

## HEALTH INFORMATION TECHNOLOGY PROGRAM PEFORMANCE ESSENTIALS

Performance essentials are the tasks/skills a student must be able to perform to be successful throughout the program curriculum and the profession.

The purpose of identifying the Performance Essentials of a Health Information Technologist is to articulate the demands of the program in a way that will allow students to compare their own capabilities against these demands.

These are the physical abilities that a student must be able to perform to be successful throughout the program curriculum and the profession.

- Sit for long periods of time.
- Repeat the same motions.
- Use hands to handle or control medical records, files or computers.
- See details of objects that are less than a few feet away.
- Speak clearly so listeners can understand.
- Understand the speech of another person.
- Use hands or fingers to grasp, move or assemble objects
- Use muscles to lift, push, pull, or carry heavy objects.
- Possess near visual acuity; see differences between colors, shades and brightness
- Reach overhead
- Read and understand written information
- Communicate by telephone, letters, memos, email, and in person on a daily basis.
- Work often in a group or part of a team.
- Possess hearing in a normal range.
- Behave honestly and truthfully
- Use computer terminals
- Climb using a stepstool
- Able to squat, bend, kneel, and move about

There are times when reasonable accommodations [i.e.: hearing devices to improve communication] will be necessary in order to assist a student in performing the essential functions. Reasonable accommodations do not mean students are exempt from performing any of these tasks; but that students are allowed an opportunity to complete the task in a fashion that may be different than what is considered the typical way to achieve the outcome. Students seeking accommodation are required to make formal declaration of special needs with the SWIC Disability and Access Center. If admitted, a student requesting an accommodation must also make the Program Director/Coordinator of the Health Information Technology program aware. Students who can not complete the necessary skills of Health Information Technology will not be able to successfully complete the program.

I have reviewed the performance essentials and believe that I can, with or without accommodations, perform all the essential functions identified. I understand that inability to perform these essentials will result in program withdrawal or failure.

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_