

HEALTH INFORMATION TECHNOLOGY

ACCREDITATION

The associate degree program in Health Information Technology is currently in candidacy for accreditation by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). Graduates are not eligible to apply for the AHIMA RHTT certification examination until the program has received official notification from CAHIIM awarding initial accreditation.

ASSOCIATE DEGREE PROGRAM

The associate degree program in Health Information Technology prepares students for employment in the health information field as health information technicians. Technicians are responsible for maintaining components of health information systems consistent with the medical, administrative, ethical, legal, accreditation, and regulatory requirements for the healthcare delivery system. Health information technology professionals manage medical information and its secure exchange between consumers and providers of healthcare services. They specialize in medical records management, privacy, risk management, medical coding, insurance reimbursement, corporate compliance, data analysis, and reporting.

CAREER OPPORTUNITIES

Occupational employment projections in the Northeast Georgia area show an estimated growth rate of 27.5 percent for medical records and health information technicians through 2014. The expected growth is due to the growing number of medical tests, treatments, and procedures that will be increasingly scrutinized by third-party payers, regulators, courts, and consumers. Furthermore, President Obama has proposed a massive effort to make all health records standardized and electronic within five years. Health information technology professionals will play a key role in this effort. Graduates of this program will have options to work in hospitals, physicians' offices, medical or mental health clinics, managed care organizations, consulting and law firms, ambulatory care facilities, government or educational entities or even from home as coders, data analysts, patient information coordinators, and health records technicians.

PROGRAM EXPENSES

The reauthorization of the Higher Education Act of 1965 requires all colleges and universities to notify students and prospective students of all program costs for

which they will be responsible. Students will be responsible for the following expenses:

- Quarterly tuition (\$45 per credit hour)
- Quarterly student activity fees (\$16)
- Quarterly registration fee (\$26)
- Quarterly accident insurance fee (\$4)
- Quarterly instructional and technology supply fee (\$35)
- Program supply fee (\$10 per HIT course)
- Textbooks (Approximately \$1,500 for entire program)
- Physical examination (approximately \$150)
- Tuberculosis test (approximately \$40)
- Drug panel test (approximately \$25)
- Hepatitis B series (approximately \$275)
- RHIT certification examination (\$299 for non-members; \$229 for members)
- AHIMA student membership (\$35 annually/optional)
- Criminal background check (Approximately \$80)
- Liability insurance (\$20)

The expenses are based on costs in effect at the time this catalog was published. Prices are subject to change.

ADMISSION REQUIREMENTS

Applicants must be at least 18 years of age to gain admission to this program. They must submit the following information to the Admissions Office:

- a. Completed and signed application for admission and a \$20 nonrefundable application fee;
- b. Official high school or GED transcripts and/or official college transcripts from all colleges attended in the past (see General Admission Requirements);
- c. Valid COMPASS, ASSET, SAT or ACT test scores (see Compass and ASSET Placement Tests); and
- d. A signed document acknowledging that the commission of a felony before or during their enrollment in this program may prevent or impede graduates from obtaining certification as a health information technician and that they may be required to complete drug testing and/or background checks at their own expense prior to participating in practicums or clinical activities at certain host sites for these activities (see Drug Testing/Background Checks) (blank documents are available from the Admissions Office and online at www.athenstech.edu –Select Prospective Students and then Competitive Health Pgms).

A selective admissions process based on grades and test results will be utilized for this program. Details on the selection process will be forthcoming.

HEALTH INFORMATION TECHNOLOGY CURRICULUM OUTLINE

Associate Degree Program (Major Code: HIT3)

Credit Required for Graduation: 97 quarter credit hours

			Credits
General Education			35
BIO	2113	Human Anatomy and Physiology I	5
BIO	2114	Human Anatomy and Physiology II	5
ENG	1101	Composition and Rhetoric	5
ENG	1102	Literature and Composition	5
	OR		
HUM	1101	Introduction to Humanities	5
SPC	1101	Public Speaking	5
MAT	1111	College Algebra	5
	OR		
MAT	1127	Introduction to Statistics	5
PSY	1101	Introduction to Psychology	5
Health Information Technology Major			62
*	AHS	109 Medical Terminology for Allied Health Science	3
*	MAS	112 Human Diseases	5
*	HIT	1100 Introduction to Health Information Technology	3
*	HIT	1150 Computers in Healthcare	3
*	HIT	1200 Legal Aspects in Healthcare	3
*	HIT	1250 Health Record Content and Structure	5
*	HIT	1350 Pharmacotherapy	3
	OR		
*	MAS	103 Pharmacology	5
*	HIT	1400 Coding and Classification I – ICD Coding	4
*	HIT	1410 Coding and Classification II – ICD Coding	3
*	HIT	2150 Healthcare Statistics	5
*	HIT	2200 Performance Improvement	3
*	HIT	2300 Healthcare Management	5
*	HIT	2400 Coding and Classification III – CPT Coding	4
*	HIT	2410 Coding and Classification IV – Revenue Cycle Management	3
*	HIT	2450 Health Information Technology Practicum I	3
*	HIT	2460 Health Information Technology Practicum II	4
*	SCT	100 Introduction to Microcomputers	3

**Students must pass courses with grades of C or better.*

ALLIED HEALTH SCIENCE

Department Code: AHS

AHS 109

Medical Terminology for Allied Health Science (3-0-3)

Banner Title: Medical Terminology for AHS

This course introduces the elements of medical terminology. Instructors place emphasis on building familiarity with medical words through knowledge of roots, prefixes, and suffixes. Topics include origins (roots, prefixes, and suffixes), word building, abbreviations and symbols, terminology related to the human anatomy, reading medical orders and reports, and terminology specific to the students' programs of study.

Prerequisite: Provisional admission
Offered quarterly

BIOLOGY

Department Code: BIO

BIO 2113

Human Anatomy and Physiology I (4-3-5)

Banner Title: Anatomy/Physiology I

This course introduces the anatomy and physiology of the human body. Instructors place emphasis on the development of a systemic perspective of anatomical structures and physiological processes. Topics include body organization, chemistry, cell structure and functions, tissue classifications, the integumentary system, the skeletal system, the muscular system, and the nervous and sensory systems. Laboratory experiences support classroom learning. Students must pay a \$20 supply fee when registering for this course.

Prerequisite: ENG 099 with a grade of C* or better and RDG 098 with a grade of C* or better or placement by diagnostic testing

Offered quarterly

BIO 2114

Human Anatomy and Physiology II (4-3-5)

Banner Title: Anatomy/Physiology II

This course continues the study of the anatomy and physiology of the human body and builds upon the concepts of chemistry, cytology, and histology. Topics include the endocrine system, the cardiovascular system, the blood and lymphatic system, the immune system, the respiratory system, the digestive system, the urinary system, and the reproductive system. Topics also include fluid dynamics and metabolism. Laboratory experiences sup-

port classroom learning. Students must pay a \$20 supply fee when registering for this course.

Prerequisite: BIO 2113 with a grade of C or better

Offered quarterly

ENGLISH

Department Code: ENG

ENG 1101

Composition and Rhetoric (5-0-5)

Banner Title: Composition and Rhetoric

Students practice various modes of writing ranging from exposition to argumentation and persuasion. The course also explores the analysis of literature and articles about issues in the humanities and in society. The course includes a review of standard grammatical and stylistic usage in proofreading and editing. An introduction to library resources lays the foundation for research. Topics include writing analysis and practice, revision, and research. Students write a research paper using library resources and using a formatting and documentation style appropriate to the purpose and audience.

Prerequisites: ENG 099 with a grade of C* or better and RDG 098 with a grade of C* or better or placement by diagnostic testing

Offered quarterly

ENG 1102

Literature and Composition (5-0-5)

Banner Title: Literature and

Composition

This course emphasizes the ability of students to read literature analytically and meaningfully and to communicate clearly. Students analyze the form and content of literature in historical and philosophical contexts. Topics include reading and analysis of fiction, poetry, and drama; research, and writing about literature.

Prerequisite: ENG 1101 with a grade of C or better

Offered quarterly

HEALTH INFORMATION TECHNOLOGY

Department Code: HIT

HIT 1100

Introduction to Health Information Technology (2-2-3)

Banner Title: Intro to Health Information

This course focuses on orienting students to health information management. Topics include an introduction to the structure of healthcare in the United States and its providers and to the struc-

ture and function of the American Health Information Management Association (AHIMA). Students must pay a \$10 supply fee when registering for this course.

Prerequisite: Program admission or permission of department

Offered annually

HIT 1150

Computer Applications in Healthcare (2-2-3)

Banner Title: Computers in Healthcare

This course is designed to provide students with the computer and software skills used in medical offices. Topics include hardware and software components of computers for medical record applications; database software and information management; specialized information management systems in healthcare; methods of controlling confidentiality and patient rights; accuracy and security of health information data in computer systems; and future directions of information technology in healthcare. Students must pay a \$10 supply fee when registering for this course.

Prerequisite: SCT 100

Offered annually

HIT 1200

Legal Aspects in Healthcare (3-0-3)

Banner Title: Legal Aspects in

Healthcare

This course focuses on the study of legal principles applicable to health information, patient care, and health records. Topics include the workings of the American legal system, courts and legal procedures, principles of liability, patient record requirements, access to health information, confidentiality and informed consent, the judicial process of health information, specialized patient records, risk management and quality assurance, HIV information, and the electronic health record. Students must pay a \$10 supply fee when registering for this course.

Prerequisite: Program admission or permission of the department

Offered annually

HIT 1250

Health Record Content and Structure (3-4-5)

Banner Title: Health Data Management

This course provides a study of content, storage, retrieval, control, retention, and maintenance of health information. Topics include health data structure, content and standards, and healthcare information requirements and standards. Students must pay a \$10 supply fee when registering for this course.

Prerequisite: HIT 1100

Offered annually

**HIT 1350
Pharmacotherapy (3-0-3)**

Banner Title: Pharmacotherapy

This course introduces drug therapy with emphasis on safety, classification of drugs, their action, side effects, and/or adverse reactions. This course also introduces the basic concept used in the administration of drugs. Topics include an introduction to pharmacology, sources and forms of drugs, drug classification, and drug effects on the body systems. Students must pay a \$10 supply fee when registering for this course.

Prerequisite: AHS 109

Offered annually

**HIT 1400
Coding and Classification I –
ICD Coding (2-4-4)**

Banner Title: Coding and Classification I

This course provides students with an introduction to medical coding and the classification of diseases, injuries, encounters, and procedures using standard applications of Medical Coding Guidelines to support reimbursement of healthcare services. Students must pay a \$10 supply fee when registering for this course.

Prerequisites: BIO 2114, AHS 109, HIT 1350

Corequisite: MAS 112

Offered annually

**HIT 1410
Coding and Classification II –
ICD Coding (2-2-3)**

Banner Title: Coding and Classification II

This course is a continuation of HIT 1400 (*Coding and Classification I*). This course provides students with case studies for in-depth review of inpatient and outpatient record formats as found in current healthcare settings. Advanced coding skills and use of industry applications to apply coding and billing standards will be the focus in order to develop auditing and compliance strategies in the work setting. Students must pay a \$10 supply fee when registering for this course.

Prerequisite: HIT 1400

Offered annually

**HIT 2150
Healthcare Statistics (5-0-5)**

Banner Title: Healthcare Statistics

This course analyzes the study of methods and formulas used in computing and preparing statistical reports for health care services and vital records. It also focuses on the study of methods and techniques used in presenting statistical data. Students must pay a \$10 supply fee when registering for this course.

Prerequisites: MAT 1111 or 1127, HIT

1100, HIT 1250

Offered annually

**HIT 2200
Performance Improvement (3-0-3)**

Banner Title: Performance

Improvement

This course introduces students to the peer review and the role health information plays in evaluating patient care. The course investigates the components of performance improvement programs in health care facilities, including quality assessment, utilization management, risk management, and critical clinical pathways. State and local standards are included, as well as a review of the federal government's role in health care. The course also looks at the accreditation requirements of various agencies. Students must pay a \$10 supply fee when registering for this course.

Prerequisites: HIT 1100, HIT 1250

Offered annually

**HIT 2300
Healthcare Management (3-4-5)**

Banner Title: Healthcare Management

This course will engage in the functions of a manager, including planning, organizing, decision making, staffing, leading or directing, and communicating and motivating. Further study will include principles of authority and responsibility, delegation and effective communications, organization charts, job descriptions, policies and procedures, employee motivation, discipline, and performance evaluation. Students must pay a \$10 supply fee when registering for this course.

Prerequisite: Program admission

Offered annually

**HIT 2400
Coding and Classification III –
CPT/HCPCS Coding (2-4-4)**

Banner Title: Coding and

Classification III

This course provides an introduction to and the application of codes using the CPT/HCPCS system. Codes will be applied to workbook exercises, case studies, and actual outpatient charts. Codes will be assigned manually, as well as by an encoder. Students must pay a \$10 supply fee when registering for this course.

Prerequisite: HIT 1400

Offered annually

**HIT 2410
Coding and Classification IV –
Revenue Cycle Management (2-2-3)**

Banner Title: Coding and

Classification IV

This course focuses on how the revenue cycle is impacted by various departments within the facility such as patient access/registration, case management/quality review, health information management, and patient accounting. Subjects include

insurance plans, medical necessity, claims processing, accounts receivable, charge-master, DRGs, APCs, edits, auditing, and review. ICD and CPT coding as they relate to the billing function will be reviewed. The importance of revenue cycle management for fiscal stability is emphasized. Students must pay a \$10 supply fee when registering for this course.

Prerequisite: HIT 1400

Offered annually

**HIT 2450
Health Information
Technology Practicum I (0-9-3)**

Banner Title: Health Info Practicum I

This is a supervised internship in acute care and alternative care settings. This course will prepare students to perform the basic functions and tasks of a health information department in a traditional hospital setting and in alternative care settings. Activities will include the application of health information management procedures learned in the classroom and lab. The HIT program director and the health care facility staff will guide students in accomplishing the objectives set forth in the Professional Practice Experience Handbook. This course is designed to help students gain entry-level competencies as set forth by the American Health Information Management Association (AHIMA). Students must pay a \$10 supply fee when registering for this course.

Prerequisites: HIT 1200, HIT 1250, HIT 1410, HIT 2400

Offered annually

**HIT 2460
Health Information
Technology Practicum II (0-12-4)**

Banner Title: Health Info Practicum II

This is a continuation of HIT 206 (Practicum I). This course is designed to allow students to apply all functions related to the HIT profession. Students are acquainted with occupational responsibilities through realistic work situations and are provided with insights into management and supervisory applications on the job. Students will be given additional advanced health information management experience. The occupation-based instruction is implemented through the use of an internship and all of the following: written individualized training plans, written performance evaluation, and a required bi-weekly seminar. Students must pay a \$10 supply fee when registering for this course.

Prerequisite: HIT 2450

Offered annually.

HUMANITIES

Department Code: HUM

HUM 1101

Introduction to Humanities (5-0-5)

Banner Title: Introduction to Humanities

This course explores the philosophic and artistic heritage of humanity expressed through a historical perspective on visual arts, music, and literature. Instructors present the humanities as a source of subjective insights for the understanding of people and society. Topics include historical and cultural developments and contributions of the humanities. Students will complete a research project as part of this course.

Prerequisite: ENG 1101 with a grade of C or better

Offered Fall, Winter, and Spring terms

MEDICAL ASSISTING

Department Code: MAS

MAS 103

Pharmacology (5-0-5)

Banner Title: Pharmacology

This course introduces drug therapy and stresses safety and the classification of drugs, their action, side effects, and/or adverse reactions. This course also introduces the basic concept of mathematics used in the administration of drugs. Topics include introduction to pharmacology, calculation of dosages, sources and forms of drugs, drug classification, and drug effects on the body systems.

Prerequisites: AHS 109, AHS 1011, MAT 1012

Offered quarterly

MAS 112

Human Diseases (5-0-5)

Banner Title: Human Diseases

This course provides clear, succinct, and basic information about common medical conditions. Taking each body system, the disease condition is highlighted following a logical formation consisting of description, etiology, signs and symptoms, diagnostic

procedures, treatment, prognosis, and prevention. Topics include introduction to disease and diseases of body systems.

Prerequisites: AHS 109, AHS 1011

Offered quarterly

MATHEMATICS

Department Code: MAT

MAT 1111

College Algebra (5-0-5)

Banner Title: College Algebra

This course emphasizes techniques of problem solving using algebraic concepts. Topics include fundamental concepts of algebra, equations and inequalities, functions and graphs, systems of equations, analytic geometry, and optional topics, including sequences, series, and probability.

Prerequisite: MAT 097 with a grade of C* or better and/or MAT 099 with a grade of C* or better or placement by diagnostic testing

Offered Quarterly

MAT 1127

Introduction to Statistics (5-0-5)

Banner Title: Introduction to Statistics

This course discusses the concepts and methods fundamental to utilizing and interpreting commonly used statistics. Topics include descriptive statistics, basic probability, discrete and continuous distributions, sampling distributions, hypothesis testing, chi square tests, and linear regression.

Prerequisite: MAT 097 with a grade of C* or better and/or MAT 099 with a grade of C* or better or placement by diagnostic testing

Offered quarterly

PSYCHOLOGY

Department Code: PSY

PSY 1101

Introduction to Psychology (5-0-5)

Banner Title: Introduction to Psychology

This course emphasizes the basics of psychology. Topics include the science of psy-

chology; social environments; life stages; physiology and behavior; personality; emotions and motives; conflicts, stress, and anxiety; abnormal behavior; and perception, learning, and intelligence.

Prerequisites: ENG 099 with a grade of C* or better and RDG 098 with a grade of C* or better or placement by diagnostic testing

Offered quarterly

SCIENCE AND TECHNOLOGY

Department Code: SCT

SCT 100

Introduction to Microcomputers (1-4-3)

Banner Title: Intro to Microcomputers

This course introduces the fundamental concepts and operations necessary to use microcomputers. Course content emphasizes basic functions and familiarity with computer use. Topics include computer terminology and an introduction to the Windows environment, networking, word processing, spreadsheets, presentation graphics, and databases.

Prerequisite: Provisional admission

Offered quarterly

SPEECH

Department Code: SPC

SPC 1101

Public Speaking (5-0-5)

Banner Title: Public Speaking

This course introduces the fundamentals of oral communication. Topics include selection and organization of materials, preparation and delivery of individual and group presentations, and analysis of ideas presented by others, and professionalism.

Prerequisites: ENG 099 with a grade of C* or better and RDG 098 with a grade of C* or better or placement by diagnostic testing

Offered quarterly