

## 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. The program costs are approximately \$4,600 for tuition and fees and approximately \$2,300 for books and supplies.

### 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>
CFA	1103	Tech Computer Fundamentals <b>OR</b>	3
CIS	1013	**Introduction to Computer-based Systems	
HIT	1023	Tech Law and Ethics in Healthcare	3
HIT	1033	Tech Medical Coding I	3
HIT	1063	Tech Medical Office Procedures	3
HIT	1133	Tech Medical Terminology	3
HIT	1043	Essentials of the Human Body <b>OR</b>	3
NUR	1514	PN Anatomy and Physiology	
		<b>Exit: Healthcare Office Skills Certificate of Proficiency</b>	<b>18</b>
		<u>Spring Semester</u>	
COM	1203	Tech Communication <b>OR</b>	3
ENGL	1013	**Composition I	
HIT	2023	Tech Advanced Medical Terminology	3
HIT	2043	Tech Medical Coding II	3
HIT	2053	Tech Reimbursement Methodologies	3
MAT	1203	Technical Mathematics <b>OR</b>	3
MAT	2213	**Advanced Industrial Mathematics	
		<u>Summer I Term</u>	
HIT	2003	Tech Health Information Practicum	3
		<b><u>One of the following courses:</u></b>	
BUS	2163	Tech Spreadsheet Applications	3
HIT	2013	Tech Medical Transcription	
HIT	2083	Tech Electronic Health Records	
HIT	2143	Tech Advanced Medical Coding	
		<b>Exit: Health Information Technology Technical Certificate</b>	<b>39</b>

\*\*Required for Associate Degree