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.

<u>Student Learning Outcomes</u> 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. ٠
- Use instruction, information, and training related to academic and technical skills required to enhance career-related skills in technology, ethics and professionalism. ٠

GRADUATION REQUIREMENTS (Suggested Schedule)

CPSI 11083 Tech Computer Fundamentals OR ISYS 10133 **Introduction to Computer-based Systems 3 HIMT 10233 Tech Law and Ethics in Healthcare 3 HIMT 10303 Tech Medical Office Procedures 3 HIMT 10603 Tech Medical Office Procedures 3 HIMT 10433 Tech Medical Terminology 3 HIMT 10433 Essentials of the Human Body OR PNUR 15104 PN Anatomy and Physiology 3 Exit: Healthcare Office Skills Certificate of Proficiency 18 Spring Semester COMM 12053 Tech Advanced Medical Terminology 3 HIMT 20433 Tech Advanced Medical Terminology 3 HIMT 20503 Tech Advanced Industrial Mathematics <			Fall Semester	Credit Hours
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5	HIMT	20833	Tech Electronic Health Records	
	HIMT	21433	Tech Advanced Medical Coding	
Exit: Health Information Technology 39 Technical Certificate			Exit: Health Information Technology Technical Certificate	39

**Required for Associate of Applied Science in General Technology