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Dear College of Technology Student,

Congratulations on your decision to pursue your education at the Idaho State University College of Technology. On behalf of all faculty, staff, and administration, I want to take this opportunity to personally extend a warm welcome. The College of Technology is one of seven colleges on the ISU campus designed to meet the needs of students – like you.

I am pleased to see that you made the decision to join the largest, most comprehensive postsecondary technical institution in the state of Idaho. You now belong to a college that boasts an alumni base of more than 25,000. For more than 100 years, students have graduated from Idaho State University with the technical skills necessary to successfully enter the workforce. I am confident that you will also be well prepared by our faculty to pursue your passion and have an enjoyable lifetime career.

Amid the excitement of enrolling at ISU, you probably have many questions. This student handbook has been prepared for your use and contains the answers to many of your questions. If you would like additional information, please contact your faculty or Student Services directly. We are all here to help you succeed in your studies and stand prepared to assist with your concerns.

Once again, welcome to the College of Technology.

Go Bengals!

R. Scott Rasmussen
Dean
II. Program Introduction

This handbook is designed to provide information and serve as a resource for most questions and school situations you may encounter as a student in the Health Information Technology program. The information provided in this handbook is meant to supplement that provided in the Idaho State University Bulletin and Official Student Code of Conduct.

All students are directly responsible to the instructors first. Details regarding program procedures will be covered and questions answered during orientation at the beginning of the program or as the need arises. Problems of any nature will be brought to the attention of the instructors and program coordinator. They will seek assistance for a student problem. If a student feels a need for conference with someone other than an instructor or the program coordinator, a meeting may be arranged with an advisor from the College of Technology Student Services at (208) 282-2622.

Program Administration

The Health Information Technology program is operated by the College of Technology, Idaho State University. The program works in cooperation with the Idaho State Board for Professional Technical Education and is approved by the State Board of Education.

The Health Information Technology program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

Commission on Accreditation for Health Informatics and Information Management Education

200 East Randolph Street, Suite 5100
Chicago, Illinois 60601
(312) 235-3255
cahiim.org
“CAHIIM is an independent accrediting organization whose mission is to serve the public interest by establishing and enforcing quality Accreditation Standards for Health Informatics and Health Information Management (HIM) educational programs.”

Further information on CAHIIM may be found at http://www.cahiim.org

Students completing an AAS in Health Information Technology, through a program accredited by CAHIIM, are eligible to sit for the Registered Health Information Technician (RHIT) credential offered through the American Health Information Management Association (AHIMA). For information on examination process please visit www.ahima.org

Please note that the Intermediate Coding Certificate is not accredited by CAHIIM; however, the certificate does prepare the student to sit for the Certified Coding Specialist (CCS) credential offered through the AHIMA.

**Mission Statement**

The mission of the Health Information Technology program is to provide comprehensive, current, and engaging quality educational training and learning opportunities to prepare for meaningful employment and credentialing in the Health Information Management professions.
Job Description

Health information management (HIM) is the practice of acquiring, analyzing, and protecting digital and traditional medical information vital to providing quality patient care. HIM professionals are highly trained in the latest information management technology applications and understand the workflow in any healthcare provider organization from large hospital systems to the private physician practice.

Health information professionals work in a variety of different settings and job titles. They often serve in bridge roles, connecting clinical, operational, and administrative functions. These professionals affect the quality of patient information and patient care at every touch point in the healthcare delivery cycle. Having skilled HIM professionals on staff ensures an organization has the right information on hand when and where it is needed while maintaining the highest standards of data integrity, confidentiality, and security.

Health Information Technology – Registered Health Information Technician, (RHIT): RHIT’s perform a variety of technical health information functions and are vital to the daily operations management of health information and electronic health records.

Professionals holding the RHIT credential are health information technicians who:

- Acquire, analyze, and protect digital and traditional medical information vital to providing quality patient care.
- Highly trained in the latest information management technology applications to include medical informatics and understand the workflow in any healthcare provider organization from large hospital systems to the private physician practice.
- Vital to the daily operations management of health information and electronic health records.
- Ensure the quality of medical records by verifying their completeness, accuracy, and proper entry into computer systems.
- Use computer applications to assemble and analyze patient data for the purpose of improving patient care or controlling costs for various administrative, accreditation/licensing, and health statistics.
- Specialize in coding diagnoses and procedures in patient records for reimbursement and research.
- Specialize in Privacy and Security.
- Specialize in Clinical Documentation Improvement
- Specialize in Health Data Analysis
- Specialize in Healthcare Technology
• An additional role for RHITs is cancer registrars - compiling and maintaining data on cancer patients.

With experience, the RHIT credential holds solid potential for advancement to management positions, especially when combined with a bachelor’s degree.

Although most RHITs work in hospitals, they are also found in other healthcare settings including office-based physician practices, nursing homes, home health agencies, mental health facilities, and public health agencies. In fact, RHITs may be employed in any organization that uses patient data or health information, such as pharmaceutical companies, law and insurance firms, and health product vendors.

Health Information Technology Program Goals

1. The program will meet employer needs in Idaho for health information personnel.
   a. The program will maintain accreditation
   b. The program will respond to employer concerns and requests
   c. The program advisory committee will meet twice yearly

2. The program will prepare students with the entry level competencies necessary to become an RHIT.
   a. The curriculum will adhere to the Domains, Tasks and Subtasks as set forth by CAHIIM
   b. Upon graduation, the students will pass the certification exam demonstrating comprehension and application of entry level competencies
   c. Upon graduation, the students will assume the role of a professional in the Health Information field

3. The program will provide the opportunities for all students to successfully complete the curriculum
   a. Adult Success will prepare lower level students for entry into the program and will flag learning disabilities
   b. The Program Coordinator in cooperation with Adult Success will maintain a list of qualified tutors for all HO and HIT courses
   c. The program faculty will designate posted office hours each semester

4. The program will increase or maintain enrollment and retention of students
   a. Enroll a minimum of 20 students in the program each year
   b. 75% of the first year students will return to complete the program
   c. The program faculty will participate in recruitment activities a minimum of twice annually

5. The program will provide the latest technology, resources and reference material to enhance learning
a. Maintain a current list of reference materials
b. Maintain current subscriptions to pertinent health care journals
c. The program utilizes health record application software
d. Electronic patient health records will be used for practical learning

6. The program will provide students with scholarship and financial aid assistance
   a. Current scholarship information and applications are provided to students
   b. IdHIMA, AHIMA Foundation Scholarship applications will be provided to students annually

7. The program will promote professionalism and leadership
   a. Faculty will provide AHIMA membership applications to the students
   b. A formal introduction to IdHIMA Board of Directors will occur once a year
   c. If active the student organization will provide officer positions
   d. When active the student organization will participate one community service project annually
   e. When active student organization will sponsor National HIMA week activities
III. Fall 2020 Health & Wellness Plan

Idaho State University will resume full campus operations for the Fall 2020 semester, which will include in-person instruction, an adjustment to the fall academic calendar, and implementation of public health guidelines. Currently, the University is following State of Idaho guidelines to rebound to normal operations. Detailed information is available online and regularly updated at: isu.edu/coronavirus/

Fall 2020 Schedule

The University will adjust the Fall 2020 academic calendar to ensure that all face-to-face instruction has be completed by Tuesday, November 24, two days before Thanksgiving. The University will shorten the Thanksgiving Break to three days (Wednesday through Friday), and classes will meet on the Monday and Tuesday of Thanksgiving Week. Following Thanksgiving, the University will have one week of online final exams (November 30 – December 4). The start date for the fall semester will remain on Monday, August 17.

This adjustment to the calendar will allow the University to complete all face-to-face instruction before late fall, when projections in our neighboring states suggest greater prevalence of general illness and perhaps an increased threat from COVID-19. The change also supports student academic progress and ensures the University meets all federal and accreditation requirements.

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 17</td>
<td>Fall Classes Begin</td>
</tr>
<tr>
<td>October 5 - 9</td>
<td>Mid-Term Week</td>
</tr>
<tr>
<td>November 24</td>
<td>Face-to-Face Instruction Concludes</td>
</tr>
<tr>
<td>November 25 - 27</td>
<td>Thanksgiving Break</td>
</tr>
<tr>
<td>November 30 - Dec 4</td>
<td>Online Final Exams</td>
</tr>
<tr>
<td>December 15</td>
<td>Semester Grades Due</td>
</tr>
</tbody>
</table>

**Note: Any deviations from this schedule will be given in advance by the instructors.**
Health and Safety

Adjustments have been made on campus to ensure health and safety. University officials are working with state and local public health officials to implement a number of recommendations from the Centers for Disease Controls. Classes are being moved into larger meeting places for increased social distancing, some class times have been changed to accommodate classroom availability, and some instruction will make use of hybrid in-person and online models.

For the Fall 2020 semester, all individuals should continue to:

- Engage in physical distancing of at least six feet.
- Wear face coverings in public places – including interactions within six feet or when indoors in common areas or classrooms.
- Stay home if sick or if someone in your household is sick.
- Practice good hand hygiene – wash hands regularly with soap and water.
- Do not shake hands, high-five, hug, etc.
- Cover coughs and sneezes.
- Disinfect surfaces and high-touch objects regularly.

Cloth Face Coverings

All members of our Bengal community have a shared responsibility in doing their part to protect one another, our families, and those who are medically vulnerable. All faculty, staff, students, and visitors are required and expected to wear face coverings for the Fall 2020 semester.

The CDC recommends that everyone wear cloth face coverings when leaving their homes, regardless of whether they have fever symptoms of COVID-19. This is because of evidence that people with COVID-19 can spread the disease, even when they don’t have any symptoms.

Cloth face coverings may prevent the person wearing the mask from spreading respiratory droplets when talking, sneezing, or coughing. Since people may spread the virus before symptoms start, or even if people never have symptoms, wearing a cloth face covering may protect others around you.

When using a cloth face covering, make sure:

- The mouth and nose are fully covered.
- The covering fits snugly against the sides of the face so there are no gaps.
• You do not have any difficulty breathing while wearing the cloth face covering.
• The cloth face covering can be tied or otherwise secured to prevent slipping.
• Wash your cloth face covering after each use in the washing machine or by hand using a bleach solution. Allow it to completely dry.
IV. Program Policies

Attendance Policy

Employers are very interested in a student’s attendance and study habits because they reflect how he/she will perform on the job.

Students are expected to attend every class on time. Positive attendance accounting will be maintained by each instructor. Excessive absences jeopardize your ability to do well in the class and may be a major contributing factor in your lack of success. For specific attendance rules and policies, please see your class syllabus.

Code of Conduct

Any student who cheats, cheats themselves. Cheating may consist of plagiarism, copying from another student’s work, copying from notes, etc. Students caught cheating will be dismissed from the class, given a grade of “F”, and dismissed from the program.

Dishonesty, stealing and other violations of the student code of conduct will be handled on an individual basis. Students should familiarize themselves with the ASISU Student Code, and the ISU Student Handbook.

Using, possessing, or being under the influence of illicit drugs or alcoholic beverages during school ours is prohibited.

General Grading Policy

Students are required to maintain a minimum grade of C, or a 73%, in all coursework. A course may be repeated only once. Failure to maintain a C, or 73%, on the second attempt will result in immediate dismissal from the program.

For specific class grading policies, check your class syllabus which should be available from each instructor at the beginning of each class. All courses are graded using a plus and minus system.
Supervised Professional Practice I and II

Over the course of your involvement with the HIT program you will be required to engage in two supervised professional practice experiences. These experiences are designed to provide you with real world hands-on training under the direction of practicing professionals.

Supervised Professional Practice I, HIT 0201, takes place in the second semester of instruction and is conducted for a period of 8 hours a week for eight weeks. This course may also be conducted as a wholly virtual experience. Supervised Professional Practice II, HIT 0207, takes place at the end of the final semester of instructions. The student will work a minimum of 24 hours per week, for 8 weeks, in a professional setting.

While every effort will be made to place the student within commuting distance of his/her home. Local practice sites are very limited. As a result of the limited number of sites in the local area, the student must plan to be away from home for this experience. Your practice site will be determined by the HIT clinical coordinator in consultation with the program coordinator.

Over the last few years federal, state, and accrediting body requirements have led to the necessity of each student undergoing a criminal background check prior to being assigned to a clinical site. There is currently a $50 charge associated with these checks. The check will be conducted by an organization contracted with ISU for this purpose. Background checks conducted by an organization, other than the one contracted by ISU, are not accepted. The student should be aware that their name will be checked against the Idaho sexual offender database. A positive finding on a background check will be referred to the HO Department Chair and may prevent the student from engaging in clinical practice. Further information on the background check will be provided prior to the beginning of the clinical experience.

Students engaged in clinical practice are required to provide proof of valid health insurance.

In addition to the background check and proof of health insurance, students are required to undergo the following immunizations, or provide proof of immunity for the following:

1. Tb Skin Testing (PPD) - Must be current within 1 year of clinical start date.
2. MMR Series - series of 2 immunizations. Must show proof that immunizations have been received since 1965, or receive immunizations, or provide a titer showing immunity drawn within 1 year of the clinical start date.
3. Hepatitis B Series - series of three immunizations. The first two must be completed prior to the clinical start date. Must have been received within 20 years.
of clinical start date, or a titer showing immunity drawn within 1 year of the clinical start date must be provided if not receiving the immunization.

4. Tdap - Must show proof of immunization within 10 years of the clinical start date.

5. Influenza - Required yearly depending on the availability of vaccine at onset of clinical.

6. Varicella-Must show proof of immunization, or proof that disease was contracted, or provide a titer showing immunity drawn within 1 year of the clinical start date.

Please note that the cost of the background check and immunizations is the sole responsibility of the student. For more information on the immunizations themselves, and their associated cost, please contact your family physician or local District Health Department.

Please note that all information gathered during the background check, insurance check, and immunization process will be shared with the clinical site of assignment.

The above requirements are also in place for HIT 0240, Medical Coding Practicum.

Disability Services

MISSION STATEMENT

The mission of Disability Services (DS) is to increase equal opportunities and equal access to all programs and services sponsored or funded by Idaho State University. DS is dedicated to creating an accessible environment for students, employees, and community members with disabilities. In achieving this, DS:

- Works collaboratively with University Partners to foster a welcoming, diverse, and inclusive University community.

- Collaborates with and empowers individuals who have documented disabilities by working together proactively to determine reasonable accommodation(s).

- Promotes a culture of self-advocacy, responsibility, and agency.

- Ensures compliance with the Americans with Disabilities Act Amendments Act (ADAAA) and other current legislation.

- Readily responds to grievances and advances inclusion through the removal of identified informational, physical, and/or attitudinal barriers.

- Advocates for Universal Design (UD) as a crucial framework to support the diverse needs of students, faculty, staff, and community members.
Develops partnerships with external community members/groups to support the advancement of equity and inclusion at the local, state, and national levels.

Provides institution-wide advisement, consultation, and training on disability-related topics, including but not limited to: legal and regulatory compliance and universal design.

CONTACT INFORMATION

Disability Services; Division of Student Affairs:

Rendezvous Complex, Room 125
921 South 8th Avenue, Stop 8121
Pocatello, ID 83209-8121
Phone: 208-282-3599
Fax: 208-282-4617
VP for ASL: 208-417-0620
Email: disabilityservices@isu.edu

Office of Equity and Inclusion

MISSION STATEMENT

The Office of Equity & Inclusion is committed to creating and maintaining a safe and respectful learning and working environment for all staff and students at Idaho State University by providing leadership, expertise and education in our mission to create an environment where all members of the ISU community can thrive. Our webpage will detail the specifics of each of our areas of service to the campus community including:

- EEO policy and procedure
- Civil Rights including harassment and discrimination
- Title IX compliance
- Gender Resource Center
- Diversity Resource Center
- Training, workshops and events

Our helpful and friendly staff are available to work with any member of the university community. We look forward to serving you.

CONTACT INFORMATION
Office of Equity and Inclusion:

Rendezvous Complex, Room 157
921 South 8th Avenue, Stop 8315
Pocatello, ID 83209-8315
Phone: 208-282-3964
Fax: 208-282-5829
V. College of Technology Policies

Intoxicants Policy

Any instructor who observes behavior which suggest that a student may be under the influence or detects the odor of an intoxicant of a student will take the following actions:

1. The instructor will notify the student that they will not be allowed in the classroom or lab.
2. Public Safety should be contacted to escort the student to a safe place.
3. The student will meet with the Director of Student Services the following day to discuss which steps should be taken.
4. The Director will communicate with the Office of Student Affairs regarding the violation.
5. The Director will contact the instructor and Department Chair summarizing any outcomes.

This policy does not supersede other laws or university student conduct policies pertaining to alcohol or drug possession, consumption or delivery.

Dismissal Policy

A student may be dismissed from a College of Technology program if the student fails to meet the academic and/or nonacademic continuation standards of the program/department including unprofessional/unethical behaviors and unsafe practices, or if the student is not making satisfactory progress in the program. Prior to making a decision of dismissing a student, the faculty of the program will meet with the student for a disciplinary review in order to give the student due process which includes a student’s right to be adequately notified of charges and the opportunity to be heard.

DICIPLINARY PROCEDURE

1. The faculty will notify the student privately of the incident(s) that have led to a disciplinary review and schedule a meeting time for the review. The purpose of a disciplinary review is to discuss the facts of the incident(s), to hear the student’s perspective, and if a violation has occurred, to determine an appropriate level of discipline which may lead to dismissal.
2. The meeting should be scheduled as soon as possible after the incident(s) occurred.
3. The student should refrain from attending any clinical, lab, externship, etc. that may threaten or pose a danger to the health, safety or welfare of any individual. After the disciplinary review, the faculty should determine what sanction to impose. In determining what sanction to impose, mitigating and aggravating factors may be considered, such as the individual’s prior disciplinary record, the nature of the offense, the severity of the damage, injury or harm resulting from the violation, and any restitution made.

NOTIFICATION PROCEDURES

1. The student must be notified in writing of the outcome of the disciplinary review and if sanctions will be imposed. If the student is dismissed, the letter must be sent by certified mail, return receipt requested.
2. The letter should indicate the incident(s) that occurred and the decision made regarding the incident(s). The student should be notified in the document that he or she has the right of appeal according to the Idaho State University Student Handbook. The student should be given a copy of the ISU Student Handbook or notified that it is available online.

CHANNELS OF REDRESS

An aggrieved student may:

1. Present any unresolved issues to the Department Chairperson. If the Department Chairperson is named in the complaint, the Dean of the College where the alleged infraction occurred shall appoint another member of the college to act in the Chairperson role for the appeals process.
2. Present any unresolved issues in a formal hearing before the Dean of the College involved. In the case of dismissal from a program, that is the college in which the program resides; for an appeal of a course grade, it is the college in which the course was offered. At this hearing, parties shall submit written charges, answers, and arguments to the Dean. The Dean shall preserve these documents for use in later appeals to a Scholastic Appeals Board, if such an appeal becomes necessary. Only written charges, answers and arguments presented at the Dean’s formal hearing will be subject to review by a Scholastic Appeals Board. The Deans shall be charged with preserving all tangible evidence and all written charges, answers, and arguments submitted at hearing before them. The student must have specifically demonstrated at the formal hearing before the Dean how the alleged
infraction led to his or her dismissal from the program or adversely affected his or her final grade in order to pursue an appeal to a Scholastic Appeals Board. The Dean must notify, in writing, the student and faculty member of his or her decision within one week following the formal hearing. The Dean shall have the authority to direct the Registrar to change a student’s grade.

3. And Department Chairperson or College Dean may elect to utilize an internal committee to assist in making a decision on academic appeals at the departmental and/or college levels. Department Chairs and Deans may interview the student and/or instructor, or conduct an additional investigation deemed appropriate to help in the decision-making process. Nothing contained in these procedures shall act to enlarge or restrict the existing authority, if any, of any Dean or the Provost and Vice President for Academic Affairs to take any action, including the changing of student grades or reinstating a student, outside of the appeals process described herein.

PROCEDURE FOR AN APPEAL TO SCHOLASTIC APPEALS BOARD

1. If the student wants to appeal the decision reached in the formal hearing, he/she must obtain a scholastic appeal petition form from the Office of Student Affairs, and return it there when completed. The completed petition shall include a concise description of the complaint, the signature of the student instituting the petition, and the signatures and comments of the faculty member, Department Chairperson, if any, and the Dean involved, if said persons are still available.

2. Copies of all written charges, answers, and arguments and all tangible evidence presented at the Dean’s formal hearing shall be made available to the student to attach to the original petition submitted to the Office of Student Affairs. The petition and additional materials will be secured in the office.

3. A scholastic appeal petition must be initiated before the end of the semester following the formal hearing. The petition is initiated when the student formally presents his or her complaint to the Office of Student Affairs and requests a scholastic appeals petition.

4. The Office of Student Affairs will then notify the Chairperson of the Academic Standards Council of the need to consider the petition. The Chairperson will then choose a Chair for the Scholastic Appeals Board, and the rest of the Board will be constituted.
VI. Idaho State University Policies

The following policies fall under the guidance of the Idaho State University Student Handbook.

For more information on each topic, please find the policy and descriptions using the handbook link.

1. **Smoking** (page 23; Smoking Policy ISUPP 2370)
2. **Sexual Harassment** (page 18; Sexual Harassment Policy)
3. **Withdrawal** (page 6; Withdrawing from Courses)
4. **Academic Standing** (page 10; Academic Standing)
5. **Petitions** (page 16; Petition Policies)
6. **Academic Integrity** (page 15; Academic Integrity and Dishonesty Policy ISUPP #4000 for Undergraduates)
7. **Substance Abuse** (page 20; Substance Abuse Policy)

[isu.edu/Student_Handbook](isu.edu/Student_Handbook)

Additional Idaho State University policies:

1. **FERPA**
   - [isu.edu/ferpa](isu.edu/ferpa)
2. **Title IX**
   - [isu.edu/titleIX](isu.edu/titleIX)
3. **Satisfactory Academic Progress**
   - [isu.edu/satisfactory-academic-progress](isu.edu/satisfactory-academic-progress)
VII. Idaho State University Resources and Services

The following are Idaho State University resources and services to help our students succeed.

For more information on each topic, please use the links given.

1. Disability Services
   • isu.edu/disabilityservices
2. Student Resources
   • isu.edu/student-resources
3. Parking Services
   • isu.edu/parking
4. Counseling and Testing Services
   • isu.edu/ctc
5. Health at ISU
   • isu.edu/health
6. Commencement
   • isu.edu/graduation
7. Career Services
   • isu.edu/career/
8. Coronavirus
   • isu.edu/coronavirus
VIII. College of Technology
Resources and Services

Section I: Services for Students

Student Services: This office is located in two locations, the main floor of the Roy F. Christensen (RFC) Complex, Room 184, and the William M. and Karin A. Eames Advanced Technical Education and Innovations (Eames) Complex, Room 102. Student Services assists students with specific information about the programs at the College of Technology. Academic advisors are available to give students assistance with admissions, class and schedule advisement, academic resources, and specific information pertaining to a student’s educational goals.

Hours are 7:30 am to 5:00 pm Monday through Friday. Appointments can be made by calling (208) 282-2622. Appointments are recommended but are not required. Tours of the programs are available by appointment and can be set up by calling (208) 282-2800.

isu.edu/tech/student-services

Tutoring Assistance: Students who are experiencing difficulties with their program instruction or classroom assignments may receive assistance. The student’s instructor should be contacted first, as many of the training programs have ‘peer tutors’ available who are familiar with the required curriculum and assignments.

Note: It is important to request assistance as EARLY in the semester as possible! At the point a student recognizes he/she is having difficulty, help should be sought immediately! Contact the TAP Center, (Tutoring, Academic support, Peer mentoring), located in Room 162 of the RFC Complex. Or telephone at (208) 282-3208 for an appointment to discuss specific tutoring needs.

isu.edu/tech/tutoring

The Center for New Directions: Located within the RFC Complex on the third floor. The Center’s telephone number is (208) 282-2484. Support programs are available at no cost for men and women who are interested in entering/re-entering the job market due to issues which might include: divorce; separation; death; or disability of a spouse. Services are available on job seeking skills, career information, self-esteem, self-confidence.

isu.edu/tech/new-directions
building, and personal counseling. The Center also provides a limited number of scholarships for single parents and for women and men interested in pursuing ‘not-traditional’ fields of training.

[isu.edu/cnd]

Section II: Registration and Fee Collection Policy

- All students who are enrolled in semester-based programs must pay their tuition by the Friday before classes begin to avoid a $50 late fee. For tuition payment information, login to the ISU BengalWeb and go to the Finances tab.
- Students who are enrolled only in the eight-week classes (early and late), must pay tuition by the first day of class.

Note: It is the individual student’s responsibility, regardless of funding source, to see that their tuition is paid on time and that they are officially enrolled at ISU. Students who do not pay tuition prior to the deadline may be disenrolled.

Section III: Financing Your Education

Students attending the ISU College of Technology can apply for federal financial aid by submitting a Free Application for Federal Student Aid (FAFSA) form each year they are enrolled at the University. FAFSA applications are available on the web at:

[studentaid.gov/fafsa]

It is strongly recommended that students apply early. Keep the Financial Aid office notified of any changes in student status such as address change, marriage, etc.

Note: Students who leave school prior to successful completion may have to repay federal financial aid received. Call the ISU Financial Aid office immediately if you plan to withdraw from school, (208) 282-2756. The website for financial aid is:

[isu.edu/financialaid]

Numerous scholarships are available to College of Technology students. The ISU Scholarship Department website lists those scholarships through the Bengal Online Scholarship System (BOSS).

The most common scholarships are the Associated Students of ISU (ASISU) Need and Scholastic awards. Funds for these scholarships come from a portion of the registration
fees each student pays. Many scholarships are donated by business/industry, organizations, or individuals and have specific criteria, which must be met.

isu.edu/scholarships

Section IV: Short-Term Loans

The Short-Term loan program is funded by Friends of Idaho State University. It is limited to loans for books and educational expenses. The maximum amount of each loan is $500. The loans are issued for up to 90 days. They must be repaid upon receipt of financial aid, 90 days after issue, or the last day of the semester, whichever arrives first. Your ISU internal credit rating will be reviewed prior to loan approval. Failure to pay this loan as agreed will adversely affect the credit rating used internally by ISU.

isu.edu/short-term-loans

Section V: Traffic and Parking

Note: Please refer to the ISU Parking web address at:

isu.edu/parking

Every motor vehicle on the ISU campus must be registered and display an appropriate ISU decal. Parking permits are available at the ISU Traffic Office located at the corner of South 5th and Humboldt Street, telephone (208) 282-2625.

Cost:

- General Lot: $100
- Reserved Lot: $300
- Reduced Fee: $50 (at Holt Arena only)

Students may park only in the area their parking decal designates. Students at the College of Technology may not park in the Cosmetology Patron parking spaces. The parking meters at the RFC Complex are reserved for visitors and new applicants inquiring about school. Students are NOT PERMITTED to park in metered spaces. Students should be aware of the ISU towing policy. Any vehicle will be towed at the owner’s expense when it accumulates $50 in citations.

Any traffic tickets resulting in fines owed to the University must be paid or student’s transcripts, certificates, and/or degrees will not be released upon completion of their
training program. In addition, registration for the next term will not be permitted until the fines and other financial obligations are paid or proper arrangements are made by the student.

Section VI: Transportation

**ISU Commuter Express:** Idaho State University Commuter Express is a system designed to assist commuting students enrolled at ISU with a source of transportation to and from the campus. Buses run on a daily basis (Monday through Friday) and pick up students at various locations in outlying areas of the region including Idaho Falls and Blackfoot. The bus schedule operates from the first day of each semester and continues until the last day of final examination week. For information on costs and schedule, telephone (208) 282-4460, or go to:

[isu.edu/transportation/commuter-express](isu.edu/transportation/commuter-express)

**Bengal Shuttle:** Pocatello Regional Transit (PRT) provides a shuttle bus service on campus from Holt Arena to various drop off points on a 10-minute basis during the school day and is free of charge. PRT provides transportation services within the metropolitan Pocatello vicinity. Student discounts are available. For information on schedule and drop off points, go to:

[isu.edu/parking/bengal-shuttle](isu.edu/parking/bengal-shuttle)
IX. Handbook Signature Form & Photography Consent Release

HANDBOOK SIGNATURE FORM

I acknowledge that I have received, read and understand the Health Information Technology Handbook. I have also reviewed the Idaho State University Student Handbook and understand the privileges and responsibilities of attending Idaho State University.

PRINTED NAME ________________________________ DATE ____________

______________________________________________
SIGNATURE                                      BENGAL ID # __________

INSTRUCTOR SIGNATURE

CONSENT FOR PHOTOGRAPH RELEASE

I understand that my photograph may be used for educational purposes. I also understand that these photographs may be used in classroom discussions, reproduced to facilitate written and digital formats (including online), and/or be used in promotional materials (brochures, pamphlets, flyers, etc.).

If there are limitations, please check one of the following boxes:

☐ Photographs must be altered to ensure facial identity is hidden.
☐ Do NOT use my photo for promotional or educational use.

PRINTED NAME ________________________________ DATE ____________

______________________________________________
SIGNATURE                                      

X. Computer Usage Policy

COMPUTER USAGE POLICY

Person(s) using any of the ISU computing resources for personal gain, violation of security/privacy or who otherwise compromise the integrity of the hardware and/or software shall be prosecuted to the full extent of the law.

Legitimate use of a computer or computer network does not extend to whatever you are capable of doing with it. Although some rules are built into the system itself, these restrictions cannot limit completely what you can do and can see. In any event, you are responsible for your actions whether or not rules are built in, and whether or not you can circumvent them.

Inappropriate use of the computer is considered computer misuse. The supervisor of each lab will determine what deemed “inappropriate use” for their particular lab. For specific computer lab policies, see individual lab instructors. Inappropriate use may result in denial of computer lab access at the College of Technology.

The misuse of this computing account, or use of an account belonging to another, may result in the loss of your computer privileges. Where computing is required to complete course work this may effectively require transfer to a non-computer related program and/or hinder your pursuit of a degree. Examples of misuse are: sharing your personal account with another individual, using unauthorized passwords, use for financial gain or business purposes, sending offensive electronic mail or internet correspondence, chain letter, or other such correspondence, unauthorized transfer of computer programs or data, attempts to circumvent established procedures, computer security breach or attempts to break security.

I have read the entire student computing contract. I acknowledge and agree to use the ISU computing resources solely for University instructional, administrative, or research activities in accordance with above policy. I further acknowledge that any abuse of the above privilege may result in loss of computing privileges whether or not such privileges are necessary for continued enrollment in my present course of study.

PRINTED NAME ____________________________  DATE ___________

__________________________________________  BENGAL ID # ________

SIGNATURE ____________________________

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XI. Background Check with CastleBranch

Order Instructions for:

Idaho State University College of Technology Health Occupations

1. Go to mycb.castlebranch.com
2. In the upper right hand corner, enter the Package Code that is below.
   • Package Code ID41

ABOUT

About CastleBranch:
Idaho State University College of Technology Health Occupations and CastleBranch – one of the top ten background screening and compliance management companies in the nation – have partnered to make your onboarding process as easy as possible. Here, you will begin the process of establishing an account and starting your order. Along the way, you will find more tailed instructions on how to complete the specific information requested by your organization. Once the requirements have been fulfilled, the results will be submitted on your behalf.

Order Summary

Payment Information:
Your payment options include Visa, Mastercard, Discover, debit, electronic check, and money orders. Note: Use of electronic check or money order will delay order processing until payment is received.

Accessing Your Account:
To access your account, log in using the email address you provided and the password you created during order placement. Your administrator will have their own secure portal to view your compliance status and results.

Contact Us:
For additional assistance, please contact the Service Desk at 888-666-7788 or visit mycb.castlebranch.com/help for further information.
XII. Drug Screening Letter of Introduction

Please see the attached Idaho WorkCare Drug Screening Letter of Introduction.
Letter of Introduction

**Students will SELF-PAY at Collection Site**

Failure to report to a collection site listed below, and provide results as instructed, before ________________ may be considered a refusal to test. Students are responsible to make appointments for testing as necessary. Please retain a copy of your results.

Program: **Health Information Technology**  Date Scheduled: ____________________________  Time: ____________________

Student Name: ___________________________________________________  ID#: ____________________________

Reason for test: ____________________________________________  Type: ______________________________________

- ___X__ Pre-Practicum
- _____ Random
- _____ Post Accident
- ___ Other: _______________

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Collection Facility Idaho Workcare:

**Idaho Falls**
   Legacy Health Partners
   203 N. Holmes
   Idaho Falls, ID 83401
   (208) 522-2591

**Blackfoot**
   Ellis Chiropractic
   512 W. Judicial
   Blackfoot, ID 83221
   (208) 782-9793

**Twin Falls**
   Canyon Springs Chiropractic
   2167 Village Park Ave, #100
   Twin Falls, ID 83301
   (208) 737-1430

**Rexburg**
   Orchard Chiropractic
   160 E. Valley River Drive #3
   Rexburg, ID 83440
   (208) 656-8883

Other Collection Facilities:

**Meridian**
   Unity Health Center
   745 South Progress Ave
   Meridian, ID 83401
   (208) 895-6729
   Cost $35

**Pocatello**
   ISU Student Health Center
   Pocatello, ID 83209
   (208) 282-2330
   Cost $20

**Pocatello**
   Portneuf Medical Center
   Work-Med
   500 So. 11th Ave. #500
   Pocatello, ID 83201
   (208) 239-1940
   Cost $38

**STUDENT:** By signing below you are requesting that the testing facility and/or Idaho Workcare release your results to Idaho State University College of Technology Health Occupations Department. This information will be used to determine your practicum eligibility. These results will be protected, and will only be shared with parties with an educational need to know as allowed by FERPA. By signing below, you agree to allow testing facility and/or Idaho Workcare to release this personal health information.

Student Signature: ___________________________________________  Date: ____________________

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All Testing SITES: If further testing is required, please contact ISU. A clear, readable, copy of this release and the screening results must be sent to ATT: Chanel Quirk at fax: 208-282-3975 or email: quirchan@isu.edu

**Idaho Workcare Testing SITE:** The Health Information Technology student is responsible to pay to have one Pre-Practicum, instant, 10-panel drug screen test completed at the contracted $25 rate. A clear, readable, copy of this release and the screening results must be sent to ATT: Chanel Quirk at fax: 208-282-3975 or email: quirchan@isu.edu

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Collector Printed Name: ________________________________________  Signature: ________________________________________

Date result sent to ISU: _______ Time Sent to ISU: _______ Method Used (circle one) FAX/ EMAIL/ STUDENT