

HEALTH INFORMATION TECHNOLOGY

Program Description

The Health Information Technology program is designed to provide individuals with opportunities to acquire the knowledge and skills needed to become a medical assistant, medical office assistant, medical transcriptionist, medical insurance coder or medical insurance technician with emphasis on the analysis of medical records. **Note:** *Medical coders must take and pass the national certification examinations that are administered through various accrediting agencies.*

Several of the courses required for the Health Information Technology technical certificate are also required for the Business Technology program. Students who want to broaden their knowledge bases and enhance business skills may complete both technical certificates.

The length of this program is two (2) semesters and one (1) summer term.

Student Learning Outcomes

Successful completers of this program will be able to:

- Demonstrate the knowledge and skills necessary to provide support in health care office environments.
- Demonstrate the ability to effectively communicate pertinent information to patients, billing specialists and members of the medical team.
- Use instruction, information, and training related to academic and technical skills required to enhance career-related skills in technology, ethics and professionalism.

GRADUATION REQUIREMENTS

(Suggested Schedule)

		<u>Fall Semester</u>	<u>Credit Hours</u>
CPSI	11083	Tech Computer Fundamentals <u>OR</u>	
ISYS	10133	**Introduction to Computer-based Systems	3
HIMT	10233	Tech Law and Ethics in Healthcare	3
HIMT	10303	Tech Medical Coding I	3
HIMT	10603	Tech Medical Office Procedures	3
HIMT	11333	Tech Medical Terminology	3
HIMT	10433	Essentials of the Human Body <u>OR</u>	
PNUR	15104	PN Anatomy and Physiology	3
Exit: Healthcare Office Skills Certificate of Proficiency			18
 <u>Spring Semester</u>			
COMM	12053	Tech Communication <u>OR</u>	
ENGL	10103	**Composition I	3
HIMT	20233	Tech Advanced Medical Terminology	3
HIMT	20433	Tech Medical Coding II	3
HIMT	20503	Tech Reimbursement Methodologies	3
MATH	12073	Technical Mathematics <u>OR</u>	
MATH	22163	**Advanced Industrial Mathematics	3
 <u>Summer I Term</u>			
HIMT	22033	Tech Health Information Practicum	3
<u>One of the following courses:</u>			3
BUSI	21693	Tech Spreadsheet Applications	
HIMT	20133	Tech Medical Transcription	
HIMT	20833	Tech Electronic Health Records	
HIMT	21433	Tech Advanced Medical Coding	
Exit: Health Information Technology Technical Certificate			39

****Required for Associate of Applied Science in General Technology**