

TECHNICAL STANDARDS

Health Information Management | Medical Coder

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 Mid-State Technical College website. (Go to <https://www.mstc.edu/programs> and select the program.)

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 Disability Services coordinator at 888.575.6782, TTY 711, at least two weeks in advance of needed assistance. Services available are documented at <https://www.mstc.edu/student-services/disability-services>.

For more information, please see Mid-State Technical College's Equal Opportunity/Non-Discrimination Policy.

STANDARD	DEFINITION OF STANDARD	EXAMPLE(S) OF TECHNICAL STANDARD
Critical Thinking Skills	<ul style="list-style-type: none">• Ability to categorize and group things (continuously).• Ability to arrange by pattern or order (continuously).• Ability to apply general rules to problems (continuously).• Ability to produce answers that make sense (continuously).	<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.
Mobility/Motor Skills	<ul style="list-style-type: none">• Ability to sit and maintain balance (continuous).• Ability to stand and maintain balance (occasionally).• Ability to reach above shoulders (occasionally).• Ability to reach below waist (occasionally).• Ability to work above shoulders (rarely).• Ability to work overhead (rarely).• Ability to twist/pivot (occasionally).• Ability to stoop/squat (rarely).	<ul style="list-style-type: none">• Move within confined spaces such as a cubicle.• Utilize hardcopy codebooks.• Prepare files for outside storage.• File records in a file room with shelves of varying height.

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	<ul style="list-style-type: none"> • Ability to climb (rarely). • Ability to bend (rarely). • Ability to kneel (rarely). • Ability to walk (rarely). • Ability to sustain repetitive motion-hands (continuous). • Ability to lift 10 pounds of weight (seldom). • Ability to lift 20 pounds of weight (rarely). • Ability to push light equipment with 20 lb. force (occasionally). 	<ul style="list-style-type: none"> • Transporting documents and records between units or departments. • Prepare records for scanning and indexing; conduct scanning and indexing.
Tactile Skills	<ul style="list-style-type: none"> • Possess finger dexterity (frequently). • Ability to grasp (continuous). • Ability to pincer grip (frequently). 	<ul style="list-style-type: none"> • Type using a computer/keying in data.
Auditory Skills	<ul style="list-style-type: none"> • Ability to hear normal speech (continuously). 	<ul style="list-style-type: none"> • Identify auditory alarms (monitors, fire alarms, call bells).
Visual Skills	<ul style="list-style-type: none"> • Possess near vision within a few feet (continuously). • Ability to distinguish color (continuously). 	<ul style="list-style-type: none"> • Detect information on computer screen.
Communication Skills	<ul style="list-style-type: none"> • Ability to listen and understand spoken words (continuously). • Ability to read and understand written words (continuously). • Ability to identify and understand speech (continuously). • Ability to communicate information and ideas (continuously). 	<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 functions. • Discuss, ask questions, and query regarding documentation and health data with physicians and other clinicians and staff within the healthcare organization. • Prepare written and verbal reports regarding health and financial data. • Interpret and convey information (clinical, financial, etc.) as needed in the performance of health information management functions.

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		<ul style="list-style-type: none"> Attend and participate in virtual meetings via meeting platforms such as Zoom.
Interpersonal Skills	<ul style="list-style-type: none"> Possess sensitivity to the feelings of others (continuously). 	<ul style="list-style-type: none"> Work cooperatively with intra and interprofessional teams.
Behavioral Skills	<ul style="list-style-type: none"> Possess attention to details and thoroughness (continuously). Ability to be honest and ethical implementation of work (continuously). Ability to independently work and take self-direction (continuously). Ability to be good-natured and have a cooperative attitude (continuously). Possess adaptability and flexibility (continuously). Ability to maintain composure and emotions (continuously). Ability to manage stress calmly and effectively (continuously). 	<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. 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. Adapt to change in directives as priorities and goals shift. Accept negative feedback appropriately on quality audit.

Mid-State does not discriminate on the basis of race, color, national origin, sex, disability, or age in its program, activity, or employment. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Vice President – Human Resources; 500 32nd Street North, Wisconsin Rapids, WI 54494; 715.422.5325 • AAEO@mstc.edu.