

Dear Clinical Supervisor

Thank you for working with the students enrolled in the Health Information Technology Program. You are our most valuable asset.

To help you to help us, we have compiled a handbook for your use. We have tried to include information that will serve as a background for the student rotation. We have included some suggestions and samples, as well as the competency sheets for HLIN 1105 (summer semester – 60 hours), HLIN 2206 (3rd semester – 120 hours) and HLIN 2208 (4th semester – 120 hours).

Also included is a blank time sheet, a sample how to complete the one for the student, and a sample of a schedule sheet that may help you plan for the student.

This handbook is a start, but hope that it will be of some help to you. We can periodically update this and incorporate any of your suggestions. Please, we are asking for your suggestions and help in making this handbook something viable. The handbook will be a means of communication between the program and the clinical affiliates.

Thank you for your continued support of our students.

Sincerely,

Vickie Findley, MPA, RHIA
Program Coordinator

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