



Health Information Technology Program

Essential Functions and Technical Standards

The following essential skills address the motor/sensory skills, communication, cognitive, behavioral/emotional, and professional conduct essential to the Health Information Technology Program (HITC) at Tulsa Community College (TCC). Students must meet these essential skills in order to be admitted and/or retained in the Health Information Technology Program. Students with disabilities who wish to request reasonable accommodations under the Americans with Disabilities Act must follow the college's procedure for requesting accommodations. While this process can be started at any time, reasonable accommodations may not be implemented retroactively; therefore, being timely in requesting reasonable accommodations is very important. To learn more about the process for establishing reasonable accommodations please contact the TCC Metro Campus Education Access Center (EAC) at eac@tulsacc.edu or call (918) 595-7115 (Voice). Deaf and hard of hearing students may text (918) 809-1864.

The essential skills necessary to acquire or demonstrate competence in the health information management profession and needed for successful admission and continuance towards the AAS degree in Health Information Technology or the Coding & Reimbursement Specialist Certificate at Tulsa Community College include, but are not limited to, the following abilities:

A. MOTOR/SENSORY SKILLS

1. Ability to remain continuously on task for several hours while sitting, bending, and/or reaching, moving and standing
2. Physical strength to lift and/or carry a maximum weight of 25lbs
3. Physical ability to maintain repetitive motions
4. Full manual dexterity including the functioning of both arms, both wrists, both hands and fingers
5. Possess gross and fine motor skills sufficient to maintain both paper and electronic health records
6. Possess gross and fine motor skills allowing for the utilization of computers and keyboarding
7. Normal or corrected visual acuity
8. Normal or correctable hearing in at least one ear
9. Sufficient olfactory senses for maintaining environmental safety

B. COMMUNICATION SKILLS

1. Effective professional interaction with others (i.e., students, faculty, staff, patients, patient's family, physicians, health care professionals and other professionals) in both oral and written English, as well as non-verbal communication
2. Demonstrate sensitivity, confidentiality and respect when interacting with other (i.e., students, faculty, staff, patients, patient's family, physicians, health care professionals and

other professionals)

3. Read and comprehend written English as found in textbooks, technical and professional materials, policies and procedures, health record documentation and correspondence
4. Express ideas and feelings clearly
5. Demonstrate a willingness and ability to give and receive constructive feedback maturely
6. Accurately transfer gathered data into a paper and/or electronic health records

C. COGNITIVE

1. Comprehend, reason, integrate, analyze, evaluate, synthesize and problem solve
2. Demonstrate critical thinking skills in the classroom and clinical setting
3. Computer literacy
4. Work independently
5. Respond appropriately to emergencies

D. BEHAVIORAL/EMOTIONAL

1. Implement measures to maintain one's own physical and mental health, and emotional stability
2. Demonstrate emotional health required for the utilization of intellectual abilities and exercise of good judgment, with prompt completion of all responsibilities
3. Maintain professionalism and the ability to respond appropriately under all circumstances including highly stressful situations
4. Demonstrate flexibility and adaptability to function in a rapidly changing work environment or to respond to workflow needs
5. Able and willing to self-evaluate and change behavior when it interferes with productive individual and/or team relationships

E. PROFESSIONAL CONDUCT

1. Reason morally and practice honest and ethical behavior and maintain accountability
2. Adhere to delineated ethical standards of professional conduct
3. Knowledge of and compliance with applicable state and federal legislation, accrediting agency standards, etc.
4. Possess the following attributes: integrity, honesty, detail oriented, accurate, accountable, organized, dependable, responsible, tolerant, and adaptable
5. Respect for individuals of diverse ethnic backgrounds, social, emotional, cultural, intellectual, religion and/or sexual orientation
6. Maintain a professional appearance
7. Commitment to learning during the educational program and for continuing education activities
8. Effective use of time and resources