

Health Information Management Student Handbook



McHenry
County College

Table of Contents

1.	Foreword...	i
2.	MCC Mission Statement & Accreditation.....	ii
3.	HIM Curriculum Competencies.....	iii
	General Guidelines.....	1
I	Program Progression.....	1
II	Attendance & Tardiness.....	1
III	Student Employment.....	1
IV	Transfer Credit	2
V	Grades.....	2
VI	Grade Reporting.....	2
VII	Academic Honesty	2
VIII	Code of Conduct.....	3
	Professional Practice Experience	3
I	Dress Code for PPE.....	5
II	Liability Insurance.....	5
III	Health Insurance	5
IV	Immunizations	5
V	Drug Testing	6
VI	Background Check.....	6
VII	PPE Attendance	7
VIII	PPE Evaluation.....	7
Appendix		
A	Student Handbook Declaration Page.....	8
B	Suggested Course Progression.....	10
C	PPE Evaluation Form... ..	11
D	AHIMA Code of Ethics	15

FOREWORD

The goal of the Health Information Management (HIM) Program at McHenry County College (MCC) is to graduate competent health information management professionals for the healthcare workforce. The program follows the guidelines set forth by the North Central Association of Colleges and Schools, the Higher Learning Commission, Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM), the American Health Information Management Association (AHIMA), McHenry County College mission, and the Advisory Committee for the Health Information Management Program.

All students are treated with respect and dignity. MCC does not discriminate on the basis of race, color, religion, age, sex, national origin, disability or veteran status.

This handbook outlines many issues that are of interest to students enrolled in this program. The HIM program is a 60 credit hour program of online/blended and professional practice experience instruction. Students who successfully complete all requirements are awarded the Associate of Applied Science (AAS) in Health Information Management degree.

Please note that to be eligible for an AAS-HIM degree, a student must complete the requirements set forth by the college. Please consult the college website or the admissions department for complete degree requirements.

This handbook is intended to serve only as a general guideline for the program. More specific policies may be found in the McHenry County College Catalog, and through the Advising Department. In the absence of specific practices and procedures, the program director and/or college administration will decide various issues based on, but not limited to, the following guidelines:

- a. Preservation of academic standards.
- b. The present and future integrity of the program.
- c. The ability of the program to carry out its goals and objectives.

The program may, at any time, enact new practices or procedures deemed necessary to maintain the above guidelines. Therefore, the information in this handbook is subject to change without prior written notice.

MCC Mission Statement:

Our focus is learning. Student success is our goal.

Vision:

A relevant educational institution

- Preferred
- Collaborative
- Full service/varied modes of delivery on demand
- Value-based/cost-efficient
- Services all community including K-12
- A leader in sustainability

Strategic Initiatives/Goals:

1. Increase student engagement, completion, and success.
2. Maintain the College's financial stability.
3. Deliver infrastructure and technology to ensure state-of-the-art learning environments.
4. Ensure high-quality services and learning opportunities through a culture of continuous improvement, innovation, and accountability.
5. Engage in partnerships that enable McHenry County College students to succeed in a global economy.
6. Attract, develop, and retain quality instructors who are outstanding scholars/teachers and an excellent, diverse staff who are committed to the mission of McHenry County College.

ACCREDITATION

The A.A.S. Program in Health Information Management is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).



Associate HIM Curriculum Competencies – Domains and Subdomains

- I. Data Content Structure and Standards
 - A. Classification Systems
 - B. Health Record Content and Documentation
 - C. Data Governance
 - D. Data Management
 - E. Secondary Data Sources
- II. Information Protection: Access Disclosure Archival Privacy and Security
 - A. Health Law
 - B. Data Privacy Confidentiality and Security
 - C. Release of Information
- III. Informatics, Analytics and Data Use
 - A. Health Information Technologies
 - B. Information Management Strategic Planning
 - C. Analytics and Decision Support
 - D. Health Care Statistics
 - E. Research Methods
 - F. Consumer Informatics
 - G. Health Information Exchange
 - H. Information Integrity and Data Quality
- IV. Revenue Management
 - A. Revenue Cycle and Reimbursement
- V. Compliance
 - A. Regulatory
 - B. Coding
 - C. Fraud Surveillance
 - D. Clinical Documentation Improvement
- VI. Leadership
 - A. Leadership Roles
 - B. Change Management
 - C. Work Design and Process Improvement
 - D. Human Resources Management
 - E. Training and Development
 - F. Strategic and Organizational Management
 - G. Financial Management
 - H. Ethics
 - I. Project Management
 - J. Vendor/Contract Management
 - K. Enterprise Information Management

GENERAL GUIDELINES

To facilitate the development and mastery of skills required of a Registered Health Information Technician (RHIT), the following guidelines are mandated for all students enrolled:

I. Program Progression

Students' suggested progress through the AAS HIM curriculum by semester is outlined on page 9 of this handbook.

Students must maintain a GPA of 2.0 or better. Any student who falls below that number will not receive a permit for Professional Practice Education placement.

The scheduled times for academic classes are listed in the college class schedule. All courses for the degree are offered in an online/blended format. The Professional Practice Education component requires the student to participate onsite at a healthcare facility during their last semester.

II. Attendance and Tardiness

Professionalism requires accountability and responsibility in on-site and online courses, as well as professional practice experience attendance. In order to meet professional practice experience objectives, absences are discouraged. See individual instructor syllabus for specific criteria.

III. Student Employment

Balancing employment with the demands of any academic program is very difficult. The student is expected to be alert in both class and during the PPE for academic success and safety. Classroom and PPE expectations and schedules will not be altered to accommodate student employment.

IV. Transfer Credit

Any student, who may have completed health information coursework at another CAHIIM (Commission on Accreditation for Health Informatics and Information Management Education) accredited institution, may be able to obtain transfer credit. Students wishing to apply for consideration of prior coursework should contact the Program Director.

V. Grades

The final grade for HIM classes will be determined by the method shown on the syllabus.

The grading scale for all Health Information Management Program courses is as follows:

100 – 90%	A
89 - 80%	B
79 - 70%	C*
69 - 60%	D
Below 60	F

**The minimum competency level in all HIM courses is a grade of a C. Students scoring a grade of “D” or “F” in any HIM course may not progress to the next course(s) until that course is repeated, and passed with a minimum grade of C.*

VI. Grade Reporting

The Program will adhere to FERPA (Family Educational Rights and Privacy Act) and college guidelines when reporting grades. Grades will be disclosed only to the student. No electronic notification will be provided.

VII. Academic Honesty

See MCC’s Student Code of Conduct Article VI.A for scholastic dishonesty information.

VIII. Code of Conduct

Students are expected to conduct themselves in a professional manner, adhering to MCC's Student Code of Conduct and the Principles of Ethics according to American Health Information Management Association (AHIMA) included in this handbook.

Professional Practice Experience (PPE)

To complement academic training, the HIM student will rotate through an area healthcare facility for a total of 120 hours (HIT 280). This is an unpaid professional practice experience rotation that meets one-eight hour day per week for a semester. The Director of the HIM Program will make every effort to place the student at a facility near their home or work. If you are currently working at a healthcare facility, you will be placed in an alternate site. Only students that have satisfactory standing in all course work will be eligible to begin professional practice experience training.

Professional Practice Experience Objectives (General)

1. To introduce the student to the healthcare environment and to familiarize him/her with the Health Information Management function.
2. To allow the student to develop rapport with members of the healthcare team.
3. To develop the student's knowledge of medical ethics.
4. To learn procedures and techniques used in the administration of health information.
5. To understand professional behaviors necessary to succeed in the workplace.

Responsibilities of the PPE Facility

MCC has current affiliation agreements with all the professional practice experience facilities where our students conduct professional practice experience rotations. The professional practice experience affiliation agreement is the legally binding document that sets the guidelines for both the college and the facility. The following is merely a reflection of the agreement for clarification purposes and does not supersede the agreement:

1. The Facility will permit students of MCC to practice under the supervision of College faculty or designated individual(s) at the clinical site. The faculty member will be responsible to the designated site individual(s) for health information management student activities.
2. The period of assignments shall be during regular MCC academic semesters.
3. MCC will provide the Facility with the names of students who are entitled to use the resources of the Facility under the terms of their agreement.
4. The student agrees to abide by rules, regulations, and policies set forth by the professional practice experience site. The student is to respect the authority of the supervisor and chain of command while functioning in the professional practice experience facility. In the event professional practice experience affiliate policies or procedures seem to conflict with college policy, please notify the Program Director of the HIM program immediately.
5. The Facility further agrees:
 - a. To maintain the criteria for accreditation as established by the Joint Commission or other appropriate accrediting agencies.
 - b. To provide MCC the necessary space or facilities for conference and classroom areas for student teaching, as available.
 - c. To allow students and faculty members of MCC to utilize the Facility's eating facilities at the student and faculty's personal expense (in some instances at a reduced rate consistent with employees).

I. Dress Code for PPE

In keeping with the professional atmosphere of the healthcare institution, the student will adhere to the PPE Site dress code:

1. Any nametag supplied by the PPE affiliate must be worn according to that affiliate's policy.
2. Clean and professional attire during all PPE hours. Most PPE sites require business casual attire.
3. No sandals or athletic shoes.

II. Liability Insurance

All students must carry malpractice liability insurance which is provided by MCC through the student's enrollment in HIT 280.

III. Health Insurance

MCC does not make personal health insurance coverage available to its students; therefore, it is the student's responsibility to provide for his/her own health needs. The college and the PPE affiliates (per our agreement with the facilities), have no responsibility for the student's health care. Any personal, health related expenses incurred during the course of professional practice experience training are the responsibility of the student.

Students are required to have health insurance coverage while in PPE and will be asked to provide proof of personal medical coverage before starting PPE assignment.

IV. Immunizations

State law and the HIM Program require the following immunizations prior to assignment in PPE:

- Mumps, Measles, Rubella (two shot series) or titer showing immunity.
- Varicella (two shot series), or titer showing immunity.

- Tetanus/Diphtheria (within past ten years).
- Influenza (one dose seasonally).
- Hepatitis B series. A student who elects not to have this vaccine or does not show proof of immunity must sign a waiver.
- All students must have a TB skin test annually.
- Other vaccinations may be required of certain individuals, particularly those with health concerns.

The results of these tests must be submitted to the Program Director to be enrolled in HIT 280. The cost of these tests/immunizations is the student's responsibility.

V. Drug Testing

Hospitals, in conjunction with The Joint Commission require pre-employment drug testing. The HIM Program requires students to be drug screened prior to entering PPE. No student will be admitted to PPE that has either a positive test, fails to take the test, or has taken the test at some place or time other than prescribed by the program. Previous drug screens are unacceptable. Random drug screens may be done during the PPE. Students may also be required to retest following any PPE incident or infraction of PPE affiliate policies or regulations.

Students must submit to a drug screening on the date notified by the Program Director. The program may only give 24 hours' notice to complete any drug screen. Failure to complete the drug test on the assigned date may be considered equivalent to a positive test. Students who present with positive results without documentation of medical necessity will not be allowed to continue in the program. The student may apply for reentry after one year pending evidence of subsequent treatment, counseling and negative drug screen. The HIM program bears the cost of the drug screen.

VI. Background Check

Students must submit to a criminal background check. Any criminal records are a matter of public record and are subject to disclosure to all facilities where students participate in professional practice experience. It will be the burden of the PPE site to reject or accept a student based on the information in the background check.

VII. Professional Practice Experience Attendance

Attendance at PPE sites is an essential component of the student's education. The student must be in his/her assigned area of assignment and prepared for instruction at the scheduled time for that experience. If a student is unable to be present at professional practice, it is his/her responsibility to report the absence to the instructor prior to the scheduled time for the rotation. **All absences must be reported to the designated Site Coordinator and the HIM Program Director. More than two absences will result in failure of HIT 280.**

VIII. Professional Practice Experience Evaluation

A PPE Evaluation Form will be used by your site coordinator to monitor your professional practice experience.

**HEALTH INFORMATION MANAGEMENT
PROGRAM**

McHenry County College
STUDENT HANDBOOK
Declaration Page

I have reviewed this handbook and understand all the practices included within. I agree to abide by these practices while enrolled as a student in the Health Information Management Program at MCC. I also agree to abide by procedures outlined in the MCC Student Code of Conduct, as applicable to all MCC students.

Student Signature

Date

Student Name (Printed)

Program Director

Date

This page must be returned to the Program Director upon declaration of the student as a major in Health Information Management.

Health Information Management
Associates in Applied Science Degree
Suggested Course Progression

FIRST YEAR

First Semester

BIO	110	Introduction to Human Biology	4
CDM	110	Computer Literacy	3
ENG	151	Composition I	3
AOM	135	Medical Terminology	3
HIT	160	Introduction to HIM	3

Second Semester

SPE	151	Introduction to Speech	3
		Humanities Elective	3
HIT	137	Basic CPT Coding	3
HIT	235	HIM Pathophysiology & Pharmacology	3
HIT	240	Electronic Health Records	3

SECOND YEAR

First Semester

PSY	151	Introduction to Psychology	3
HIT	138	ICD Coding	3
HIT	139	Healthcare Reimbursement	3
HIT	180	Healthcare Delivery Systems	3
HIT	220	Quality & Performance Improvement	2

Second Semester

HIT	237	Advanced Coding	3
HIT	210	Healthcare Law and Ethics	3
HIT	260	Healthcare Management	3
HIT	270	Healthcare Statistics and Research	3
HIT	280	Practicum	3



**HEALTH INFORMATION MANAGEMENT
PROGRAM STUDENT PERFORMANCE
EVALUATION PPE**

STUDENT NAME: _____

PPE SITE: _____

EVALUATOR: _____

Please rate the student using the following scale:

--- 5 (Excellent) -- 4 (Good) -- 3 (Satisfactory) -- 2 (Needs Improvement) -- 1 (Unacceptable) ---

Note: Please include comments or specific examples

1) Professionalism in appearance, attendance and time management

5 4 3 2 1

2) Independent judgment and critical thinking skills

5 4 3 2 1

3) Oral and written communication skills

5 4 3 2 1

4) Understanding of health information concepts

5 4 3 2 1

5) Understanding and utilizing health information management

5 4 3 2 1

6) Understanding and application of legal requirements and ethical decision making skills in management of health information

5 4 3 2 1

7) Please rate the student's performance in all functions listed below which the student has completed, according to the criteria.

- NA Not applicable.** Student did not perform at this facility.
- OO Observed only.** Student observed procedure and indicated understanding.
- A** Meets or exceeds entry-level standards of practiced. Generally able to work independently. Excellent understanding of workflow in department. Able to identify and correct errors with little assistance.
- B** Generally meets entry-level standards of practice. Needs minimal supervision. Good understanding of workflow in department. Understands errors when prompted and can correct them.
- C** Occasionally meets entry-level standards of practice. Often needs assistance and/or supervision to complete tasks. Generally understanding of department workflow.
- D** Seldom or never meets entry-level standards of practice. Needs almost constant assistance to complete tasks. Minimal understanding of department workflow.

Function:	Quality of Work	Quantity of Work	Knowledge of HIT Principles	Judgement
Cancer Registry				
Coding				
Information Systems				
Management				
Prepping Scanning Indexing				
Record Processing				
Release of Information				
Optional Activity_____				
Special Projects_____				

Comments:

8) Please rate the student's overall performance during the Professional Practice Experience

--- Satisfactory ---	--- Non-satisfactory ---
----------------------	--------------------------

Please check if you want a copy of the student's report on the practicum site _____

Signature of PPE Site Manager

Date

This evaluation has been reviewed with me.

Signature of Student

Date

Form may be returned to McHenry Count College by Email or Mail

to: ccoclanis-loding@mchenry.edu

McHenry County College
Attn. C. Coclanis-Loding
8900 US Hwy 14, E-212e
Crystal Lake, IL 60012

AHIMA Code of Ethics

The Code of Ethics and How to Interpret the 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 certificants. 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 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 for 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 professional practice experience 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.

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.
-