

School of Health Sciences Program Handbook



Beginning Your Journey

Welcome to the School of Health Sciences at West Georgia Technical College. We are honored that you have chosen to pursue your educational and professional goals with us. By entering one of our health sciences programs, you are preparing to join a profession founded on knowledge, compassion, integrity, accountability, and service to others.

A career in healthcare is both challenging and deeply rewarding. The programs within the School of Health Sciences are designed to prepare students to meet the academic, clinical, ethical, and professional standards required in today's healthcare environment. Throughout your journey, you will develop not only technical competence, but also critical thinking skills, professionalism, effective communication, teamwork, and a commitment to lifelong learning.

As a Health Sciences student, you are expected to conduct yourself in a manner that reflects the values and standards of your chosen profession. Professionalism, respect, integrity, punctuality, dependability, preparedness, accountability, and ethical behavior are essential to student success and progression. While faculty and staff are committed to supporting and guiding you throughout your educational experience, each student is ultimately responsible for maintaining academic excellence, demonstrating professional conduct, communicating effectively, and fulfilling all program requirements.

Success in health sciences education requires dedication, discipline, resilience, and personal responsibility. We encourage you to take advantage of the many resources available to support your success, communicate openly with faculty, seek assistance when needed, and remain fully engaged in your learning experiences. Every classroom, laboratory, simulation, and clinical experience provides an opportunity to strengthen the knowledge, skills, and professional behaviors necessary to deliver safe, competent, and compassionate care.

At West Georgia Technical College, we take great pride in preparing future healthcare professionals who will make a meaningful difference in the lives of patients, families, and communities. We believe that every student has the potential to succeed when they commit themselves to excellence, embrace lifelong learning, and uphold the standards and values of the profession they represent.

On behalf of the faculty and staff of the School of Health Sciences, welcome to West Georgia Technical College. We are excited to be part of your educational journey and wish you every success as you begin this important step toward a rewarding career in healthcare.

Best wishes for a successful and fulfilling experience,

Dr. Phyllis Ingham, EdD, MEd, MLS(ASCP)cm, AHI(AMT)

Dean, School of Health Sciences

West Georgia Technical College



Health Information Management Technology

Welcome to the Program

Dear Students,

Welcome to the Health Information Management Technology (HIMT) Program at West Georgia Technical College! I am delighted that you have chosen to pursue your educational and career goals with us, and I look forward to accompanying you on this exciting journey.

The decision to enter a healthcare profession reflects a commitment to serving others and making a meaningful difference in the lives of individuals and communities. Throughout your time in the program, you will be challenged to grow academically, professionally, and personally as you develop the knowledge, skills, and behaviors essential for success in your chosen field.

Our faculty and staff are dedicated to providing a supportive and engaging learning environment that promotes academic excellence, professionalism, ethical practice, and lifelong learning. We are committed to helping you achieve your goals and preparing you to become a competent and compassionate healthcare professional.

This handbook has been developed to serve as a guide throughout your program of study. It contains important information regarding program requirements, policies, expectations, and available resources. I encourage you to review this information carefully and refer to it often during your educational experience.

As you begin this journey, I encourage you to remain focused, embrace new opportunities, and strive for excellence in all that you do. There will be challenges along the way, but with dedication, perseverance, and the support of your faculty and classmates, you can achieve your goals.

On behalf of the faculty and staff, I extend a sincere welcome to the Health Information Management Technology (HIMT) Program. We are honored to be part of your educational journey and look forward to celebrating your accomplishments and future success.

Best wishes for a rewarding and successful experience at West Georgia Technical College.

Dana Stirman, M.Ed., RHIA
Program Director, Health Information Management Technology

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Health Information Management Technology (HIMT) Program Overview

HIMT Mission:

The Health Information Management Technology associate degree program is a sequence of courses designed to provide students with the technical knowledge and skills necessary to process, maintain, analyze, and report health information data according to legal, accreditation, licensure, and certification standards for reimbursement, facility planning, marketing, risk management, utilization management, quality assessment, and research. Program graduates will develop leadership skills necessary to serve in a functional supervisory role in various components of the health information system.

Upon graduation from a CAHIIM accredited HIT program, students will be eligible to sit for the national certification examination. Upon successful completion of the exam, students will receive the RHIT credential through the American Health Information Management Association (AHIMA).

Program Description:

The Health Information Technology program is a sequence of courses designed to provide students with the technical knowledge and skills necessary to process, maintain, analyze, and report health information data according to legal, accreditation, licensure and certification standards for reimbursement, facility planning, marketing, risk management, utilization management, quality assessment and research; program graduates will develop leadership skills necessary to serve in a functional supervisory role in various components of the health information system.

Occupational Trends:

Employment of Health Information Technologists and Medical Registrars is expected to increase by 18 percent between 2025 through 2035 due to the rapid growth in the number of medical tests, treatments, and procedures that will be increasingly scrutinized by health insurance companies, regulators, courts, and consumers. Graduates are prepared for professional positions in hospitals, physicians' offices, state and federal health care agencies, clinics, managed care organizations, behavioral health facilities, consulting and law firms, ambulatory care facilities, information system vendors, insurance companies, and long-term care facilities. Job prospects should be excellent. Health information technicians work at various healthcare providers, including physicians' offices, nursing care facilities, outpatient care centers, and home healthcare services. Health Information Technicians may also be employed outside of healthcare facilities, such as in Federal Government agencies. In addition to job growth, numerous openings will result from the need to replace medical record and health information technicians who retire or leave the occupation permanently. Health Information Technicians who demonstrate a strong understanding of technology and computer software will be in particularly high demand.

Degree Awarded:

Upon successful completion of all required courses, graduates are awarded the Health Information Management Technology Associate of Applied Science (HIMT AAS) degree. The length of the program is five semesters for full-time students.

Accreditation Statement:

The Health Information Management Technology accreditor of WGTC is the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). The College's accreditation for the associated degree in Health Information Management Technology has been reaffirmed through 2031-2032. All inquiries about the program's

accreditation status should be directed by mail to CAHIIM, 200 East Randolph Street, Suite 5100, Chicago, IL, 60601; by phone at (312) 235-3255; or by email at info@cahiim.org.

West Georgia Technical College and School of Health Sciences Mission, Vision, Values, and Goals

Our Mission at West Georgia Technical College

West Georgia Technical College, a unit of the Technical College System of Georgia, proudly serves the communities of Carroll, Coweta, Douglas, Haralson, Heard, Meriwether, and Troup counties. Through the delivery of relevant, high-quality education and training, the College supports student success, workforce development, economic growth, and community advancement.

West Georgia Technical College provides multiple pathways for lifelong learning and career preparation, including high school equivalency programs, associate degrees, diplomas, technical certificates of credit, and corporate and continuing education opportunities. Through these programs, the College is committed to developing a skilled workforce and empowering individuals to achieve their educational and professional goals.

Our Vision at West Georgia Technical College

West Georgia Technical College aspires to be a recognized leader in technical education, serving as a model of innovation and excellence. We are committed to being a valued economic and community partner while providing responsive, high-quality pathways that prepare students for rewarding careers and lifelong success.

Our Core Values at West Georgia Technical College

At West Georgia Technical College, our commitment to excellence is guided by four core values: **Integrity, Professionalism, Student Success, and Academic Excellence**. These values serve as the foundation for all interactions, decisions, and educational experiences within the college community. We are dedicated to fostering an environment characterized by honesty, ethical behavior, respect, accountability, and commitment to high standards. Through professionalism and academic excellence, we strive to empower students to achieve their educational and career goals while preparing them to become competent, compassionate, and responsible members of the workforce and the communities they serve.

School of Health Sciences Mission

The Health Sciences Division at West Georgia Technical College is committed to providing cutting-edge education and training that prepares students to excel in healthcare careers. Through partnership with local healthcare providers, we deliver hands-on experience, promote lifelong learning, and support student success, while contributing to the overall well-being and economic development of our communities.

School of Health Sciences Goals

To be a leader in health sciences education, fostering innovation, excellence, and collaboration to develop a highly skilled workforce that improves healthcare outcomes in our communities. We will empower students to pursue rewarding careers while serving as a vital partner in advancing economic growth and public health across the region.

School of Health Sciences Program Learning Outcomes

Each Health Sciences program has established Program Learning Outcomes (PLOs) that define the knowledge, skills, behaviors, and professional competencies students are expected to achieve upon completion of the program. These outcomes are aligned with TCSG and West Georgia Technical College for institutional goals, accreditation standards, and workforce expectations and serve as the foundation for curriculum development, assessment, and continuous quality improvement. Students are expected to demonstrate achievement of the Program Learning Outcomes as part of the requirements for successful program completion.

Health Information Management Technology Program Learning Outcomes:

1. Perform functions to collect, store, and retrieve medical records and reports in electronic health records system.
2. Apply supervision and leadership tools to manage the health care office.
3. Distinguish the difference in primary and secondary records systems, content and structure of health care data sets, and elements of patient data and the complication of medical information throughout the patient's course of treatment in a health care facility.
4. Demonstrate knowledge and skills to code, classify index diagnoses and procedures for reimbursement, standardization, retrieval and statistical analysis.
5. Perform qualitative and quantitative analysis of health records for accuracy and completeness.
6. Demonstrate knowledge of legal policies, regulations and industry standards related to handling patient information, medical records and healthcare data integrity.

West Georgia Technical College Admission Requirements

West Georgia Technical College maintains an open admissions policy and welcomes applicants who are seeking technical certificates, diplomas, and associate degrees. Applicants are generally required to complete an online application, submit official transcripts, and provide documentation verifying lawful presence and residency for tuition purposes. Placement requirements may be satisfied through prior college coursework, standardized test scores, or qualifying high school GPA.

For detailed information regarding admission requirements and application procedures, please visit: <https://www.westgatech.edu/admissions/>

Admission to many of the Health Sciences programs at West Georgia Technical College is competitive and based on established institutional and program-specific criteria. Applicants must meet all general college admission requirements and any additional requirements established by the individual program, which may include prerequisite coursework, minimum GPA standards, competitive selection processes, and submission of required documentation. Meeting minimum admission requirements does not guarantee acceptance into a program. Students are responsible for reviewing current admission criteria and deadlines and ensuring that all requirements are completed prior to the application deadline.

West Georgia Technical College Tuition and Fees

Students enrolled in programs within the School of Health Sciences are responsible for paying all tuition, mandatory fees, and any program-specific expenses required for enrollment and participation. Tuition and fee rates are established by the Technical College System of Georgia (TCSG) and are subject to change without prior notice. In addition to standard tuition and institutional fees, Health Sciences students should anticipate additional costs associated with their specific program of study, which may include, but are not limited to, textbooks, uniforms, clinical supplies, liability insurance, background checks, drug screening, immunizations, certification examinations, and other required educational materials.

West Georgia Technical College offers competitive tuition rates and a variety of financial assistance opportunities for eligible students. Current tuition for Georgia residents is assessed on a per-credit-hour basis, with additional mandatory institutional fees. Students residing outside the state of Georgia may be subject to out-of-state tuition rates unless they qualify for an approved residency exception. Tuition and fee schedules, payment deadlines, and refund policies are determined by the College and are updated periodically.

Students are encouraged to review the most current tuition and fee information, payment options, and financial aid resources before registering each semester. Detailed information is available on the West Georgia Technical College website:

<https://www.westgatech.edu/admissions/tuition-and-fees/>

Information regarding estimated total educational expenses, including books, supplies, transportation, and other costs of attendance, may also be found at:

<https://www.westgatech.edu/financial-aid/cost-of-attendance/>

Students with questions regarding tuition, fees, payment plans, or financial aid should contact the West Georgia Technical College Financial Aid Office or Business Office for additional assistance.

Health Information Management Technology (HIMT) Estimated Program Costs

Credit Hours	65
Standard Tuition and Fees	\$9,271.00
Books, Supplies & Program Fees	\$3,235.00
Total Estimated Cost	\$12,603.00

West Georgia Technical College

School of Health Sciences: Health Information Management Technology (HIMT)

Technical Standards and Essential Functions

Students enrolled in the West Georgia Technical College School of Health Sciences Health Information Management Technology (HIMT) program must possess the communication, critical thinking, cognitive, technology, electronic health record (EHR), information processing, professionalism, ethics, behavioral, physical, sensory, safety, environmental awareness, and professional practice experience (PPE) abilities and requirements necessary to safely and effectively participate in classroom, laboratory, simulation, clinical, and other applied learning experiences.

These technical standards identify the essential functions considered necessary for successful completion of Health Information Management Technology curricula and for providing safe, competent, and ethical patient information expectations and professional services. Students must be able to perform these essential functions with or without reasonable accommodation.

Consistent with the expectations of applicable institutional policies, clinical affiliates, professional licensing boards, the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM), and other recognized accrediting organizations, students are expected to demonstrate the following abilities throughout their enrollment.

I. Communication Skills

- Communicate clearly with faculty, peers, preceptors, healthcare professionals, and interdisciplinary team members.
- Accurately document health information within electronic health record (EHR) systems and related technologies.
- Read, interpret, and follow written and verbal instructions.
- Present coding, compliance, quality, analytics, and health information findings effectively.
- Maintain confidentiality of protected health information (PHI) and demonstrate professional communication in virtual and in-person settings.

II. Critical Thinking and Cognitive Abilities

- Apply ICD, CPT, HCPCS, and other classification systems accurately.
- Analyze health data for quality, completeness, accuracy, and performance improvement.
- Interpret regulatory, accreditation, compliance, privacy, and security requirements.
- Identify discrepancies and resolve health record issues using sound judgment.
- Organize, prioritize, and manage multiple responsibilities while responding appropriately to changing situations.

III. Technology, EHR, and Information Processing

- Use EHRs, coding software, HIM applications, analytics tools, and educational technologies effectively.
- Collect, validate, manage, organize, and analyze health data.
- Demonstrate information governance, interoperability, health information exchange, and data stewardship principles.
- Maintain data integrity, security, and access-control requirements.
- Adapt to evolving healthcare technologies and troubleshoot basic technical issues.

IV. Professionalism, Ethics, and Behavioral Expectations

- Adhere to AHIMA Code of Ethics (go to [AHIMA Ethics webpage](#), click on Code of Ethics link and read these), Standards of Ethical Coding (go to [AHIMA Ethics webpage](#), click on Standards of Ethical Coding link and read these), HIPAA, FERPA, and applicable regulations.
- Demonstrate integrity, accountability, honesty, reliability, and professional conduct.
- Accept feedback and demonstrate continuous improvement.
- Respect diversity, cultural responsiveness, and professional boundaries.
- Work cooperatively with faculty, classmates, preceptors, and healthcare personnel.

V. Physical and Sensory Requirements

- Sit and work at computers for extended periods.
- Perform repetitive tasks such as typing, keyboarding, and data entry.
- Read printed and electronic materials and maintain visual focus for detailed data review.
- Use standard office, computer, and HIM equipment.
- Hear and communicate effectively with or without assistive devices.

VI. Safety and Environmental Awareness

- Follow institutional safety procedures and emergency protocols.
- Apply infection prevention and standard precautions as applicable to assigned environments.
- Work safely around office, healthcare, and educational technologies and environments.
- Demonstrate awareness of workplace safety procedures during PPE experiences.

VII. Professional Practice Experience (PPE) Requirements

- Complete all required PPE hours, logs, assignments, evaluations, and presentations.
- Comply with site-specific policies, confidentiality agreements, and security requirements.
- Apply coding, data analysis, revenue cycle, release of information, compliance, and information governance competencies in practical settings.
- Work under supervision, incorporate feedback, and demonstrate progression toward entry-level competency.
- Meet productivity, accuracy, timeliness, and quality expectations appropriate to assigned tasks.

Reasonable Accommodations

The School of Health Sciences is committed to providing equal educational opportunities to qualified students with disabilities in accordance with applicable federal and state laws.

Students who believe they may require reasonable accommodations should contact the College's designated Accessibility Services Office as early as possible to initiate the accommodation process. <https://www.westgatech.edu/contact-us/accessibility-services/>

Requests for accommodation are reviewed on an individualized basis. Approved accommodations will be implemented provided they do not fundamentally alter the essential requirements of the curriculum, compromise patient safety, or prevent the student from meeting required educational outcomes.

The technical standards outlined above represent the essential functions necessary for successful participation in School of Health Sciences programs. They are not intended to identify every requirement associated with every discipline. Individual Health Sciences programs may establish additional technical standards or essential functions to meet unique professional competencies, accreditation standards, clinical affiliate requirements, or licensing expectations.

Curriculum Plan

School of Health Sciences
Health Information Management Technology Program Credit Hours 65
Suggested Course Sequence

Health Information Management Technology Curriculum					
✓	Grade	Semester 1	S	C R	Notes & Milestones
		ENGL 1101 Composition and Rhetoric	ALL	3	
		MATH 1111 College Algebra	ALL	3	Substitution MATH 1101
		ALHS 1090 Medical Terminology for Allied Health Sciences	ALL	2	
		BIOL 2113 Anatomy and Physiology I	ALL	3	Corequisite BIOL 2113L
		BIOL 2113L Anatomy and Physiology I Lab	ALL	1	Corequisite BIOL 2113
				1 2	Program Semester Hours
✓	Grade	Semester 2	S	C R	Notes & Milestones
		BIOL 2114 Anatomy and Physiology II	ALL	3	Prerequisite BIOL 2113/BIOL 2113L Corequisite BIOL 2114L
		BIOL 2114L Anatomy and Physiology II Lab	ALL	1	Prerequisite BIOL 2113/BIOL 2113L Corequisite BIOL 2114
		PSYC 1101 Introductory Psychology	ALL	3	
		Additional 3 hours from Area I, II, III or IV	ALL	3	List of AREA I, II, III and IV Courses
		Additional 3 hours from Area IV	ALL	3	List of AREA I, II, III and IV Courses
				1 3	Program Semester Hours
✓	Grade	Semester 3	S	C R	Notes & Milestones
		HIMT 1100 Introduction to HIMT	ALL	3	
		HIMT 1360 Intro to Pathopharmacotherapy	FA, SU	3	Prerequisite ALHS 1090
		HIMT 2300 Healthcare Management	FA, SU	3	
				9	Program Semester Hours
✓	Grade	Semester 4	S	C R	Notes & Milestones
		HIMT 1151 Computer Applications in Healthcare	FA, SP	4	
		HIMT 1200 Legal Aspects of Healthcare	FA, SP	3	

		HIMT 1250 Health Record Content and Structure	FA, SP	2	
		HIMT 1400 Coding and Classification ICD Basic	FA	4	Prerequisite BIOL 2114/2114L, ALHS 1090, HIMT 1360
		HIMT 2400 Coding and Classification System CPT/HCPCS	FA	3	
				1 6	Program Semester Hours
✓	Grade	Semester 5	S	C R	Notes & Milestones
		HIMT 1410 Coding and Classification ICD Advanced	SP	3	Prerequisite HIMT 1400
		HIMT 2150 Healthcare Statistics	SP	3	Corequisite HIMT 2200
		HIMT 2200 Performance Improvement	SP	3	
		HIMT 2410 Revenue Cycle Management	SP	3	Prerequisite HIMT 1400
		HIMT 2460 Health Information Technology Internship	SP	3	Prerequisite HIMT 1200, HIMT 1250 Corequisite HIMT 2400
				1 5	Program Semester Hours

HIMT Course Descriptions

HIMT 1100

This course focuses on orienting the student to health information management. Topics include introducing students to the structure of healthcare in the United States and its providers, and the structure and function of the American Health Information Management Association (AHIMA).

HIMT 1151

Designed to provide students with computer and software skills used in medical offices. Topics include hardware and software components of computers for medical record applications; database software and information management; specialized information management systems in healthcare; methods of controlling confidentiality and patient rights; accuracy and security of health information data in computer systems as well as future directions of information technology in healthcare.

HIMT 1200

This course focuses on the study of legal principles applicable to health information, patient care and health records. Topics include: working of the American Legal System, courts and legal procedures, principles of liability, patient record requirements, access to health information, confidentiality and informed consent, the judicial process of health information, specialized patient records, risk management and quality assurance, HIV information, and the electronic health record.

HIMT 1250

This course provides a study of content, storage, retrieval, control, retention, and maintenance of health information. Topics include: health data structure, content and standards, healthcare information requirements and standards.

HIMT 1360

Introduces drug therapy with emphasis on safety, classification of drugs, their action, side effects, and/or adverse reactions. Also introduces the basic concept used in the administration of drugs. Topics include: introduction to pharmacology, sources and forms of drugs, drug classification, and drug effects on the body systems.

HIMT 1400

This course provides the student an introduction to Medical Coding & Classification of diseases, injuries, encounters, and procedures using standard applications of Medical Coding Guidelines to support reimbursement of healthcare services.

HIMT 1410

This course provides the student with case studies for in-depth review of inpatient and outpatient record formats as found in current healthcare settings. Advanced coding skills and use of industry applications to apply coding and billing standards will be the focus to develop auditing and compliance strategies in the work setting.

HIMT 2150

This course analyzes the study of methods and formulas used in computing and preparing statistical reports for health care services and vital records. It also focuses on the study of methods and techniques used in presenting statistical data.

HIMT 2200

This course introduces the students to the peer review and the role health information plays in evaluating patient care. The course investigates the components of performance improvement programs in health care facilities, including quality assessment, utilization management, risk management, and critical clinical pathways. State and local standards are included as well as review of the federal government's role in health care and accreditation requirements of various agencies.

HIMT 2300

This course will engage in the functions of a manager, planning, organizing, decision making, staffing, leading or directing, communication and motivating. Further study will include principles of authority/ responsibility, delegation and effective communication, organization charts, job descriptions, policies and procedures, employee motivation, discipline and performance evaluation.

HIMT 2400

This course provides an introduction to, and application of, codes using CPT/HCPSC system. Codes will be applied to workbook exercises, case studies, and actual outpatient charts. Codes will be assigned manually as well as by an encoder.

HIMT 2410

This course focuses on how the revenue cycle is impacted by various departments within the facility such as patient access/registration, case management/quality review, health information management, and patient accounting. Subjects include insurance plans, medical necessity, claims processing, accounts receivable, chargemaster, DRGs, APCs, edits, auditing and review. ICD and CPT coding as they relate to the billing function will be reviewed. The importance of revenue cycle management for fiscal stability is emphasized.

HIMT 2460

This course will allow students to perform advanced functions of a health information management (HIM) department. Students will work in realistic work environments in either a traditional, non-traditional, or lab setting. Activities will include application of all HIMT coursework. The student will also learn professional skills to prepare them for employment in the HIM career field.

Internship/Clinical Requirements

In HIMT 2460, students will complete a minimum of 40 hours at one of HIMT clinical sites. Students need to be prepared to have a background check and drug screen prior to going to the clinical site. At the clinical site students are expected to wear the designated HIMT colored WGTC polo shirt with either black or khaki pants or skirt. In addition to the time at the clinical site, there will be course work in Blackboard that students must complete, including an RHIT Mock Exam.

Graduation requirements: Each HIMT course is competency-based. CAHIIM has identified these competencies as Performance Indicators. This means there will be activities mapped to these competencies/performance indicators that are graded by the instructor. Competencies guarantee that a student is competent in the entry-level skills required of a Registered Health Information Technician. **Each** activity mapped to a competency must be passed with a grade of 70 or better. The student may have more than one attempt to pass each HIMT competency/performance indicator, depending on the time left in the semester. If a student fails a competency on his/her first attempt, the student must meet with the instructor before another attempt is made. Some activities are mapped to more than one competency/performance indicator. The mapped activities are found within the Performance Indicator folder in each HIMT Blackboard course.

These go into effect 2026 Fall semester. If a student has already completed an HIMT course prior to 2026 Fall semester, that will be noted on the Performance Indicator tracking document.

HIMT 1100

CAHIIM Entry-Level Performance Indicators	Required Miller's Pyramid Level
1.6 Healthcare Services Delivery	
1.6.1 Identify types of healthcare organizations and systems.	Knows
1.6.2 Differentiate the scope of health professionals and healthcare services in various settings.	Knows
1.8 Determinants of Health	
1.8.1 Recognize how the determinants of health impact individual, community and population disease and health.	Knows
1.8.2 Identify the social determinants of health in clinical documentation.	Knows

HIMT 1151

CAHIIM Entry-Level Performance Indicators	Required Miller's Pyramid Level
1.2 Technology Competence	
1.2.1 Use digital technology, networks, and communication tools to find, evaluate, and communicate information.	Does
1.2.2 Use software packages that allow for the analysis and presentation of the data.	Does
4.3 Advanced Digital Applications	
4.3.1 Examine the trends, applications, benefits, and risks of AI and machine learning.	Knows

CAHIIM Entry-Level Performance Indicators	Required Miller's Pyramid Level
4.3.2 Identify various artificial intelligence applications and other advanced technologies used in healthcare operations.	Knows
4.3.3 Examine data generated from advanced digital applications to review the security, authenticity or reliability of the data generated.	Shows

HIMT 1200

CAHIIM Entry-Level Performance Indicators	Required Miller's Pyramid Level
2.3 Ethical Behaviors	
2.3.1 Recognize ethical issues and identify potential actions that support a positive outcome.	Knows
2.3.2 Identify and manage potential and actual conflicts of interest.	Knows
2.3.3 Evaluate and apply ethical frameworks to provide professional guidance.	Knows
3.1 Health Information Legislation, Regulations, Licensure and Accreditation	
3.1.1 Apply knowledge of the US legal system and the legislative processes.	Knows
3.1.2 Identify legislation, regulations, regulatory standards, and judicial processes impacting health information management.	Knows
3.1.3 Identify the alignment of policy to legislation and regulations.	Shows
3.1.4 Recognize the impact of licensure and accreditation standards on health information management policies and procedures.	Shows
3.1.5 Properly cite and reference legislation and regulations.	Does
3.2 Privacy, Security and Confidentiality	
3.2.1 Obtain authorization for the collection, use and release of personal health information.	Shows
3.2.2 Identify potential and actual privacy and security risks and define steps to mitigate vulnerabilities and the risk of unauthorized access.	Shows

CAHIIM Entry-Level Performance Indicators	Required Miller's Pyramid Level
3.2.3 Follow legal requirements when releasing information to patients and authorized individuals and organizations.	Shows
3.2.4 Use physical, technical, and administrative controls to ensure safeguards are in place to protect assets.	Shows
3.2.5 Identify the vulnerabilities and the risk of unauthorized access.	Knows
3.2.6 Identify potential and real cyber security risks and define steps to mitigate risks.	Knows
3.2.7 Validate legal documents to protect patients and the organization.	Shows
3.2.8 Participate in reviewing a health information compliance plan to assess the level of compliance within the health system.	Shows
3.3 Healthcare Fraud and Abuse	
3.3.1 Differentiate between healthcare fraud and abuse as defined in legislation.	Knows
3.3.2 Identify the reporting requirements associated with healthcare fraud and abuse.	Knows
3.3.3 Analyze data and reports to identify trends and patterns of fraud or abuse.	Shows
3.4 State and Federal Reporting	
3.4.1 Identify required elements for reporting vital statistics and notifiable diseases, abuse, and deaths.	Knows
3.4.2 Apply exceptions to the privacy legislation to release information for required reporting purposes.	Shows

HIMT 1250

CAHIIM Entry-Level Performance Indicators	Required Miller's Pyramid Level
4.1 Health Record Life Cycle	
4.1.1 Identify the content of the health record and documentation for various types and sizes of health organizations, including virtual environments.	Knows

CAHIIM Entry-Level Performance Indicators	Required Miller's Pyramid Level
4.1.2 Apply understanding of the health record life cycle.	Shows
4.1.3 Accurately enter, export, and sort health records data.	Does
4.1.4 Analyze workflow within an electronic health record.	Does
4.1.5 Identify components and interactions of software applications in the electronic health record.	Does
4.1.6 Implement, maintain and sunset an information system or application.	Knows

HIMT 1360

CAHIIM Entry-Level Performance Indicators	Required Miller's Pyramid Level
1.5 Pathophysiology and Pharmacology	
1.5.1 Recognize the physical and functional changes that occur with disease, injury and throughout the human life cycle.	Knows
1.5.2 Describe diagnostic and therapeutic tests and procedures in disease processes and interventions.	Knows
1.5.3 Identify generic and brand name pharmaceuticals and the indications for commonly prescribed drugs and agents.	Knows
1.5.4 Identify contraindications and side effects associated with drug therapies.	Knows

HIMT 1400

CAHIIM Entry-Level Performance Indicators	Required Miller's Pyramid Level
3.3 Healthcare Fraud and Abuse	
3.3.4 Monitor clinical documentation integrity metrics and compare results to identify data trends.	Shows
3.4 State and Federal Reporting	
3.4.3 Conduct data queries to identify physician and practitioner compliance with regulatory, credentialing, and licensure requirements.	Shows

CAHIIM Entry-Level Performance Indicators	Required Miller's Pyramid Level
6.1 Classification Systems, Nomenclature and Terminology	
6.1.1 Navigate various classification systems.	Does
6.1.2 Apply coding rules and guidelines.	Does
6.1.3 Apply classification systems, methodologies, and approaches to assess data to identify patterns, trends, or differences.	Does

HIMT 1410

CAHIIM Entry-Level Performance Indicators	Required Miller's Pyramid Level
6.1 Classification Systems, Nomenclature and Terminology	
6.1.1 Navigate various classification systems.	Does
6.1.2 Apply coding rules and guidelines.	Does
6.1.3 Apply classification systems, methodologies, and approaches to assess data to identify patterns, trends, or differences.	Does
6.3 Coding Technological Resources	
6.3.1 Conduct audit reviews to detect any performance issues and flaws in the applications.	Does
6.3.2 Recommend corrective actions to mitigate discrepancies and prevent future coding errors.	Does
6.3.3 Identify and correct problems with billing, coding and documentation to improve accepted claims.	Shows

HIMT 2150

CAHIIM Entry-Level Performance Indicators	Required Miller's Pyramid Level
1.7 Fundamental Statistical Concepts	
1.7.1 Demonstrate understanding of statistical terminology.	Knows
1.7.2 Calculate descriptive statistics and solve fundamental statistical problems.	Shows

CAHIIM Entry-Level Performance Indicators	Required Miller's Pyramid Level
4.2 Data Configuration	
4.2.1 Follow interoperability standards to ensure data sharing across systems.	Knows
4.2.2 Work with data dictionaries, templates, flow sheets, and forms align with requirements and parameters.	Does
4.2.3 Use data collection templates, flows sheets and forms, and identify purposes for collecting data and the required data elements.	Does
5.1 Data Collection and Databases	
5.1.1 Determine appropriate data collection methods considering end-user perspectives and needs.	Knows
5.1.2 Access data in databases using analytic software.	Does
5.1.3 Apply knowledge of database structures to search for, compile and modify data sets.	Does
5.2 Data Interpretation	
5.2.1 Identify data type and appropriate statistical application for the analysis.	Knows
5.2.2 Use spreadsheets and Excel to perform a variety of data analyses.	Does
5.2.3 Accurately interpret, calculate, summarize, and visualize data using statistical software.	Does
5.3 Data Visualization	
5.3.1 Choose the type of visualization based on the audience and data set.	Does
5.3.2 Ensure correct data presentation to support accurate conclusions.	Does
5.3.3 Use various data analytic tools to create a visual display of data.	Does

HIMT 2200

CAHIIM Entry-Level Performance Indicators	Required Miller's Pyramid Level
8.1 Quality Assessment and Improvement	

CAHIIM Entry-Level Performance Indicators	Required Miller's Pyramid Level
8.1.1 Audit the quality of patient records and report on issues and trends.	Shows
8.1.2 Recognize the role of health information management in tracking and reporting on performance indicators.	Shows
8.1.3 Collect data at the level of detail needed to monitor and analyze performance.	Shows
8.1.4 Review quality reports to identify trends and areas of improvement for continuous quality improvement.	Shows
8.2 Compliance Audits and Risk Management	
8.2.1 Conduct an audit of health record data requirements and report on findings to promote workforce compliance with legal, regulatory, or accreditation requirements.	Does
8.2.2 Compile and generate an audit report aligned to accreditation standards and communicate results.	Does
8.2.3 Test new features and functions of new applications or templates to confirm data accuracy and use.	Shows
8.2.4 Monitor data to identify risks, adverse events, or safety issues.	Shows

HIMT 2300

CAHIIM Entry-Level Performance Indicators	Required Miller's Pyramid Level
9.1 Virtual Business Administration	
9.1.1 Interact with people virtually in their communities and other regions, states or nations.	Does
9.1.2 Take steps to ensure authorized access to the session and the privacy and confidentiality of communication.	Shows
9.1.3 Apply advanced communication skills to support transparent and engaging interactions.	Does
9.1.4 Apply time management skills and productivity principles to ensure a conducive virtual environment.	Does
9.2 Financial Management	

CAHIIM Entry-Level Performance Indicators	Required Miller's Pyramid Level
9.2.1 Identify the broad financial imperatives facing the health systems and the basics of good financial stewardship.	Knows
9.2.2 Review a cost-effectiveness and cost-benefit analysis of budget priorities.	Shows
10.1 Leadership Principles	
10.1.1 Practice shared decision-making with internal and external partners.	Does
10.1.2 Practice ethical and transparent communications.	Does
10.1.3 Provide coaching and mentoring to foster the professional development of others.	Does
10.1.4 Applies evidence-based information and research to inform decisions and justify actions.	Does

HIMT 2400

CAHIIM Entry-Level Performance Indicators	Required Miller's Pyramid Level
6.1 Classification Systems, Nomenclature and Terminology	
6.1.1 Navigate various classification systems.	Does
6.1.2 Apply coding rules and guidelines.	Does
6.1.3 Apply classification systems, methodologies, and approaches to assess data to identify patterns, trends, or differences.	Does
6.3 Coding Technological Resources	
6.3.1 Conduct audit reviews to detect any performance issues and flaws in the applications.	Does
6.3.3 Identify and correct problems with billing, coding and documentation to improve accepted claims.	Shows

HIMT 2410

CAHIIM Entry-Level Performance Indicators	Required Miller's Pyramid Level
6.2 Payer Transmittals, Coding and Payment Procedures and Documentation	
6.2.1 Identify and report required changes to the revenue cycle based on payor requirements.	Knows
6.2.2 Apply diagnostic and procedural coding knowledge to support reimbursement methodologies and payment systems.	Shows
6.2.3 Locate and navigate the CMS transmittal and other payor portals.	Knows
7.1 Revenue Cycle Management	
7.1.1 Apply reimbursement methodologies and payment systems for the continuum of care.	Shows
7.1.2 Apply regulatory requirements for patient billing data collection, claim generation, and adjudication for reimbursement and compliance.	Shows
7.1.3 Define revenue life-cycle management from the initial patient contact through billing, payment adjudication, and cash posting.	Knows
7.1.4 Evaluate code assignment for accurate reimbursement from payer sources.	Shows
7.1.5 Explain the remittance advice and payment process for revenue cycle management.	Knows
7.2 Patient Encounters and Payers Responsibilities	
7.2.1 Facilitate prior authorization and insurance eligibility activities.	Knows
7.2.2 Document patient encounters and data collection, including charge capture, coding, and charge entry.	Knows
7.2.3 Follow an established pricing estimate protocol to generate a transparent and compliant patient estimate of proposed services.	Knows
7.2.4 Identify underpayments by payors or failure to capture revenue.	Knows
7.2.5 Process denials and appeals for claims.	Knows

HIMT 2460

CAHIIM Entry-Level Performance Indicators	Required Miller's Pyramid Level
2.1 Advocacy Efforts	
2.1.1 Support patients in navigating the health care system, including reimbursement and access to services.	Shows
2.1.2 Advocate for health information services and resources that benefit patients, the organization, and the population.	Shows
2.1.3 Educate others on the scope of practice and role of health information management professions.	Does
2.1.4 Mentor others to support competence in the profession.	Shows
2.2 Self-reflection	
2.2.1 Self-reflect on experiences and personal opinions learn from others and identify growth areas.	Does
2.2.2 Recognize when services are beyond personal competence and consult or refer services to others.	Does
2.2.3 Consider the relationship between the health information management role and the responsibilities of other team members.	Knows
2.2.4 Engage in continuing education and professional development.	Does
10.2 Interprofessional Collaboration	
10.2.1 Identify professionals with legal authority to access electronic health records and their professional obligations to document patient care services.	Knows
10.2.2 Develop training materials for various individuals, groups, and populations.	Does
10.2.3 Recognize the various roles and scope of the inter-professional team.	Knows
10.3 Critical Thinking	
10.3.1 Apply conflict resolution practices during difficult situations or conversations.	Shows
10.3.2 Analyze problems, promote solutions, and encourage decision-making.	Does

CAHIIM Entry-Level Performance Indicators	Required Miller's Pyramid Level
10.3.3 Apply evidence-based information and research to practice.	Does

West Georgia Technical College Academic Policies

West Georgia Technical College establishes academic policies designed to promote student success, academic integrity, and satisfactory progress toward program completion. Students are expected to comply with policies related to attendance, grading, academic standing, course progression, withdrawals, and graduation requirements. To remain in good standing, students must maintain satisfactory academic progress and adhere to the standards outlined in the College Catalog and Student Handbook. Additional requirements may apply to specific programs, particularly those in the School of Health Sciences. Students are responsible for becoming familiar with all current academic policies and procedures and are encouraged to consult the College Catalog and Student Handbook for detailed information.

For complete academic policies, please visit:

- **West Georgia Technical College Student Catalog and Handbook:**
<https://www.westgatech.edu/program-explorer/academic-resources/catalog-student-handbook/>
- **West Georgia Technical College Academic Policies:**
<https://www.westgatech.edu/admissions/registrars-office/policies/>
- **Program Completion Checklists:**
[West Georgia Technical College Program Completion Checklists](#)

HIMT Protocols and Progression Requirements

To remain in good standing with West Georgia Technical College and to be eligible for continued progression within a Health Sciences program, students must satisfy the following academic, clinical, and professional expectations:

Minimum Grade Requirements

- Students must earn a minimum final course grade of "C" (70%) or higher in all required program courses to progress.
- Any course grade below 70% will be considered unsuccessful and may impact progression in the program.

GPA Requirements

- HIMT students must maintain a grade point average (GPA) of 2.0 for the academic year or semester. Students must maintain a minimum cumulative GPA as required by the institution and program to remain eligible for progression.
- Failure to maintain the required GPA may result in academic probation, suspension, or dismissal in accordance with institutional policy.

Clinical Performance Expectations

- Students must demonstrate safe, competent, and professional performance in all clinical and laboratory settings.
- All required clinical competencies must be completed successfully and within the designated timeframe.
- Students are expected to:

- Follow all clinical site policies and program requirements
- Demonstrate professionalism, accountability, and ethical behavior
- Provide safe patient care under appropriate supervision
- Unsatisfactory clinical performance, including unsafe practice or unprofessional behavior, may result in clinical failure and/or program dismissal, regardless of academic standing.
- Clinical experiences are provided through the cooperation and support of affiliated healthcare facilities. As guests of these clinical agencies, students are expected to adhere to all program, institutional, and clinical site policies and to demonstrate safe, ethical, and professional behavior. The Health Sciences Division is under no obligation to secure or provide an alternative clinical placement for a student who is removed or dismissed from a clinical site due to unsafe clinical practice, unprofessional or inappropriate behavior, failure to comply with clinical policies, or any other reason determined by the clinical agency.

Students who fail to meet established academic, clinical, or professional progression requirements may be subject to program review and will be managed in accordance with applicable institutional and departmental policies regarding remediation, withdrawal, suspension, or dismissal.

West Georgia Technical College Attendance Policy

West Georgia Technical College strongly encourages regular and punctual attendance. Research consistently demonstrates a strong relationship between class attendance and academic success. Absences may hinder a student's ability to fully benefit from instructional activities, disrupt the continuity of learning, diminish engagement with classmates and faculty, and negatively impact comprehension of course content. Students are most likely to achieve academic success when they attend and actively participate in all scheduled learning experiences throughout the semester.

Although West Georgia Technical College is a non-attendance-taking institution, students are responsible for all material, assignments, and learning experiences missed due to absences or tardiness. Students who anticipate being absent or arriving late are expected to notify their instructor as soon as possible. Because many Health Sciences courses include participation-based learning, instructors may incorporate attendance-dependent activities such as quizzes, classroom discussions, laboratory exercises, simulations, clinical experiences, and other in-class assignments into the course grade. Missed participation activities may not be eligible for make-up unless permitted by the instructor and consistent with program or course policies. Absences or tardiness during these activities may adversely affect the student's grade. The opportunity to complete make-up work is at the discretion of the instructor and must be addressed in the course syllabus and applied consistently to all students.

Students enrolled in online courses are required to complete the Course Agreement Form during the first week of class. Failure to do so may result in being administratively withdrawn from the course as a no-show.

Students who are called to military service or jury duty should notify their instructors and, when applicable, the Financial Aid and Veterans Affairs offices prior to their absence and provide appropriate documentation.

In the event of class cancellations or campus closures resulting from severe weather or other emergencies, students are expected to continue participating in instructional activities through

Blackboard, official College email, or other methods identified by the instructor. Information regarding continuity of instruction will be provided in the course syllabus.

Certain courses and programs may have attendance and participation requirements that are mandated by accrediting agencies, state or federal regulations, TCSG contact hour requirements, or eligibility requirements for licensure and certification. These requirements are essential for successful progression and completion and will be outlined in individual course syllabi and program handbooks. Students enrolled in such courses are expected to comply with all attendance and participation requirements. All School of Health Sciences programs usually require stricter attendance protocols.

West Georgia Technical College Grading Policy & the School of Health Sciences Protocols

West Georgia Technical College and the School of Health Sciences are committed to maintaining fair, consistent, and academically rigorous standards that promote student learning and professional competence. Grades are intended to reflect a student's mastery of course objectives and achievement of the knowledge, skills, and behaviors required for successful progression and completion of the program. Students are responsible for understanding grading criteria, evaluation methods, and course requirements as outlined in the course syllabus and program materials. Because the School of Health Sciences programs prepare students for professional practice, certain courses and programs may establish minimum grade requirements, competency expectations, and progression standards that exceed those required by the College. Students are expected to familiarize themselves with these requirements and maintain satisfactory academic performance throughout their educational experience.

Students must successfully demonstrate competency in and pass all required skill assessments associated with each programmatic, laboratory, simulation, and clinical course as a condition of successful course completion and continued progression within their Health Sciences program. For the HIMT program, these are the activities mapped to the CAHIIM 2026 Performance Indicators.

A grade of Incomplete ("I") will not be awarded solely due to a missed final examination. Students who miss a final examination must contact the instructor and, when approved, arrange to complete the examination prior to the end of the semester. Failure to complete the final examination before the close of the grading period may result in a grade based on work completed and may adversely affect course progression.

West Georgia Technical College Grading System

West Georgia Technical College utilizes a standardized grading system to evaluate student performance and achievement of course learning outcomes. Letter grades are assigned based on the quality of work completed and serve as an indication of a student's mastery of course objectives. Students are responsible for understanding the grading scale and any additional program-specific requirements that may apply. Because Health Sciences programs prepare students for professional practice, certain courses and programs may establish minimum grade and skill competency requirements that enhance institutional standards. Specific grading and progression requirements are outlined in individual course syllabi and program handbooks.

Numerical Grade	Letter Grade
90 - 100	A

80 - 89	B
70 - 79	C
60 - 69	D
0 - 59	F

*A minimum grade of 70 is required for all occupational courses and for any course that is a prerequisite for a subsequent course. Refer to the college catalog, website, and specific program manuals for additional information regarding program course progression requirements.

West Georgia Technical College Student Resources

West Georgia Technical College is committed to supporting student success by providing a variety of academic and personal support services. Available resources include academic advising, financial aid assistance, tutoring through Upswing, library services, computer labs, disability services, counseling and wellness resources, career services, student organizations, and access to online learning tools such as Blackboard Ultra and Banner Web. These services are designed to help students achieve their educational goals, promote personal growth, and enhance overall success both inside and outside the classroom. Students are encouraged to take advantage of these resources throughout their academic journey at West Georgia Technical College.

For additional information regarding student resources, please visit:

- **Student Affairs and Support Services:**
[West Georgia Technical College Student Affairs and Support Services](#)
- **Student Portal (Blackboard, Email, Upswing Tutoring, Scholarships):**
[MyWGTC Student Portal](#)
- **Student Life and Campus Engagement:**
[West Georgia Technical College Student Life](#)
- **General College Website:**
[West Georgia Technical College](#)
- **Library Resources Website:**
[West Georgia Technical College Library Resources](#)
- **Student Counseling Connection:**
[Student Counseling Connection](#)
- **Financial Aid Website:**
<https://www.westgatech.edu/financial-aid/>
- **Financial Aid Application Process:**
<https://www.westgatech.edu/financial-aid/financial-aid-application-process/>
- **Financial Aid FAQs:**
<https://www.westgatech.edu/financial-aid/fag/>
- **Graduation Information Website:**
[West Georgia Technical College Graduation Information](#)

Programmatic Student Resources

In addition to the support services provided by West Georgia Technical College, individual School of Health Sciences programs may offer specialized resources designed to enhance student learning and promote academic success. These resources may include program-specific laboratories, simulation experiences, tutoring and remediation opportunities, review materials, professional organization information, certification examination preparation resources. Students are encouraged to consult with their program faculty regarding resources available within their respective programs.

West Georgia Technical College Academic Integrity Policy

West Georgia Technical College encourages an academic culture of honesty and personal integrity among its faculty, staff, and student body. Academic integrity is defined by the Center for Academic Integrity as “a commitment, even in the face of adversity, to five fundamental values: honesty, trust, fairness, respect and responsibility.” In this context, academic honesty means performing all academic work without plagiarizing, cheating, lying, tampering, stealing, receiving assistance from any other person or using any source of information that is not common knowledge (unless authorized by the instructor). The work of another person represented as one’s own is dishonest and does not fairly measure the competence, knowledge, and achievement of the individual. Academic dishonesty is contrary to the standards, ethics, and goals of higher education and is unacceptable in the technical college community. West Georgia Technical College promotes and expects each member of the College to conduct himself or herself with professional behavior and intellectual integrity.

Prohibited behaviors **may** include, but are not limited to, the following:

- Plagiarizing any assignment. “Plagiarism” means using someone else’s ideas or words without using quotation marks and/or giving credit by citation of source(s).
- Copying/submitting another person’s work.
- Unauthorized taking of someone else’s work.
- Using unauthorized notes or equipment (including programmable calculators or smart phones) during an examination.
- Stealing an examination or using a stolen examination.
- Allowing another student to have access to your work, thereby enabling that student to represent the work as his or her own.
- Having someone else take an assessment in your place.
- Fabricating information such as data for a lab report.
- Falsifying a patient’s medical record or a student’s clinical record.
- Using another person’s personal electronic file or copying another student’s computer program.

Depending on the severity of the situation, any student found to be in violation of any of the above prohibitions will be subject to a range of disciplinary actions, which **may** include the following:

- A zero for the assignment
- An F for the course
- Dismissal from the program
- Dismissal from the College

In addition, copyrighted material may not be knowingly copied or included in student submitted material or for personal benefit in violation of copyright laws or regulations without the written

consent of the copyright owner(s) or a duly authorized agent(s). Academic Integrity policies including violations and permitted usage of copyrighted materials are outlined in the Student Code of Conduct available to students in the Student Handbook.

The Student Code of Conduct (see the West Georgia Technical College [Student Handbook](#)) is enforced for all courses, regardless of whether the course is taught on campus, virtually, or at an offsite location.

School of Health Sciences Clinical Education Protocols & Expectations

Clinical Education Overview

Clinical education experiences are an integral component of the School of Health Sciences programs and provide students with opportunities to apply classroom, laboratory, and simulation learning in supervised healthcare and professional settings. These experiences, which may include clinical rotations, practicums, internships, fieldwork, or externships, are designed to foster the development of professional competence, critical thinking, effective communication, ethical decision-making, and the skills necessary for safe and compassionate practice within the student's chosen profession.

Students participating in clinical education serve as representatives of both the School of Health Sciences and their respective programs. As such, they are expected to consistently demonstrate professionalism, accountability, integrity, respect, and adherence to all West Georgia Technical College, program, and clinical agency policies. Students are expected to maintain the highest standards of conduct and to contribute positively to the learning environment and patient care experience.

Specific requirements related to clinical education, including schedules, competencies, attendance expectations, performance standards, and additional policies, are established by individual programs and will be outlined in the applicable program handbook, clinical manual, and course syllabus.

Clinical Placement Process

Clinical placements are arranged through the School of Health Sciences Division and/or program faculty in cooperation with approved clinical affiliates. Students are not permitted to independently arrange clinical assignments unless specifically authorized by the program director.

Clinical placements are dependent upon:

- Availability and location of clinical sites
- Student eligibility and academic standing
- Successful completion of required prerequisite coursework and skill competency
- Compliance with clinical affiliate requirements
- Availability of qualified clinical instructors or preceptors

Clinical affiliates may require documentation prior to placement, including but not limited to:

- Immunization records
- Drug screening
- Criminal background checks
- CPR certification
- Health examinations
- Proof of health insurance

- Liability insurance
- Additional site-specific requirements as required

Drug screens and criminal background checks are valid for up to one year from the date of completion. Students who undergo a legal name change during that period may be required to complete a new background check and drug screen. Additional screenings may also be required and requested by clinical affiliates. All costs associated with repeat screenings are the responsibility of the student.

Failure to complete required documentation by designated deadlines may result in delayed placement, inability to attend clinical experiences, or dismissal from the program due to inability to complete program progression.

In compliance with Technical College System of Georgia (TCSG) policies, all clinical affiliate sites reserve the right to deny, refuse, or remove a student from clinical placement for reasons including, but not limited to, failure to meet site requirements, unsafe or unprofessional behavior, inability to demonstrate required clinical competencies, unsatisfactory skill performance, or violation of facility or program policies. Students who are denied or removed from a clinical placement will not be reassigned to another clinical affiliate by the program. Because successful completion of required clinical education is a mandatory component of the curriculum, denial or revocation of a clinical placement prevents the student from meeting program completion requirements and may result in course failure and dismissal from the Health Sciences program in accordance with program policies.

HIMT Program-Specific Requirements:

The HIMT Program Director and Faculty will work with our clinical sites to determine student placement. Students are not to reach out to clinical sites until told to do so by program faculty.

Transportation Expectations

Students are responsible for arranging and maintaining reliable transportation to and from all assigned clinical, practicum, internship, or fieldwork sites. Clinical assignments may occur during daytime, evening, night, weekend, or holiday hours and may require travel outside the immediate service area.

West Georgia Technical College and clinical affiliates are not responsible for transportation, parking fees, towing expenses, traffic citations, or vehicle-related issues. Transportation difficulties are not considered an excused absence from clinical experiences.

Students must report to clinical assignments on time and be prepared for participation. Excessive tardiness or absenteeism may result in disciplinary action and/or clinical failure or may not progress further in the program of study.

School of Health Sciences Clinical Schedules and Clinical Assignments

Clinical education is an essential component of all School of Health Sciences programs. Clinical schedules and assignments are determined by the program in collaboration with its clinical affiliates to ensure students meet required educational outcomes, accreditation standards, and clinical competency requirements.

Clinical schedules vary by program, course, and clinical affiliate and are based on the specific educational and clinical requirements of each Health Sciences discipline. **Not all scheduling options listed below apply to every program or course.** Depending on the program, students may be assigned clinical experiences during one or more of the following times:

- Days
- Evenings
- Nights
- Weekends
- Holidays
- Extended or variable shifts, when applicable

Students are expected to report to all assigned clinical experiences as scheduled and to comply with all attendance, punctuality, and professional conduct requirements established by the College, the Health Sciences program, and the clinical affiliate.

Clinical schedules and assignments are subject to change at any time based on program needs or circumstances beyond the College's control, including, but not limited to, clinical site availability, patient census, staffing levels, accreditation requirements, weather conditions, public health concerns, or other unforeseen circumstances. Students are responsible for regularly monitoring their official West Georgia Technical College email, Blackboard Ultra, and other approved communication methods for schedule changes and program announcements.

Clinical placements are based on programmatic and clinical affiliate needs and are assigned at the discretion of the program. While reasonable student requests may be considered when feasible, the College cannot guarantee specific clinical sites, geographic locations, schedules, instructors, shifts, or clinical partners. Personal obligations including employment schedules, childcare arrangements, transportation limitations, vacations, family responsibilities, or individual preferences generally will not be considered when assigning or modifying clinical placements.

Students are responsible for arranging reliable transportation to and from all assigned clinical sites and for any costs associated with travel, parking, meals, uniforms, or other clinical requirements unless otherwise specified by the program.

Students are expected to maintain the flexibility necessary to meet all clinical education requirements. Failure to report to assigned clinical experiences or an inability to meet assigned clinical schedules may adversely affect course completion and progression within the Health Sciences program in accordance with program policies.

School of Health Sciences Student Substitution for Employees and Reportable Work Protocol

Clinical and applied learning experiences are designed to provide educational opportunities that facilitate the development of knowledge, skills, professional behaviors, and competencies required for entry into the healthcare profession. Students participating in clinical, laboratory, simulation, externship, practicum, internship, or other applied learning experiences are present for educational purposes and shall not be used to substitute for, replace, or augment the staffing needs of a clinical affiliate or employer.

Students may perform procedures, tasks, and patient care activities appropriate to their level of education and demonstrate competency under the supervision required by program policies, accreditation standards, and clinical affiliate requirements. However, students shall not be assigned responsibilities that are intended to fulfill the duties of paid personnel or be used in lieu of qualified staff members.

Services provided by students during clinical and applied learning experiences are educational in nature and are not intended to generate billable or reportable work for the clinical affiliate or employer. Students may participate in patient care and other professional activities only when

such experiences contribute to the achievement of program learning outcomes and competency requirements and are performed under appropriate supervision.

Clinical affiliates and participating agencies are expected to provide learning experiences that support student achievement of educational objectives while maintaining compliance with applicable accreditation standards, regulatory requirements, and patient safety expectations.

School of Health Sciences Programmatic Dress Code & Professional Appearance

Students are expected to maintain a professional appearance that reflects the standards of the healthcare profession and complies with the policies of their assigned clinical affiliate. Professional attire and appropriate grooming contribute to patient safety, infection prevention, public confidence, and the professional image of both the student and the School of Health Sciences.

General expectations include, but are not limited to, the following:

- Clean, neat, and approved program attire worn in accordance with program requirements; Scrubs, uniforms, or other dress wear applicable to program
- Display of the appropriate West Georgia Technical College or clinical identification badge at all times;
- Closed-toe, non-slip footwear, when required;
- Maintenance of good personal hygiene;
- Jewelry and accessories that are limited and consistent with patient safety and infection control practices;
- Tattoos and body piercings that comply with program and clinical affiliate policies;
- Natural hair color only (such as brown, black, blonde, gray, white, auburn, chestnut, red hair [not unnatural red shades], cosmetics, nails (acrylic, gel, tips, or other types of glue/press on nails), false eye lashes or extended eyelashes of any type are not permitted. All fragrances should be limited and maintained in a manner that does not interfere with patient care, safety, or infection prevention standards.

Clinical affiliates may establish dress and appearance standards that are more restrictive than those of West Georgia Technical College or the individual School of Health Science program. Students are required to comply with the most stringent standards applicable to the clinical setting.

Failure to adhere to established program dress code and appearance requirements may result in dismissal from the clinical site or learning activity. Such occurrences may be considered an absence and may affect the student's ability to meet attendance, clinical, or program progression requirements.

Program-Specific Requirements:

During video/virtual meetings/sessions, students need to have cameras on and be business casual/professional in appearance. At the internship site, all HIMT students are to wear the HIMT specified colored WGTC polo shirt and black or khaki pants or skirt.

School of Health Sciences Confidentiality, HIPAA Compliance, and Electronic Device Policy

Protection of patient privacy and confidentiality is a fundamental professional responsibility and an essential component of safe, ethical healthcare practice. Students enrolled in the School of Health Sciences are expected to uphold the highest standards of confidentiality,

professionalism, and appropriate use of electronic devices throughout all classroom, laboratory, simulation, and clinical experiences.

Students are required to maintain strict confidentiality regarding all patient, resident, client, student, employee, and facility information encountered during classroom, laboratory, simulation, and clinical experiences.

Students must comply with all applicable privacy and confidentiality laws, including the Health Insurance Portability and Accountability Act (HIPAA), as well as West Georgia Technical College policies and the policies and procedures of affiliated clinical facilities.

Confidential or protected information may **not** be:

- Discussed in public areas;
- Shared with unauthorized individuals;
- Posted on social media or electronic platforms;
- Photographed, recorded, copied, or removed from clinical facilities without authorization;
- Stored on personal electronic devices or transmitted through unsecured methods.

Any breach of confidentiality may result in disciplinary action, including removal from the clinical site, dismissal from the program, and/or legal consequences.

Electronic Devices, Wearable Technology, and Cell Phone Usage

Students are expected to use electronic devices only for educational purposes and only if authorized by the Program Director, faculty instructor, clinical affiliate, and supervising clinical instructor. Personal cell phone use during classroom, laboratory, simulation, and clinical activities is prohibited unless specifically approved by faculty or required for instructional purposes.

Students shall **not**:

- Make personal phone calls, send text messages, or access social media during assigned learning activities;
- Use electronic devices in patient care areas unless expressly permitted by the clinical facility and supervising instructor;
- Photograph, video record, or audio record patients, residents, clients, decedents, employees, facilities, documents, or equipment;
- Access, store, or transmit protected health information using personal devices;
- Wear earbuds, headphones, or other listening devices while participating in patient care activities unless authorized for educational purposes and permission given by instructor or preceptor;
- Use smart glasses, AI-enabled glasses, wearable cameras, smart watches with recording capabilities, or other wearable technology to capture, record, store, transmit, or access confidential or protected information;
- Use artificial intelligence applications or devices in a manner that violates patient privacy, confidentiality requirements, clinical affiliate policies, or College policies.

Cell phones and other personal electronic devices must be silenced and stored out of sight during instructional and clinical experiences. Students may use personal devices only during scheduled breaks or in designated areas, provided such use is permitted by the clinical affiliate.

The use of AI-enabled devices, including smart glasses and wearable technology capable of recording, photographing, transmitting, or storing information, is prohibited in clinical patient care areas and during all educational activities unless specifically authorized by the program director, clinical affiliate and supervising instructor.

Failure to comply with this policy may result in disciplinary action, including removal from the clinical site, possible program dismissal, and/or additional sanctions imposed by the clinical affiliate or the West Georgia Technical College.

School of Health Sciences Professional Conduct and Behavioral Expectations Protocol

Professional conduct is an essential component of safe, ethical, and effective healthcare practice. Students enrolled in the School of Health Sciences are expected to demonstrate professionalism, integrity, accountability, and respect in all classrooms, laboratory, simulation, clinical, and community settings. Students serve as representatives of both their profession and West Georgia Technical College and are expected to conduct themselves in a manner that promotes patient safety, fosters positive relationships, and reflects the standards of the healthcare profession.

Students are expected to conduct themselves in a professional, ethical, respectful, and responsible manner in all educational and clinical settings. Professional conduct includes interactions with patients, families, faculty, staff, peers, and members of the healthcare team.

Examples of **expected professional behaviors** include:

- Accountability and dependability;
- Respectful communication;
- Ethical decision-making;
- Compliance with College, program, and clinical affiliate policies, procedures, and protocols;
- Acceptance of constructive feedback;
- Maintenance of patient safety;
- Appropriate boundaries and professional relationships;
- Timely completion of assignments, documentation, and responsibilities;
- Demonstration of integrity, honesty, and ethical behavior;
- Cooperation and collaboration with faculty, staff, peers, and members of the healthcare team;
- Adherence to professional standards and codes of ethics applicable to the discipline.

Examples of **unacceptable professional behaviors** may include, but are not limited to:

- Unsafe clinical practice;
- Breach of confidentiality or violations of privacy regulations;
- Falsification of records, documentation, or clinical experiences;
- Academic dishonesty, including cheating, plagiarism, or misuse of artificial intelligence technologies;
- Insubordination or failure to follow directions from faculty, staff, preceptors, or clinical personnel;
- Harassment, discrimination, bullying, threatening behavior, or disruptive conduct of any kind;
- Possession, impairment, or use of drugs or alcohol during educational or clinical experiences;
- Theft, misuse, or destruction of college, clinical affiliate, or personal, others personal property;
- Unprofessional communication or behavior, including inappropriate use of social media or electronic devices;
- Excessive absenteeism, tardiness, or failure to meet attendance requirements;
- Violation of program, West Georgia Technical College, or clinical affiliate policies;

- Failure to maintain professional boundaries or behaviors that compromise patient safety or the learning environment.

Students are expected to comply with all West Georgia Technical College policies, School of Health Sciences program-specific protocols, and clinical affiliate regulations while participating in educational and clinical experiences.

Failure to adhere to professional conduct and behavioral expectations may result in disciplinary action, including warning, probation, clinical suspension, course failure, dismissal from the program, and/or other sanctions deemed appropriate by West Georgia Technical College or the clinical affiliate.

School of Health Sciences Clinical Removal and Program Dismissal Protocol

Patient safety, professional accountability, and ethical practice are fundamental responsibilities of all healthcare students. Clinical education requires students to consistently demonstrate competence, professionalism, and adherence to West Georgia Technical College, School of Health Sciences program, and clinical affiliate expectations. When a student's conduct or performance jeopardizes patient safety, violates established West Georgia Technical College policies, Health Science program protocols, or fails to meet professional standards, immediate action may be necessary to protect patients, students, faculty, staff, and clinical personnel.

A student may be removed from a clinical experience, course, or program when behavior or performance compromises patient or personal safety, violates West Georgia Technical College, Health Science program, or clinical affiliate policies, or fails to meet professional, ethical, or academic standards.

Reasons for immediate clinical removal or dismissal may include, but are not limited to:

- Unsafe, incompetent, or negligent patient care;
- Violation of confidentiality requirements or HIPAA regulations;
- Impairment or suspected impairment due to drugs, alcohol, or other substances;
- Falsification of records, documentation, attendance records, or clinical hours;
- Unprofessional, unethical, or dishonest conduct;
- Refusal to follow instructions, policies, or directions provided by faculty, preceptors, or clinical personnel;
- Physical or verbal abuse, threatening behavior, harassment, discrimination, intimidation, or disruptive conduct of any kind;
- Failure to achieve required clinical objectives, skill competencies, or skill requirements;
- Failure to maintain required health, safety, certification, or clinical documentation requirements;
- Possession of weapons or other prohibited items in clinical or educational settings;
- Dismissal, removal, or denial of access by a clinical affiliate; and
- Any action or behavior that places patients, peers, faculty, staff, or clinical personnel at risk.

Clinical removal or dismissal may result in one or more of the following:

- Clinical failure;
- Course failure;
- Probationary status; Expulsion
- Temporary suspension from clinical participation;
- Administrative withdrawal from a course;
- Dismissal from the program; or
- Ineligibility for readmission, when applicable.

Clinical education is provided through partnerships with affiliated agencies, and students are considered guests within those facilities. Decisions made by clinical affiliates regarding student access, participation, assignment, or placement must be respected. Because successful completion of required clinical experiences is necessary for progression and graduation, students who are removed or dismissed from a clinical site may be unable to successfully complete the program of study.

Students retain the right to utilize applicable West Georgia Technical College grievance and appeal procedures in accordance with the West Georgia Technical College Student Handbook and institutional policies. Nothing in this policy limits the authority of West Georgia Technical College or its clinical affiliates to take immediate action when necessary to protect the health, safety, and welfare of patients, students, faculty, staff, or clinical personnel.

School of Health Sciences Professional Conduct Standards and Purpose

Professional conduct is a fundamental expectation of all students enrolled in the School of Health Sciences programs. Because healthcare professionals are entrusted with the care and well-being of others, students are expected to demonstrate behaviors that reflect integrity, accountability, respect, ethical decision-making, and professionalism in all academic, laboratory, simulation, clinical, and electronic environments. Adherence to professional conduct standards is essential to maintaining a positive learning environment, ensuring patient and personal safety, and preparing students for successful entry into their chosen profession.

West Georgia Technical College's Student Professional Conduct Standards Policy establishes expectations for behavior that foster a safe, respectful, ethical, and professional learning environment. These standards are intended to promote personal accountability, professional integrity, and behaviors consistent with the values and expectations of the healthcare professions. Adherence to these standards is essential for student success and applies to all academic, laboratory, clinical, simulation, online, and West Georgia Technical College-related activities.

School of Health Sciences Expectations

These expectations apply to all students enrolled in the School of Health Sciences programs and governs conduct occurring:

- On College property and at affiliated educational or clinical facilities;
- In classrooms, laboratories, simulation environments, clinical experiences, practicums, internships, and other experiential learning settings;
- In online courses, virtual learning environments, and other electronic communications;
- During College-sponsored events and activities; and
- Whenever students are representing West Georgia Technical College, the School of Health Sciences, their respective programs, or the healthcare profession, whether in person or through electronic or social media platforms.

1. Professional Behavior Expectations

Students are expected to demonstrate professional behavior consistent with academic, workplace, and healthcare standards. Professional behavior includes, but is not limited to:

- Complying with College, program, and clinical affiliate policies, procedures, and codes of conduct;
- Demonstrating accountability and responsibility for personal actions and academic performance;
- Being punctual, prepared, and actively engaged in learning activities;

- Following instructions and directions provided by faculty, staff, preceptors, and supervisors;
- Maintaining a safe and professional learning environment; and
- Refraining from disruptive, threatening, intimidating, or unsafe behaviors.

Examples of unprofessional conduct include, but are not limited to, dishonesty, insubordination, repeated tardiness, misuse of WGTC or clinical resources, failure to comply with safety requirements, or any conduct that compromises the integrity of the learning environment or the healthcare profession.

2. Professional Communication Expectations

Professional communication is expected in all verbal, written, electronic, and digital interactions. Students are expected to:

- Communicate respectfully, clearly, and professionally;
- Respond to communications in a timely and appropriate manner;
- Follow College and program guidelines regarding email, learning management systems, and official communication channels;
- Listen actively and participate constructively in discussions; and
- Demonstrate professionalism when interacting with patients, families, faculty, staff, classmates, and members of the healthcare team.

Unacceptable communication includes abusive language, harassment, intimidation, discriminatory remarks, inappropriate tone, excessive informality in professional settings, or other communications that adversely affect the learning environment.

3. Social Media, Electronic Communication, and Technology Expectations

Professional standards applicable to classroom, laboratory, simulation, and clinical settings extend to online activities and digital platforms. Students are expected to exercise sound judgment and maintain professional, ethical, and respectful conduct when using social media, electronic communication, and emerging technologies.

Students are expected to:

- Uphold the integrity, reputation, and values of West Georgia Technical College, the School of Health Sciences, their program, and the healthcare profession;
- Maintain the confidentiality and privacy of patients, classmates, faculty, staff, and others in accordance with HIPAA and applicable privacy laws;
- Refrain from disclosing confidential, proprietary, or personally identifiable information;
- Obtain appropriate authorization before photographing, recording, or distributing any images, videos, audio recordings, or other media obtained in educational or clinical settings; and
- Ensure that the use of social media and electronic communication does not interfere with academic, laboratory, simulation, clinical, or professional responsibilities.

Personal cell phone use during classroom, laboratory, simulation, and clinical activities is prohibited unless specifically authorized by faculty or required for instructional purposes.

Students shall not use personal electronic devices to photograph, record, transmit, store, or access protected, confidential, or proprietary information.

The use of AI-enabled devices, including smart watches with recording capabilities, Meta® smart glasses, AI-enabled glasses, wearable cameras, earbuds, headphones, or other wearable technologies capable of recording, photographing, transmitting, storing, or accessing information, is prohibited in patient care areas and during educational activities unless specifically authorized by the clinical affiliate and supervising instructor.

Online conduct or misuse of technology that adversely affects the learning environment, violates West Georgia Technical College or clinical affiliate policies, compromises privacy or safety, or

undermines the integrity of the institution or healthcare profession may result in disciplinary action.

4. Respect, Civility, and Professional Relationships

A professional learning environment depends upon mutual respect, courtesy, and civility.

Students are expected to:

- Treat others with dignity, courtesy, fairness, and respect;
- Demonstrate professional and cooperative behavior in academic, laboratory, clinical, and online settings;
- Communicate in a respectful and constructive manner;
- Resolve disagreements and conflicts appropriately and professionally; and
- Refrain from behaviors that are disruptive, intimidating, abusive, threatening, retaliatory, or otherwise detrimental to the learning environment.

Bullying, harassment, discrimination, threats, retaliation, or other inappropriate conduct are inconsistent with the standards of the School of Health Sciences and may result in disciplinary action.

5. Ethical Conduct and Academic Integrity

Students are expected to uphold the highest standards of ethical conduct consistent with the values of the healthcare professions, academic integrity, and responsible professional practice. Ethical behavior is essential to maintaining trust, ensuring patient safety, and promoting a culture of honesty and accountability.

Students are expected to:

- Demonstrate honesty and integrity in all coursework, examinations, assignments, and clinical activities;
- Maintain the confidentiality and privacy of patients, classmates, faculty, and others;
- Refrain from plagiarism, cheating, falsification, misrepresentation, or any form of academic or professional dishonesty;
- Use artificial intelligence technologies responsibly and in accordance with West Georgia Technical College and program requirements; and
- Adhere to ethical principles and discipline-specific codes of conduct when applicable.

Violations of ethical standards are considered serious breaches of professional conduct and may adversely affect a student's academic standing, clinical eligibility, progression, or continued enrollment.

Enforcement and Sanctions

Failure to comply with these Student Professional Conduct Standards and Program-Specific Expectations may result in disciplinary action in accordance with West Georgia Technical College policies and program protocols. Depending on the severity, frequency, and circumstances of the violation, sanctions may include warning, probation, clinical suspension, course failure, removal from a clinical site, suspension, dismissal from the program, or other actions deemed necessary to protect the health, safety, and welfare of patients, students, faculty, staff, and clinical personnel.

Student Responsibility and Acknowledgment Forms

Students are responsible for reviewing, understanding, and complying with all West Georgia Technical College policies, School of Health Sciences protocols, program-specific requirements, and clinical affiliate regulations throughout their enrollment. Failure to do so does not relieve students of their responsibility to adhere to established expectations and professional standards.

Student acknowledgment forms serve to document that students have received, reviewed, and understand important College and program information. Students are expected to become

familiar with the policies, procedures, and expectations outlined in these materials and to comply with all applicable requirements throughout their enrollment. Additional acknowledgment forms or documentation requirements may be required by individual programs or clinical affiliates.

School of Health Science Health & Safety Requirements

Health and safety requirements are essential components of Health Sciences education and are intended to protect students, patients, faculty, staff, and the public. Students are expected to comply with all applicable college policies, program requirements, and clinical affiliate standards related to health, safety, infection prevention, and regulatory compliance. Depending on the program and assigned clinical site, requirements may include health screenings, immunization records, background checks, drug screening, certification requirements, personal protective equipment, and training related to bloodborne pathogens, infection control, and workplace safety. Students are responsible for maintaining current documentation and fulfilling all required health and safety obligations necessary for participation in classroom, laboratory, simulation, and clinical applied learning experiences.

Vaccination and Health Requirements Statement

Clinical education is an essential component of Health Sciences programs and is made possible through partnerships with affiliated healthcare facilities and agencies. While West Georgia Technical College does not require vaccinations as a condition of admission or enrollment in Health Sciences programs, students should be aware that individual clinical affiliates may establish their own health, immunization, screening, and medical clearance requirements for participation in clinical, practicum, internship, or other clinical applied learning experiences.

- Students are strongly encouraged to consult with their healthcare provider regarding recommended immunizations and preventive health measures appropriate for healthcare personnel. Depending upon the requirements of the assigned clinical affiliate, students may be required to provide documentation of specific immunizations, immunity status, tuberculosis screening, or other health-related requirements. Examples **may include, but are not limited to**, influenza, hepatitis B, COVID-19, measles, mumps, rubella, varicella, tetanus, and tuberculosis testing.
- West Georgia Technical College does not control or establish the policies of affiliated clinical agencies. Clinical affiliates reserve the right to determine the health and medical clearance requirements applicable to individuals participating in experiences at their facilities. Failure to satisfy the requirements established by an assigned clinical affiliate may result in denial of access to the clinical site.
- Because successful completion of required clinical experiences is necessary for program progression and graduation, students who are unable to obtain or maintain access to clinical placements may experience delays in progression or may be unable to complete program requirements. The college is under no obligation to provide an alternative clinical assignment when a student is denied access by a clinical affiliate due to student non-completion or compliance with clinical placement requirements.
- Specific health, immunization, and screening requirements may vary by program and clinical agency and are subject to change. Students are responsible for complying with all applicable program and clinical affiliate requirements and should refer to individual program materials for additional information.
- Nothing contained in this statement should be construed as creating a college vaccination mandate or guaranteeing access to any clinical facility. West Georgia

Technical College, the School of Health Sciences, and the Technical College System of Georgia do not establish or control the vaccination, testing, or medical clearance policies of affiliated clinical agencies.

School of Health Sciences Exposure Procedures

Health Sciences students are expected to follow established safety and infection prevention practices at all times. In the event of an exposure to blood, body fluids, infectious materials, hazardous substances, or other potentially infectious agents, prompt reporting and appropriate follow-up are essential to protect the health and safety of students, patients, faculty, and staff.

Students who experience an exposure incident must:

- Immediately perform appropriate first aid measures in accordance with established safety protocols;
- Notify the supervising instructor, preceptor, or clinical representative as soon as possible and comply with all applicable clinical affiliate policies and procedures;
- Immediately notify their Program Director regarding the exposure incident;
- Report the incident to the West Georgia Technical College Exposure Control Coordinator;
- Complete all required incident reports and documentation; and
- Participate in any recommended medical evaluation, treatment, counseling, or follow-up procedures.
- Participate in any required remediation safety training provided by the Program Director, Clinical faculty, and faculty of the program.

All exposure incidents involving blood, body fluids, or other potentially infectious materials must be reported promptly/immediately to the clinical site preceptor, the Program Director, Program Clinical Coordinator, and the West Georgia Technical College Exposure Control Coordinator. Timely reporting is essential, as certain post-exposure interventions are most effective when initiated as soon as possible following the exposure.

Students are required to notify their Program Director first, followed by the Exposure Control Coordinator. Delays in reporting may compromise appropriate medical evaluation and treatment and may affect the college's ability to provide assistance and maintain required documentation.

Additional procedures related to bloodborne pathogens, post-exposure management, and incident reporting are outlined in program-specific materials and the college's Exposure Control Plan.

Exposure Control Plan:

[WGTC Exposure Control Plan \(Bloodborne Pathogens\)](#)

West Georgia Technical College Student Accidental Exposure Information

[Student Faculty Policy and Procedure for Accidental Exposures](#)

West Georgia Technical College Incident/Accident Form

[West Georgia Technical College Incident/Accident Form](#)

School of Health Sciences Student Grievance and Appeal Procedures

West Georgia Technical College encourages students to address concerns promptly and professionally. Whenever possible, students are expected to seek resolution through informal communication and follow the established chain of command before initiating a formal

grievance. Nothing within this policy supersedes or limits a student's rights under applicable College policies or procedures.

Informal Resolution and Chain of Command

Students are encouraged to attempt to resolve concerns on an informal basis whenever possible. Students have ten (10) business days from the date of the incident to seek informal resolution.

Students are expected to follow the established chain of command when addressing concerns, complaints, questions, or requests related to Health Sciences programs, courses, faculty, clinical experiences, or program policies. Professional communication and appropriate procedural steps are expected at all times.

Students should first attempt to resolve concerns directly with the appropriate course instructor, when applicable, or with the Program Director. Many issues can be resolved effectively through timely and respectful communication at the program level.

If a concern remains unresolved following consultation with the Program Director, the student may request additional review by submitting a Dean Consultation Form to the Dean of Health Sciences. Students who bypass the established chain of command without reasonable cause may be referred to the appropriate level for resolution.

Students are expected to present concerns in a respectful, factual, and professional manner. Hostile or disruptive behavior, inappropriate communications, social media complaints, or circumvention of the chain of command may constitute violations of professional conduct standards and may result in disciplinary action.

The recommended chain of command is as follows:

1. Course Instructor (if applicable)
2. Program Director
3. Dean Consultation Form Submission
4. Dean School of Health Sciences
5. Institutional Grievance Process (when applicable)

Nothing within this section prohibits students from utilizing institutional grievance, discrimination, or other complaint procedures available under official College policies.

Formal Grievance Process

Students who are unable to resolve concerns informally may file a formal grievance in accordance with West Georgia Technical College policy. Formal grievances must be submitted to the Vice President for Student Affairs (VPSA) or the College's designee within fifteen (15) business days of the incident.

The grievance must include:

- Student name;
- Date of submission;
- A brief description of the incident or concern;
- The requested remedy or resolution;
- Student signature; and
- A description of any informal resolution of efforts and the outcome of those efforts.

If the grievance involves the Vice President for Student Affairs, the grievance shall be submitted to the President of the College.

The VPSA or designee will investigate the grievance and provide a written response within ten (10) business days. If additional time is necessary to complete the investigation, the student will be notified and an extension of up to fifteen (15) additional business days may be granted.

Grievances involving allegations of unlawful harassment, discrimination, or retaliation will be processed in accordance with the College's applicable policies and procedures. If a grievance is related to an ongoing harassment, discrimination, or disciplinary proceeding, those procedures shall take precedence, and review of the grievance will occur upon completion of those proceedings.

Appeals Process

Only the student may appeal a grievance decision. Appeals must be submitted in writing to the President of the College within five (5) business days of receipt of the decision.

Appeals are based solely upon the information and documentation submitted by the student and the administration. It is the responsibility of the student to ensure that all relevant information is included at the time the appeal is submitted.

At the discretion of the President, the appeal may be reviewed either by:

- The President, who will render a final decision; or
- A cross-functional committee appointed by the President, which will review the appeal and issue a final decision.

A written decision will be issued within ten (10) business days following receipt of the appeal. Decisions rendered through the appeal process are final.

Students are encouraged to review the complete West Georgia Technical College grievance and appeal procedures contained in the College Catalog and Student Handbook. Additional information is available at:

Student Right to Grade Appeal:

[Student Right to Grade Appeal Policy](#)

Withdrawal / Readmission Policies

Students who are considering withdrawal from a Health Sciences program are encouraged to consult with their Program Director, academic advisor, and appropriate College personnel to fully understand the academic, financial aid, and progression implications associated with withdrawal. Withdrawal from a course or program may affect a student's ability to continue in the program and may require reapplication or readmission at a later date.

Readmission to a Health Sciences program is not guaranteed and is subject to program-specific policies, space availability, and satisfaction of all applicable College and program requirements. Students are responsible for familiarizing themselves with the withdrawal and readmission policies outlined in their respective program handbook and the West Georgia Technical College Catalog and Student Handbook.

Program Withdrawal

- Students may withdraw from a course and receive a grade of **"W"** through the withdrawal deadline published in the West Georgia Technical College Academic Calendar.

- A grade of "**W**" does not affect the student's grade point average (GPA). However, withdrawing from a course may affect progression within the program, financial aid eligibility, graduation timelines, and future enrollment.
- Before withdrawing, students are strongly encouraged to consult with their course instructor(s), Program Director, and a Financial Aid representative to fully understand the academic and financial implications of their decision.

Re-Entry Procedures

General Requirements:

- Readmission to any Health Science program is not automatic.
- Students may repeat a course only once.
 - A second failure in the course or an additional failure in the program will result in permanent dismissal and ineligibility for readmission.
- Students dismissed for disciplinary issues, Student Code of Conduct violations, or removal from a clinical site are not eligible for readmission.

Restriction on Admission Following Program Dismissal

- Students who fail a course or are dismissed from a School of Health Sciences program due to academic failure, clinical dismissal, or violations of behavioral, ethical, or professionalism standards are **not** eligible for admission to another School of Health Sciences program at West Georgia Technical College.

Approved Re-Application Process:

- A readmission request form must be submitted to the Program Director at least three months prior to the anticipated return date.
- Readmission requires approval from the Dean of Health Sciences.
- If readmission is not granted, the student must reapply through the competitive selection process.

Additional Considerations:

- Readmission is not guaranteed and depends on program capacity, cohort structure, and accrediting standards.
- Students may only return during the semester when the course is offered (many courses are offered once per year).
- Students must have successfully completed at least one full semester (or equivalent, as determined by the Program Director).
- Previously completed courses may not need to be repeated, unless required by program or accrediting standards.
- All current program policies in effect at the time of re-entry process will apply.

Time Limit for Readmission

- Students must request readmission within one (1) year of withdrawal.
- Students who exceed this time limit will be ineligible for readmission due to extended time away from clinical and academic practice.

Skill Competency Requirements for Return

- Students must complete clinical competency/assessments before returning to clinical sites.
- The Program Director will determine which competencies/assessments must be completed by the student.
- Students must demonstrate successful clinical skill competency and readiness:
 - If a student is determined to be clinically incompetent, they will not be allowed to continue the readmission process.

Graduation Requirements

Graduation from a Health Sciences program signifies that a student has successfully met the academic, clinical, and professional standards established by West Georgia Technical College and the respective program. Students are responsible for completing all institutional and program requirements, maintaining satisfactory academic standing, and fulfilling all obligations necessary for graduation. Specific graduation requirements, including grade point average requirements, curriculum completion, and application procedures, are outlined in the West Georgia Technical College Catalog and individual program information provided on the Colleges Programmatic webpage.

Credentialing Examination Statement

Successful completion of all West Georgia Technical College and School of Health Sciences program requirements qualifies students for graduation from their respective program of study. Graduation is based upon satisfactory completion of the curriculum and all applicable academic, laboratory, clinical, and program requirements.

Students are not required to pass a national certification, registry, credentialing, or licensure examination as a condition for graduation from a School of Health Sciences. Eligibility to sit for a credentialing examination and successful attainment of professional credentials are separate from graduation requirements.

Although many Health Sciences programs prepare graduates to pursue national certification, registration, or licensure, successful completion of such examinations is not required for the awarding of a degree, diploma, or technical certificate of credit by West Georgia Technical College. Students are encouraged to consult their individual program requirements and the appropriate credentialing or licensing agencies regarding examination eligibility and professional practice requirements.

Prior to graduation, students pursuing a degree, diploma, or technical certificate of credit must satisfy all applicable institutional and program requirements. To be eligible for graduation, students must:

- Be admitted to their program of study in regular program admission status;
- Successfully complete all curriculum requirements for the degree, diploma, or certificate program;
- Earn a minimum graduation grade point average (GPA) of 2.0 in the program of study;
- Be in good academic standing with West Georgia Technical College and not be subject to academic probation or suspension;
- Complete a minimum of twenty-five percent (25%) of the required coursework for the program at West Georgia Technical College;
- Satisfy all financial obligations to the College, including the graduation fee, if applicable; and
- Submit an online Graduation Application by the published deadline.

- Students are encouraged to consult with their academic advisor and program faculty to ensure all graduation requirements have been met. Additional information regarding graduation procedures, deadlines, and application instructions is available on the West Georgia Technical College website.
- **West Georgia Technical College Graduation Information**
[WGTC Graduation Application Information](#)

Certification / Licensure Information

Many Health Sciences programs prepare students for national certification examinations and/or state licensure required for employment and professional practice. Eligibility requirements for certification or licensure are established by the respective credentialing or regulatory agencies and are subject to change. Successful completion of a Health Sciences program does not guarantee eligibility for certification or licensure, passage of a certification examination, or employment.

Students are responsible for understanding the requirements established by the applicable certifying or licensing body and for complying with all eligibility criteria. Specific information regarding certification and licensure requirements for each program is available through program faculty, individual program handbooks, and the appropriate credentialing or regulatory agencies.

Program graduates receive an associate of applied science degree, have demonstrated competencies of a registered health information technician, and are eligible to sit for the [Registered Health Information Technician \(RHIT\) certification exam](#) through the American Health Information Management Association (AHIMA). The \$299 testing fee is included in the tuition fees for HIMT 2460. During their last semester, students will be provided the instructions and code to register for the exam.

School of Health Sciences Protocol for Teach Out Plan (Temporary and Permanent Closure)

School of Health Sciences Teach-Out Plan Protocol

Purpose

The School of Health Sciences is committed to providing currently enrolled students with a reasonable opportunity to complete their educational program while maintaining academic quality and compliance with institutional, Technical College System of Georgia (TCSG), accreditation, licensing, and regulatory requirements. This protocol provides the overarching framework for managing temporary interruptions in program delivery resulting from emergency events, as well as permanent program closures. Each Health Sciences program maintains a program-specific teach-out plan addressing discipline-specific curriculum, accreditation, clinical education, and licensure requirements.

Temporary Program Interruption Due to Unanticipated Circumstances

A temporary program interruption occurs when instruction is disrupted due to circumstances beyond the control of the College, such as severe weather, tornadoes, flooding, utility outages, public health emergencies, natural disasters, or other emergency events that temporarily prevent normal program operations. The intent of a temporary interruption is to resume

instructional activities as soon as conditions permit while ensuring students are able to complete program requirements.

During a temporary program interruption, the School of Health Sciences may:

- Provide timely communication regarding program status and schedule changes.
- Adjust instructional, laboratory, simulation, and clinical schedules, as appropriate.
- Utilize alternative instructional methods or learning activities, when feasible.
- Coordinate with clinical affiliates to reschedule required clinical experiences, when possible.
- Provide academic advising and ensure students are able to complete all required coursework and competencies for program completion.

Permanent Program Closure

If a Health Sciences program is permanently discontinued, the School of Health Sciences will implement a teach-out plan designed to provide currently enrolled students with a reasonable opportunity to complete program requirements following all Technical College System of Georgia and West Georgia Technical College policies. Students will receive timely notification, individualized academic advising, and information regarding available completion or transfer options, as appropriate.

General Teach-Out Principles

- Maintain compliance with TCSG, institutional, accreditation, and regulatory requirements.
- Provide timely communication to students and stakeholders.
- Maintain qualified faculty, instructional resources, and clinical education.
- Ensure students complete all required coursework, laboratory, simulation, clinical, and competency requirements for graduation.
- Maintain student records in accordance with institutional record-retention policies.

Program-Specific Teach-Out Plans

Each School of Health Sciences program maintains a program-specific teach-out plan that supplements this protocol and addresses discipline-specific curriculum sequencing, accreditation requirements, clinical education, licensure or certification eligibility, and estimated completion timelines.

Appendices

Appendix A: Statement of Informed Consent

Appendix B: Student Counseling & Disciplinary Action Form

Appendix C: Acknowledgment of Receipt of Drug and Alcohol Testing Policy

Appendix D: Confidentiality and Privacy Agreement

Appendix E: Health Information Management Technology Student Handbook Acknowledgment



Appendix A: Statement of Informed Consent

Prevention of Communicable and Infectious Diseases

Instructions: Please initial each statement indicating that you have read, understand, and agree to the following:

_____ I understand that enrollment in a Health Sciences program at West Georgia Technical College (WGTC) includes classroom, laboratory, simulation, clinical, and/or practicum experiences involving the care of patients and interaction with healthcare environments. I acknowledge that participation in these experiences may expose me to bloodborne, airborne, droplet, contact, and other infectious agents, including but not limited to Hepatitis B (HBV), Hepatitis C (HCV), Hepatitis A (HAV), Human Immunodeficiency Virus (HIV), tuberculosis (TB), SARS-CoV-2 (COVID-19), influenza, and other communicable diseases.

_____ I understand that I am required to participate in educational activities related to infection prevention, standard precautions, transmission-based precautions, bloodborne pathogens, and other safety measures as required by my Health Sciences program and in accordance with applicable Centers for Disease Control and Prevention (CDC) and Occupational Safety and Health Administration (OSHA) guidelines.

_____ I understand that any testing, diagnosis, treatment, counseling, or follow-up care related to an infectious or communicable disease that is not the result of a documented occupational bloodborne or airborne exposure occurring during an approved laboratory or clinical learning experience is my personal financial responsibility.

_____ I understand that documentation of the Hepatitis B vaccination series or acceptable proof of immunity is required prior to participation in clinical experiences involving direct patient care, unless otherwise permitted by program or clinical affiliate policy. If I decline the Hepatitis B vaccination, I understand that I must complete the required declination/refusal documentation and acknowledge the potential health risks associated with my decision.

_____ I understand that, as required by West Georgia Technical College and its affiliated clinical agencies, I must provide documentation of all required immunizations, immunity, health screenings, and other clinical compliance requirements before participating in any clinical internship, practicum, or applied learning experience. Required documentation may include, but is not limited to:

- Measles, Mumps, and Rubella (MMR)
- Hepatitis B (HBV)
- Hepatitis A (HAV), if required by the program or clinical affiliate
- Varicella (Chickenpox)
- Tuberculosis (TB) screening
- Tetanus, Diphtheria, and Pertussis (Tdap)

- Annual Influenza vaccination
- COVID-19 vaccination, if required by the clinical affiliate
- Any additional health documentation required by a clinical affiliate

I further understand that some clinical affiliates may require proof of personal health insurance as a condition of participation. Failure to meet all clinical compliance requirements may prevent placement in a clinical education experience and may delay progression or completion of my program.

_____ I understand that, in the event of an occupational exposure to blood or other potentially infectious materials while participating in laboratory, simulation, or clinical activities, I am required to immediately follow the West Georgia Technical College Exposure Control Plan and all reporting procedures established by the College and the clinical affiliate. I understand that recommended medical evaluation, diagnostic testing, follow-up care, counseling, and monitoring may extend for up to one year, depending on the nature of the exposure. I further understand that, despite advances in treatment, exposure to infectious diseases may result in serious illness.

_____ I understand that federal and state privacy laws protect the confidentiality of my personal health information. Any health-related information disclosed to or obtained by the College will be maintained in accordance with applicable privacy laws and institutional policies and will be used only for legitimate educational, safety, or regulatory purposes.

_____ I understand that I am strongly encouraged to notify appropriate Health Sciences faculty of any significant change in my health status that may affect my ability to safely participate in laboratory or clinical experiences, including pregnancy, immunosuppressive conditions, active communicable diseases (such as tuberculosis), or other conditions that may increase my risk of exposure or affect recommended immunizations. I understand that disclosure is encouraged to promote my safety and the safety of patients but will be handled confidentially in accordance with applicable laws and institutional policies.

Student Acknowledgment

I certify that this document has been explained to me, that I have had the opportunity to ask questions, and that I fully understand the potential occupational risks associated with participation in Health Sciences educational experiences at West Georgia Technical College. I agree to comply with all applicable infection prevention, exposure control, and communicable disease policies and procedures established by the College and its affiliated clinical agencies.

Printed Name of Student: _____

Student Signature: _____ Date: _____

Witness Signature: _____ Date: _____



Appendix B: Student Counseling & Disciplinary Action Form

Student Name: _____ **Date:** _____

☐ Verbal

☐ Written

Reason for Counseling:

☐ Failure to follow rules/policies

☐ Insubordination

☐ Performance
Indicator(s)

☐ Academic

☐ Professional Conduct

☐ Site Evaluations

☐ Dress Code Violation

☐ Tardiness

☐ Attendance

☐ Ethics

☐ Other _____

Faculty Comments:

Action Taken:

☐ Another PI Attempt ☐ Suspension for _____ days ☐ Probation ☐ Dismissal from the Program

Program Director Signature _____

Instructor Signature _____

Student Signature _____

Student Comments (please indicate plan for improvement and/or your response):

-



Appendix C: Acknowledgment Of Receipt Of Drug And Alcohol Testing Policy

I certify that I have received a copy of West Georgia Technical College Drug Testing Policy and Guidelines. <https://www.westgatech.edu/wp-content/uploads/5.8-Drugs-Alcohol-1.pdf>

I have read and understand the requirements of the policy and guidelines. I understand that both new and existing students will be required to meet the standards of drug screening prior to attending their clinical rotations.

Student Acknowledgment

Student Signature/Student Number

Date

Parent/Legal Guardian Signature (if student is a minor)

Date



School of Health Sciences

Appendix D: Confidentiality And Privacy Agreement

As a student enrolled in a Health Sciences program at West Georgia Technical College (WGTC), I understand that I may have access to confidential, sensitive, and protected information during classroom, laboratory, simulation, clinical, practicum, internship, and other educational experiences.

Confidential information includes, but is not limited to, patient/client/decedent/resident information, medical records, diagnostic results, images, financial information, personal identifiers, student records, employee information, and any other information protected by federal or state law, institutional policy, or clinical affiliate policy.

I understand that all patient/client information, whether written, verbal, electronic, photographic, or otherwise communicated, is confidential and protected under the Health Insurance Portability and Accountability Act (HIPAA) of 1996, applicable state and federal privacy laws, and the policies of West Georgia Technical College and its affiliated clinical agencies.

As a Health Sciences student, I agree to the following:

Maintain the confidentiality of all protected information to which I am exposed during my educational experiences.

Access confidential information only as necessary to fulfill assigned educational responsibilities.

Not discuss patient, client, decedent, resident, student, employee, or clinical affiliate information with unauthorized individuals, including family members, friends, classmates without a legitimate educational need to know, or through public conversations.

Not remove, copy, photograph, video, screenshot, download, transmit, or retain confidential information except as specifically authorized for educational purposes.

Not post or share confidential information or photographs through social media, text messaging, email, artificial intelligence (AI) platforms, cloud storage, or any other electronic communication unless expressly authorized by the clinical affiliate and program faculty.

Not use personal electronic devices, wearable recording devices, smart glasses (including Meta/Ray-Ban glasses), or other recording technology in clinical or laboratory settings unless specifically authorized.

Immediately report any actual or suspected breach of confidentiality to my instructor or clinical supervisor.

I understand that maintaining confidentiality is both a legal obligation and a professional responsibility expected of all healthcare professionals.

I further understand that any violation of this agreement, HIPAA regulations, College policies, or clinical affiliate confidentiality requirements may result in disciplinary action, including removal from the clinical or laboratory setting, course failure, dismissal from the Health Sciences program, civil penalties, criminal penalties, and any additional action deemed appropriate by West Georgia Technical College and/or the clinical affiliate.

Student Acknowledgment

By signing below, I acknowledge that I have read and understand this Confidentiality and Privacy Agreement. I understand my legal, ethical, and professional responsibilities regarding confidential information and agree to comply with all applicable federal and state laws, institutional policies, and clinical affiliate confidentiality requirements throughout my enrollment in a Health Sciences program.

Student Printed Name: _____

Student Signature: _____ Date: _____

Witness Signature: _____ Date: _____



Appendix E: Health Information Management Technology Student Handbook Acknowledgment

I acknowledge that I have received access to and/or a copy of the Health Information Management Technology Student Handbook and that the handbook has been reviewed with me by program faculty.

I understand that the handbook contains important information regarding program protocols, expectations, procedures, academic and clinical requirements, professional standards, safety expectations, student responsibilities, progression requirements, and graduation requirements. I understand that I am responsible for reading the handbook in its entirety and for complying with all West Georgia Technical College policies, and the School of Health Sciences, and the Health Information Management Technology protocols and expectations throughout my enrollment in the program.

I understand that questions regarding the handbook or program policies should be directed to program faculty before participating in classroom, laboratory, simulation, or clinical activities.

I acknowledge that the policies, protocols, expectations, and procedures contained within the handbook may be revised during my enrollment to comply with changes in institutional policies, accreditation standards, state or federal regulations, or clinical affiliate requirements. I understand that I will be notified of substantive changes and that it is my responsibility to remain informed of current program requirements.

I acknowledge that I have gone to the AHIMA website and read both the [AHIMA Code of Ethics](#) and the AHIMA [Standards of Ethical Coding](#) (by clicking on the links provided).

I further understand that failure to comply with the policies, protocols, expectations, procedures, professional standards, outlined in the handbook may result in disciplinary action, removal from laboratory or clinical experiences, course failure, dismissal from the program, and/or other actions as outlined in the handbook and West Georgia Technical College policies.

By signing below, I acknowledge that I have had the opportunity to ask questions regarding the handbook, that my questions have been answered to my satisfaction, and that I understand and agree to comply with the policies and expectations outlined therein.

I understand that my signature indicates acknowledgment of receipt and understanding of the handbook and does not constitute a contract between myself and West Georgia Technical College. The College reserves the right to modify policies and procedures as necessary to comply with institutional, accreditation, regulatory, or legal requirements.

Student Acknowledgment

Student Printed Name: _____

Student Signature: _____ Date: _____

Student ID Number: _____

Instructor Signature: _____ Date: _____