ESSENTIAL FUNCTIONS REQUIRED FOR PROGRAMS INCLUDING:

- Associate of Applied Science degree in Health Information Technology
- Certificate of Achievement in Medical Coding
- Certificate of Completion in Medical Reimbursement Specialist

In order to achieve professional entry level competencies, students must possess or be able to develop the following skills:

ESSENTIAL FUNCTION	STANDARD
Adaptability	Able to work in a health care environment that is constantly and rapidly changing
Communication	Ability to interact professionally with others in spoken and written English. Examples include writing job descriptions, conducting meetings, interviewing job applicants.
Critical Thinking	Accurately identify problems and analyze data. Examples include ability to interpret medical record content using disease process knowledge to assign codes for reimbursement, performing statistical computations and analysis of financial, clinical and productivity data.
Ethics	Abide by AHIMA's Professional Code of Ethics at all times. Understand complex rules and regulations that impact health care
Interpersonal	Ability to sufficiently interact with individuals, families, and groups from a variety of social and cultural backgrounds and experiences
Mobility	Ability to sufficiently move from room to room and maneuver in small spaces
Motor Skills	Possess gross and fine motor skills sufficient to work with paper and electronic health information (including creating, abstracting, retrieving, tracking and purging medical records; also using computer software for keyboarding, word processing, spreadsheets, databases and other types of medical record applications)
Physical Endurance	Remain continuously on task for several hours while standing, sitting, moving lifting and/or bending
Professional Attitude and Demeanor	Ability to present professional appearance and maintain physical and mental health and emotional stability
Project Management	Ability to multi-task, including day-to-day objectives along with special projects/assignments
Repetitive Motions	Physical ability to maintain repetitive motions on a regular basis
Visual Ability	Normal or corrected vision sufficient to view, read, and physically manipulate clinical information in a variety of formats including paper, handwritten documentation, computerized data and typed reports.

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