

HEALTH INFORMATION TECHNOLOGY

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 health care delivery system. Health information technology professionals manage medical information and its secure exchange between consumers and providers of health care services. They specialize in medical records management, privacy, risk management, medical coding, insurance reimburse, 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.

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:

- Completed and signed application for admission and a \$20 nonrefundable application fee;
- Official high school or GED transcripts and/or official college transcripts from all colleges attended in the past (*see General Admission Requirements*);
- Valid COMPASS, ASSET, SAT or ACT test scores (*see Compass and ASSET Placement Tests*); and
- 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 an 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 programs. Details on the selection process will be forthcoming.

HEALTH INFORMATION TECHNOLOGY CURRICULUM OUTLINE

Associate Degree Program (Major Code: HIT3)

Credit Required for Graduation: 107 quarter credit hours

General Education			Credits
BIO	2113	Human Anatomy and Physiology I	5
BIO	2113	Human Anatomy and Physiology II	5
ENG	1101	Composition and Rhetoric	5
ENG	1102	Literature and Composition	
	OR		5
HUM	1101	Introduction to Humanities	
ENG	1105	Technical Communications	
	OR		5
SPC	1101	Public Speaking	
MAT	1111	College Algebra	
	OR		5
MAT	1127	Introduction to Statistics	
PSY	1101	Introduction to Psychology	5

Health Information Technology Major			72
AHS	109	Medical Terminology for Allied Health Science	3
AHS	155	Epidemiology	2
HCMT	203	Health Care Supervision	5
HCMT	204	Health Care Management	5
HIT	201	Introduction to Health Information Technology	3
HIT	202	Legal Aspects of Health Information Technology	3
HIT	203	Health Data Management	5
HIT	204	Health Care Statistics and Research	4
HIT	205	Performance Improvement	3
HIT	206	Health Information Technology Practicum I	4
HIT	207	Health Information Technology Practicum II	4
HIT	208	Health Information Technology Practicum III	4
HIT	210	Computers in Health Care	3
HIT	215	Coding and Classification I	4
HIT	216	Coding and Classification II	4
HIT	217	Coding and Classification III	3
MAS	112	Human Diseases	5
MAS	103	Pharmacology	5
SCT	100	Introduction to Microcomputers	3

**AHS 155
Epidemiology (3-0-3)**

Banner Title: Epidemiology

Terminology, concepts, and principles of epidemiology are examined in order to explain the occurrence, distribution, and causative factors of diseases in human populations.

**HCMT 203
Health Care Supervision (5-0-5)**

Banner Title: Health Care Supervision

This course deals with the problems of management of the small working units (division, department, section, etc.) within a larger health care agency. Topics include unit goals, identification of problems, staffing needs, monitoring or work progress, unit communication, and interpersonal relations within the unit.

**HCMT 204
Health Care Management (5-0-5)**

Banner Title: Health Care Management

This course studies the principles of effective management techniques, including decision making, organizing, budgeting, communication, and direction.

**HIT 201
Introduction to Health
Information Technology (2-2-3)**

Banner Title: Intro to Health Information

This course focuses on orienting students to the health information profession. Instructors will also introduce students to primary and secondary records systems; the content and structure of health care data and data sets of patient data elements; the structure of health care in the United States and an outline of its providers; the structure and function of the American Health Information Management Association (AHIMA); accrediting, licensing, certifying, and government participation in health care, and complication of medical information throughout the patient's course of treatment in the health care facility.

**HIT 202
Legal Aspects of Health
Information Technology (3-0-3)**

Banner Title: Legal Aspects of HIT

This course focuses on the study of legal principles related to patient care, medical records, and health information. Instructors also address legal terminology and procedures, court systems, and the liability of health care providers. The importance of the medical record as a legal document and the effect of confidentiality on the release of information are emphasized. Students will also study record retention and the destruction of records. Topics also include current legal issues, ethics, and laws.

**HIT 203
Health Data Management (4-3-5)**

Banner Title: Health Data Management

In this course, students will examine various technologies used for the collection and management of clinical data. Topics include numbering, filing, patient registration, master patient index, monitoring chart completion, tracking chart location, and correspondence.

Topics also include organization requirements and contents of disease registries, data abstracting and retrieval techniques, and the management of medical transcription services. The methods range from paper to computer-based systems, including optical disk and voice recognition.

**HIT 204
Health Care Statistics
and Research (2-3-4)**

Banner Title: Health Statistics/Research

In this course, students will analyze and study of methods and formulas used in computing and preparing statistical reports for health care services and vital records. Instructors also focus on the study of methods and techniques used in presenting statistical data.

**HIT 205
Performance Improvement (3-0-3)**

Banner Title: Performance Improvement

This course introduces students to the peer review process and the role health information plays in evaluating patient care. Students will investigate 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. This course also provides students with an orientation to the accreditation requirements of various agencies.

**HIT 206
Health Information Technology
Practicum I (0-12-4)**

Banner Title: Health Info Practicum I

This course provides students with the opportunity to review for the certification examination. Students are also afforded the opportunity to develop a portfolio as they seek to make the transition into the workforce. Topics include searching the job market; preparing the portfolio; stress management and burnout; test-taking strategies; and reviewing for the certification examination.

**HIT 207
Health Information Technology
Practicum II (0-12-4)**

Banner Title: Health Info Practicum II

This course is designed to give students additional supervised activities in alternative care settings, including internships in physicians' offices, nursing homes, home health care agencies, and local county health departments.

**HIT 208
Health Information Technology
Practicum III (1-9-4)**

Banner Title: Health Info Practicum III

This course is a continuation of HIT 206 and HIT 207. This course is designed to allow students to apply all functions related to the health information technology profession. Students are acquainted with occupational responsibilities through realistic work situations. They are provided with insights in management and supervisory applications on the job. Students will be given additional advanced health information management

experience. The occupational-based instruction is implemented through the use of an internship and through the use of written individualized training plans, written performance evaluations, and a required bi-weekly seminar.

**HIT 210
Computers in Health Care (2-3-3)**

Banner Title: Computers in Health Care

Topics include working with vendors; hardware and software components of computers for medical record applications; and methods of controlling privacy, ensuring accuracy, and maintaining the security of health information data in computer systems.

**HIT 215
Coding and Classification I (2-6-4)**

Banner Title: Coding and Classification I

This course provides an introduction to and application of professional standards in the assignment of codes to diagnoses and procedures using the International Classification of Diseases—9th Revision—Clinical Modification (ICD-9-CM). Coding rules will be applied to case studies. DRG's will be assigned using a grouper.

**HIT 216
Coding and Classification II (2-6-4)**

Banner Title: Coding and Classification II

This course is an advanced coding class that includes coding of actual hospital records. The medical records will be coded based on the coding principles used in HIT 215. Codes will be assigned manually, as well as by an encoder. This course also focuses on the various methodologies related to reimbursement in various health care settings.

**HIT 217
Coding and Classification III (2-3-3)**

Banner Title: Coding and Classification III

This course provides an introduction to and application of codes using the CPT/HCPCS system. Students will apply codes to workbook exercises, case studies, and actual outpatient charts.