



**MEDICAL CODER PROGRAM
HANDBOOK
2022-2023**

Unbundling
Claim Edits Biopsy Reimbursement
CPT Diabetes CHF
Myopathy DRG Acute Nephritis
Neoplasm ICD-10 NOS
Modifiers

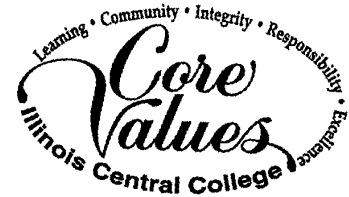
TABLE OF CONTENTS

	Page
WELCOME.....	1
MEDICAL CODER PROGRAM FACULTY	2
HEALTH CAREERS DEPARTMENT MISSION STATEMENT	3
MEDICAL CODER PROGRAM INFORMATION	4
MISSION/PURPOSE.....	4
GOALS/OUTCOME.....	4
ADMISSION TO THE PROGRAM.....	4
PROGRAM WITHDRAWAL.....	4
COURSE WITHDRAWAL FOR NONATTENDANCE.....	4
PROGRAM READMISSION.....	5
RETENTION IN THE PROGRAM.....	5
CLASS ATTENDANCE.....	5
TARDINESS.....	5
GRADING.....	5
ONLINE CLASSES.....	5
CHILDREN.....	6
ACCOMODATION FOR LACTATION OR BREASTFEEDING.....	6
ELECTRONIC DEVICE USAGE.....	6
DRESS CODE.....	6
EMERGENCY PROCEDURES.....	6
FIRE.....	7
TORNADO.....	7
MEDICAL CODER CURRICULUM.....	8
STATEMENT OF CONFIDENTIALITY	9
CORE PERFORMANCE STANDARDS & CRITERIA OF ADMISSION AND PROGRESSION	10
STUDENT WITHDRAWAL FOLLOW-UP FORM	11
MEDO 118 CODING INTERNSHIP ON-LINE	12
GRADUATION	13
CERTIFICATION.....	13
TUITION AND RELATED FEES	13
TUTORING.....	13
COUNSELING.....	13
BOOKSTORE/TEXTBOOKS	13
EMERGENCY MESSAGES.....	13
SERVICES AVAILABLE FOR STUDENTS	14
HIPAA.....	16
HEALTH CAREERS POLICIES AND PROTOCOLS.....	17

ICC's Mission:

“Through learning, minds change.

We believe by changing minds, we can change the world.”



Medical Coder Program Mission:

The mission of the Medical Coder Certificate Program is to provide students with fundamental concepts, knowledge, and skills in medical coding in preparation for entry-level careers in medical offices, hospitals, clinics, nursing homes, insurance companies, billing offices, and governmental agencies.

WELCOME

Welcome to the Medical Coder Certificate Program at Illinois Central College (ICC). On behalf of the program faculty, we would like to express our pleasure that you have chosen ICC to make your dream of becoming a medical coder a reality. We recommend that you utilize the faculty, staff, and academic resources, readily available to you, to enhance your opportunity for success.

The 2022-2023 Medical Coder Certificate Program Handbook, the ICC Student Rights & Responsibilities Handbook, and the current College Catalog will provide policies and procedures for which you will be held responsible to follow and accountable to adhere. In some cases, you will find that the requirements for the Medical Coder Program may exceed the requirements of the College. It is recommended that you keep current editions of academic College references available as resources. If you have any questions regarding policies and procedures of the Medical Coder Program, please contact your faculty member, Medical Coder Program Coordinator, or the Dean. You may schedule an appointment by calling (309) 690-7533. We look forward to assisting you in being successful in meeting course objectives, graduate competencies, and program and professional standards.

Wendee Guth, RN, MS, CNE

Dean of Health Careers

Kris Cormany, RHIA

Medical Coder Program Coordinator

The College reserves the right to change any provision or requirement stated in this Handbook at any time.

MEDICAL CODER PROGRAM FACULTY

Medical Coder Program Coordinator:

Kris Cormany, RHIA
kristine.cormany@icc.edu
Phone: (309) 690-7533

Coding Instructors:

Bonnie Pollock, CPC, CDI Specialist,
UnityPoint Health – System Services
bonnie.pollock@icc.edu

Kris Cormany, RHIA, Documentation and Coding Analyst
UnityPoint Health – System Services
kristine.cormany@icc.edu

Appointments for advisement with Kris Cormany can be made by calling the Health Careers Department at (309) 690-7533 or email to kristine.cormany@icc.edu.

ILLINOIS CENTRAL COLLEGE HEALTH CAREERS DEPARTMENT MISSION STATEMENT

The mission of the Health Careers Department is to:

1. Enable students to attain knowledge, professional skills, and general education for successful entry-level employment in a health career;
2. Serve as a resource for the educational and employment needs of the health care community.

To fulfill its mission, the Department:

1. Promotes student access through equal opportunity admission policies;
2. Offers educational opportunities for all students by providing associate degree programs;
3. Provides career advisements and supports career recruitment in the community;
4. Assures quality teaching and learning by meeting professional accreditation standards, promoting faculty continuing education, providing access to current technologies, and participating in continuous outcomes assessment;
5. Provides general education and career education courses in preparation for successful employment and life-long learning;
6. Cooperates with community agencies to offer appropriate practicum and field experiences, and to promote safe practices;
7. Offers continuing education opportunities to meet personal and professional goals of updating employment skills and additional specialization.

MEDICAL CODER PROGRAM INFORMATION

This program is intended to provide students with entry-level skills needed to gain employment as a medical coder. The program will prepare students to gain a working knowledge of the medical language and the ICD-10 and CPT coding system skills used to determine and secure appropriate reimbursement for services rendered by health care providers. The program can be completed in approximately three semesters of study. Upon program graduation, students can expect to be employed in a variety of health care settings such as hospitals, physicians' offices, billing services, and insurance companies. Students are eligible to take the entry-level CCA (Certified Coding Associate) exam given by the American Health Information Management Association upon completion of their coursework.

MISSION/PURPOSE

The mission of the Medical Coder Certificate Program is to provide students with fundamental concepts, knowledge, and skills in medical coding in preparation for entry-level careers in medical offices, hospitals, clinics, nursing homes, insurance companies, billing offices, and governmental agencies.

GOALS/OUTCOME

1. Students will be clinically competent.
 - 1.1 Students will demonstrate basic coding concepts in CPT.
 - 1.2 Students will demonstrate basic coding concepts in ICD-10.
2. Students will demonstrate communication skills.
 - 2.1 Students will clarify missing or unclear documentation from health care provider.
 - 2.2 Students will communicate with other health care professional.
3. Students will demonstrate professional behavior.
 - 3.1 Students will understand the legal issues related to medical coding.
 - 3.2 Students will protect the confidentiality of the health record.
4. Students will demonstrate critical thinking skills.
 - 4.1 Students will interpret health record documentation and identify codable diagnoses and/or procedures.
 - 4.2 Students will determine when additional documentation is needed to assign the correct diagnosis and/or procedure codes.

ADMISSION TO THE PROGRAM

High school graduate with a GPA of 2.6 or higher, or equivalent (i.e., GED of 165 or higher) OR five hours of required courses from program sequence with a "C" or higher. One year high school biology with a "C" average or higher OR completion of an equivalent college biology course with a "C" or higher. Placement into ENGL 110. GPA of 2.0 or above at ICC or the last college attended OR five hours of required courses from program sequence with a "C" or higher.

PROGRAM WITHDRAWAL

Students withdrawing from a program are urged to meet with the Program Coordinator prior to withdrawing to explore opportunities for success and discuss options for readmission. Students who withdraw are expected to complete the "Student Withdrawal Follow-up Form" (see Page 11) and submit it to the Program Coordinator.

COURSE WITHDRAWAL FOR NONATTENDANCE

Students who are identified as nonattenders by their instructor will be withdrawn from the class at midterm. Students recorded as nonattenders will be notified by mail that they have been administratively withdrawn from the class without refund of tuition. Nonattendance without an

official withdrawal constitutes a failing or unsatisfactory grade. Students are financially responsible for tuition and fees for all classes not officially dropped by the appropriate refund date.

PROGRAM READMISSION

A student who has withdrawn from the program or has failed a program course(s) after the first semester may request readmission to the program one time, with the readmission occurring within one year. A written request for readmission must be initiated through the Program Coordinator. A student who has failed a first semester Medical Coder Program course must complete the application process. A student who has failed a Medical Coder Program course beyond the first semester (academic or clinical) may be readmitted only once during the entire Medical Coder Program. Readmission is based on space availability, provided the student has an overall college GPA of 2.00 or higher, and is not guaranteed in any semester.

RETENTION IN THE PROGRAM

Students must achieve a minimum grade of “C” in all coursework to remain in and graduate from the program.

CLASS ATTENDANCE

Attendance at all class sessions and internship is required. Personal appointments (e.g., physician, dentist, etc.) should be scheduled at times other than during assigned class times. It is the student’s responsibility to be aware of attendance policies and make up assignments for each course and instructor. It is the student’s responsibility to provide instructor notification of absence for illness prior to scheduled class or deadline for assignments. It is also the student’s responsibility to contact instructors regarding option of make-up work for content missed. In the event of an unforeseen emergency, the student or other assigned person must contact the faculty or Program Coordinator right away.

TARDINESS

Students are expected to be present at the beginning of class and remain until class is dismissed. Students entering class late may be allowed to take a scheduled exam, but will be given no additional time to complete exam.

GRADING

Classroom Grading

90-100%	=	A
80-89%	=	B
70-79%	=	C
60-69%	=	D
0-59%	=	F

Final course grade is calculated from a combination of exams, quizzes, homework, projects, midterm, and final exam for specific subject areas contained within a course. Predetermined percentage or category weights may be utilized and will be announced at the beginning of each course.

ONLINE CLASSES

The student must have internet access. The preferred web browser for Blackboard is Mozilla Firefox and Google Chrome (<https://icc.edu/students/online-learning/ready-for-online-learning/am-i-prepared/>). The student will be expected to complete all homework and test assignments by the due date as posted in each assignment schedule. The student is responsible for reporting any computer problems they have to the instructor prior to the assignment due date. It is the student’s responsibility to find a working computer if their personal computer is not working properly.

CHILDREN

Due to safety concerns, children are not allowed in the classroom **during scheduled class times**. Under no circumstance are children allowed on facility site during the internship.

ACCOMODATION FOR LACTATION OR BREASTFEEDING

Illinois Central College will provide a readily available, private space suitable for a lactating or breastfeeding student to use. It is the student's responsibility to discuss this need with the Program Coordinator, so that such space may be provided.

ELECTRONIC DEVICE USAGE

In classroom/lab

- Personal electronic devices such as cell phones, smart gadgets, pagers, and laptop computers must be placed on silent mode during class time and must be turned off during testing.
- If allowed by the instructor, personal electronic devices such as cell phones, tablets, and laptop computers may be utilized during designated class time **for learning purposes** including: taking notes, reviewing reference materials, charting data, etc.
- If a faculty member questions student use of an electronic device, the faculty member reserves the right to remove the device from student use. The device will be returned to the student at the conclusion of the session.

DRESS CODE

The Medical Coding Program does not require a uniform. The student should be well groomed and clean at all times. Casual clothes are acceptable for classes.

EMERGENCY PROCEDURES

Emergency routes are posted in classrooms. The following notification procedure is used in case of accident, fire, tornado, bomb, or other emergency.

1. Immediately notify Campus Police: dial 5111.
2. Identify yourself: give the extension number from which you are calling.
3. State nature of emergency.
4. In the case of an accident where a person is injured, remain with the victim and make the person as comfortable as possible after notifying Campus Police.

It is the responsibility of Campus Police to notify proper personnel. Upon arriving at the scene, the Campus Police officer will take charge.

Emergency telephones are located in all elevators.

FIRE

An alert tone followed by verbal instruction indicates a fire emergency.

1. Everyone must evacuate the building in an orderly manner.
2. During adverse weather, take your personal wearing apparel.
3. Immediately after exiting building, students should proceed to the prearranged meeting place designated by instructor for a headcount.
4. Students are not to re-enter the building until notified by authorized personnel.

Program Faculty are responsible for:

- Evacuating the classroom.
- Assigning students to assist people with disabilities.
- Directing students to exit.
- Turning off lights and shutting the door.

TORNADO

An alert tone followed by verbal instructions or a continuous steady blast of the civil defense siren indicates a confirmed tornado sighting near the campus.

1. Under no circumstances is anyone to leave the building.
2. College personnel will take charge of their immediate area.
3. College personnel should then move everyone in their immediate area into the hallway and away from all glass (windows, doors, etc.).
4. College personnel should remain in the hallway with the people under their supervision until authorized personnel advise all clear.

MEDICAL CODER CURRICULUM

(23 - 26 credit hours)

(Certificate Program)

BIO 140	<u>Human Anatomy and Physiology</u>	4
	OR	
BIO 205	<u>Principles of Human Anatomy and Physiology</u>	4
	AND	
BIO 206	<u>Principles of Human Anatomy and Physiology II</u>	4
CMGEN 120	<u>Computer Applications</u>	3
HEOCC 200	<u>Disease Processes in Man</u>	3
HIT 220	Computer Use in Health Information Technology	3
HLTH 113	<u>Introduction to Pharmacology</u>	2
HLTH 121	<u>Medical Terminology</u>	2
MEDO 117	Introduction to Current Procedural Coding (CPT)	2
MEDO 115	Introduction to ICD-10-CM/PCS Coding	3
MEDO 118	Coding Internship	1
MEDO 120	Intermediate ICD-10-CM/PCS Coding	3

Underlined courses may be taken prior to admission into the program

MEDICAL CODER PROGRAM STATEMENT OF CONFIDENTIALITY

As a student in a health occupations program, I recognize the necessity of maintaining confidentiality and understand the following statements:

It is the responsibility of every Health Careers student to maintain the confidentiality of patient information, personnel information, and competitive information regarding a clinical agency's plans and operations.

In the course of clinical learning, students may learn of certain personal matters pertaining to nature of illness, financial background, family life, etc., of a patient. This information should not be discussed with anyone outside the agency, among employees of the clinic site, or among students unless information is required directly for the care of the patient or as a learning tool within the educational setting.

In addition to patient information, a student is expected to use the utmost discretion concerning other confidential information such as that pertaining to the facility site's employees and its operation. Unauthorized disclosure of patient information may result in civil and/or criminal liability under federal or state laws, pursuant to, but not limited to, the Federal or State Alcoholism and other Drug Dependency Acts, Abused and Neglected Child Reporting Act, Medical Patients Privacy and Confidentiality and Health Care Act, AIDS Confidentiality Act and Mental Health and Developmental Disability Confidentiality Act, and the Health Insurance Portability and Accountability Act.

The integrity of data produced by the facility site's information system should not be compromised under any circumstances. Data includes printed materials, oral communication, and information displayed on a computer terminal.

Violations of responsibilities/policies may subject the student to disciplinary actions in accordance with the procedure as outlined in the *ICC Student Rights & Responsibilities Handbook*. Situations involving academic dishonesty as well as other situations which, in an instructor's opinion, might create problems should a student remain in a class (or program) are referred by the instructor to the appropriate department administrator, who may recommend a failing grade for the course and/or suspension or dismissal. Concurrence by the Dean and/or Vice President for Academic Affairs may be necessary. Serious violations of professional or ethical standards by a student may result in automatic suspension or dismissal from a course, a program, or the College.

The student must:

- a. Not discuss information read in any chart about patients at any time.
- b. Only access those accounts that the site has assigned to you.
- c. Read and sign confidentiality statement at back of handbook.
- d. Adhere to Health Insurance Portability and Accountability Act (HIPAA).

MEDICAL CODER PROGRAM
**CORE PERFORMANCE STANDARDS &
CRITERIA OF ADMISSION AND PROGRESSION**

A medical coder must possess capabilities and abilities, including communication, motor, sensory, problem solving, behavioral skills, and professionalism, which are necessary to work in a health care environment. Reasonable accommodations may be made for some disabilities in certain areas, but a medical coder must be able to perform in an independent manner. The following capabilities and abilities are necessary to meet curriculum requirements and to perform the responsibilities of a medical coder:

COMMUNICATION:

1. Adequate command of English language and medical terminology, in order to read and retrieve information from lectures, textbooks and other teaching and learning resources.
2. Communicate effectively in English with coworkers and other health care providers, both verbally and in writing.
3. Effectively adapt communication for intended needs of diverse audience.
4. Perform verbal individualized instruction.
5. Demonstrate computer literacy skills.

MOTOR:

1. Squat, crawl, bend/stoop, reach above shoulder level, use standing balance, and climb stairs.
2. Use hands repetitively; use manual dexterity; sufficient fine motor function.
3. Sit for long periods of time.
4. Travel to and from academic and clinical sites.

SENSORY:

1. Auditory ability sufficient to hear verbal communication from supervisor.
2. Visual acuity to acquire information from electronic medical record or written documents.

CRITICAL THINKING:

1. Address problems or questions to the appropriate persons at the appropriate times.
2. Adhere to policies and procedures, including but not limited to coding and confidentiality.
3. Use sound judgment in decision making.
4. Function effectively under stress.
5. Adapt to changing environment and inherent uncertainties.
6. Demonstrate problem-solving skills related to coding.
7. Organize and prioritize job responsibilities.

BEHAVIORAL SKILLS AND PROFESSIONALISM:

1. Adhere to policies and procedures required by academic and clinical settings.
2. Adhere to Illinois Central College Medical Coder Program Handbook.
3. Maintain patient confidentiality and abide by the guidelines set forth in the Health Information Portability and Accountability Act.
4. Assume the role of a health care team member.
5. Function effectively under supervision.
6. Accept criticism and reflects upon provided feedback to improve performance and practice.
7. Display caring and compassion for others.

Illinois Central College
Health Careers
Student Withdrawal Follow-up Form

I have withdrawn from the _____ Program, primarily because of the following:

(Please check all that apply.)

- Due to personal reasons
- Due to financial reasons
 - Personal
 - Financial aid
- Due to present work obligations or promising job opportunity
- Due to not meeting academic requirements
- Due to academic expectations of program being not as I expected
- Due to discomfort with clinical responsibilities or experiences involved
- Other

In an effort for Health Careers to enhance student success, please provide a more descriptive explanation for selections above:

Student signature: _____

Date: _____

Student name: _____

I would like a Health Careers Advisor and/or Program Director to contact me to discuss options for pursuing an alternate academic path or health career. If so, provide the following:

Telephone number: _____

Email address: _____

Thank you for your feedback.

Please return this completed form to: Dean of Health Careers, Illinois Central College, 5407 N. University Street, Peoria, IL 61635, within 7 days of receipt.

MEDO 118 CODING INTERNSHIP ON-LINE

The coding internship is done on-line. You will practice coding with clinical coding workout assignments. You will have discussions on different topics. Complete MedTrak assignments which is a physician software program where you will register a patient and follow them through the process of an office and also do self-assessments.

GRADUATION

A petition for graduation should be obtained and submitted through ICC's admissions/records office(s) the semester prior to program completion.

CERTIFICATION

Application for national certification can be made through AHIMA – www.ahima.org or AAPC – www.aapc.com. Please see AHIMA's CCA (Certified Coding Associate) information or AAPC's CPC (Certified Professional Coder) information at their websites for additional information for eligibility to apply to take these exams for certification (optional).

Upon completion of ICC's 23-26 credit hour program, you will receive a certificate, but that does not make you a "certified" coder. You need to pass the national certification exam given by AHIMA in order to use a certification credential.

TUITION AND RELATED FEES

Tuition is calculated on a per semester hour basis and is established by the College and published in the *College Catalog* and website. The student is responsible for tuition, textbooks, transportation and parking fees (as applicable), housing, medical insurance, immunizations, laboratory fees, and other fees as required and/or published in the *College Catalog* and website.

In addition to tuition, which is billed to the student's account each semester, course lab fees will be applied to cover the instructional costs associated with lab hours for enrolled courses. During the first semester of entering a Health Careers Program, a fee for the cost of the drug screen and fingerprint background check will also be applied to the student's account. Questions regarding billing may be forwarded to Student Accounting at studentaccounting@icc.edu.

TUTORING

Tutoring is available to students having difficulty or who have a need to improve study skills or basic academic skills. Tutoring may be available for specific program courses for those with academic need who meet established criteria. Please see faculty for information.

COUNSELING

Counseling services are available to assist students with personal or academic problems. Call (309) 694-5281 to schedule an appointment.

BOOKSTORE/TEXTBOOKS

Textbooks and course materials are available in the ICC bookstore at either the East Peoria or Peoria campus. Students are to purchase all required texts.

EMERGENCY MESSAGES

For medical emergency, Campus Police or staff will attempt to locate the student and provide a message. Non-emergency messages will not be delivered. In non-emergency cases, the student's schedule will not be released to a third party without the student's prior written consent. Students are, therefore, to provide family members or childcare providers with their schedules for use in non-emergency situations. When calling the Health Careers office, the student must be identified by Student ID number.

SERVICES AVAILABLE FOR STUDENTS

A complete listing and description of student services can also be found in the College Catalog and website (www.icc.edu).

Access Services	Services or accommodations for students with sensory, physical or learning disabilities are available. East Peoria Campus Room L220, (309) 694-5749 or (309) 694-5721
Campus Police	Locations and telephone numbers East Peoria Campus Room 103A and 105A, (309) 694-5223 Peoria Campus Student Center 140 and Arbor A02L, (309) 690-6899
Counseling	Help for students with personal problems East Peoria Campus Leitch Career Center Room CC201, (309) 694-5281
Financial Assistance Office	The Financial Assistance Office provides assistance through grants, scholarships, and loans. East Peoria Campus Room L211, (309) 694-5311
Library	Library services are available to ICC students at the following locations; contact library for hours. East Peoria Campus Library, Room L312, (309) 694-5461 Peoria Campus Student Center S111, (309) 690-6837
Academic Support Center	The Academic Support Center is a tutoring service that supports students' academic success and encourages students' independence by embracing diversity and promoting collaborative learning in positive and welcoming environments. Our staff is a mix of students and professionals. Professionals have completed at least an associate's degree, and students have taken the courses that we support at ICC and have achieved a minimum grade of B. East Peoria Campus L312-Library Balcony, (309) 694-5768 Peoria Campus Student Center S210, (309) 690-6833

The Studio
(writing lab)

This lab assists students with writing assignments and skills. Individualized assistance can help students identify and correct problems. Work with writing consultants in person or through an online consultation.

East Peoria Campus

L442-Library Balcony, (309) 694-5292

Peoria Campus

Student Center S210, (309) 690-6809

Special Academic
Services

This program provides assistance with required textbooks and supplies to qualified students enrolled in applied science and certificate programs. Tutoring may also be available for specific programs.

Peoria Campus

Arbor 102, (309) 690-6881

Veterans Affairs

Services available for veterans to determine eligibility for educational benefits.

East Peoria Campus

Room L208, (309) 694-5562

HIPAA

Acronym for: Health Insurance Portability and Accountability Act

Purpose: law that requires patient information to be kept confidential

- Protects individuals' medical records
- Gives patients more control over their health information
- Limits the use and release of health records
- Basically, the law gives patients more rights about how their personal and health information is used and gives them opportunities to restrict the use (and sue if rights are abused)

Protected information includes:

- Name, address, and phone
- Dates (birth date, admission date, discharge date, date of death)
- Fax number
- Email address
- SSN & driver's license number
- Medical record number
- Health plan beneficiary number

Above information may be disclosed only to appropriate personnel for purpose of treatment, payment, and operation of health care.

Highly confidential information (must have patient's authorization for release) consists of:

- Mental health notes/treatment/disability
- Alcohol and drug abuse
- HIV/AIDS; venereal disease
- Genetic testing
- Child abuse or neglect/adult abuse
- Sexual assault

HEALTH CAREERS POLICIES AND PROTOCOLS

POLICIES & PROCEDURES

DRUG SCREENING	2
DRUG SCREENING FAQs	3
BACKGROUND CHECK/FINGERPRINTING	4
PHYSICAL EXAMINATION AND IMMUNIZATIONS	5
POLICY STATEMENT	5
REQUIRED IMMUNIZATIONS.....	6
PHYSICAL EXAMINATION FORM	7
HEALTH INSURANCE/FINANCIAL RESPONSIBILITY WAIVER	8
STUDENT CHEMICAL IMPAIRMENT POLICY AND PROCEDURES	9
STUDENT CHEMICAL COMPLIANCE CONTRACT	11
AUTHORIZATION FORM FOR STUDENT CHEMICAL IMPAIRMENT TESTING	12
COMMUNICABLE DISEASE PROCEDURE	13
CLINICAL TUBERCULOSIS (TB) EXPOSURE PROCEDURE.....	14
STUDENT TB EXPOSURE FORM	15
TB EXPOSURE ASSESSMENT STUDENT QUESTIONNAIRE	16
CLINICAL BLOOD AND BODY FLUID EXPOSURE	17
STUDENT EXPOSURE REPORT FORM.....	18
DENTAL HYGIENE CLINIC EXPOSURE PROCEDURE	20
ACCIDENT/INCIDENT/INJURY REPORTING PROCEDURE	21
ACCIDENT/INCIDENT/INJURY REPORT	22
PROFESSIONAL CONDUCT POLICY	24
ACKNOWLEDGEMENT	26
SOCIAL NETWORKING POLICY	27
ACKNOWLEDGEMENT	27
UNDERSTANDING OF PROGRAM POLICIES	28

Students are required to carry personal health care insurance at all times while enrolled in a Health Careers Department program at Illinois Central College (ICC). In addition to carrying personal health care insurance, ICC requires all students enrolled in a health career program to complete drug screening, background check/fingerprinting, physical examination and immunizations as explained herein.

Drug screening and background check/fingerprinting, submission of physical examination, and up-to-date immunizations MUST be successfully completed prior to student start of academic health career program. No student will be permitted on clinical without being 100% compliant. Compliance is monitored. Any student not in compliance will not be allowed to enter or continue in the health career program. These records must remain or be maintained current for the duration of the student's enrollment in any health career program at Illinois Central College.

Students' medical records (drug screening, background check/fingerprinting, physical examination, and immunization records) are maintained on file at Illinois Work Injury Resource Center (IWIRC). Required drug screening and background check/fingerprinting must be performed at IWIRC. It is recommended that required physical examination and required immunizations be completed at IWIRC; however, the student may choose his or her own healthcare provider and submit the documents to IWIRC.

Illinois Work Injury Resource Center (IWIRC)

736 SW Washington Street, Suite 2A
(Washington and State Street)
Peoria, Illinois 61602

Phone: (309) 497-0300
Hours: Monday - Friday, 7:30 a.m. - 5:30 p.m.

The student is responsible for all fees incurred. ICC will bill the student for the cost of drug screening (\$44) and fingerprint/background check (\$36), both performed at IWIRC. Payment for physical examination and immunizations conducted at IWIRC must be paid at time of service. Payment to IWIRC may be by debit card, credit card, or money order (no cash accepted). Please note – prices are subject to change at any time.

Maintain copies of your records. It is recommended you keep a copy of all information submitted.

Questions? Contact ICC Health Careers Department: phone (309)690-7530 or email:
Healthcareerinfo@icc.edu.

DRUG SCREENING

As per the Federal Drug Free Workplace Act of 1988 and the Drug Free Schools and Campuses Act Amendments of 1989, Illinois Central College (ICC) is committed to maintain a safe and healthy academic environment. In compliance with existing state and federal law, ICC prohibits the use, sale, distribution, manufacture and/or possession of drugs including controlled substances. Even though the Illinois Cannabis Regulation and Tax Act (effective January 1, 2020) allows for persons over the age of 21 to use cannabis, no person shall use or possess any cannabis product, marijuana, or any substances containing THC (tetrahydrocannabinol), recreational or medicinal, while on any college property or while participating in an ICC Health Careers Department program and its associated clinical experience.

ICC adheres to all policies of clinical facilities with which the College affiliates for student clinical education. Students admitted to a health career program must have a current negative drug screen prior to beginning program. It is recommended the drug screen be completed within 10 days of receiving this information.

At time of service, the student will sign consent for drug screen provided by Illinois Work Injury Resource Center (IWIRC).

1. The student will provide a urine specimen for the drug screen. The specimen itself will be collected at IWIRC, under that facility's procedures and control.
2. If the initial drug test indicates a positive result, the student will be given an opportunity to refute the results. The student may also have the same specimen retested, at the student's expense. A second test must be done within 48 hours of receiving the results, at the student's expense.
3. If the positive test is not due to justifiable prescription drug use, the student must withdraw from the health career program for a minimum of one semester. The student must be retested (expense paid by student) proving drug free before he/she will be admitted into a health career program.

NOTE: A student will not be able to complete the health career program if he/she cannot be placed in a clinical site due to a failed drug screen.

4. If the testing facility determines that a student has tampered with a sample during the testing, the student will be immediately dismissed from the program and will not be considered for readmission to an ICC Health Careers Department program.
5. Students shall be subject to the drug testing policy and rules of the facility providing the clinical education experience, which may require additional drug testing, in compliance with that facility's policies and requirements.
6. Students shall also be subject to additional testing as required by ICC, on a for cause basis or as deemed necessary for the administration of student clinical education experiences.
7. A student in the program who has tested positive may be dismissed from the program. Whether any student may remain in the program will be determined at the sole discretion of ICC.
8. Student health information will be maintained at IWIRC. All reasonable efforts will be made to maintain confidentiality of results. Results will be shared with the ICC Health Careers Department assistant, who monitors student health compliance. Students will forfeit course/program admission if this requirement is not met or if drug screen result is positive.
9. A student not in compliance will not be allowed to enter or continue in the program. While enrolled in an ICC Health Careers Department program, ICC will continuously monitor individual student compliance.

The student is responsible for all costs incurred, and the amount will be billed to the student's ICC account.

It is recommended that students keep a copy of all information submitted. Program director/faculty are not allowed to accept student health records or information.

DRUG SCREENING FAQs

Why do I need a drug screen?

As part of the clinical affiliation agreements, healthcare facilities require drug screenings for students who utilize their sites for learning opportunities.

When do I have to complete the drug screen?

Students who do not have results that have cleared before the first day of clinical will not be permitted to begin their clinical rotation.

Will I have to repeat the drug screen?

You may have to repeat the drug screen depending on the facility you are assigned for clinical rotations. Timeframes and expiration may vary from site to site.

Where do I go to get the drug screen?

IWIRC. Drug screens completed by any other vendor will not be accepted. If the clinical site provides the drug screen as part of the onboarding process, you should not obtain your own drug screen and you should follow the protocol as directed by the clinical site.

Who views my drug screen results?

Drug screen results are maintained confidentially between IWIRC and the ICC Health Careers Department assistant who manages clinical compliancy. Drug screen results may be shared with the Dean of Health Careers, Program Director, or external clinical facilities for placement purposes only.

What if I fail the drug screen?

Any student who tests positive for a prohibited drug will be given the opportunity to contest the results. If the failure is due to justifiable prescription drug use, specific prescription documentation must be provided. If the positive test is not due to justifiable prescription drug use, the student:

1. Must withdraw from the health career program for a minimum of one semester.
2. Must be retested (expense paid by student) proving drug free before he/she will be admitted into a health career program.

NOTE: A student will not be able to complete the health career program if he/she cannot be placed in a clinical site due to a failed drug screen.

What is a negative dilute?

Dilution is the process of reducing the concentration of drug or drug metabolites in the urine sample. This is accomplished by adding fluid to the sample or by drinking large amounts of fluid to dilute the specimen, called "internal dilution." Drug testing laboratories routinely test samples to detect dilution.

A dilute specimen can be caused by two circumstances. The first circumstance is caused by an individual diluting the urine with water, or other liquid, by actually pouring it into the specimen at the time of collection. The second method of obtaining a dilute specimen is by consuming too much fluid, especially liquids that contain diuretics, prior to collection (e.g., coffee, soda pop, medications, etc.). This may be inadvertent or may be on purpose on the part of the donor.

A student whose drug screen result is dilute negative will be required to complete another drug screen at their own expense.

BACKGROUND CHECK/FINGERPRINTING

At the request of clinical agencies who accept students from the College, students enrolled in an ICC Health Careers Department program will be required to submit to a criminal background check and fingerprinting. Students may not use similar reports on file at other agencies to satisfy this requirement. Failure to consent to release information or to cooperate appropriately with regard to the process shall result in the student not being able to enter or progress in the health career program. Criminal history background information is defined as information collected by criminal justice agencies on individuals consisting of identifiable descriptions and notations of arrests, detentions, indictments, or other formal charges, and any dispositions; including sentencing, correctional supervision, and releases.

Policy

Illinois Central College (ICC) is committed to providing a safe environment for students, patients cared for by students, and employees. Therefore, ICC will conduct a criminal background check and fingerprinting of all students who will be enrolled in an ICC Health Careers Department program. The fingerprinting will be conducted at Illinois Work Injury Resource Center (IWIRC), Peoria, Illinois. The student is responsible for costs incurred and will be billed by ICC.

Students may be withdrawn from course and program if this requirement is not completed or results are disqualifying. Students who have disqualifying convictions may have the option to obtain a Health Care Worker Waiver.

Procedure

1. Student will be provided the authorization form for the fingerprint/background check from the Health Careers Department assistant. The student must complete the authorization, providing all necessary biographical information.
2. Consent will be provided at time of service, at IWIRC, to complete background check/fingerprinting. Results will be made available to select ICC Health Careers Department employees.
3. Omission of required information, or false or misleading information provided by the student, on the criminal background check or in any communication with the College may result in disciplinary action or dismissal from the health career program at ICC.

Dealing with Disqualifying Convictions

1. Fingerprint/background check results will be kept confidential and will be maintained separate from the student's admission/academic file.
2. The Health Careers Department assistant will access the electronic report.
3. A student who has a disqualifying conviction will be notified. No messages regarding the results will be left on answering machines or with other individuals.
4. If the student has a disqualifying conviction but wishes to remain enrolled in the health career program, the student must submit an application for a Health Care Worker Waiver. A waiver is not guaranteed. A waiver does not guarantee certification or licensure. An application for the waiver is available online at: http://www.idph.state.il.us/nar/WAIVER_APPLICATION.pdf
5. If a student with a disqualifying conviction is unable to obtain a Health Care Worker Waiver, the student will be dismissed from the health career program. Academic advisers at ICC will offer assistance to redirect the student to another career path.

For more information regarding Health Care Worker Background Check, go to:
<http://dph.illinois.gov/topics-services/health-care-regulation/health-care-worker-registry>

PHYSICAL EXAMINATION AND IMMUNIZATIONS

Illinois Central College (ICC) recognizes the following regarding students enrolled in Health Careers Department programs. These facts are taken directly from the recommendations of the Advisory Committee on Immunization Practices (ACIP) for Health Care Workers and the Hospital Infection Control Practices Advisory Committee (HICPAC). These facts led to the guidelines currently in place under the CDC and recognized by OSHA. These facts also provide the basis for ICC's policy regarding Health Careers student immunizations.

Enforcement of this policy allows ICC to fulfill contractual obligations required by health care facilities that provide clinical learning experiences for Health Careers students.

- Because of their direct contact with medical patients or infective material from medical patients during clinical experiences, Health Careers students are at risk for exposure to and possible transmission of vaccine-preventable diseases during clinical experiences.
- The risks for percutaneous and permucosal exposure to blood and blood products are often highest during the professional training period: therefore, vaccination should be completed during training and prior to students having any contact with blood.
- Optimal use of immunizing agents safeguards the health of both health care workers and those in training and protects patients from becoming infected through exposure to infected care providers.
- Any health care worker who is susceptible can, if exposed, contract and transmit certain vaccine-preventable diseases. Therefore, all medical institutions should ensure that those who work within their facilities are immune to those diseases for which immunization is strongly recommended in ACIP/HICPAC guidelines.

POLICY STATEMENT

In order to adhere to CDC/OSHA recognized guidelines, it is the policy of Illinois Central College that all enrolled Health Careers students will comply with physical, immunization, and tuberculosis requirements as detailed in the attached document. No exceptions will be made to this policy and no waivers given except in the event of pregnancy and breastfeeding. In those instances, a temporary reprieve will be granted for immunizations during the duration of the pregnancy and or breastfeeding if and only if a student is able to provide medical documentation of such condition. In addition, a student requesting a temporary reprieve of immunization requirements due to pregnancy or breastfeeding must prove that their immunizations are up to date through the onset of the condition.

Physical Examination:

Physical examination performed by a healthcare provider expires after 24 months. The examination must remain current for the duration of the student's enrollment within the health career program.

See attached form to have health care provider complete and sign - submit completed physical examination form to IWIRC.

Immunizations:

Immunizations are required for students enrolled in Health Careers Department programs, and must be maintained current for duration of the student's enrollment within a health career program.

Documentation of immunizations must be submitted to IWIRC. Additional immunizations/titers may be contractually required by specific agencies for student clinical experiences. Additional immunization costs are the student's responsibility.

REQUIRED IMMUNIZATIONS

Student must complete immunizations at IWIRC, or provide documentation of the following completed immunizations to IWIRC, to participate in assigned clinical experiences.

Seasonal Flu Vaccine (Influenza)

Flu vaccine is a seasonal vaccine. Students must submit documentation of evidence of receiving a flu vaccine. *Likely to be administered after October 1st of each academic year.*

Tuberculosis Testing

(2-step TB Skin Test: 2 separate TB skin tests/read 1-2 weeks apart)

Students must show proof of a 2-step tuberculin skin test in the past along with an annual 1-step test thereafter following the 2-step. If students have NOT had a 2-step tuberculin skin test, one must be completed prior to the start of the health career program. Once the 2-step test is completed, a 1-step tuberculin skin test is required every year thereafter while the student is enrolled in a health career program.

Tdap

Students are required to submit proof of a current Tdap vaccination within 10 years of the start of their respective health career program.

MMR

Students must submit proof of 2 MMR vaccine injections in the past or show immunity to Measles, Mumps, and Rubella in the form of a laboratory titer.

(If born before Jan. 1, 1957: Exempt from the MMR requirement at this time)

Varicella (Chickenpox)

All students must show evidence of immunity to the varicella (chickenpox) virus. Evidence of immunity may include documentation of two doses of varicella vaccine or blood tests that show you are immune to varicella (immunity to varicella test).

Hepatitis B

The 3-injection Hepatitis B vaccine series is REQUIRED. Students must show proof of at least the first injection in the series prior to the start of the health career program. Students must then follow through with the remaining injections in the series and provide proof of the injections.

(1st vaccination ■ 4 weeks, 2nd vaccination ■ 5 months, 3rd vaccination)

COVID

Student must adhere to college policy and assigned clinical agency policy. May require documentation of having received vaccine, or test weekly. Note: while in the clinical setting, student is required to abide by affiliated hospital/healthcare facility/agency safety policies/protocols.

PHYSICAL EXAMINATION FORM

RETURN THIS FORM TO:

IWIRC Illinois Work Injury Resource Center
 736 SW Washington Street, Suite 2A
 Peoria, Illinois 61602

Phone: (309) 497-0300
 Hours: Monday - Friday, 7:30 a.m. - 5:30 p.m.

TO BE COMPLETED BY STUDENT (PLEASE PRINT)

ICC Health Careers Program: _____

Name: _____

ICC Student ID #: _____

**TO BE COMPLETED BY HEALTH CARE PROVIDER
 PHYSICAL EXAMINATION**

Allergies (drug, latex, environmental, food): _____

DOB: _____ SEX: _____ HT: _____ WT: _____ BP: _____ Pulse: _____ Resp: _____ Temp: _____

Eye Exam (Snellen Chart) Rt. _____ Lt. _____ Glasses Contacts (please check one if exam with corrected vision)

Are there abnormalities of any of the following (please check Yes or No):

Head, ears, nose, throat	<input type="checkbox"/> Yes <input type="checkbox"/> No	Hearing/use of device?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Eyes, visual acuity	<input type="checkbox"/> Yes <input type="checkbox"/> No	Respiratory/lungs	<input type="checkbox"/> Yes <input type="checkbox"/> No
Integumentary/skin	<input type="checkbox"/> Yes <input type="checkbox"/> No	Cardiovascular	<input type="checkbox"/> Yes <input type="checkbox"/> No
Gastrointestinal/rectal	<input type="checkbox"/> Yes <input type="checkbox"/> No	Neurological	<input type="checkbox"/> Yes <input type="checkbox"/> No
Genitourinary/Pelvic	<input type="checkbox"/> Yes <input type="checkbox"/> No	Musculoskeletal	<input type="checkbox"/> Yes <input type="checkbox"/> No
Metabolic/endocrine	<input type="checkbox"/> Yes <input type="checkbox"/> No		

Current medical condition or history of the following illnesses (please check and comment if applicable):

- Rheumatic Fever _____
- Hepatitis _____
- Diabetes _____
- Kidney/Urinary condition _____
- Epilepsy/Seizures _____
- Seizure-free for 6 months? Yes No Date of Last Seizure _____
- Heart Disorder/Attack/Disease _____
- Tuberculosis/Asthma/Other respiratory disorder or disease _____
- Varicosities _____
- Mental Illness/Condition (diagnosed) _____
- Abnormal Menstrual History/Pap/Pelvic _____
- Skeletal or muscular injury/condition _____
- Abdominal or Inguinal Hernia _____
- Other current medical condition: _____

Please list current prescription and frequent-use OTC medications: _____

Please list surgical procedures/dates: _____

Do you have any recommendations, precautions, or limitations for this student in their role in patient contact? Yes No

If Yes, please comment: _____

Based on your findings, should this student be restricted from patient contact? Yes No

VERIFICATION: Your signature below indicates that you have completed the Physical Examination Form and that this student is able to participate in the Health Careers Department program at Illinois Central College.

Healthcare Practitioner's Signature _____ Print Last Name: _____

Clinic/Office Name and Location _____

Date: _____ Telephone Number (_____) _____

HEALTH INSURANCE/FINANCIAL RESPONSIBILITY WAIVER

Students are required to carry personal health care insurance at all times while enrolled in a Health Careers program. Students are financially responsible for any and all expenses resulting from injury, illness, and positive drug screenings occurring during classroom, clinical, and/or laboratory courses.

I understand that I am responsible for maintaining my own major medical health insurance throughout the course of being enrolled in an Illinois Central College Health Careers Program. I further understand that I will be financially responsible for any medical care, treatment, or examinations that a clinical affiliate provides to me while in a student capacity at that facility.

By signing below, I am verifying that I either 1) carry major medical insurance or 2) will accept responsibility for the cost of any and all medical care, treatment, or examinations provided to me while in a student capacity at the program clinical affiliates.

PRINT Full Name: _____

Student ID Number: _____

Health Careers Program: _____

Signature: X _____ Date: _____

STUDENT CHEMICAL IMPAIRMENT POLICY AND PROCEDURES

Illinois Central College policy prohibits the illegal possession, use, or distribution of drugs and/or alcohol by students on College property or as a part of any College activity. Violators will be prosecuted in accordance with applicable laws and will be subject to disciplinary action by the College in conformance with College policy. (See the College Catalog and Student Rights and Responsibilities Handbook). In accordance with this policy, the following procedure has been developed to address issues unique to students enrolled in the College's Health Career Programs.

Procedure

All Health Careers students will be required to sign and adhere to the Illinois Central College Student Chemical Compliance Contract.

When a faculty member or a clinical agency representative observes a student engaging in behaviors or presents with signs that are often associated with drug or alcohol misuse or abuse, the following procedure, based on the belief that measures to be taken should be assistive rather than punitive, will be implemented:

1. Seek corroboration regarding the observed student behavior, if possible.
 - a. Should the impaired behavior occur at a clinical site, the faculty or agency representative will relieve the student from the clinical assignment.
 - b. Should the observed behavior occur on campus, the faculty member should use their discretion in allowing continued participation in the learning activity.
 - c. Immediately notify program director/coordinator and provide written documentation of observed behavior or physiologic characteristics of suspected chemical impairment as soon as possible.
 - d. Upon request, the student will undergo a drug screen and/or breath alcohol test according to expected time frame established by ICC employee. The drug screens and breath alcohol tests will be completed at the student's expense. A student who refuses to be tested or who otherwise fails to cooperate in required tests may be dismissed from the Health Careers program.
 - i. If the student is at a clinical site, the student will need to call a cab, friend, or family member to transport to:

Illinois Work Injury Resource Center (IWIRC)
736 SW Washington Street Suite 2A
Peoria IL 61602
(309) 497-0300
Open · M-F 730AM - 530 PM
 - ii. Should IWIRC be closed, the student may go to these UnityPoint First Care locations:
 - a. UnityPoint Clinic First Care - Barring Trace
3915 Barring Trace
Peoria, IL 61615 · (309) 689-3030
Open · 8AM - 8PM daily
 - b. UnityPoint Clinic First Care - Peoria Heights
1120 E. War Memorial Drive
Peoria Heights, IL 61616 · (309) 685-4411
Open · M-F 8AM - 6PM, Sat 9AM - 4PM
 - c. UnityPoint Clinic First Care - East Peoria
2535 E. Washington St.
East Peoria, IL 61611 · (309) 694-6464
Open · M-F 8AM - 6PM

2. Upon receipt of written documentation, a conference consisting of, but not limited to, the involved student, faculty member and/or agency representative, Program Director/Coordinator, Dean of Health Careers and Dean of Student Services or their designee will be held. The purpose of the conference is to present and discuss documented observations of behavior(s) and test results.
3. If results are negative, Illinois Central College will be responsible for costs incurred by the student. If results are positive, the student will be responsible for costs incurred.
4. A student who tests positive for illegal drugs and/or alcohol will be administratively withdrawn from the Health Careers program.

Eligibility for Professional Licensure/Certification

Students should understand that the use/abuse of drugs and alcohol is prohibited by laws and standards in the health professions, and that a person with a history of such use/abuse may be denied certification or licensure, or placed on a probationary status. Faculty will assist students with providing required documentation for professional licensure application process.

Students and faculty are reminded of the professional ethical responsibility of reporting knowledge of substance use/abuse by healthcare personnel.

STUDENT CHEMICAL COMPLIANCE CONTRACT

I, _____, agree to undergo a drug screen and breath alcohol test upon request and, if needed, a comprehensive substance use/abuse evaluation by a mental health professional selected from the approved list of accredited agencies provided by the Program Director/Coordinator.

I understand that the payment for the drug screening and breath alcohol test, evaluation, treatment and follow up care will be my responsibility. If treatment is recommended, I must complete the individualized plan determined by the evaluator and follow all procedural steps of the Illinois Central College Chemical Impairment Policy. Written evidence of my treatment program, ability to return to the health program (evidence of exhibiting positive student behaviors), and my follow up care plan will be submitted to the Program Director/Coordinator.

I further understand that random drug screens and breath alcohol testing may be a part of my treatment and follow up program.

Date: _____

Student Signature:

Agree _____

or

Disagree _____

Program
Director/Coordinator/
Faculty Signature: _____

Witness Signature: _____

AUTHORIZATION FORM FOR STUDENT CHEMICAL IMPAIRMENT TESTING

Student's Name: _____

Student ID#: _____

Date: _____

Requested Service: (circle all that apply)

- Alcohol and Drug Testing: Non – DOT
- Urine Drug Screen: Collection with results
- Breath Alcohol Test

Purpose: (circle one)

- Reasonable Suspicion Random

Billing Information:

If Positive for chemical impairment, please bill:

Student or submit to student's personal health care insurance company

If Negative for chemical impairment, please bill:

Illinois Central College
 Attn. Risk Management Room 236A
 1 College Dr.
 East Peoria, IL 61635
 (309) 694-5398

Printed name of ICC
Authorized Employee: _____

Signature of ICC
Authorized Employee: _____

COMMUNICABLE DISEASE PROCEDURE

Illinois Central College places a high priority on safety and the need to prevent the spread of dangerous chronic communicable diseases on its campus. This procedure is designed to promote the health and regular attendance of students. The College is committed to protecting the civil rights of individuals while preserving the health and safety of all students, therefore, strict confidentiality must be maintained.

Communicable diseases may be referred to as “contagious, infectious or transmissible to others.” Students are reminded not to come to campus or participate in class, labs, or clinical/internships if feeling ill or experiencing any symptoms of illness. Students identified with an acute communicable disease or exposed to a communicable disease that places others at risk may need to quarantine for a recommended period of time until symptoms subside and temperature is normal without fever-reducing medication.

Students with identified **chronic** communicable diseases may not be excluded from the College as long as, through reasonable accommodation, the risk of transmission of the disease and/or the risk of further injury to the student is sufficiently remote in such setting so as to be outweighed by the detrimental effects resulting from the student's exclusion from the College. Whenever possible, the College will attempt to assist students in continuing their pursuit of educational goals. Placement decisions will be made by using these objectives in conjunction with current, available public health guidelines concerning the particular disease in question. Individual cases will not be prejudged; rather, decisions will be based upon the facts of the particular case. The determination of whether a student with a chronic communicable disease may attend college shall be made in accordance with procedures implemented by the College.

Procedure in the event of potential risk to others:

1. The College shall respect the right to privacy of any student who has a chronic communicable disease. The student's medical condition shall be disclosed only to the extent necessary to minimize the health risks to the student and to others. The number of personnel aware of the student's condition will be kept at the minimum needed to assure proper care of the student and to detect situations in which the potential for transmission of the disease may increase. Persons deemed to have "a direct need to know" would be provided with appropriate information; however, these persons shall not further disclose such information.
2. The program director/coordinator shall investigate, as the situation warrants, the health status of any student known to have a communicable disease. In addition, the health status of any student in a Health Careers program identified to the program director/coordinator by public health officials as being strongly suspected of having a communicable disease will be investigated under proper guidelines identified by the public health officials. The program director/coordinator shall investigate and then refer the case to the Dean of Health Careers. As the situation warrants, a task force shall be formed and may include the following individuals: the Dean of Health Careers, Vice President of Human Resources, Program Director/Coordinator, Manager-Risk, Safety & Benefits, Vice President of Student Success, and the Coordinator of Public Relations and Public Information officer.
3. After reviewing the case and guidelines set forth by public health officials, the task force shall determine the appropriate action to be taken for the particular case based upon the following criteria:
 - a. The nature of risk
 - b. The duration of the risk
 - c. The potential harm to other parties
 - d. Possibility of transmission of the disease
4. The recommendation will include a summary of the findings relative to each of the above criteria, a description of the recommended attendance accommodations and specific description of the notifications suggested.
5. After a recommendation is made by the task force and an action set forth, the Vice President of Student Success will inform appropriate College officials of that recommendation and action.
 - a. During the notification procedure, all efforts shall be made to keep confidential the name of the person/persons involved.
 - b. Whenever a decision is made that might have an adverse effect on the educational placement of a student and the student disagrees with the decision, an appeal may be made to the President of the College for a review of that decision. The decision of the President shall be final.

CLINICAL TUBERCULOSIS (TB) EXPOSURE PROCEDURE

Due to the fact it can take several weeks to confirm TB, the clinical site will collect the names of those potentially exposed. The bacteria that cause TB are very slow growing and can take weeks to identify in the laboratory. The sputum smear is a fast laboratory result, but it is not specific for tuberculosis; other closely related bacteria can be smear positive also. Not all smear positive patients are diagnosed with tuberculosis. There are many more instances of ruled out TB that are not confirmed than there are actual instances of culture positive TB; people that are exposed are not necessarily infected.

Procedure in the event of exposure:

1. Report TB exposure at clinical site/fieldwork to Program Director/Coordinator. The Program Director/Coordinator will then notify the student(s) and ICC Risk Management (309-694-8911 or 309-694-5398).
2. Complete ICC Health Careers Student TB Exposure Report Form (see attached).
3. Obtain TB skin test at ICC IWIRC as soon as possible after the exposure is reported. Each exposed student (except those with documented positive reactors) will receive a baseline TB skin test. A baseline test is not required for anyone with a documented negative TB skin test within the preceding 3 months prior to the exposure.
 - a. If the TB skin test is negative, the test will be repeated 12 weeks after the exposure.
 - b. If the TB skin test is positive, reactions of 10 mm or greater or students who are experiencing symptoms suggestive of TB will be referred for a chest X-ray.

NOTE: THOSE WITH POSITIVE TEST RESULTS PRIOR TO EXPOSURE DO NOT REQUIRE SKIN TESTING OR X-RAYS UNLESS EXPERIENCING SYMPTOMS SUGGESTIVE OF TB.

These students do need to complete the ICC Health Careers TB Exposure Assessment Questionnaire.

Return forms to:

Program Director/Coordinator

and

Illinois Central College
Risk Management, Room 236A
1 College Drive
East Peoria, IL 61635
Phone: (309) 694-5398
Fax: (309) 694-8563

STUDENT TB EXPOSURE FORM

Student Name _____ Student ID _____
 Student Phone # _____ Program _____
 Date of Exposure _____ Time _____

Describe the circumstances surrounding the exposure:

Is this a confirmed case of TB? _____ YES, per the following:

Health Department Hospital MD

Date of the last TB Montoux Test _____

Results of last TB Mantoux Test: Negative Positive

If positive, date and results of most recent chest x-ray: _____

If the student has had a negative TB test within past three months, no immediate TB testing is needed. Follow-up TB test is required in 12 weeks.

Date TB Test Due _____ (Continue to Section B)

Section A

If over 3 months since last TB test, TB test should be done ASAP

Date Administered _____

Date Read _____ By: _____

Results: Negative Positive

If positive, refer to health department or personal physician for chest x-ray.

Section B

Follow-up 12 week testing

Date Administered _____

Date Read _____ By: _____

Results: Negative Positive

If positive, refer to health department or personal physician for chest x-ray.

TB EXPOSURE ASSESSMENT STUDENT QUESTIONNAIRE

Name: _____ Student ID#: _____

Program: _____ Birthdate: _____

I. Have you recently experienced any of the following symptoms?

- | Yes | No | |
|--------------------------|--------------------------|-----------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Anorexia – loss of appetite? |
| <input type="checkbox"/> | <input type="checkbox"/> | Weight loss – other than dieting? |
| <input type="checkbox"/> | <input type="checkbox"/> | Night Sweats? |
| <input type="checkbox"/> | <input type="checkbox"/> | Low Grade Fever? |
| <input type="checkbox"/> | <input type="checkbox"/> | Cough – productive? |
| <input type="checkbox"/> | <input type="checkbox"/> | Spitting blood or bloody sputum? |

If “yes” to any of the above, please explain.

II. For any of the symptoms above, have you consulted a physician? Yes No III. Are you currently taking any TB medications? Yes No Have you taken any TB medications in the past? Yes No

If yes, when? _____

For how long? _____

IV. When did you have your last TB Skin Test (PPD)?

Where? _____

Was the test: Negative Positive V. When did you have your last chest x-ray? _____
(Date)

CLINICAL BLOOD AND BODY FLUID EXPOSURE

The following procedure must be followed after an accidental exposure to blood or body fluids in a clinical setting. This procedure is to be followed by all Illinois Central College Health Careers students in any clinical location. **NOTE: Dental Hygiene students are to follow Dental Clinic procedure as noted in Dental Hygiene student handbook.**

1. In the event of a needle stick, force the wound to bleed if possible by squeezing. Then wash the exposed area thoroughly with soap and water. In the event of mucous membrane exposure (eye, nose, mouth, etc.), flush mucous membranes with water as soon as possible.
2. **IMMEDIATELY notify ICC clinical supervisor. Notify ICC Risk Management, (309) 694 5475 and Program Director/Coordinator.** If the exposure occurs at a facility where no ICC clinical supervisor is present, notify the facility personnel and follow their instruction. **It is the student's responsibility to adhere to the ICC procedure.**
3. Complete the facility's incident report and the ICC Student Exposure Report Form provided. The ICC clinical supervisor should complete the applicable portion of the form and send the completed form to ICC Risk Management at the address/fax listed on the back of the form. If no clinical supervisor is present, it is the student's responsibility to obtain a copy of the facility's incident report that was completed and send a copy of it to ICC Risk Management at the address/fax listed in item 10.
4. A blood sample is typically drawn from the student and the patient who is the source of the exposure. The blood from the student and the source is tested for HIV, Hepatitis B, and Hepatitis C.
5. If **off-campus** and blood can be drawn at the clinical facility request blood draws there. In this instance, a copy of all the results should be sent to the student's personal physician AND an additional copy of all the results need to be sent to ICC Risk Management at the address/fax listed in item 10.
6. If **on-campus** or at a facility where a blood sample cannot be drawn, **YOU MUST NOTIFY THE PROGRAM DIRECTOR/COORDINATOR IMMEDIATELY** to arrange for the student and the source to have blood drawn.

During morning or afternoon clinical students may go to any of the Peoria or East Peoria Unity Point First Cares, or call Risk Management at (309) 694-5398 for assistance.

During evening hours please send student and source to:

Unity Point/Proctor First Care
3915 W. Barring Trace
Peoria, IL 61615
(Across Route 150 from Sam's Club)
Hours: 8am-8pm
Phone: 309-689-3030

The facility should forward ALL lab results to the student's personal physician and to ICC Risk Management at the address/fax listed in item 10.

7. Payment:
 - a) ICC will cover the entire cost of the source's blood work.
 - b) **The student is financially responsible for any medical care, treatment or examination that was provided to the student at that facility.** (Signature of an Acknowledgement of Health Insurance / Financial Responsibility form is required.)
8. The program director/coordinator will contact the student approximately a week after exposure to make sure the student has received blood work and the source's blood work and also to give post-exposure counseling from the facility in which the exposure occurred. The student should then follow-up with their personal physician for the appropriate follow-up treatment. **Follow-up treatment and laboratory testing with the student's personal physician is HIGHLY recommended in all occurrences.**
9. **The student is ENTIRELY responsible for obtaining all follow-up treatment and for all medical bills associated with the follow-up treatment.**
10. **Mailing Address/Fax Information:**

Illinois Central College
Risk Management 236A
1 College Drive
East Peoria, IL 61635
Phone: (309) 694-5398
Fax: (309) 694-8563

STUDENT EXPOSURE REPORT FORM

Student Name:		ICC Student ID#:	
Program:		Phone Number:	
DOB:		Gender:	
Date/Location of Exposure		Time:	
Date Exposure Reported:		Time:	
Student's Personal Physician:			
Description of exposure incident, including details of where, when, how, as well as the route of entry and areas of body affected:			
What type of personal protection was being used?			
Name the person to whom you were exposed (if known):			
List names of witnesses to the incident (and contact information):			
Describe factors contributing to the incident:			
Dates of Hepatitis B Vaccinations:	#1	#2	#3
Locations of Hepatitis B Vaccinations:	#1	#2	#3
Student Signature:			

Supervisor's Section:

Supervisor's description of the exposure:	
What action was taken?	
Did unsafe conditions or actions contribute to the incident? If yes, please explain in detail.	
What follow up or specific corrective action has or will be taken to prevent a recurrence?	
ICC Supervisor's Signature:	Date:

PLEASE SEND THIS COMPLETED REPORT TO:

Illinois Central College
Risk Management Room 236A
1 College Drive
East Peoria, IL 61635
Phone: (309) 694-5398
Fax: (309) 694-8563

DENTAL HYGIENE CLINIC EXPOSURE PROCEDURE

Student: _____

- HIV
- Hepatitis B Antibodies
- Hepatitis C

Source: _____

- HIV
- Hepatitis B Antigen
- Hepatitis C

Billing information for Student:

Please bill student's personal health insurance

Billing Information for Source:

Illinois Central College
Attn: Risk Management Office 236A
1 College Dr.
East Peoria, IL 61635
Phone: (309) 694-5398
Fax: (309) 694-8563

Please send the source's results to Illinois Central College Risk Management at the above address.

Authorized By _____

If exposure occurs in the evening hours please send student and source to:

Unity Point/Proctor First Care
3915 W. Barring Trace
Peoria, IL 61615

(Across Route 150 from Sam's Club)

Hours: 8am-8pm

P: 309-689-3030

During morning or afternoon clinical students may go to any of the Peoria or East Peoria Unity Point/Proctor First Cares, or call Risk Management at (309) 694-5398 for assistance.

ACCIDENT/INCIDENT/INJURY REPORTING PROCEDURE

A student who is injured during a clinical/fieldwork experience should:

1. Notify clinical/fieldwork instructor and program director/coordinator.
2. The instructor/supervisor completes the clinical facility incident report.
3. The instructor/supervisor completes the ICC Health Careers Student Accident/Injury Report.
4. The instructor notifies ICC Risk Management (309) 694-5398.
5. If medical attention is needed the student may choose to receive care at the clinical facility or from the student's personal physician, with the student responsible for any and all medical expenses resulting from the injury.
6. If the student is injured while in on-campus laboratory activity, the student is to notify the instructor immediately. The instructor will complete the ICC Health Careers Student Accident/Injury Report. The student is responsible for any and all medical expenses resulting from the injury.

ACCIDENT/INCIDENT/INJURY REPORT**** PRINT LEGIBLY & COMPLETE ALL SECTIONS OF THE FORM ****

Person's Information			
Name of Individual Involved:	DOB:	Sex: <input type="checkbox"/> M <input type="checkbox"/> F	Phone #:
ID #:	Classification: <input type="checkbox"/> Student <input type="checkbox"/> Employee <input type="checkbox"/> Visitor		
Accident/ Incident/ Injury Information			
Date of Occurrence:	Time of Occurrence: _____ <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	Facility Location (Building and Room #):	
Body Part Injured: (Be specific Left or Right/Upper or Lower)			
Description of Accident, Incident, or Injury in Detail:			
Witness Name: _____ Witness Phone: _____ <i>(Additional space is provided on back of the form.)</i>			
Treatment:			
Other Action Taken (person transported to hospital, Sent to IWIRC etc.):		Transported by: Signature X _____	
Campus Police called: <input type="checkbox"/> Yes <input type="checkbox"/> No			
Officer's Name:			
Injured Person Refused Attention: <input type="checkbox"/> Yes <input type="checkbox"/> No			
Injured Person's Signature:			
Staff Information			
Person Completing this Report:		Phone #:	
		Date Report Completed:	

-over-

Additional Space (if needed) to describe Accident, Incident, or Injury:

Follow-up Information	
Staff Member Conducting Follow-up:	Date:
Follow-up Comments:	

**** RETURN ALL COMPLETED REPORTS TO BOTH:**

RISK MANGEMENT & BENEFITS
 East Peoria Campus, Room 236A
 Fax# (309) 694-8563

and

CAMPUS POLICE
 East Peoria Campus, Room 105A
 Fax # (309) 694-5242

PROFESSIONAL CONDUCT POLICY

in Classrooms/Laboratory/Clinical/Fieldwork Sites

This policy for professional conduct is to assure a standardized professional image of all Health Careers Program students and to promote a recognizable image across all Program settings. Any violation will be handled immediately so as to not affect ICC's use of the clinical site for future students.

In accordance with these expectations, when participating in classroom experiences, laboratory exercises, and/or assigned to clinical sites, students enrolled in Programs must adhere to the following **Professional Conduct Policy**. This policy is in addition to the **Student Code of Conduct outlined in the College catalog. Program-specific attendance policies and program-specific clinical/fieldwork expectations/attire/conduct will take precedence over the general Health Careers conduct guidelines presented here.**

Appropriate professional conduct is a significant component of the Health Careers Programs (the "Program") of Illinois Central College. Students of the Programs are expected and required to be reliable and competent, exercise sound judgment, act with a high degree of personal integrity, represent themselves and Illinois Central College (the "College") in a respectful manner, and observe all rules and regulations of the clinical sites to which they are assigned. Students also have a responsibility to protect the welfare and safety of the patients/clients for whom services are being provided. Students placed at clinical sites and in clinical must realize the privilege of this experience, its responsibilities, and the reflection on Illinois Central College and its numerous health career programs.

The Professional Conduct Policy includes, but is not limited to:

1. Being prepared for the learning environment and actively participating in appropriate ways that will ensure learning of key components.
 - a. Be on time.
 - b. Refrain from excessive absenteeism.
 - c. Remain in assigned area of clinical experience, leaving only with permission.
2. Providing competent and reliable services to patients/clients using sound judgment and discretion. Students are expected not leave patients unattended and/or release patients without prior approval from a qualified staff member (if applicable).
3. Demonstrating respect and courtesy to patients/clients and their families
4. Demonstrating respect and courtesy to peers/classmates, instructors, college staff, supervisors, and all other members of the health care provider team in classroom, labs, and clinical sites.
5. Cooperating with all faculty, staff and peers without insubordination.
6. Providing safe care and/or services on a non-discriminatory basis.
7. Wearing uniform, name badge, student ICC patch at all times at clinical/fieldwork sites for student to be identified as an ICC Health Careers student. The student is allowed to identify himself or herself as a student ONLY during assigned clinical hours.
8. Wearing of uniform, student ID name badge and student patch is prohibited on non-assigned, nonclinical days, during outside employment, or in other facets of personal life. The ICC student ID should only be worn during ICC academic related activities.
9. Demonstrating and maintaining professional behavior by not exchanging personal contact information with patients/clients, not communicating with patients/clients outside of the clinical experience, and/or not accepting gifts from clients/patients.

10. Performing procedures and/or services only authorized by ICC faculty and/or ICC delegated supervisor in accordance with accepted professional standards.
11. Observing the rules of classroom/laboratory and clinical facility regulations including but not limited to:
 - a. Proper use of equipment and other property.
 - b. Not removing equipment or other property from facilities.
 - c. Not distributing, possessing and/or being under the influence of illegal drugs or controlled substances.
 - d. Not distributing, possessing and/or being under the influence of alcohol.
 - e. Complying with all current health requirements, drug testing, and criminal background check requirements.
 - f. Not possessing or using any type of weapon.
 - g. Complying with cell phone or other electronic device (iPod, iPad, etc.) usage consistent with the policies of classroom syllabi, laboratory rules, and clinical site regulations.
 - h. Refraining from smoking and the use of tobacco products, including e-cigarettes, at all clinical/fieldwork sites. Student will adhere to the College smoking policy on College premises.
12. Maintaining the confidentiality of patient/client information in accordance with recognized professional and institutional rules; without unauthorized release and/or misuse of patient/client information or institutional data.
13. Maintaining proper dress, appearance, hygiene, and decorum in accordance with the standards set by the clinical site, Program and professional standards **including but not limited to**:
 - a. Hair clean. In direct patient care, hair shoulder length or longer must be pulled back for safety and to prevent the spread of infection.
 - b. Mustaches and beards must be clean, well-trimmed, and neat.
 - c. Fingernails trimmed and clean. No polish, artificial nails including wraps, decorative printing, shellac, extensions, decals, or jewels. Nail length is limited to ¼ inch above the fingertip.
 - d. Makeup that is conservative and appropriately complements professional appearance.
 - e. Offensive body odor and poor personal hygiene are not acceptable. Smoke odors are not allowed.
 - f. Perfume, cologne, aftershave colognes, scented lotions, and smoking by-products should be avoided altogether as some individuals may be sensitive.
 - g. Jewelry that undermines the professional image or creates a safety hazard is prohibited. Wearing an excessive amount of jewelry is prohibited. Jewelry must be removed from facial and tongue piercing or replaced with a very small clear stud. Earrings should be small studs, with no more than two piercings per ear worn.
 - h. Wristwatches with a second hand are appropriate.
 - i. Clothing will be clean, neatly pressed, properly fitted, and in good repair. Extreme styles and appearance, including low cut tops, tops that expose the abdomen, and short skirts/shorts that when seated expose the upper thigh are not acceptable for classroom, laboratory, or clinical settings. Clothing which is too tight or too loose fitting negatively impacts the professionalism of the students and should be avoided. Undergarments will be worn at all times but will not be exposed during normal movement. Pant hem lines must not touch the ground.
 - j. Student uniforms will consist of the Program's designated scrub color when scrubs are required as Program uniforms.
 - k. Stockings or socks will be worn with Program uniforms.

- l. Leather or impervious shoes that are white will be permitted. Open-toe shoes are not permitted. Casual sandals (flip flops, sport sandals, etc.) and slippers are not permitted.
- m. Tattoos will be concealed and covered to maintain a professional appearance. If a tattoo is unable to be covered by clothing, it is covered by a bandage.

The penalty for violating the Professional Conduct Policy will result in disciplinary action according to college policy, discipline up to and including suspension or dismissal from the Program or College. Due to the sequential design of the curriculum in most Health Careers Programs, any period of suspension or dismissal may result in a delay in program completion. *The student may provide a written appeal of the disciplinary action according to College policy.*

All Health Careers Programs require completion of current health requirements, drug testing, and fingerprint background check, as a condition of program participation. Drug testing will precede clinical experience in all cases and will be required prior to admission to some Programs. Positive results on a drug screen or misrepresentation regarding drug use will lead to immediate dismissal from, or non-admittance to the Program.

Positive fingerprint background checks revealing non-waiverable offense will lead to immediate dismissal or non-admittance to the Program. Offenses requiring a waiver may be permitted if waiver is issued prior to admission to the Program.

ACKNOWLEDGEMENT

I acknowledge receipt of the Health Careers **Professional Conduct Policy**. I have read and understand the statement and agree to abide by the standards and rules set forth therein. I understand that failure to abide by the **Professional Conduct Policy** may result in my suspension or dismissal from the Program. I understand that I will not receive a refund of tuition or fees or book, supplies, instruments, or equipment purchased should I be dismissed from the Program due to violating this policy.

Student Signature _____

Printed Student Name: _____
First Last

ICC Student ID # _____

Date: _____

SOCIAL NETWORKING POLICY

Professional behavior is expected as outlined in the standards of each healthcare profession. Students should avoid all discussion of personalities, etc. involving college faculty, clinical instructors, other students, doctors, hospital personnel, and patients. Students must refrain from discussion of problems, issues, or negative experiences encountered either on campus, in the clinical facility, or in hospital departments on any social network.

The following are guidelines that should be followed when creating blogs, commenting on a blog, creating a LinkedIn profile, using Facebook, Twitter or other social sites, and/or engaging in any other social networking, including contributing to or through any of the other online media.

PERSONAL EXPRESSION

Personal blogs and social networking contain the views of a particular student, not the views of the college and/or clinical education/ healthcare setting. However, readers may not immediately appreciate this concept and a student may be held liable as representing the views of the college (program) and/or clinical education setting. Therefore, students must refrain from discussing and sharing personal views and photos related to their clinical experiences and healthcare settings while using social networking sites.

PROTECT CONFIDENTIAL INFORMATION

When posting blogs and/or contributing to, or through, any social networking site, students must refrain from disclosing confidential, proprietary, sensitive or specific information of the clinical educational setting, healthcare agency, and/or third parties.

BE RESPECTFUL AND EXERCISE COMMON SENSE

All blogs and social networking contributions must comply with this Health Careers policy. When posting a blog and/or contributing to, or through, any social networking site, be respectful of others. Assume faculty, other students, co-workers, hospital personnel, patients, and potential future employers are reading your blogs and contributions.

The Health Careers Program will determine, in its sole discretion, whether a particular blog or social networking use violates the policy. As with college policies, violations may result in disciplinary action.

ACKNOWLEDGEMENT

I have read and agree to comply with the terms of this policy and my responsibility to Illinois Central College, Health Careers, and program, abiding by respectful social networking. I understand that any violation may result in disciplinary action.

Student Signature

Printed Student Name:

First

Last

ICC Student ID #

Date:

UNDERSTANDING OF PROGRAM POLICIES

I, undersigned, have read and understand the policies as stated in the Health Career Program Handbook. As a Health Careers student, I accept the responsibility to abide by policies as outlined.

I understand that if I have not complied with health requirements, I will not be allowed to attend clinicals until the requirements are met.

STATEMENT OF CONFIDENTIALITY

I, undersigned, have read and understand Confidentiality and accept my responsibility to maintain confidentiality, including avoiding any disclosure within social media, as a Health Careers student in the health care setting.

CORE PERFORMANCE STANDARDS & CRITERIA OF ADMISSION AND PROGRESS

I, undersigned, have read the Core Performance Standards & Criteria of Admission and Progression and hereby represent that I can effectively and safely perform the competencies listed.

ACADEMIC WORK

I, undersigned, understand during my enrollment as a Health Careers student, give my permission to the program faculty and coordinator/director to use my academic work from courses within the program for education purposes, curriculum design and improvement, and program accreditation. I understand that my name will be removed from the academic work prior to its use.

Student Signature _____

Printed Student Name: _____
First Last

ICC Student ID # _____

Date: _____