

## **BACKGROUND CHECKS**

State and federal laws require all students to complete a caregiver background check before participating in a clinical requirement, which may include contact with patients or children in a caregiver role. This legislation is described at the Wisconsin Department of Health Services (DHS) web site at <http://dhs.wisconsin.gov/caregiver>.

Since the HIT program requires students to perform in a clinical facility, Northwood Tech is required to perform background checks prior to placement in those clinical facilities. All clinical facilities utilized by the program will be notified of ALL discrepancies found by the background check process. This process is completed anonymously: the facility is notified of the discrepancies without the inclusion of specific student names. It is the prerogative of the clinical facility to refuse to allow a student to complete clinical experiences at their facility based on background check information. Efforts will be made to place a student in a clinical facility; however, inability to attend clinical experiences based on background discrepancies may result in dismissal from the program, since clinical program competencies could not be met.

Section A.1 of the Background Information Disclosure form requires disclosure of all pending criminal charges and convictions. This includes pending charges, as well as conviction of a felony, misdemeanor, or municipal ordinance violation in any court, including all military courts, or a tribal court. If a student is uncertain as to whether a pending charge or conviction is covered, they should disclose it. Convictions are reviewed on an individual basis with respect to impact upon admission to the program and will not necessarily prevent a student from entering and participating in the program. However, failure to disclose a charge or conviction will prevent program admission or result in dismissal from the program.

From the time the Background Information Disclosure form is completed until graduation or dismissal from the program, if the student is charged with or convicted of a crime or a municipal ordinance violation of any type, before any court, or investigated for any violation of a local, state, or federal law, the student must report this to the Northwood Technical College Health Information Technology Program Director within seven (7) school days. Failure to report will result in program dismissal.

All students are required to submit to a Wisconsin Caregiver Background Check and a National Criminal Background Check before the start of the fourth semester of core classes. A felony and some other violations may prohibit completion of the program and may prevent a student from taking the national RHIT exam. If the student completes a clinical rotation in Minnesota (or another state), a Minnesota (or additional applicable) Caregiver Background Check is also required.

At a minimum, the following background checks are required:

1. A Wisconsin caregiver background check completed no more than 90 days prior to entry into the HIT clinical courses. If a student leaves the program for any length of time, a repeat background check may be required before the student may reenter the program.
2. A national criminal background check completed one time upon entry into the HIT program.

Students are responsible for fees associated with all background checks.