



Idaho State
University

College of
Technology

Health Information Technology

2026-2027



Table of Contents

I. Message from the Dean	3
II. Program Introduction	4
Program Administration	4
College of Technology	5
Program Information	5
Degrees/Certificates Offered	5
Mission Statement	6
Program Objectives	6
Student Learning Outcomes	6
Job Description	7
Health Information Technology Program Goals	8
III. Policies & Procedures	10
Attendance Policy	10
Grading Policy	10
Experiential Learning	11
General Disclaimer	12
Computer Misuse	13
Paying Tuition	13
Financing Your Education	13
Accommodations for Students with Disabilities	14
Appeals and Dismissals	14
Student Conduct Rules and Regulations	14
Academic Integrity and Dishonesty Policy	15
Policy Statement	15
Communicable Disease	15
Policy Statement	15
Possession of Firearms	16
Sexual Harassment	16
Policy Statement	16
Equal Opportunity, Anti-Harassment, and Non-Discrimination	17
Policy Statement	17
Additional Policies	18

IV. College of Technology Resources and Services	19
Services for Students	19
Student Services.....	19
Tutoring Assistance.....	19
Center for New Directions	19
Traffic and Parking	21
V. Idaho State University Resources and Services.....	22
Disability Services.....	22
Mission Statement	22
Contact Information.....	22
Office of Equal Opportunity and Title IX.....	23
Mission	23
Vision.....	23
Contact Information.....	23
Additional Resources and Services	23
VI. Handbook Signature Form.....	24
VII. Media Release.....	25
VIII. Computer Usage Policy.....	26
IX. Background Check with CastleBranch	27
X. Drug Screening Letter of Introduction.....	28

I. Message from the Dean

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. Our mission is to provide you with the skills, knowledge, and abilities to be successful in your chosen career.

I am pleased to see that you made the decision to join the largest, most comprehensive postsecondary technical institute in the state of Idaho. You now belong to a college that boasts an alumni base of more than 23,000. 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 prepared by our faculty to pursue your passion and have an enjoyable lifetime career.

Amid the excitement of enrolling at Idaho State University, 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 you with your concerns.

Once again, welcome to the College of Technology.

Go Bengals!

A handwritten signature in black ink, appearing to read "Jerry Anhorn", with a long horizontal flourish extending to the right.

Jerry Anhorn

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.

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's problem. If a student feels a need for a conference with someone other than an instructor or the program coordinator, a meeting may be arranged with a student success navigator 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 Career & 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 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 the examination process, please visit 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.

College of Technology

Dean	Jerry Anhorn
Associate Dean of Instruction	Debra Ronneburg
Assistant Dean of Student & College Services	Tiffany Mitchell
Health Occupations Co-Chair	Darin Jernigan
Health Occupations Co-Chair	Jennie Brumfield
Program Coordinator	Glenna Young
Program Instructors	Wade Lowry
	Rhonda Ward
	Mona Doan
Student Success Navigator	Jessica Woolley

Program Information

Degrees/Certificates Offered

Intermediate Technical Certificate	Medical Coding
Associate of Applied Science	Health Information Technology

Mission Statement

The mission of the Associate of Applied Science in Health Information Technology program is to provide a high-quality, career-oriented education that equips students with the essential competencies in health data management, medical coding, reimbursement methodologies, healthcare statistics, and information privacy and security. Our program fosters critical thinking, professional integrity, and effective communication skills, preparing graduates to succeed in diverse healthcare settings and to contribute to the quality, efficiency, and security of patient health information.

Program Objectives

Graduates of the Health Information Technology program will be able to:

1. **Administer** components of health information systems in full compliance with legal, regulatory, and accreditation requirements.
2. **Abstract, code, and report** health data to support revenue cycle, quality management, strategic planning, and research.
3. **Evaluate** the integrity and quality of health records to ensure compliance with federal, state, and accrediting body standards.

Student Learning Outcomes

Upon successful completion of the Health Information Technology program, graduates will be able to:

1. **Analyze** the structure, dynamics, and ethics of the U.S. healthcare system and the roles of various provider specialties.
2. **Apply** legal, regulatory, and accreditation standards to ensure the integrity, confidentiality, and security of health information.
3. **Evaluate** the relationship between clinical documentation, coding accuracy, and reimbursement systems from third-party payers.
4. **Utilize** health information technology, including EHR systems and software, to manage data across the continuum of patient care and administrative functions.
5. **Apply** ICD-10-CM/PCS, CPT, and HCPCS coding systems to accurately classify medical data for reimbursement, statistics, and revenue cycle management.
6. **Analyze** patient records to abstract and translate diagnostic and procedural information into accurate codes for claims and data reporting.
7. **Communicate** health information effectively through professional written documents and oral presentations.

8. **Perform** computational and analytical skills required for data management, coding, and reimbursement processes.
9. **Demonstrate** professional and ethical judgment, as well as effective interpersonal skills, in academic and clinical settings.
10. **Achieve** the competencies required for entry-level practice as a health information technician and for pursuit of professional certification (e.g., RHIT).
11. **Prepare** for roles in a diverse and dynamic healthcare marketplace, including remote and national employment opportunities.
12. **Articulate** a pathway for career advancement, whether through immediate employment with an Intermediate Technical Certificate or continued education toward an Associate of Applied Science degree.

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 private physician practices.

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.
- Are highly trained in the latest information management technology applications, including 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

Goal 1: Meet Regional Healthcare Workforce Demands

The program will address the critical need for skilled health information personnel in Idaho and the broader healthcare market.

- **1.1** Maintain continuous accreditation with the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).
- **1.2** Solicit and integrate formal feedback from the Program Advisory Committee, which meets biannually, to ensure curriculum alignment with employer needs.
- **1.3** Track graduate employment rates, with a target of 85% employed in the field or pursuing

Goal 2: Ensure Graduate Competence and Professional Success

The program will equip students with the expertise to pass certification exams and excel as entry-level health information professionals.

- **2.1** Ensure 100% of the curriculum is mapped to and fulfills the current CAHIIM competencies (Domains, Tasks, and Subtasks).
- **2.2** Achieve a first-time pass rate on the RHIT (Registered Health Information Technician) certification exam that meets or exceeds the national average.

- **2.3** Foster professional identity through curriculum-embedded ethics training and mentorship opportunities with local HIM professionals.

Goal 3: Foster an Inclusive and Supportive Learning Environment

The program will provide comprehensive support services to promote student retention and success.

- **3.1** Provide proactive academic support, including a maintained list of qualified tutors for all program courses.
- **3.2** Ensure consistent student access to faculty through designated and published office hours each semester.
- **3.3** Maintain a program retention rate of 75% or higher from the first to the second year.

Goal 4: Provide a Technologically Current and Resource-Rich Curriculum

The program will deliver education using industry-standard technology and contemporary learning resources.

- **4.1** Utilize active, simulated electronic health record (EHR) software and coding applications in all relevant courses.
- **4.2** Annually review and update all library references, databases, and subscriptions to pertinent healthcare journals.
- **4.3** Integrate virtual patient records and data sets for practical, hands-on learning experiences.

Goal 5: Develop Professionalism and Leadership

The program will cultivate the professional behaviors and leadership skills required for career advancement.

- **5.1** Facilitate student membership in state (IdHIMA) and national (AHIMA) professional associations.
- **5.2** Support an active student organization that engages in at least one professional development and one community service activity annually.
- **5.3** Provide opportunities for student interaction with HIM leaders and potential employers.

Goal 6: Ensure Program Accessibility and Sustainability

The program will maintain its viability and accessibility through strategic enrollment and financial support.

- **6.1** Meet annual enrollment targets to ensure program sustainability.
- **6.2** Actively promote and provide information on all available scholarships, including those from IdHIMA and the AHIMA Foundation.
- **6.3** Participate in a minimum of two college or community recruitment events annually.

III. Policies & Procedures

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.

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.

Letter Grade	Percent	Points
A	93-100	4.0
A-	90-92.9	3.7
B+	87-89.9	3.3
B	83-86.9	3.0
B-	80-82.9	2.7
C+	77-79.9	2.3
C	73-76.9	2.0
C-	70-72.9	1.7
D+	67-69.9	1.3
D	63-66.9	1.0
D-	60-62.9	0.7
F	Below 60	0.0

Experiential Learning

In your final semester of the Health Information Technology (HIT) Program Associate Degree, you will be required to engage in an experiential learning course. This course is designed to provide directed clinical practice under the mentorship of a practicing health information professional. This experience may include in-person, virtual, or hybrid projects. These projects will be selected by the Health Information Clinical Coordinator, in consultation with you, HIT faculty, and industry partners.

HIT 2252, Experiential Learning, takes place in the last eight weeks of the final semester of instruction. In accordance with guidelines established by the program's accrediting body, students may be offered one of the following experiential learning opportunities:

- In-person/hybrid clinical work in an inpatient, outpatient, or other Health Information (HI) related facility or organization
- Virtual HI-related performance/quality improvement projects under the direction of a practicing HI professional who has significant experience in the field
- Industry-related presentation development and delivery project(s) targeted at a specific HI-related function (reserved for those already working in HI, or those who obtain HI employment prior to the beginning of the course)

For those students who are provided the opportunity to participate in an in-person experience, there are a number of requirements that must be met prior to the beginning of HIT 2252. The requirements include, but are not limited to, the following:

- A criminal background check by an agency contracted through ISU (Students 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)
- Proof of valid health insurance active for the duration of the course
- Current CPR training
- Immunizations, to include the following:
 - Tb Skin Testing (PPD) - Must be current within 1 year of clinical start date.
 - 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.
 - 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.
 - Tdap - Must show proof of immunization within 10 years of the clinical start date.
 - Influenza - Required yearly depending on the availability of vaccine at onset of clinical.

- 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.
- COVID – As directed by the clinical site

Note that some clinical sites track compliance with the above listed requirements via a third-party vendor. There are costs associated with such tracking.

Please note that the cost of the background check, health insurance, CPR training, immunizations and third-party vendor tacking, 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.

For those students who are provided the opportunity to engage in the virtual HI-related performance/quality improvement projects, you will be assigned to work directly with a practicing HI professional mentor, who has significant experience in the field; typically, an HI Manager/Supervisor, HI Director, HI Consultant, or an HI professional actively working in the field. You will be assigned a multi-part project dealing with Quality and Performance Improvement issues within a simulated HI department. During this course of this project, you will be expected to work with your mentor via remote communication and collaboration methods. This a method of work that is becoming more prominent in HI today. You will also be assigned to work in groups of two to three students in order to simulate working with online teams. The HIT Technical Advisory Committee has indicated that this approach provides a rich and realistic HIM learning experience comparable to many traditional in-person clinical experiences, which are becoming increasingly limited due to the growth of remote work opportunities within the profession.

The industry-related presentation option is reserved for students who are currently working in an HI-related field, or for those who obtain such employment prior to the beginning of the course. In such cases, the HIT Clinical Coordinator will work directly with the student's employer to develop presentation guidelines related to the HI-related work being conducted by the student. Each presentation is unique to the work situation in which the student is engaged. The presentation will be presented virtually to members of industry, as well as ISU faculty and staff.

General Disclaimer

NOTE: Licensure, certification, and/or employment applications related to some degree programs require students to disclose any history of criminal prosecution, which may include the student's driving record. Students who have a criminal history are strongly encouraged to contact the licensing agency or meet with the coordinator of the program they are interested

in, prior to beginning classes, to discuss potential impediments to licensure, certification, or employment.

Computer Misuse

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

Paying Tuition

- All students who are enrolled in semester-based programs must pay their tuition and fees in full or enroll in a payment plan by the Friday before classes begin to avoid a \$50 late fee. For tuition payment information, log in to MyISU and go to the *Online Fee Payment* tile.
- 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.

[Student Responsibilities](#)

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:

[FAFSA](#)

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

[FINANCIAL AID](#)

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 Associate 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.

[SCHOLARSHIPS](#)

Accommodations for Students with Disabilities

The University is committed to providing Reasonable Accommodations, modifications or academic adjustments for Qualified Students with Disabilities in accordance with federal, state, and local disability laws. Pursuant to these laws, no Qualified Student having a disability, or regarded as having a disability, shall unlawfully be denied access to or participation in any services, programs, or activities sponsored by or funded by ISU.

For more information on this policy, please visit:

[Accommodations for Students with Disabilities](#)

[Disability Services](#)

Appeals and Dismissals

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.

For more information on the Scholastic and Dismissal Appeals process, please visit:

[Appeals and Dismissals](#)

Student Conduct Rules and Regulations

The Student Code of Conduct articulates behavioral standards and procedural guidelines designed to empower ISU community members to live, work, study, recreate, and pursue their

goals in a safe, secure, and inclusive environment. Adherence to and enforcement of the code promotes Student accountability, community integrity, and mission fulfillment.

Stealing, Cheating, Dishonesty, and other violations of the student code of conduct will be handled on an individual basis.

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

For more information on the Student Code of Conduct, please visit:

[Student Code of Conduct](#)

Academic Integrity and Dishonesty Policy

Policy Statement

Academic integrity is expected of all individuals in academe. Academic Dishonesty in any form is unacceptable.

- A. Academic Dishonesty, as defined above, includes, but is not limited to, Cheating and Plagiarism.
- B. This policy applies to all forms of University educational activities.
- C. Instructors are expected to include specific academic integrity and dishonesty guidelines in the course syllabus, specific to the course format and evaluation activities, as well as a link to this policy.
- D. Violations of academic integrity are subject to course-level penalties imposed by the Instructor and may also be subject to University-level penalties imposed by an Academic Dishonesty Panel.

For more information on the Academic Integrity and Dishonesty policy, please visit:

[Academic Integrity and Dishonesty](#)

Communicable Disease

Policy Statement

It is the policy of ISU to safeguard the welfare of Students, Faculty, Staff, and Campus Residents while maintaining the operations of the University in an effective and efficient manner in the event a member of the University community has a Communicable Disease.

ISU will address issues involving Communicable Diseases in a sensitive and responsible manner, with concern for the rights and welfare of Students, Faculty, and Staff. The confidentiality of information regarding any individuals with a Communicable Disease will be respected. All medical records and the patient information contained therein will be handled in accordance with applicable law, including the Health Insurance Portability and Accountability Act (HIPAA) and the Family Educational Rights and Privacy Act (FERPA). However, Idaho law requires medical care providers to notify public health officials of any disease on the Idaho Reportable Disease List as set forth in IDAPA 16.02.10. ISU will disclose sensitive medical information no further than is necessary to ensure the health and safety of all members of the ISU community, and in a manner consistent with applicable law.

ISU will not unlawfully discriminate in policy or practice, including admissions and employment policies, against individuals who have, or are considered to be at risk for, Communicable Diseases. Discrimination against and/or harassment of Students, Faculty, or Staff may result in disciplinary action.

As long as evidence supports, with reasonable medical certainty, that a particular disease is not communicable by contact normally found in the workplace, classroom, or ISU-owned facility, the workplace, classroom, or ISU-owned facility will not be considered hazardous as a result of the presence of an affected Faculty member, Staff member, or Student.

For more information on the Communicable Disease policy, please visit:

[Communicable Disease](#)

Possession of Firearms

No person shall have in his or her possession any Firearms or Dangerous Weapons while on University property.

For more information on the Possession of Firearms policy, please visit:

[Possession of Firearms](#)

Sexual Harassment

Policy Statement

Idaho State University prohibits Sexual Harassment under Title IX in all programs and activities of the University. The University will act to remedy all forms of Title IX Sexual Harassment when reported, whether or not the Sexual Harassment rises to the level of creating a hostile environment. The University reserves the right to impose any level of sanction, ranging from a reprimand up to and including suspension or expulsion/termination of employment, for any

offense under this policy. The Department of Education's Office for Civil Rights (OCR), the Equal Employment Opportunity Commission (EEOC), and the State of Idaho prohibit Title IX Sexual Harassment, which is a specific form of discriminatory harassment, as an unlawful discriminatory practice. The procedures in this policy may be applied to incidents, patterns, and/or the campus climate, all of which may be addressed and investigated in accordance with this policy.

For more information on the Sexual Harassment policy, please visit:

[Sexual Harassment](#)

Equal Opportunity, Anti-Harassment, and Non-Discrimination

Policy Statement

Idaho State University provides equal opportunity in education and employment and prohibits Discrimination, Harassment and Retaliation on the basis of any protected class, including race, color, religion, sex, pregnancy, sexual orientation, gender, gender identity, gender expression, age, national origin, ethnicity, physical or mental disability, protected veteran status, genetic information, or any other status protected under applicable federal, state, local law, or University policy. This includes protections for those participating in any grievance process on campus, with the Equal Employment Opportunity Commission, or other government agencies that investigate human and/or civil rights issues. The University adheres to all federal and state civil rights laws and regulations prohibiting Discrimination in public institutions of higher education.

The University is committed to maintaining a campus environment where all educational, employment, and access decisions are guided by bona fide occupational or educational criteria such as merit, performance, and qualifications. Every individual at the University is evaluated and supported based on legitimate factors that contribute to academic and institutional excellence. Consistent with this commitment, and in accordance with federal, state, and local laws and regulations, ISU affirms that sexual orientation and gender identity shall not influence decisions related to education, employment, or access to programs, facilities, or services, except where required by lawful or contractual obligations.

This policy applies to all members of the University community, including applicants, Students, Employees, volunteers, contractors, and visitors and is intended to comply with and be construed in accordance with all relevant federal and state civil rights laws, including, but not limited to, Title VI and VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967 (ADEA), the Americans with Disabilities Act of 1990 (ADA), Section 504 of the Rehabilitation Act of 1973, the Genetic Information Nondiscrimination Act of 2008 (GINA), the Vietnam Era Veterans' Readjustment Assistance Act (VEVRAA), the Uniformed Services Employment and Re-employment Rights Act of 1994, and corresponding state non-

Discrimination statutes, including but not limited to the Idaho Human Rights Act (IHRA). When any alleged discriminatory behavior covered by this policy is brought to the attention of the University, it will be promptly and fairly addressed and remedied by the University according to the appropriate process.

For more information on the Equal Opportunity, Anti-Harassment, and Non-Discrimination policy, please visit:

[Equal Opportunity, Anti-Harassment, and Non-Discrimination](#)

Additional Policies

- [Satisfactory Academic Progress](#)
- [Student Complaints and Grievances](#)
- [Medical Withdrawals](#)
- [Academic Standing](#)
- [FERPA](#)

IV. College of Technology Resources and Services

Services for Students

Student Services

This office is located in two locations: the main floor of the Roy F. Christensen (RFC) Complex, room 101, 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. Student Success Navigators 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.

[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 they are having difficulty, help should be sought immediately! Contact the TAP Center (Tutoring, Academic Support, Peer Mentoring), located in room 380 of the RFC Complex. Or telephone at (208) 282-3208 for an appointment to discuss specific tutoring needs.

[TAP Center](#)

Center for New Directions

Located within the RFC Complex on the third floor. The Center's telephone number is (208) 282-2454. 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 for job-seeking skills, career information,

self-esteem, self-confidence building, and personal counseling. The Center also provides a limited number of scholarships for single parents and for women and men interested in pursuing 'non-traditional' fields of training.

Message from the Center for New Directions

Success in this course depends heavily on your personal health and well-being. Recognize that stress is an expected part of the college experience, and it often can be compounded by unexpected setbacks or life changes outside the classroom. You are encouraged to reframe challenges as an unavoidable pathway to success. Reflect on your role in taking care of yourself throughout the term, before the demands of exams and projects reach their peak. You are encouraged to reach out to the center about any difficulty you may be having that may impact your performance in this course. If you are experiencing stress in other areas of your campus life, the center will help you get in contact with other resources on campus that stand ready to assist you. In addition to your student success navigator, you are encouraged to contact the many other support services on campus that are available.

Statement on Services

Students enrolled in Idaho State University College of Technology programs are eligible to receive free, confidential personal and career counseling from licensed professional counselors at the **Center for New Directions (CND)**. We offer individual counseling and Biofeedback. **Call (208) 282-2454**, Monday through Friday, from 8 am to 5 pm, to schedule an appointment or to speak immediately to a counselor if you are in a crisis.

[Center for New Directions](#)

ISU Counseling and Mental Health Center (CMHC) The university Counseling and Mental Health Center serves Idaho State University and its community with a dual mission. Our counseling services' mission is to support the academic, emotional, social, vocational, spiritual, cultural, and professional development of students and other members of the ISU community by offering counseling, outreach, consultation, training, and educational and health promotion services. Our testing services' mission is to initiate and provide a secure, professional, and proctored testing environment to meet individual, University, and community needs for admission, certification, licensure, correspondence, course placement, job placement, and academic course exams that adhere to the NCTA Professional Standards and Guidelines. Crisis intervention services are available Monday through Friday, from 8 am to 4 pm.

To establish services:

Please call (208) 282-2130, Monday through Friday, from 8 am to 4 pm.

[Counseling and Mental Health Center](#)

Traffic and Parking

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

[Parking & Transportation](#)

Every motor vehicle on the ISU campus must be registered through the Parking Portal. ISU has implemented License Plate Recognition (LPR) parking technology that uses special cameras mounted on patrol vehicles to scan license plates. To avoid citations, every permit holder must have at least one vehicle linked to their permit in the Parking Portal.

Cost:

- General Lot: \$192.00
- Reserved Lot: \$365.00

Students may park only in the area their parking permit 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 the school. Students are NOT PERMITTED to park in metered spaces. Students should be aware of the ISU towing policy. Any vehicle that has incurred outstanding fines of \$50 or more and has received a tow warning may be towed from campus at the owner's expense, even if legally parked.

Any traffic tickets resulting in fines owed to the University must be paid, or students' 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.

For more information on parking regulations, visit:

[Parking Regulations](#)

V. Idaho State University Resources and Services

Disability Services

Mission Statement

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

- 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 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

Rendezvous Complex, Room 125

921 S 8th Ave, STOP 8121

Pocatello, ID 83209-8121

Phone: (208) 282-3599

Email: ada@isu.edu

[Disability Services](#)

Office of Equal Opportunity and Title IX

Mission

The Office of Equal Opportunity and Title IX upholds the university's commitment to integrity and accountability by ensuring compliance with federal and state nondiscrimination laws. We promote a learning and working environment free from unlawful discrimination, harassment, and retaliation. Through policy enforcement, education, and fair resolution processes, the office supports access to educational and employment opportunities that enhance the intellectual vigor, cultural vitality, and health of our university community.

Vision

We aim to cultivate awareness and understanding of equal opportunity principles so that every member of the university community contributes to an environment where learning and discovery can thrive.

Contact Information

Office of Equal Opportunity and Title IX

Administration Building
921 S 8th Ave, STOP 8310
Pocatello, ID 83209-8310
Phone: (208) 282-3964

[Office of Equal Opportunity and Title IX](#)

Additional Resources and Services

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

- [Career Center](#)
- [Commencement](#)
- [Health at ISU](#)
- [Student Resources](#)
- [Tutoring](#)

VI. Handbook Signature Form



**Idaho State
University**

**College of
Technology**

HANDBOOK SIGNATURE FORM

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

PRINTED NAME

DATE

SIGNATURE

BENGAL ID #

INSTRUCTOR SIGNATURE

VII. Media Release



**Idaho State
University**

**College of
Technology**

MEDIA RELEASE

Instructions: Please review and indicate your agreement to this Release by signing below.

I hereby grant permission to Idaho State University to use my name, image, voice, and likeness in all forms of physical and digital media for Idaho State University's educational, marketing, and promotional purposes in perpetuity. Idaho State University shall have the right to photograph, record, publish, republish, adapt, exhibit, perform, reproduce, edit, modify, make derivative works, distribute, display, or otherwise use or reuse my name, image, voice, and likeness in all markets, media, and technology now known or hereafter developed. Idaho State University may exercise any of these rights itself or through any assignees, licensees, or other parties, including other Universities.

I acknowledge that I will not be compensated for these uses and that Idaho State University exclusively owns all rights to the images, videos, recordings, and any derivative works created by Idaho State University or its employees. I waive the right to inspect or approve of these uses. I hereby release Idaho State University, its assignees, and its licensees from any claims that may arise from these uses, including, without limitation, claims of defamation, invasion of privacy, or copyright.

This Release is binding on me, my heirs, assigns, and estate. I understand Idaho State University is not obligated to use any of the rights granted under this Release.

FULL NAME (PRINTED)

SIGNATURE

ADDRESS (STREET)

CITY

STATE

ZIP

EMAIL ADDRESS

TELEPHONE NUMBER

DATE

VIII. Computer Usage Policy



**Idaho State
University**

**College of
Technology**

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 completely limit what you can do and 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 is deemed "inappropriate use" for their particular lab. For specific computer lab policies, see individual lab instructors. Inappropriate use may result in the denial of computer lab access at the College of Technology.

The misuse of this computing account, or the use of an account belonging to another, may result in the loss of your computer privileges. Where computing is required to complete coursework, 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, using it 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 the above policy. I further acknowledge that any abuse of the above privilege may result in the loss of computing privileges, whether or not such privileges are necessary for continued enrollment in my present course of study.

PRINTED NAME

DATE

SIGNATURE

BENGAL ID #

IX. 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 tailored 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.

X. Drug Screening Letter of Introduction



Idaho State University

College of Technology Health Occupations
921 S. 8th Ave., Stop 8380, Pocatello, ID 83209-8380

ATT: Tashina Hunsaker

Phone: (208) 282-4370 Fax: (208) 282-3975

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: **Associate Degree Registered Nurse** Date Scheduled: _____ Time: _____

Student Name: _____ ID#: _____

Reason for test:

☒ Pre-Practicum
☐ Random
☐ Post-Accident
☐ Other: _____

Type:

☒ Instant 10-Panel
☐ Breath Alcohol

Collection Facilities Idaho Workcare

Idaho Falls	Blackfoot	Twin Falls	Rexburg
Legacy Health Partners 203 N Holmes Idaho Falls, ID 83401 (208) 522-2591	Ellis Chiropractic 512 W Judicial Blackfoot, ID 83221 (208) 782-9793	Canyon Springs Chiropractic 2167 Village Park Ave, #100 Twin Falls, ID 83301 (208) 737-1430	Orchard Chiropractic 160 E Valley River Dr. #3 Rexburg, ID 83440 (208) 656-8883

Other Collection Facilities

Meridian	Pocatello	Pocatello
Unity Health Center 745 S Progress Ave Meridian, ID 83401 (208) 895-6729 COST \$35	ISU Student Health Center 990 Cesar Chaves Ave Pocatello, ID 83209 (208) 282-2330 COST \$20	Portneuf Medical Center Work-Med 500 S 11 th 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: _____

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: Sheri Kunkel at fax: (208) 282-3975, or email: kunksher@isu.edu

Idaho Workcare Testing SITE: The Associate Degree Registered Nurse 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: Sheri Kunkel at fax: (208) 282-3975, or email: kunksher@isu.edu

Collector Printed Name _____ Signature: _____

Date result sent to ISU: _____ Time sent to ISU: _____ Method: Fax/Email/Student