



NORTHWOOD TECHNICAL COLLEGE

31-530-2 Medical Coding Specialist

Functional Abilities Disclosure

It is the intent of the Northwood Technical College (Northwood Tech) to fully comply with Section 504 of the Rehabilitation Act of 1973 (29 U.S. C & 794), the Americans with Disabilities Act (ADA) of 1990 (42 U.S.C & 1201. *et seq.*), and the ADA Amendment Act of 2008. In accordance with these laws, Northwood Tech does not provide students with personal devices and services.

In order to assist students to successfully complete this program, Northwood Tech has developed a set of objective functional ability criteria. At the time of application, students are asked to sign the Functional Ability Disclosure stating whether or not they are able to meet the functional abilities, with or without accommodations, as stated in this document. **Students entering the program based on falsification of records related to their ability to meet functional requirements, may face disciplinary action.** The signed acknowledgement of this information will be filed in the student's permanent record. If the student is required to sign the form again at a later date designated by the program requirements, the signed form will be kept on file in the student's record maintained by the program director/faculty for five years, then destroyed.

For students with a disability, reasonable accommodations are available. Reasonable accommodations are defined as modifications or adjustments that allow individuals with disabilities to gain equal access and have equal opportunities to participate in Northwood Tech's courses, services, activities, and use of the facilities. To be eligible for disability-related services/accommodations, students must have a documented disability. This documentation must be provided by a licensed professional, qualified in the appropriate specialty area. Northwood Tech is not obligated to provide an accommodation that requires a substantial change in the curriculum or alteration of an essential element or function of a program /course. Northwood Tech is also not obligated to provide an accommodation that poses an undue financial or administrative burden to the College or poses a direct threat to the health and/or safety of others.

Accommodations allowed, without disability documentation: supportive back brace or other supportive brace that does not impede required movement or interfere with infection control policies, hearing aids, glasses, and/or contacts. Other student-suggested accommodations will require the approval of the Program Director or Academic/Divisional Dean, the campus Accommodation Specialist, and the Wisconsin Department of Health Services (for Nursing Assistant only). All requests should be approved before the student is enrolled in the program. Any accommodation cannot substantially alter the requirements or nature of the program or provide accommodations that inflict an undue burden on the program.

If you are a person with a documented disability and would like to request accommodations, complete the [Reasonable Accommodation Request Form](#) and contact the [Accommodations Specialist](#) at your campus. It is recommended that reasonable accommodation requests be made 30 days prior to class start date to allow time for accommodations to be coordinated. Requests for reasonable accommodation must be made a minimum of fourteen (14) calendar days prior to the first day the service is needed.

Functional abilities required for participation in this program are listed below:

GROSS MOTOR SKILLS

- Move within confined spaces
- Reach above shoulders
- Reach below waist
- Reach out front

FINE MOTOR SKILLS

- Pick up objects with hands
- Grasp small objects with hands
- Write with pen or pencil
- Key/type- 25 words per minute
- Pinch/pick or otherwise work with fingers
- Good eye, hand and foot coordination
- Simultaneous hand, wrist and finger movement

PHYSICAL ENDURANCE

- Sustain repetitive movements

PHYSICAL STRENGTH

- Squeeze with hands (ex. Operate fire extinguisher)

MOBILITY

- Bend
- Sit at a desk for periods of time

HEARING AND SPEECH

- Hear normal speaking-level sounds (ex. person-to-person)
- Hear telephone conversation
- Hear auditory alarms (monitors, fire alarms, call bells)
- Able to discriminate speech when there is background noise
- Able to speak clearly so that others understand

VISUAL

- See objects up to 20 inches away (ex. Information on computer screen)
- See objects up to 20 feet away (ex. client walking down corridor)
- Use depth perception
- Use peripheral vision
- Distinguish color and color intensity
- Can read fine print on written forms and electronic devices

TACTILE

- Detect environmental temperature

SMELL

- Detect environmental odors

ENVIRONMENT

- Work in confined spaces
- Work around others
- Work alone
- Works with others

READING

- Read and understand written documents (ex. Flow sheets, charts, graphs)
- Read digital displays, computer screens
- Comprehend newspapers, manuals, journals, instructions in use and maintenance of equipment, safety rules and procedures and drawings.

MATH

- Tell time
- Count
- Add, subtract, multiply, and divide whole numbers and fractions
- Use a calculator

EMOTIONAL STABILITY

- Establish professional relationships
- Show appropriate compassion through communications
- Adapt to changing environment/stress
- Respond to the unexpected (ex. Emergencies, crisis)
- Focus attention on task despite distractions
- Maintain emotional control
- Perform multiple responsibilities concurrently

EMOTIONAL STABILITY (continued)

- Cope with strong emotions in others (ex. Anger, stress)
- Accept feedback appropriately
- Accept responsibility of own actions

ANALYTICAL THINKING/ CRITICAL THINKING

- Transfer knowledge from one situation to another
- Process and interpret information from multiple sources
- Analyze and interpret abstract and concrete data
- Apply knowledge and skill to solve problems
- Prioritize tasks
- Use long and short-term memory
- Organize and sequence information
- Deal with abstract and concrete variables, define problems, collect data, establish facts, and draw valid conclusions
- Interpret instructions furnished in oral, written , diagrammatic, or schedule form
- Carry out detailed written and oral instructions
- Identify cause-effect relationships
- Plan/control activities for others
- Sequence information
- Able to synthesize, coordinate, analyze, compile, compute, copy, and compare data
- Ability to make generalizations, evaluations or decisions without immediate supervision

COMMUNICATION SKILLS

- Speak English with clarity
- Listen/comprehend spoken/written word
- Manage information
- Exhibit and comprehend nonverbal cues
- Write using prescribed format and conforming to all rules of punctuation, spelling, grammar, diction, and style

INTERPERSONAL SKILLS

- Establish rapport with clients, families, and co-workers
- Respect/value cultural differences in others
- Handle interpersonal conflict
- Collaborate with team members

PERSONAL TRAITS

- Pay attention to details
- Ability to respond to requests person to person and over the telephone in a timely manner
- Ability to comprehend and follow instructions
- Ability to perform simple and repetitive tasks
- Ability to perform complex or varied tasks
- Ability to maintain a work pace appropriate to given load
- Ability to accept and carry out responsibility for direction, control and planning
- Ability to make generalizations, evaluations, or decisions without immediate supervision

Functional Abilities Signature Statement

Northwood Technical College has developed a set of objective functional ability criteria for this program. By signing below, I am confirming that I have read and understand the bulleted information below and the information contained in this Functional Abilities Disclosure and that I am:

- Able to meet the Functional Abilities Criteria as presented with or without accommodation.
- Will be provided with information concerning accommodations or special services upon request.

(This signed document is needed only for those students who did not complete the online application or requested additional information.)

Signature: _____

Student ID: _____

Program: _____

Date: _____

