

Health Information Technology

Careers & Technology

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DEGREE

A.S. – Health Information Technology

CERTIFICATE OF ACHIEVEMENT

Health Information Coding Specialist

Program Description

The CRC Health Information Technology program is designed to train health information professionals with the knowledge and skills to process, analyze, disseminate and maintain health care information. A career as a health information professional offers a unique opportunity to combine an interest in health information, business, and computer information science. Employment opportunities are available in long-term care, ambulatory care, and acute care facilities; state and federal health agencies; and private industry.

Career Opportunities

Health Information Analyst	Health Information Abstractor
Release of Information Consultant	Supervisor, Health Information Data Quality Manager
ICD/CPT Coder	Quality Improvement Coordinator
Medical Staff Coordinator	

Employment opportunities possible in the following settings:

Ambulatory Care
Long-Term Care/Rehabilitation
State and Federal Health Agencies
Professional Review Organizations
Insurance Companies
Consulting Firms
Mental Health/Chemical Dependency
Acute Care

Some Career Opportunities may require experience in addition to at least one year of college study.

Highlights

- Training in a field rated as the nation's tenth most employable career
- The HIT A.S. program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM)
- Non-paid clinical experience in applying classroom-based knowledge at affiliated health-related agencies

For information about the student learning outcomes for this program, see <http://www.crc.losrios.edu/pslo>

DEGREE

A.S. – Health Information Technology

CODE #1252

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Enrollment Eligibility:

To be eligible for enrollment in the program, the student must meet the following criteria:

- Completion of AH 110, AH 124, and BIOL 100 or 102 with grades of C or better.
- Completion of a pre-enrollment form. Forms are available from the Careers & Technology division office.

REQUIRED PROGRAM.....Units

Semester 1 - Fall

HIT 100 Introduction to Health Information Technology: Hospital Settings3
AH 120 Human Disease3
HIT 120 Basic ICD-CM Coding2
HIT 102 Introduction to Health Information Technology: Alternative Settings2
CISC 302 Computer Familiarization2

Semester 2 - Spring

HIT 122 Advanced ICD Coding4
HIT 130 Health Statistics2
HIT 140 Computerized Health Information Systems2

Semester 3 - Fall

HIT 110 Medical Legal Aspects of Health Information2
HIT 123 Current Procedural Terminology (CPT) Coding2
HIT 150 Continuous Quality Improvement2
HIT 170 Health Information Technology Directed Practice I3

Semester 4 - Spring

HIT 160 Supervision for the Allied Health Professional2
CISA 315 Introduction to Electronic Spreadsheets2
CISA 320 Introduction to Database Management1
HIT 171 Health Information Technology Directed Practice II3

TOTAL UNITS REQUIRED37

G.E. Graduation Requirements for this degree - see pages 20-21

CERTIFICATE OF ACHIEVEMENT
Health Information Coding Specialist
 CODE #1372

The Health Information Coding Specialist Certificate prepares the student to apply medical coding classifications to health care encounters using industry standards through both theory and practical (internship) applications for the purpose of meeting health care industry needs; preparing students for appropriate certification exams, and providing career ladder opportunities for health care workers.

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CISC 302 Computer Familiarization2

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Semester 3 - Fall

HIT 110 Medical Legal Aspects of Health Information2

HIT 123 Current Procedural Terminology (CPT) Coding2

HIT 150 Continuous Quality Improvement2

Semester 4 - Spring

CISA 315 Introduction to Electronic Spreadsheets2

CISA 320 Introduction to Database Management1

HIT 172 Directed Practice:

Health Information Coding Specialist1

TOTAL UNITS REQUIRED26

**HEALTH INFORMATION
 TECHNOLOGY (HIT)**

HIT 100

**Introduction to Health Information
 Technology: Hospital Settings**

3 Units

Prerequisite: None

Hours: 45 hours LEC ; 27 hours LAB

This course is an introduction to health records systems in the acute care setting focusing on procedures for completion, maintenance, and preservation of health information. The relationship between health information management and the health care delivery system will also be discussed. Students will become familiar with the concept of accreditation, certification, and licensing of health care facilities with emphasis on the accreditation survey process.

HIT 102

**Introduction to Health Information
 Technology: Alternate Care Settings**

2 Units

Prerequisite: None

Hours: 36 hours LEC

This course introduces to the student a multitude of non-acute health care settings available to the health information professional. Emphasis will be placed on the setting, the regulatory issues, documentation practices, reimbursement, information management, quality improvement, utilization management, risk management, the role of the Health Information professional and current trends in the field.

HIT 110

Medical Legal Aspects of Health Information

2 Units

Prerequisite: HIT 100 with a grade of "C" or better

Hours: 36 hours LEC

This course explores the legal basis for the control, use and release of health information. This concept of consent for treatment and other procedures, as well as the ethical issues involved in the release of health care information will be addressed. Federal and state laws and regulations governing the handling of special health information (psychiatric, substance abuse and HIV/AIDS) will be reviewed.

HIT 120

Basic ICD-CM Coding

2 Units

Prerequisite: None

Corequisite: AH 120 and 124

Hours: 27 hours LEC ; 27 hours LAB

This introductory course covers the basic principles of coding diseases and procedures using the INTERNATIONAL CLASSIFICATION OF DISEASES, Current Edition, Clinical Modification and the coding handbook for entry-level coders. Only the current ICD edition will be utilized in this course. The impact of coding for reimbursement will be discussed.

HIT 122**Advanced ICD Coding****4 Units***Prerequisite: HIT 120 with a grade of "C" or better**Hours: 54 hours LEC ; 54 hours LAB*

This course will address more complex issues related to ICD-9-CM coding. Class lectures and labs will focus on using actual health records, and learning and applying higher level coding skills. The Prospective Payment System and Diagnosis Related Groups (DRGs) will be introduced as well as coding for prospective payment. Computer encoders and groupers will be emphasized.

HIT 123**Current Procedural Terminology (CPT) Coding****2 Units***Prerequisite: AH 120 with a grade of "C" or better**Hours: 27 hours LEC ; 27 hours LAB*

The principles and mechanics of coding procedures according to current procedural terminology and its relationship to the Health Care Financing Administration Common Procedure Coding System are taught in this course.

HIT 130**Health Statistics****2 Units***Prerequisite: HIT 100 with a grade of "C" or better**Hours: 27 hours LEC ; 27 hours LAB*

This course will introduce the principles of health care statistics including the process of abstracting data from medical records, the preparation of administrative and medical reports, the use of statistics in medical research, the applications of automated systems, and the interpretation of reports and the registration of vital statistics. Automated abstracting and vital statistics systems, as well as the use of spreadsheet packages for data display will be introduced.

HIT 140**Computerized Health Information Systems****2 Units***Prerequisite: CISC 302 with a grade of "C" or better**Hours: 27 hours LEC ; 27 hours LAB*

This online course will provide practical experience in the use of software programs commonly used in health information, including master patient index, chart tracking, abstracting, encoders and groupers, release of information, birth registration, and incomplete record management systems. Emphasis will also be placed on the use of spreadsheet and database programs in the manipulation and use of health information.

HIT 150**Continuous Quality Improvement****2 Units***Prerequisite: HIT 130 with a grade of "C" or better**Hours: 36 hours LEC*

This course will provide an overview of Continuous Quality Improvement inherent in the health care industry. Students will explore the history and development of Continuous Quality Improvement (CQI) efforts in health care. Students will also discuss quality and process improvement techniques applicable to health care. The roles and responsibilities of individuals involved in medical staff peer review, utilization review and risk management will be presented to students. The concept of an organized medical staff will be discussed, as well as the role of the medical staff office. The variety of computer applications available for CQI and Medical Staff Organization (MSO) functions will also be presented to students.

HIT 160**Supervision for the Allied Health Professional****2 Units***Prerequisite: None**Corequisite: HIT 170**Hours: 36 hours LEC*

This core course is designed to prepare allied health professionals for supervisory positions. Basic management principles as well as in service education and dealing with difficult behavior in the workplace will be included. Emphasis will be placed on developing organizational charts, policies and procedures, job descriptions, and in service education materials for the health care environment. In addition, students will be exposed to numerous health care-related case studies which deal with communication, conflict resolution, motivation, and interviewing.

HIT 170**Health Information Technology****Directed Practice I****3 Units***Prerequisite: HIT 100 and 130 with grades of "C" or better**Hours: 6 hours LEC ; 144 hours LAB*

Students will experience supervised clinical practice in a health-related institution. They will gain practical experience in data content and structure; collection, storage and retrieval of health information; analysis, interpretation, and presentation of health data; information technology and systems; and various registries and ancillary departments. Students shall have the status of learner and shall not be considered agency employees, nor shall they replace agency staff. Directed Practice is conducted as a non-paid laboratory experience and the student is required to attend the facility eight hours per week during daytime hours. Enrollment is limited to students who have satisfactorily completed a health status examination and TB screening.

HIT 171**Health Information Technology****Directed Practice II****3 Units***Prerequisite: HIT 170 with a grade of "C" or better**Hours: 6 hours LEC ; 144 hours LAB*

Students will experience supervised clinical practice in a health-related agency. Students will gain hands-on experience in data integrity; management; supervision; legal and regulatory issues; release of information; and coding/classification systems. Students will have the status of learner and shall not be considered agency employees, nor shall they replace agency staff. Directed practice is conducted as non-paid laboratory experience and the student is required to attend the facility eight hours per week during daytime hours.

HIT 172**Directed Practice: Health Information Coding Specialist****1 Unit***Prerequisite: HIT 122 with a grade of "C" or better**Hours: 54 hours LAB*

This course is a supervised clinical experience in performing coding and abstracting. Students must be available during regular business hours. Students shall have the status of learner and shall not be considered agency employees, nor shall they replace staff. Directed practice is conducted as non-paid laboratory experience.

HIT 295
Independent Studies in
Health Information Technology **1-3 Units**
Prerequisite: None
Hours: 18 hours LEC ; 54 hours LAB

HIT 298
Work Experience in
Health Information Technology **1-4 Units**
Prerequisite: None
Hours: 300 hours LAB

This course provides students with opportunities to develop marketable skills in preparation for employment or advancement within their current job. Course content will include understanding the application of education to the workforce; completion of required forms, which document the student's progress and hours spent at the work site; and developing workplace skills and competencies. During the course of the semester, the student is required to fulfill an 18 hour orientation and 75 hours of related paid work experience, or 60 hours of unpaid work experience for one unit. An additional 75 or 60 hours of related work experience is required for each additional unit. The course may be taken again when there is new or expanded learning on the job for a maximum of 16 units.

HIT 299
Experimental Offering in
Health Information Technology **.5-4 Units**
Prerequisite: None
Hours: 18 hours LEC ; 54 hours LAB