmitted, a determination will be made at that time concerning course and program requirements the student must fulfill or repeat. If the student withdraws, the student can apply for readmission. If application for readmission occurs more than two years from the last completed Electronic Medical Records course, the student may be required to repeat previously completed courses.

GRADUATION

Criteria

As noted in the [graduation requirements](#), to successfully graduate from the Electronic Medical Records certificate program, the student must complete all required courses with a minimum cumulative GPA of 2.0.

Commencement Ceremony

Electronic Medical Records students who are within two courses of completing the certification requirements listed above are eligible to attend the spring commencement ceremony prior to actually graduating from the program.

Pinning Ceremony

Students who have successfully completed **all** program requirements are eligible to attend the annual pinning ceremony. Students, who have any remaining program requirements to fulfill, will be required to wait until all requirements have been successfully completed before participating in the pinning ceremony.

CERTIFICATION EXAM

Certification is available to program graduates through the National Health Career Association and will be administered at the Lincoln Trail College campus. Other testing entities may be available.

Students meeting the following qualifications are eligible to sit for the Certified Billing & Coding Specialist/Certified Medical Administrative Assistant Certification and the Electronic Health Certified Records Specialist test:

- At least 18 years old
- Exhibit good moral character
- High school graduate or GED completer
- LTC Electronic Medical Records program completer

Examination content includes competencies in the following areas:

- Medical Office Clerical
- Medical Records
- Insurance Processing/Coding/Billing
- Financial Management
- Information Processing
- Medical Office Management

SECTION VIII: FORMS

LINCOLN TRAIL COLLEGE
Electronic Medical Records Program

AGREEMENT OF CONFIDENTIALITY

I agree to hold in confidence any incidents and/or information regarding clients, classmates, and instructors.

Student Signature

Date

After this form has been signed and dated, it is placed in the student's program file.

LINCOLN TRAIL COLLEGE
Electronic Medical Records Program

LEARNING CONTRACT

STUDENT NAME: _____ **DATE:** _____

INSTRUCTOR NAME: _____ **DATE:** _____

The Electronic Medical Records Program provides support and direction to assist capable students in completing course requirements and making satisfactory progress in the program. The intention of this Learning Contract is to clarify what the student must do to pass a course and/or meet specific requirements related to the student's performance and compliance with college and program policy.

This Learning Contract addresses concerns about the student's performance and progress as follows: (specify concern(s) and program standards)

Absences: _____

Homework: _____

Participation: _____

Written Tests: _____

Skills Tests: _____

Conduct: _____

Other: _____

Student Signature

Date

Instructor Signature

Date

LINCOLN TRAIL COLLEGE
Electronic Medical Records Program

RESULTS RELEASE OF CRIMINAL BACKGROUND CHECK

I _____,
(Please print name)

Student ID# _____ understand that a copy of my criminal background check may be required by affiliating agencies in which I may have clinical experiences. I give Illinois Eastern Community Colleges representatives permission to release the results of my criminal background check to affiliating agencies upon request. I understand that an unsatisfactory criminal background check may result in negation of my acceptance or continuation in clinical experiences and/or administrative withdrawal from the LTC Electronic Medical Records Program.

Student Signature

Date

LINCOLN TRAIL COLLEGE

Electronic Medical Records

STUDENT RELEASE FORM

I have read the Electronic Medical Records Student Handbook in its entirety. I acknowledge and understand the policies printed in the handbook and agree to abide by them.

I acknowledge and understand some information in this publication may become outdated due to changes in Board of Trustees Policy, state law, and Electronic Medical Records program guidelines. In such instances current board policy, state law, and Electronic Medical Records program guidelines will prevail.

The date of fulfillment for turning in this form will be designated by instructor. I also understand that there will be a quiz on the handbook material and I acknowledge that any violation(s) may result in a lowered grade or even expulsion from the program.

Student Signature

Date

After this form has been signed and dated, it is placed in the student's program file.

**LINCOLN TRAIL COLLEGE
HEALTH CAREERS PROGRAMS**

CANDIDATE HEALTH EXAMINATION

Name _____
Last First M.I.
Address _____
City State Zip Telephone Number
DOB _____ Gender _____

PHYSICAL EXAM

Height _____ Weight _____ Allergies _____

Are the following systems Within Normal Limits?

Vision: Right:	Yes_____ No_____		Hearing: Right:	Yes_____ No_____
Left:	Yes_____ No_____		Left:	Yes_____ No_____
Nose & Throat:	Yes_____ No_____			
Skin:	Yes_____ No_____		Gastro Intestinal:	Yes_____ No_____
Cardiac:	Yes_____ No_____		Musculoskeletal:	Yes_____ No_____
Circulatory:	Yes_____ No_____		Neurological System:	Yes_____ No_____
Endocrine:	Yes_____ No_____		Respiratory System:	Yes_____ No_____

THE CANDIDATE CAN LIFT 50 POUNDS: Yes _____ No _____

IS THE CANDIDATE PREGNANT: Yes _____ No _____

Explanation of anything above that is listed as NOT WITHIN NORMAL LIMITS: _____

CURRENT CHRONIC OR ACUTE MEDICAL CONDITION(S): _____

CURRENT PRESCRIBED MEDICATION(S): _____

I HEREBY CERTIFY that I have examined the above individual and find (him/her) free of disease of a communicable nature and (he/she) is emotionally and physically able to participate in a Health Careers Program.

***Primary Care Provider Signature** P.C.P. Name (printed) Date

Address City State Zip

***This examination must be completed by a PCP licensed to practice: MD, DO, APN or PA.**

IECC does not discriminate against applicants on the basis of race, color, religion, gender, age, disability, national origin or veteran status.

**LINCOLN TRAIL COLLEGE
HEALTH CAREERS PROGRAMS**

NEW APPLICANT IMMUNIZATION RECORD FORM

Certificate of Compliance with Immunization Requirements

THE FOLLOWING RULES WILL APPLY:

1. All dates must include MONTH, DAY, AND YEAR.
2. PART I must be completed and signed by a health care provider.* The High School Immunization record may be used by the health care provider in completing this form.
3. Part II must be signed and dated by the student.
4. **ALL LABORATORY EVIDENCE OF IMMUNITY MUST BE ACCOMPANIED BY A COPY OF THE LABORATORY REPORT.**
5. History of disease is NOT acceptable as proof of immunity.
6. All live virus vaccines must have been given on or after first birthday.
7. If you do not have proof of two (2) MMR's, proof of immunity by titer must be provided or (a) 2 doses of Rubeola, (b) 1 dose of Mumps, and (c) 1 dose of Rubella
8. Hepatitis B series: The 3-injection series must be started prior to beginning Clinical Procedures classes, and completed during the school year. The student is responsible for completing the series on time.
9. Proof of two doses of varicella (chickenpox) immunization (at least 4 weeks apart) or immunity to varicella by titer must be provided. History of disease is NOT acceptable as proof of immunity.
10. Proof of a Td or Tdap within the last 10 years must be provided. It is recommended by the CDC that if you have never received a Tdap, you receive a one-time Tdap booster in place of the Td booster.
11. Two-step TB test: All students must have proof of a two-step TB test. If you have documented proof that you had a two-step PPD test in the past and one-step PPD EACH YEAR thereafter, you do not have to have a new two-step. If you have ever had a positive PPD test, you need to have a chest x-ray on admission and not a PPD. After the initial chest x-ray a statement from your healthcare provider documenting evidence of absence of symptoms for TB will be required annually.
12. Only the following exemptions will be accepted and statements must accompany this record:

MEDICAL CONTRAINDICATIONS - A written, signed and dated statement from a physician stating the specific vaccine or vaccines contraindicated and duration of the medical condition that contraindicates the vaccine(s).

PREGNANCY OR SUSPECTED PREGNANCY – A signed statement from a physician stating the student is pregnant or pregnancy is suspected.

All exemptions, statements, and forms must be completed by the specified date and provided to the administrative assistant in nursing.

*Physician licensed to practice medicine in all of its branches (M.D. or D.O.), local health authority, Registered Nurse employed by a school, college, or university, Department Recognized Vaccine Provider, or Nurse Practitioner.

**LINCOLN TRAIL COLLEGE
HEALTH CAREERS PROGRAMS**

NEW APPLICANT IMMUNIZATION RECORD

Immunizations and Tests
Required by State Law/Clinical Facilities

Student Name: _____ DOB _____

Part I - To be completed by Heath Care provider(s).

MMR (Combined Measles, Mumps, Rubella)		OR
Date #1 _____ Date #2 _____		
Combined MMR Vaccine is vaccine of choice if recipients are likely to be susceptible.		
Measles (Rubeola):		
A. Two doses of measles vaccine on or after their first birthday and at least 30 days apart	OR	Date #1 _____ Date #2 _____
B. Serologic test (titer) positive for measles antibody Attach Lab Report ** See Note		Date _____
Mumps:		
A. One dose of mumps vaccine on or after their first birthday	OR	Date _____
B. Serologic test (titer) positive for mumps antibody. Attach Lab Report **See Note		Date _____ Result: _____
Rubella:		
A. One dose of Rubella vaccine on or after their first birthday	OR	Date: _____
B. Serologic test (titer) positive for Rubella antibody Attach Lab Report ** See Note		Date _____ Result: _____

Hepatitis B must show proof of:	
A. Three doses of vaccine administered over a period of 6 months. Initial vaccine followed by a dose at 1 month & 6 months.	OR Date #1 _____ Date #2 _____ Date #3 _____
B. Serologic test (titer) positive for Hepatitis B antibody Attach Lab Report ** See Note	Date _____ Result _____

Varicella must show proof of:	
A. Two doses Varicella vaccine administered at least 4 weeks apart OR	Date #1 _____ Date #2 _____
B. Serologic test (titer) positive for Varicella antibody Attach Lab Report **See Note	Date _____ Result _____

Diphtheria, Pertussis, & Tetanus (DPT)	Date #1 _____ Date #2 _____ Date #3 _____ Date #4 _____
---	--

Diphtheria, Tetanus (Td) OR Tetanus, Diphtheria, acellular Pertussis (Tdap) One dose within past 10 years	Tdap Date: _____ OR Td Date: _____
---	---

TB must show proof of:	
A. 2-Step Tuberculosis Test OR	Date given #1 _____ Date given #2 _____ Date Read _____ Date Read _____ Results _____ mm Results _____ mm _____ Initials _____ Initials
B. Verification of annual tuberculosis testing with proof of initial 2-step	Date _____ Result _____

Health Care Provider Verification of Immunizations Given and/or Reviewed:			
Printed Name/Title		Printed Name/Title	
Agency		Agency	
Signature	Date	Signature	Date

Part II - To be completed by Student

I authorize LTC to release this Immunization Record to affiliating health care agencies.

Student Signature

Date

Part III – To be completed by Health Careers Programs Department Head

Comments: _____

Signature: _____

Health Careers Programs Department Head

Reviewed: _____

Date

****If any serologic antibody test (titer) is negative a vaccine is required.**

ELECTRONIC MEDICAL RECORDS CHECKLIST (PRE-INTERNSHIP)

Item Due	Due Date	Date Received
Agreement of Confidentiality		
Learning Contract		
Student Release Form		
CPR Card		
Drug Screen- 10 panel		
Results of release of Criminal Background Check		
Background Check		
Flu Vaccine		
Physical		
Up To Date Immunizations		
Two-step TB		
Attendance/Participation		

Cleared to begin Internship Yes No Date: _____

FINAL HOURS FOR EMR INTERNSHIP LOG

Name:		Agency:	
Week	Dates	Hours	
Week 1			
Week 2			
Week 3			
Week 4			
Week 5			
Week 6			
Week 7			
Week 8			
Week 9			
Week 10			
Week 11			
Week 12			
Week 13			
Week 14			
Week 15			
Week 16			

Student Signature Date

Preceptor Signature Date

Instructor Signature

By signing the above you acknowledge that 150 hours of Internship have satisfactorily been completed.