Western Technical College

Health & Public Safety Division
Technical Standards Criteria

It is the intent of Western Technical College to fully comply with Section 504 of the Rehabilitation Act of 1974 and the Americans with Disabilities Act (ADA) of 1990.

In order to assist students to successfully complete our programs, Western Technical College has developed a set of objective technical standards criteria. Students will be asked to review the technical standards for the program of choice, and then sign a form stating whether or not they are able to meet the technical standard abilities, with or without accommodations, as stated in this document. **If a student enters a program with falsification of records related to their ability to meet these requirements, he/she may face disciplinary action.** All documents will be kept on file with the College.

For students with a disability, reasonable accommodations are available. Reasonable accommodations allow individuals with disabilities to gain equal access and have equal opportunities to participate in Western Technical College courses, services, activities, and use of the facilities. An accommodation is not reasonable if it poses a direct threat to the health or safety of self and/or others, if making it requires a substantial modification in an essential element of the curriculum/clinical site, if it lowers academic standards, or poses an undue administrative or financial burden. To be eligible for disability-related services/accommodations, students must have a documented disability. This documentation must be provided by a licensed professional, qualified in the appropriate specialty area.

In accordance with ADA and Section 504 requirements, accommodation requests require the approval of Western's Access Services. All requests for special accommodations must be approved as soon as possible. In some programs, accommodations must be approved by an outside agency or clinical site. Delays in beginning a course/program may occur while this process is arranged. The prospective student must provide documented proof of the need for the special accommodation.

Accommodations allowed, without disability documentation: supportive back brace or other supportive brace that does not impede required movement or interfere with infection control policies, hearing aids, glasses, and/or contacts. Other student-suggested accommodations will require the approval of the Access Services Manager.

If you are a person with a documented disability and would like to request accommodations, please contact Kris Follansbee, Manager of Access Services at accessservices@westerntc.edu or (608) 785-9875. It is recommended that you contact Kris at least three weeks prior to the start of the course so an accommodation plan can be made. However, programs with clinical components may take longer than three weeks for accommodations to be in place.

Technical Standards – Medical Coding Specialist

Domain I. Data Structure, Content, and Information Governance
I.1. Describe health care organizations from the perspective of key stakeholders.
I.2. Apply policies, regulations, and standards to the management of information.
I.3. Identify policies and strategies to achieve data integrity.
I.4. Determine compliance of health record content within the health organization.
I.5. Explain the use of classification systems, clinical vocabularies, and nomenclatures.
I.6. Describe components of data dictionaries and data sets.
Domain II. Information Protection: Access, Use, Disclosure, Privacy, and Security
II.1. Apply privacy strategies to health information.
II.2. Apply security strategies to health information.
II.3. Identify compliance requirements throughout the health information life cycle.
Domain III. Informatics, Analytics, and Data Use
III.2. Utilize technologies for health information management.
III.4. Report health care data through graphical representations.
III.6. Describe the concepts of managing data.
III.7. Summarize standards for the exchange of health information.
III.6. DM Manage data within a database system.
III.7. DM Identify standards for exchange of health information.
Domain IV. Revenue Cycle Management
IV.1. Validate assignment of diagnostic and procedural codes and groupings in accordance with official guidelines.
IV.2. Describe components of revenue cycle management and clinical documentation improvement.
IV.3. Summarize regulatory requirements and reimbursement methodologies.
IV.1. RM Determine diagnosis and procedure codes according to official guidelines.
IV.2. RM Evaluate revenue cycle processes.
IV.3. RM Evaluate compliance with regulatory requirements and reimbursement methodologies
Domain V. Health Law & Compliance
V.1. Apply legal processes impacting health information.
V.2. Demonstrate compliance with external forces.
V.3. Identify the components of risk management related to health information management.
V.4. Identify the impact of policy on health care.

Domain VI. Organizational Management & Leadership
VI.1. Demonstrate fundamental leadership skills.
VI.3. Identify human resource strategies for organizational best practices.
VI.6. Examine behaviors that embrace cultural diversity.
VI.7. Assess ethical standards of practice.
VI.8. Describe consumer engagement activities.

*Taken from the Associate Level Curriculum Map of the American Health Information Management Association November 2018

Program Specifications – MEDICAL CODING SPECIALIST

Physical Factors	YES	NO	Technical Standard/s Number	Physical Factors	YES	NO	Technical Standard/s Number
Standing	♦		ALL	Twisting		♦	
Walking	♦		ALL	Turning		♦	
Sitting	♦		ALL	Jumping		♦	
Lifting				Grasping-Firm/Strong	♦		ALL
10 lbs.	♦		ALL	Grasping-Light	♦		ALL
20 lbs.		♦		Finger Dexterity	♦		ALL
50 lbs.		♦		Reaching Forward	♦		ALL
100 lbs.		♦		Reaching Overhead	♦		ALL
100 lbs. +		♦		Pinching		♦	
Carrying				Simultaneous use of			
10 lbs.	♦		ALL	Hand, wrist, fingers			
20 lbs.		♦		(e.g. typing, data entry)	♦		ALL
50 lbs.		♦		Coordination			
100 lbs.		♦		Eye-hand	♦		ALL
100 lbs. +		♦		Eye-hand-foot	♦		ALL
Pushing/Pulling				Driving		♦	
10 lbs.		♦		Vision			
20 lbs.		♦		Acuity, Near	♦		ALL
50 lbs.		♦		Acuity, Far	♦		ALL
100 lbs.		♦		Depth perception	♦		ALL
100 lbs. +		♦		Accommodation	♦		ALL
Climbing		♦		Color vision	♦		ALL
Balancing		♦		Field of vision	♦		ALL
Bending	♦		ALL	Face-to-face conversation	♦		ALL
Stooping	♦		ALL	Verbal conversation			
Crouching		♦		with others	♦		ALL
Kneeling		♦		Public speaking	♦		ALL
Crawling		♦		Hear normal conversation	♦		ALL
Running		♦		Hear telephone conversation	♦		ALL

WESTERN TECHNICAL COLLEGE   Health and Public Safety Division   TECHNICAL STANDARDS
Program Specifications – MEDICAL CODING SPECIALIST

Environmental Factors	YES	NO	Technical Standard/s Number
Works indoors	♦		ALL
Works outdoors		♦	
Exposure to extreme hot or cold temp		♦	
Working at unprotected heights		♦	
Being around moving machinery		♦	
Exposure to marked changes in temperature/humidity		♦	
Exposure to dust, fumes, smoke, gases, odors, mists or other irritating particles (specify) (Ethylene oxid gas)		♦	
Exposure to toxic or caustic chemicals		♦	
Exposure to excessive noises		♦	
Exposure to radiation or electrical energy		♦	
Exposure to solvents, grease, or oils		♦	
Exposure to slippery or uneven walking surfaces		♦	
Working in confined spaces	♦		ALL
Using computer monitor	♦		ALL
Working with explosives		♦	
Exposure to vibration		♦	
Exposure to flames or burning items		♦	

Environmental Factors	YES	NO	Technical Standard/s Number
Works around others	♦		ALL**
Works alone	♦		ALL**
Works with others	♦		ALL**
Safety Equipment (Required to wear) Safety glasses		♦	
Face mask/face shield		♦	
Ear plugs		♦	
Hard Hat		♦	
Protective Clothing		♦	

*** Most tasks require independent work but usually in an open office setting when the work of one is dependent upon the completion of the work of another.   Teamwork is essential.*

Program Specifications – MEDICAL CODING SPECIALIST

Cognitive/Mental Factors	YES	NO	Technical Standard/s Number
Reasoning Deal with abstract and concrete variables, define problems, collect data, establish facts, and draw valid conclusions	♦		ALL
Interpret instructions furnished in oral, written, diagrammatic, or schedule form	♦		ALL
Deal with problems from standard situations	♦		ALL
Carry out detailed but uninvolved written or oral instructions	♦		ALL
Carry out one or two step instructions	♦		ALL
Mathematics Complex skills –Business math, algebra, geometry or statistics	♦		IV-2
Simple skills – add, subtract, multiply and divide whole numbers and fractions, calculate time and simple measurements	♦		IV-2
Reading Complex skills - Comprehend newspapers, manuals, journals, instructions in use and main-tenance of equipment, safety rules and procedures and drawings	♦		ALL

Cognitive/Mental Factors	YES	NO	Technical Standard/s Number
Simple skills - Comprehend simple instructions or notations from a log book	♦		ALL
Writing Complex skills – Prepare business letters, report sum-maries using prescribed form at and conforming to all rules of punctuation, spelling, grammar, diction and style	♦		
Simple skills – English sentences containing subject, verb and object; names and addresses, complete job appli-cation or notations in log book	♦		ALL
Perception Spatial – ability to comprehend forms in space and understand relationships of plane and solid objects; frequently described as the ability to "visualize" objects of two or three dimen-sions, or to think visually of geometric forms		♦	
Form – ability to perceive pertinent detail in objects or in pictorial or graphic material; to make visual comparisons and discriminations and see slight differences in shapes and shadings of figures and widths and lengths of line	♦		ALL

Program Specifications – MEDICAL CODING SPECIALIST

Cognitive/Mental Factors	YES	NO	Technical Standard/s Number
Clerical – ability to perceive pertinent detail in vean Jimrbal or tabular material; to observe differences in copy, to proof-read words and numbers, and to avoid perceptual errors in arithmetic computation	♦		ALL
Data Synthesizing	♦		ALL
Coordinating	♦		ALL
Analyzing	♦		ALL
Compiling	♦		ALL
Computing	♦		ALL
Copying	♦		ALL
Comparing	♦		ALL
Personal traits Ability to comprehend and follow instructions	♦		ALL
Ability to perform simple and repetitive tasks	♦		ALL
Ability to maintain a work pace appropriate to a given work load	♦		ALL
Ability to relate to other people beyond giving and receiving instructions	♦		ALL
Ability to influence people	♦		ALL
Ability to perform complex or varied tasks	♦		ALL

Cognitive/Mental Factors	YES	NO	Technical Standard/s Number
Ability to make generalizations, evaluations or decisions without immediate supervision	♦		ALL
Ability to accept and carry out responsibility for direction, control and planning	♦		Domain VI-All

A change in your ability to perform any of the Essential Functions must be reported to Juan Jimenez, Associate Dean, (608) 785-9275 or to your instructor immediately.

Health & Public Safety Division
Technical Standards Criteria
Statement of Understanding

The Americans with Disabilities Act of 1990 (42 U.S.C. & 12101 *et seq.*) and Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. & 794) prohibits discrimination of persons because of his/her disability. In keeping with these laws, colleges of the Wisconsin Technical College System make every effort to ensure a quality education for students. The purpose of this document is to ensure that students acknowledge that they have been provided information on the Technical Standards required of a student in the chosen program.

Please complete this form and return to Admissions.

_____
(initials/date)   I have read, understand, and can meet the *Technical Standards Criteria* specific to a student in the **Medical Coding Specialist Program**.

OR

_____
(initials/date)   I am unable to meet the Technical Standards Criteria presented and am requesting accommodations at this time (*Please Click Here to complete the Accommodation Request Form*).

_____
(initials/date)   I understand that I must meet with Western's Access Services to arrange for any accommodations prior to class start.

_____   _____
Name of Student (please print)   Student ID#, SS#, or DOB

_____   _____
Signature of Student   Date

Return to:
Western Technical College
Attn: Admission
400 7th Street North
PO Box C-0908
La Crosse, WI 54602
(608) 785-9553
Fax (608) 785-9148