

Technical Standards

Health Information Technology | Medical Coding Specialist

In this program grouping, students should be able to meet specific technical standards, which are the essential skills and abilities needed to be successful in a program, with or without reasonable accommodation. It is important to review and understand these standards before applying to the program. All Technical Standards documents are available for review on the Northwood Tech website at: <https://www.northwoodtech.edu/technical-standards>

This document should be reviewed prior to applying to the program.

Reasonable accommodations for persons with disabilities will be made to ensure access to academic programs, activities, services, and employment in accordance with Section 504 and 508 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990, as amended. If accommodations are needed, contact the campus Accommodations Specialist or the Northwood Tech Affirmative Action/Equal Opportunity Officer, at [715-645-7042](tel:715-645-7042), TTY 711, 30 days in advance of needed assistance. Services available are documented on the Northwood Tech Accommodations webpage: [Accommodation Services | Northwood Technical College](#).

For more information, please see Administrative Procedure J-111A Reasonable Accommodation for Student.

AREA	STANDARD	EXAMPLES (NOT INCLUSIVE)
Physical Skills	The student must demonstrate: <ul style="list-style-type: none">Gross motor for data collection/assessment, intervention, and to promote a safe environment.Fine motor/dexterity to manipulate small objects and complete procedures or assessments.Endurance, strength, mobility, balance, flexibility, and coordination to perform client care activities and emergency procedures.	<ul style="list-style-type: none">Move within confined spaces such as a cubicleUtilize hardcopy codebooksPrepare files for outside storageFile records in a file room with shelves of varying heightTransporting documents and records between units or departmentsPrepare records for scanning and indexing; conduct scanning and indexing
Sensory Skills	The student must demonstrate: <ul style="list-style-type: none">Vision sufficient for observation and assessment of patient care.Tactile, auditory, visual, and olfactory ability for data collection/assessment and to promote a safe care environment.Ability to tolerate exposure to odors and common allergens.	<ul style="list-style-type: none">Detect temperature and smell.Detect information on computer screen.Identify auditory alarms (monitors, fire alarms, call bells)
Communication Skills	The student must have the ability to: <ul style="list-style-type: none">Communicate effectively with patients/clients, families, peers, supervisors, members of the public, and other healthcare professionals.Observe, recognize, respond to, and use appropriate non-verbal communication.Listen and respond to others in a nonjudgmental, respectful manner.Speak, read, comprehend, interpret, and convey information.Produce written work legibly, accurately, and	<ul style="list-style-type: none">Read and interpret clinical documentation for medical coding, preparation of records for release and other health information profession-related functionsDiscuss, ask questions, and query regarding documentation and health data with physicians and other clinicians and staff within the healthcare organizationPrepare written and verbal reports regarding health and financial dataInterpret and convey information (clinical, financial, etc.) as needed in the performance of

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Communication Skills (continued)	<p>in a timely manner.</p> <ul style="list-style-type: none"> • Read and understand digital and computer displays, as well as enter data in a computerized client record. • Cope with strong emotions and adapt to unpredictable situations. 	<p>health information management functions</p> <ul style="list-style-type: none"> • Attend and participate in virtual meetings via meeting platforms such as Zoom
Safety Skills	<p>The student must have the ability to:</p> <ul style="list-style-type: none"> • Apply knowledge, skills, and experience to provide a safe environment for the patient/client, self, and the healthcare team. • Respond appropriately to threatening or emergent situations. • Adhere to safety guidelines and regulations in a variety of healthcare settings. 	<ul style="list-style-type: none"> • Follow evacuation procedures in the event of fire or other disaster • Respond to hostile patients, staff or other individuals • Report suspicious behaviors to safety personnel • Complete infection control and other safety training as required
Critical Thinking Skills	<p>The student must have the ability to execute the following skills in a timely/immediate manner:</p> <ul style="list-style-type: none"> • Problem solve creatively. • Make decisions based on data and policy. • Analyze, synthesize, and interpret information. • Make safe and appropriate decisions, including when under stressful situations. • Acknowledge limitations of knowledge or performance ability (stay within scope of practice). • Perform basic mathematical skills. 	<ul style="list-style-type: none"> • Calculate hospital bed count at census taking time • Meet quality and productivity standards set forth by employer • Evaluate authorizations for disclosure for appropriateness and respond accordingly • Troubleshoot and manage internet disconnections, software errors, and other potential equipment-related issues while working remotely or onsite • Interpret documentation for the purposes of coding • Investigate root causes for unbilled accounts
Professionalism	<p>The student must demonstrate:</p> <ul style="list-style-type: none"> • Integrity, moral reasoning, ethical behaviors, and concerns for others. • Respect for diverse populations. • Ability to adapt to changing environments. • Ability to function effectively under stress. • Confidentiality when working with diverse individuals and communities. • Ability to accept constructive feedback and responsibility for own actions. 	<ul style="list-style-type: none"> • Communicate unethical or otherwise inappropriate behavior to the appropriate authorities such as HIPAA violations • Follow AHIMA Code of Ethics • Exhibit consistent and on-time attendance as scheduled • Work cooperatively with intra and inter-professional teams • Adapt to change in directives as priorities and goals shift • Accept negative feedback appropriately on quality audit

Northwood Technical College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to manage inquiries regarding the non-discrimination policies: Amanda Gohde, Associate Vice President, Talent & Culture, 1900 College Drive, Rice Lake WI 54868; Amanda.Gohde@NorthwoodTech.edu, phone: [715-645-7042](tel:715-645-7042).

This document was adapted from Waukesha County Technical College.