Lakeshore Technical College
Health Care Technician, Health Information Management, Health Unit Coordinator & Medical Coding Specialist

Functional Abilities Statement of Understanding

The Americans with Disabilities Act of 1990, the Americans with Disabilities Amendments Act of 2008, and Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. sec. 794) prohibits discrimination of persons because of her or his disability. In keeping with these laws, colleges of the Wisconsin Technical College System make every effort to insure a quality education for students. The purpose of this document is to ensure that students acknowledge that they have been provided information on the functional abilities required of a student in the Medical Coding Specialist program.

If you have a documented disability that may prevent you from meeting the functional abilities as stated, you are encouraged to contact LTC’s Disability Services Coordinator for assistance with accommodations. It is your responsibility to voluntarily and confidentially disclose information regarding the nature and extent of a disability and to provide documentation of the disability. The college cannot assume responsibility for providing accommodations or services to students who have not identified themselves as having a qualifying disability.

Please note that program requirements will not be waived, but accommodations may be made to assist you to meet requirements. Please contact Patrick Neuenfeldt, Disability Services Coordinator, at 920.693.1222, or email patrick.neuenfeldt@gotoltc.edu for assistance in formulating a reasonable accommodation plan.

This form is to be completed upon admission to the program

______ I have read and I understand the Functional Ability Categories specific to a student in the Medical Coding Specialist Program.

______ I am able to meet the Functional Abilities as presented, and have been provided with information concerning accommodations or special services if needed at this time.

Name of Student____________________________________________________________________________________

Signature of Student_________________________________________________           Date_______________________

Student Identification Number or Date of Birth___________________________

Return completed form to:
Enrollment Office
Lakeshore Technical College
1290 North Avenue
Cleveland, WI 53015-1414
Lakeshore Technical College
Functional Ability Categories and
Representative Activities for: Health Care Technician, Health Information Management, Health Unit Coordinator & Medical Coding Specialist

Gross Motor Skills:
- Move within confined spaces
- Maintain balance in multiple positions
- Reach below waist (e.g., plug electrical appliance into wall outlet)
- Reach out front

Fine Motor Skills:
- Pick up objects with hands
- Write with pen or pencil
- Key/type (e.g., use a computer)

Physical Endurance:
- Sustain repetitive movements (e.g., Computer work)
- Maintain physical activity for length of clinical shift

Physical Strength:
- Carry equipment/supplies
- Use upper body strength
- Squeeze with hands (e.g., operate fire extinguisher)

Hearing:
- Hear normal speaking-level sounds (e.g., person-to-person)
- Hear faint voices/whisper
- Hear in situations when not able to see lips
- Hear auditory alarms (e.g., monitors, fire alarms, call bells)

Visual:
- See objects up to 20 inches away (e.g., information on computer screen)
- See objects up to 20 feet away (e.g., client walking down corridor)
- Use depth perception
- Use peripheral vision
- Distinguish color and color intensity (e.g., color codes on supplies)

Tactile:
- Detect environmental temperature

Smell:
- Detect environmental odors

Environment:
- Tolerate exposure to allergens (e.g., latex gloves, chemical substances)
Reading:
- Read and understand written documents (e.g., flow sheets, charts, graphs)

Math:
- Tell time/Count
- Read and interpret measurement marks (e.g., measurement tapes and scales)
- Add, subtract, multiply, and/or divide
- Document numbers in records (e.g., charts, computerized data bases)

Emotional Stability:
- Establish professional relationships
- Adapt to changing environment/stress
- Respond to the unexpected (e.g., emergencies, crisis)
- Focus attention on task
- Maintain emotional control
- Perform multiple responsibilities concurrently
- Cope with strong emotions in others (e.g., anger, grief)

Analytical Thinking:
- Prioritize tasks
- Use long-term memory
- Use short-term memory

Problem Solving:
- Apply knowledge and skill
- Organize and sequence information
- Know the difference between serious and minor problems

Interpersonal Skills:
- Establish appropriate relationships with clients, families, and co-workers
- Respect/value cultural differences in others
- Handle interpersonal conflict

Communication Skills:
- Interact with others
- Speak English
- Write English
- Listen and comprehend spoken/written word
- Manage information