

# Health Information Technology

## Essential Functions

The Americans with Disabilities Act (ADA) prohibits discrimination of persons with disabilities. In keeping with this law, MATC makes every effort to insure quality education for all students. It is our obligation to inform students of the essential functions necessary for this program and occupation.

Students requiring accommodation and/or special services to meet the essential functions of the program should contact the MATC Student Accommodation Services at any MATC campus.

The following physical, cognitive and environmental performance standards are encountered by students in this program.

### ESSENTIAL FUNCTIONS

	Never	Sometimes 1-30%	Frequently 31-75%	Always 76-100%	Frequently is per: Day	Job Essential	
						Yes	No
<b>SPEECH</b>							
Speak English with Clarity				X	X	X	
Communicate in English with Clarity				X	X	X	
<b>HEARING</b>							
Conversation				X	X	X	
Telephone				X	X	X	
Communication devices				X	X	X	
<b>SIGHT</b>							
Natural or Corrected without Assistance				X	X	X	
Depth Perception				X	X	X	
Color Vision				X	X	X	
<b>MOBILITY</b> using each extremity (right and left) as applicable							
Lift, push or pull 50 lbs.		X				X	
Shoulder		X				X	
Arm		X				X	
Neck		X				X	
Standing		X				X	
Move about facility			X		X	X	
Bending		X			X	X	
Crawling		X					X
Kneeling		X					X
Twisting Body		X			X		X
Running	X						X
Walking			X		X	X	
Climbing	X						X
Stairs		X					X
Other	X						X

	Never	Sometimes 1-30%	Frequently 31-75%	Always 76-100%	Frequently is per: Day	Job Essential	
						Yes	No
<b>REACHING</b> using each extremity (right and left) as applicable							
Overhead				X	X	X	
In front of Body				X	X	X	
Down				X	X	X	
<b>GRASPING</b>							
Overhead				X	X	X	
In front of Body				X	X	X	
Down				X	X	X	
<b>SITTING</b>				X	X	X	
<b>SMELLING</b>	X						X
<b>TASTING</b>	X						X
<b>FINE MOTOR CONTROL</b> (working with small objects and using each hand (right and left))							
Hands				X	X	X	
Fingers/Tactile Sense (the ability to feel when touching)				X	X	X	
Wrist				X	X	X	
<b>COORDINATION</b>							
Eye/Hand with both hands/arms				X	X	X	
Eye/Hand/Foot with both hands/arms/feet				X	X	X	
<b>ALLERGIES/SENSITIVITIES</b>							
Tolerance to Latex							X
<b>COGNITIVE/MENTAL FACTORS</b>							
<b>REASONING</b>							
Deal with abstract and concrete variables, define problems, collect data, establish facts, and draw valid conclusions				X	X	X	
Interpret instructions furnish in oral, written, diagrammatic, or schedule form				X	X	X	
Deal with problems varying from standard situations				X	X	X	
Carry out simple to complex writing and oral instructions				X	X	X	
Carry out at least one or two step instructions				X	X	X	
<b>MATHEMATICS</b>							
Complex skills – Business math, algebra, geometry or statistics			X			X	
Simple skills – add, subtract, multiply and divide whole numbers and fractions, calculate time and simple measurements			X			X	

	Never	Sometimes 1-30%	Frequently 31-75%	Always 76-100%	Frequently is per: Day	Job Essential	
						Yes	No
<b>READING</b>							
Complex skills - comprehend medical records, manuals, journals, instructions in use and maintenance of equipment, safety rules and procedures and drawings				X	X	X	
Simple skills – English sentences containing subject, verb and object; manes and addresses, complete job application or notations in a log book				X	X	X	
<b>WRITING</b>							
Complex skills – prepare medical documentation, report summaries using prescribed and conforming to all rules of punctuation, spelling, grammar, dictation and style				X	X	X	
Simple skills – English sentences containing subject, verb and object; names and addresses, complete job application or notations in a log book				X	X	X	
<b>PERCEPTION</b>							
Spatial – ability to comprehend forms in space and understand relationships of plane and solid objects; frequently described as the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms.			X		X	X	
Form – ability to perceive pertinent detail in objects or in pictorial or graphic material; to make visual comparisons and discriminations and see slight differences in shapes and shadings of figures and widths and lengths of line			X		X	X	
<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.				X	X	X	

	Never	Sometimes 1-30%	Frequently 31-75%	Always 76-100%	Frequently is per: Day	Job Essential	
						Yes	No
<b>DATA</b>							
Synthesizing		X				X	
Coordinating			X			X	
Analyzing				X	X	X	
Compiling				X	X	X	
Computing			X		X	X	
Copying			X			X	
Comparing			X			X	
<b>PERSONAL TRAITS</b>							
Ability to respond to requests person to person and over the telephone in a timely manner				X	X	X	
Ability to comprehend and follow instructions				X	X	X	
Ability to perform simple and repetitive tasks				X	X	X	
Ability to maintain a work pace appropriate to a given work load				X	X	X	
Ability to relate to other people beyond giving and receiving instructions				X	X	X	
Ability to influence people				X	X	X	
Ability to perform complex or varied tasks				X	X	X	
Ability to make generalizations, evaluations or decisions without immediate supervisor				X	X	X	
Ability to accept and carry out responsibility for direction, control and planning				X	X	X	
<b>ENVIRONMENTAL FACTORS</b>							
Work indoors				X	X	X	
Work outdoors	X						X
Working in confined spaces				X	X	X	
Using computer monitor				X	X	X	
Works alone		X			X	X	
Works around others				X	X	X	
Works with others				X	X	X	