

BACKGROUND CLEARANCES AND OTHER REQUIREMENTS FOR HEALTH INFORMATION TECHNOLOGY AND HEALTH INFORMATION ADMINISTRATION PROGRAMS

All students enrolled in the Associate in Science degree in Health Information Technology (HIT) or Health Information Administration programs are required, as a condition of completing their degree, to satisfactorily complete their Professional Practice Experiences (“PPEs”) by earning a grade of “C” or above. HIT students must successfully complete two PPEs and HIA students must successfully complete one PPE. The Faculty Chair, Health Programs has the ultimate responsibility for identifying, securing, and managing adequate and appropriate sites in which students can receive quality PPEs. Examples of the types of health care providers and agencies that may serve as host PPE sites include, for example: HIM service providers, software vendors, insurance companies, pharmaceutical firms, outpatient behavioral health centers, and various state agencies.

As a condition of being accepted by an approved health care provider or agency, HIT students must satisfy the requirements of the health care provider or agency as well as applicable law, both prior to being placed in the Professional Practice Experience. These requirements in most instances include but are not limited to the following background check and other clearances:

- Completed physical exam, immunization records, and/or diagnostic tests
- Hepatitis B vaccine series (3 doses) completed or in progress or signed waiver.
- All immunizations up to date and corresponding Immunization Record completed
- Negative PPD test for TB (tuberculosis) within last 6 months.
- Chest x-ray (normal results) for positive TB test.
- Child Abuse Clearance
- PA State Police Criminal Background Check
- For additional information on Child Abuse Clearances and PA Police Criminal Background Checks, please visit the Pennsylvania Department of Public Welfare website at <https://www.compass.state.pa.us/cwis/public/home> or call 1-888-783-7972.
- If student has been a resident of PA for less than 2 years, an FBI Background Check is required.
- Drug testing (prior to placement) as well as drug and/or alcohol testing during placement.

These requirements may need to be periodically updated and/or renewed as required by the College, the health care provider or agency and/or applicable law. There also may be additional requirements that must be met throughout the PPE experience.

The student is also responsible for the cost of these clearances.

Please be advised that the list above is a general summary only and the specific requirements of Peirce College, the health care provider or agency, as well as applicable law is subject to change at any time, with or without prior notice. It is the responsibility of the student to furnish, to the host PPE site (or as may be directed otherwise), all background checks and clearances as a condition of acceptance at the host PPE site as well as a condition of continued eligibility to participate in the PPE. The host PPE site makes the sole determination of accepting the student for the PPE. Peirce College shall not be responsible for any changes that may occur with respect to the requirements for placement. HIT and

HIA students are expected to comply with all applicable requirements. Failure to satisfy these requirements will prevent a student from being able to be placed in and/or remaining in a Professional Practice Experience and will delay and/or may prevent a student from completing his/her degree.