



**HEALTH INFORMATION MANAGEMENT  
Wilmington Campus**

**Health Information Management Program (HIM)  
Medical Coding Studies Program (COD)**

**Student Essential Functions**

The following physical, cognitive, and environmental factors are encountered by students in training.  
These standards may vary depending on the specific area of practice.

**PHYSICAL PERFORMANCE STANDARDS**

	Never	Sometimes 1-30%	Frequently 31-75%	Always 76-100%	Frequently is per Day	Job Essential Yes No
<b>SPEECH</b>						
Speak with Clarity						
Communicate with Clarity						
<b>HEARING</b>						
Conversation						√
Telephone						√
<b>SIGHT</b>						
Natural or Corrected						√-near
Depth Perception						
Color Vision						√
<b>MOBILITY</b>						
Lifting				25 lb		√
Carrying				30 lb.		√
Pushing			30 lb.			√
Neck						
Standing				√		
Move about Facility		√-500'				√
Bending				√		√
Crawl, Stoop or Crouch			√			
Kneeling						
Reaching				√-8' shelves		√
Walking			√			
Climbing		√-20'				
Stairs						
Other						
<b>REACHING</b>						
Overhead				√		√
In Front of Body				√		√
Down				√		√
<b>GRASPING</b>						
Overhead				√		√
In Front of Body				√		√
Down				√		√
<b>SITTING</b>				√-long periods		√
<b>SMELLING</b>						
<b>TASTING</b>						
<b>FINE MOTOR CONTROL</b>						
Hands		√				
Fingers/Tactile Sense				√		√
Wrist		√				
<b>COORDINATION</b>						

Eye/Hand/Foot						
<b>ALLERGIES</b>						
Tolerance to Latex						

**COGNITIVE/MENTAL FACTORS**

	Job Essential	
	Yes	No
<b>REASONING</b>		
Deal with abstract and concrete variables, define problems, collect data, establish facts, and draw valid conclusions.	√	
Interpret instructions furnished in oral, written, diagrammatic or schedule form.	√	
Deal with problems from standard situations.	√	
Carry out detailed, simple to complex written or oral instructions.	√	
<b>MATHEMATICS</b>		
Simple skills - Add, subtract, multiply, and divide whole numbers and fractions, calculate time, simple measurements, percentages and norms.	√	
<b>READING</b>		
Complex skills - Comprehend records, documents, evaluations, manuals, journals, instructions in use and maintenance of equipment, safety rules and procedures.	√-long periods	
<b>WRITING</b>		
Complex skills - Documentation using behavioral objectives, technical terminology, and functional outcomes.	√	
<b>REPORTING</b>		
Orally reports at team conferences, staffing.	√	
<b>PERCEPTION</b>		
Spatial - Ability to evaluate and treat visual perceptual skills in the area of: visual discrimination, figure-ground, spatial relations, position in space form consistency, visual memory and visual sequential memory.		
Forms - Ability to perceive pertinent detail in objects, models, or in pictorial or graphic material; to make visual comparisons and discriminations.	√	
<b>CLERICAL</b>		
Ability to perceive pertinent detail in verbal or tabular material; to observe differences in copy, to proof-read words and numbers, and to avoid perceptual errors in arithmetic computation.	√	
<b>DATA</b>		
Synthesizing	√	
Coordination	√	
Analyzing	√	
Compiling	√	
Computing	√	
Copying	√	
Comparing	√	
<b>PERSONAL TRAITS</b>		
Ability to comprehend and follow instructions.	√	
Ability to perform simple and repetitive tasks.	√	
Ability to maintain a work pace appropriate to given work load.	√	
Ability to relate to other people beyond giving and receiving instructions.	√	
Ability to influence people.	√	
Ability to perform complex or varied tasks.	√	
Ability to make generalizations, evaluations or decisions without immediate supervision.	√	
Ability to accept and carry out responsibility for direction, control, and planning.	√	
Ability to maintain poise and flexibility in stressful or changing conditions.	√	
Ability to conduct self in accordance with professional ethics.	√	

**ENVIRONMENTAL FACTORS**

	Job Essential	
	Yes	No
Works indoors	√100%	
Works outdoors		
Exposure to extreme hot or cold temperature		
Working at unprotected heights		
Being around moving machinery		
Exposure to marked changes in temperature/humidity		
Exposure to dust, fumes, smoke, gases, odors, mists or other irritating particles		
Exposure to excessive noises		
Exposure to cuts and punctures	√	
Working in confined spaces		
Using computer monitor	√	
Working with explosives		
Exposure to vibration		
Exposure to repetitive motion tasks	√	
Works around others	√	
Works alone	√	
Works with others	√	
<b>SAFETY EQUIPMENT (REQUIRED TO WEAR)</b>		
Safety glasses		
Face mask/face shield		
Ear plugs		
Hard hat		
Protective clothing		
Protective gloves		
Exposure to Blood and OPIM		

It is important to note, that the Physical Demands of a job in the Health Information Management profession are dependent on the specific position for which the person is hired. If you have any questions or wish to discuss further the Health Information Management essential functions, please contact Carol Bancroft Morley at 302-571-5355 or Bancroft@dtcc.edu. The Federal American's with Disabilities Act (ADA) bans discrimination of persons with disabilities. In keeping with this law, DTCC, Wilmington Campus makes every effort to ensure quality education for all students. However, we feel obligated to inform students of the essential functions demanded by our program.

**Delaware Technical Community College  
Wilmington Campus**

I have read and understand the Health Information Management Student Essential Functions in the Allied Health/Science Department.

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Student Signature

\_\_\_\_\_  
Date

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\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Student ID #