The CRC Health Information Technology program is designed to train health information professionals with the knowledge and skills to process, analyze, disseminate and maintain health care information. A career as a health information professional offers a unique opportunity to combine an interest in health information, business, and computer information science.

**HEALTH INFORMATION TECHNOLOGY DEPARTMENT (/ACADEMICS/HEALTH-INFORMATION-TECHNOLOGY)**

**DEAN**  
Bob Johnson (/about-us/contact-us/faculty-and-staff-directory/bob-johnson)

**DEPARTMENT CHAIR**  
Dana Wassmer (/about-us/contact-us/faculty-and-staff-directory/dana-wassmer)

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**Associate Degree**

**A.S. in Health Information Technology**

The CRC Health Information Technology A.S. degree program is designed to train health information professionals with the knowledge and skills to process, analyze, disseminate and maintain health care information. A career as a health information professional offers a unique opportunity to combine an interest in health information, business, and computer information science. Employment opportunities are available in long-term care, ambulatory care, and acute care facilities; state and federal health agencies; and private industry.

**HIGHLIGHTS**

- According to the Bureau of Labor Statistics, employment of medical records and health information technicians is expected to increase by 21 percent from 2010 to 2020, faster than the average for all occupations.

- The HIT A.S. Degree Program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM) in cooperation with the Council on Accreditation of the American Health Information Management Association.

- (The Certificate of Achievement Health Information Coding Specialist Program is not accredited by the Commission on Accreditation for Health Informatics and Information Education (CAHIIM)).

- A Non-paid clinical experience at an affiliated health-related agency is required as part of this Program.
To be eligible for enrollment in the program, the student must meet the following criteria:

- A grade of "C" or better in the following courses; AH 110, AH 124, and BIOL 100 or 102.
- Completion of a pre-enrollment form. See the Program website for more information.

Catalog Date: June 1, 2019

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Degree Requirements

<table>
<thead>
<tr>
<th>COURSE CODE</th>
<th>COURSE TITLE</th>
<th>UNITS</th>
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<tbody>
<tr>
<td><strong>Semester 1 - Fall:</strong></td>
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<tr>
<td>HIT 100</td>
<td>Introduction to Health Information Technology</td>
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<td>HIT 102</td>
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<td>HIT 120</td>
<td>Basic ICD-CM Coding</td>
<td>2</td>
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<td>AH 120</td>
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<td>CISC 302</td>
<td>Computer Familiarization</td>
<td>2</td>
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<tr>
<td><strong>Semester 2 - Spring:</strong></td>
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<td></td>
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<tr>
<td>HIT 122</td>
<td>Advanced ICD Coding</td>
<td>4</td>
</tr>
<tr>
<td>HIT 130</td>
<td>Health Statistics</td>
<td>2</td>
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<tr>
<td>HIT 140</td>
<td>Computerized Health Information Systems</td>
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<tr>
<td><strong>Semester 3 - Fall:</strong></td>
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<td>HIT 110</td>
<td>Medical Legal Aspects of Health Information</td>
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<tr>
<td>HIT 150</td>
<td>Continuous Quality Improvement</td>
<td>2</td>
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<tr>
<td>HIT 170</td>
<td>Health Information Technology Directed Practice I</td>
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<tr>
<td><strong>Semester 4 - Spring:</strong></td>
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<td>HIT 160</td>
<td>Supervision for the Allied Health Professional</td>
<td>2</td>
</tr>
<tr>
<td>CISA 315</td>
<td>Introduction to Electronic Spreadsheets</td>
<td>2</td>
</tr>
<tr>
<td>CISA 320</td>
<td>Introduction to Database Management</td>
<td>1</td>
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<td><strong>Total Units:</strong></td>
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</tr>
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¹AH 110 and AH 124 and BIOL 100 or 102 must be completed prior to enrolling in the AH program as part of the pre-enrollment process. Contact the Careers and Technology Division Office for more information.

The Health Information Technology Associate in Science (A.S.) degree may be obtained by completion of the required program, plus general education requirements, plus sufficient electives to meet a 60-unit total. See CRC graduation requirements.
# Enrollment Eligibility

To be eligible for enrollment in the program, the student must meet the following criteria:

- Completion of AH 110, AH 124, and Biology 100 or 102 with grades of C or better.
- Completion of a pre-enrollment form. Forms are available online on the Health Information Technology website.

# Enrollment Process

Eligible students are selected for the program according to the following steps:

- Only students who meet the enrollment eligibility criteria will be considered for the program.

# Student Learning Outcomes

Upon completion of this program, the student will be able to:

- SLO #1 Recognize and apply the knowledge and skills necessary to pass the national Registered Health Information Technician (RHIT) examination.
- SLO #2 Demonstrate certifiable skills and knowledge to be employable in the health information field.

# Career Information

Employment Opportunities are possible in the Following Settings

- Ambulatory Care
- Long-Term Care/Rehabilitation
- State and Federal Health Agencies
- Professional Review Organizations
- Insurance Companies
- Educational Settings
- Consulting Firms
- Mental Health/Chemical Dependency
- Acute Care
Some career options may require experience in addition to two years of college study.

Certificate of Achievement

Health Information Coding Specialist Certificate

The Health Information Coding Specialist Certificate prepares the student to apply medical coding classifications to health care encounters using industry standards through both theory and practical (externship) applications for the purpose of: meeting health care industry needs; preparing students for appropriate certification exams; and providing career ladder opportunities for health care workers.

A career as a health information coding specialist offers a unique opportunity to combine an interest in health information, business, and computer information science. Employment opportunities are available in long-term care, ambulatory care, and acute care facilities; state and federal health agencies; and private industry.

The Certificate of Achievement Health Information Coding Specialist Program is not accredited by the Commission on Accreditation for Health Informatics and Information Education (CAHIIM).

HIGHLIGHTS

- Employment of medical records and health information technicians is expected to increase by 21 percent from 2010 to 2020, faster than the average for all occupations.
- This is an online program.

Enrollment Eligibility:
To be eligible for enrollment in the Health Information Coding Specialist Program, the student must meet the following criteria: A grade of "C" or better in the following courses; AH 110, AH 124, and BIOL 100 or 102.

Completion of a pre-enrollment form. The form is available online on the Health Information Technology website.

Catalog Date: June 1, 2019

Certificate Requirements

<table>
<thead>
<tr>
<th>COURSE CODE</th>
<th>COURSE TITLE</th>
<th>UNITS</th>
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<tbody>
<tr>
<td>HIT 100</td>
<td>Introduction to Health Information Technology: Hospital Settings</td>
<td>3</td>
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<tr>
<td>HIT 120</td>
<td>Basic ICD-CM Coding</td>
<td>2</td>
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<td>COURSE CODE</td>
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</tr>
<tr>
<td>HIT 110</td>
<td>Medical Legal Aspects of Health Information</td>
<td>2</td>
</tr>
<tr>
<td>HIT 150</td>
<td>Continuous Quality Improvement</td>
<td>2</td>
</tr>
<tr>
<td>HIT 172</td>
<td>Directed Practice: Health Information Coding Specialist</td>
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<td>CISA 315</td>
<td>Introduction to Electronic Spreadsheets</td>
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<tr>
<td>CISA 320</td>
<td>Introduction to Database Management</td>
<td>1</td>
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<td>Total Units</td>
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<td>27</td>
</tr>
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</table>

1AH 110, AH 124, and BIOL 100 or 102 must be taken prior to enrolling in the HIT program as part of the pre-enrollment process. Contact the Careers and Technology Division Office for more information.

Enrollment Eligibility

To be eligible for enrollment in the program, the student must meet the following criteria:

- Completion of AH 110, AH 124, and Biology 100 or 102 with grades of C or better.
- Completion of a pre-enrollment form.

Enrollment Process

Eligible students are selected for the program according to the following steps:

- Only students who meet the enrollment eligibility criteria will be considered for the program.

Student Learning Outcomes

Upon completion of this program, the student will be able to:

- SLO #1 Recognize and apply the knowledge and skills necessary to pass the national Certified Coding Associate (CCA) examination.
- SLO #2 Demonstrate certifiable skills and knowledge to be employable in the health information field.

Career Information

Employment Opportunities Are Possible in the Following Settings
Health Information Technology (HIT)

HIT 100 Introduction to Health Information Technology: Hospital Settings

<table>
<thead>
<tr>
<th>Units:</th>
<th>3</th>
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</thead>
<tbody>
<tr>
<td>Hours:</td>
<td>45 hours LEC; 27 hours LAB</td>
</tr>
<tr>
<td>Prerequisite:</td>
<td>None.</td>
</tr>
<tr>
<td>Catalog Date:</td>
<td>June 1, 2019</td>
</tr>
</tbody>
</table>

This course is an introduction to health records systems in the acute care setting focusing on procedures for completion, maintenance, and preservation of health information. The relationship between health information management and the health care delivery system will also be discussed. Students will become familiar with the concept of accreditation, certification, and licensing of health care facilities with emphasis on the accreditation survey process.

### Student Learning Outcomes

Upon completion of this course, the student will be able to:

- **SLO #1: DEMONSTRATE AN UNDERSTANDING OF HEALTH DATA MANAGEMENT WITH EMPHASIS ON HEALTH DATA STRUCTURE, CONTENT AND STANDARDS**
- Collect and maintain health data, such as data elements, data sets, and databases.
- Analyze data to ensure documentation in the health record supports the diagnosis and reflects the patient's progress, clinical findings, and discharge status.
- Validate policies and procedures to ensure the accuracy of health data.
- Apply clinical vocabularies and terminologies used in the organization's health information systems.
- Verify timeliness, completeness, accuracy, and appropriateness of data and data sources for patient care, management, billing reports, registries, and/or databases.
• SLO # 2: DEMONSTRATE AN UNDERSTANDING OF HEALTH INFORMATION REQUIREMENTS AND STANDARDS

• Cite, monitor and apply organization-wide record documentation guidelines.

• Cite and apply policies and procedures to ensure organizational compliance with regulations and standards.

• Define the procedure of reporting compliance findings according to organizational policy.

• Define accuracy and completeness of the patient record as defined by organizational policy and external regulations and standards.

• Define the procedure for the preparation required of the organization for accreditation, licensing, and/or certification surveys.

• SLO # 3: DEMONSTRATE AN UNDERSTANDING OF HEALTH INFORMATION REIMBURSEMENT METHODOLOGIES

• Apply policies and procedures for the use of clinical data required for reimbursement and prospective payment systems (PPS) in healthcare delivery.

• Verify accurate billing through coding, chargemaster, claims management, and bill reconciliation processes.

• Recognize established guidelines to comply with reimbursement and reporting requirements such as the National Correct Coding Initiative.

• Compile patient data and perform data quality reviews to validate code assignment and compliance with reporting requirements such as outpatient prospective payment systems.

• SLO # 4: DEMONSTRATE AN UNDERSTANDING OF HEALTH SERVICE ORGANIZATIONS AND DELIVERY SYSTEMS

• Apply information system policies and procedures required by national health information initiatives on the healthcare delivery system.

• Apply current laws, accreditation, licensure, and certification standards related to health information initiatives from the national, state, local, and facility levels.

• Apply policies and procedures to comply with the changing regulations among various payment systems for healthcare services such as Medicare, Medicaid, managed care, and so forth.

• Define the roles of various providers and disciplines throughout the continuum of healthcare and respond to their information needs.

HIT 102 Introduction to Health Information Technology: Alternative Settings

| Units: | 2 |
| Hours: | 36 hours LEC |
| Prerequisite: | None. |
| Catalog Date: | June 1, 2019 |
This course introduces a multitude of alternative health care settings available to the health information management professional. The student will be introduced to: regulatory issues; documentation; reimbursement and funding; information management, including data flow, coding and classification, electronic information systems, and data sets; quality improvement and utilization management; risk management and legal issues; role of HIM professionals; and trends.

### Student Learning Outcomes

Upon completion of this course, the student will be able to:

- SLO # 1: Describe general characteristics of the healthcare practice area, including past, present, and future utilization, if applicable.
- SLO # 2: Demonstrate an understanding of regulatory issues, including licensure and accreditation standards.
- Demonstrate an understanding of documentation requirements and practices.
- Demonstrate an understanding of reimbursement, payment, and other revenue requirements, practices, and issues.
- SLO # 3: Demonstrate an understanding of information management, including coding and classification, data and information flow, electronic information systems, and data sets.
- SLO # 4: Describe issues in information management, including coding and classification, data and information flow, electronic information systems, and data sets.
- SLO # 5: Demonstrate an understanding of Quality assessment and utilization management activities, risk management and legal concerns.

### HIT 110 Medical Legal Aspects of Health Information

**Units:** 2  
**Hours:** 36 hours LEC  
**Prerequisite:** HIT 100 with a grade of "C" or better  
**Catalog Date:** June 1, 2019

This course explores the legal aspects surrounding the maintenance, use, disclosure, and protection of health information. Policies and procedures that guide the handling of health information to prevent inappropriate use and improper disclosure will be discussed.

### Student Learning Outcomes

Upon completion of this course, the student will be able to:

- SLO # 1: Identify legal issues related to ownership, control, and confidentiality of health information.
- Become familiar with the types of laws that govern the healthcare industry.
Student Learning Outcomes

Upon completion of this course, the student will be able to:

- SLO # 1: DEMONSTRATE AN UNDERSTANDING OF HEALTHCARE DATA MANAGEMENT AND CLINICAL CLASSIFICATION SYSTEMS.
- Use and maintain electronic applications and work processes to support clinical classification and coding.
- Apply diagnosis codes and procedure codes using ICD-CM/PCS.
- Adhere to current regulations and established guidelines in code assignment.
- Ensure accuracy of diagnostic/procedural groupings such as Diagnosis related groups (DRG), Ambulatory payment classification (APC), and so on.
- Use and maintain applications and processes to support other clinical classification and nomenclature systems.
- Resolve discrepancies between coded data and supporting documentation.
- SLO # 2: DEMONSTRATE AN UNDERSTANDING OF HEALTHCARE DATA MANAGEMENT AND REIMBURSEMENT METHODOLOGIES.
Understand policies and procedures for the use of clinical data required in reimbursement and prospective payment systems (PPS) in healthcare delivery.

Use established guidelines to comply with reimbursement and reporting requirements such as the National Correct Coding Initiative.

Comprehend the processes for compilation of patient data and the performance of data quality reviews to validate code assignment and compliance with reporting requirements such as outpatient prospective payment systems.

Understand clinical vocabularies and terminologies used in the organization’s health information systems.

HIT 122 Advanced ICD Coding

This course is a study of advanced coding principles related to ICD-CM/PCS coding. Class lectures and labs will focus on learning and applying higher level coding skills. The Prospective Payment System and Diagnosis Related Groups (DRGs) will be introduced as well as coding for prospective payment for acute inpatient, long term care, and inpatient rehabilitation care. Computerized encoders and groupers may be emphasized.

Student Learning Outcomes

Upon completion of this course, the student will be able to:

- SLO # 1: DEMONSTRATE AN UNDERSTANDING OF HEALTHCARE DATA MANAGEMENT AND CLINICAL CLASSIFICATION SYSTEMS.
- Use and maintain electronic applications and work processes to support clinical classification and coding.
- Apply diagnosis codes using ICD-CM/PCS codes.
- Adhere to current regulations and established guidelines in code assignment.
- Ensure accuracy of diagnostic/procedural groupings such as DRG, APC, and so on.
- Adhere to current regulations and established guidelines in code assignment.
- Use and maintain applications and processes to support other clinical classification and nomenclature systems (such as ICD-10-CM, Systemized Nomenclature of Medicine Clinical Terminology (SNOMED), and so on.
- Resolve discrepancies between coded data and supporting documentation.
- SLO # 2: DEMONSTRATE AN UNDERSTANDING OF HEALTHCARE DATA MANAGEMENT AND REIMBURSEMENT METHODOLOGIES.
Apply policies and procedures for the use of clinical data required in reimbursement and prospective payment systems (PPS) in healthcare delivery.

Support accurate billing through coding, chargemaster, claims management, and bill reconciliation processes.

Use established guidelines to comply with reimbursement and reporting requirements such as the National Correct Coding Initiative.

Compile patient data and perform data quality reviews to validate code assignment and compliance with reporting requirements such as outpatient prospective payment systems.

Contribute to the definitions for and apply clinical vocabularies and terminologies used in the organization’s health information systems.

Verify timeliness, completeness, accuracy, and appropriateness of data and data sources for patient care, management, billing reports, registries, and databases.


| Units: | 2 |
| Hours: | 27 hours LEC; 27 hours LAB |
| Prerequisite: | AH 120 with a grade of "C" or better |
| Catalog Date: | June 1, 2019 |

The principles and mechanics of coding procedures according to the Current Procedural Terminology Coding System (CPT) are taught in this course. Coding for reimbursement will be introduced, including topics such as: third-party payers, health care reimbursement systems and the impact of HIPAA on reimbursement.

**Student Learning Outcomes**

Upon completion of this course, the student will be able to:

- **SLO # 1: DEMONSTRATE AN UNDERSTANDING OF HEALTHCARE DATA MANAGEMENT AND CLINICAL CLASSIFICATION SYSTEMS.**
- Use and maintain electronic applications and work processes to support clinical classification and coding.
- Apply procedure codes using CPT/HCPCS.
- Adhere to current regulations and established guidelines in code assignment.
- Validate coding accuracy using clinical information found in the health record.
- Resolve discrepancies between coded data and supporting documentation.
- **SLO # 2: DEMONSTRATE AN UNDERSTANDING OF HEALTHCARE DATA MANAGEMENT AND REIMBURSEMENT METHODOLOGIES.**
- Use established guidelines to comply with reimbursement and reporting requirements such as the National Correct Coding Initiative.
HIT 130 Health Statistics

This course will introduce the principles of health care statistics including the process of abstracting data from medical records, the preparation of administrative and medical reports, the use of statistics in medical research, the applications of automated systems, and the interpretation of reports and the registration of vital statistics. Automated abstracting and vital statistics systems, as well as the use of spreadsheet packages for data display will be introduced.

Upon completion of this course, the student will be able to:

- SLO #1: DEMONSTRATE AN UNDERSTANDING OF HEALTH STATISTICS, BIOMEDICAL RESEARCH, AND QUALITY MANAGEMENT
- Abstract and maintain data for clinical indices/databases/registries
- Collect, organize, and present data for quality management, utilization management, risk management, and other related studies.
- Compute and interpret healthcare statistics.
- Apply Institutional Review Board (IRB) processes and policies.
- Use specialized databases to meet specific organization needs such as medical research and disease registries.

HIT 140 Computerized Health Information Systems

This online course will provide practical experience in the use of software programs commonly used in health information, including master patient index, chart tracking, abstracting, encoders and groupers, release of information, birth registration, and incomplete record management systems. Emphasis will also be placed on the use of spreadsheet and database programs in the manipulation and use of health information.
Upon completion of this course, the student will be able to:

- **SLO #1: DEMONSTRATE AN UNDERSTANDING OF HEALTHCARE DATA MANAGEMENT, HEALTH DATA STRUCTURE, CONTENT AND STANDARDS.**
  - Collect and maintain health data (such as data elements, data sets, and databases).
  - Conduct analysis to ensure documentation in the health record supports the diagnosis and reflects the patient’s progress, clinical findings, and discharge status.
  - Apply policies and procedures to ensure the accuracy of health data.
  - Contribute to the definitions for and apply clinical vocabularies and terminologies used in the organization’s health information systems.
  - Verify timeliness, completeness, accuracy, and appropriateness of data and data sources for patient care, management, billing reports, registries, and/or databases.

- **SLO #2: DEMONSTRATE AN UNDERSTANDING OF HEALTHCARE DATA MANAGEMENT, HEALTH INFORMATION REQUIREMENTS AND STANDARDS.**
  - Monitor and apply organization-wide health record documentation guidelines.
  - Apply policies and procedures to ensure organizational compliance with regulations and standards.
  - Report compliance findings according to organizational policy.
  - Maintain the accuracy and completeness of the patient record as defined by organizational policy and external regulations and standards.

- **SLO #3: DEMONSTRATE AN UNDERSTANDING OF HEALTHCARE DATA MANAGEMENT, CLINICAL CLASSIFICATION SYSTEMS.**
  - Adhere to current regulations and established guidelines in code assignment.
  - Validate coding accuracy using clinical information found in the health record.
  - Use and maintain applications and processes to support other clinical classification and nomenclature systems (such as ICD-10-CM, SNOMED, and so on).

- **SLO #4: DEMONSTRATE AN UNDERSTANDING OF HEALTH SERVICE ORGANIZATIONS AND DELIVERY SYSTEMS.**
  - Differentiate the roles of various providers and disciplines throughout the continuum of healthcare and respond to their information needs.
  - Use technology, including hardware and software, to ensure data collection, storage, analysis, and reporting of information.
  - Use common software applications such as spreadsheets, databases, word processing, graphics, presentation, e-mail, and so on in the execution of work processes.
  - Design and generate reports using appropriate software.

- **SLO #5: DEMONSTRATE AN UNDERSTANDING OF HEALTH SERVICES ORGANIZATION AND DELIVERY, PRIVACY, CONFIDENTIALITY, LEGAL, AND ETHICAL ISSUES.**
- Apply policies and procedures for access and disclosure of personal health information.
- Use specialized software in the completion of HIM processes such as record tracking, release of information, coding, grouping, registries, billing, quality improvement, and imaging.

**HIT 150 Continuous Quality Improvement**

**Units:** 2  
**Hours:** 36 hours LEC  
**Prerequisite:** None.  
**Catalog Date:** June 1, 2019

This course will provide an overview of Continuous Quality Improvement inherent in the health care industry. Students will explore the history and development of Continuous Quality Improvement (CQI) efforts in health care. Students will also discuss quality and process improvement techniques applicable to health care. The roles and responsibilities of individuals involved in medical staff peer review, utilization review and risk management will be presented to students. The concept of an organized medical staff will be discussed, as well as the role of the medical staff office. The variety of computer applications available for CQI and Medical Staff Organization (MSO) functions will also be presented to students.

**Student Learning Outcomes**

Upon completion of this course, the student will be able to:

- **SLO # 1: DEMONSTRATE AN UNDERSTANDING OF HEALTH STATISTICS, BIOMEDICAL RESEARCH AND QUALITY MANAGEMENT.**
  - Abstract and report data for facility-wide quality management and performance improvement programs.
  - Analyze clinical data to identify trends that demonstrate quality, safety, and effectiveness of healthcare.

- **SLO # 2: DEMONSTRATE AN UNDERSTANDING OF ORGANIZATIONAL RESOURCES, INCLUDING HUMAN RESOURCES.**
  - Apply the fundamentals of team leadership.
  - Apply the fundamentals of organizing and contributing to work teams and committees.
  - Apply the fundamentals of conducting new staff orientation and training programs.
  - Apply the fundamentals of conducting continuing education programs.
  - Use quality improvement tools and techniques to monitor report and improve processes.

**HIT 160 Supervision for the Allied Health Professional**
This course studies classic and current management principles in the healthcare setting. Students will be introduced to leadership styles, motivation principles, ethical standards, communication principles, and strategies for dealing with difficult behavior in the workplace.

### Student Learning Outcomes

Upon completion of this course, the student will be able to:

- **SLO # 1: DEMONSTRATE AN UNDERSTANDING OF HEALTH DATA STRUCTURE, CONTENT AND USE.**
  - Collect and maintain health data (such as data elements, data sets, and databases).
  - Conduct analysis to ensure documentation in the health record supports the diagnosis and reflects the patient’s progress, clinical findings, and discharge status.
  - Apply policies and procedures to ensure the accuracy of health data.
  - Contribute to the definitions for and apply clinical vocabularies and terminologies used in the organization’s health information systems.
  - Verify timeliness, completeness, accuracy, and appropriateness of data and data sources for patient care, management, billing reports, registries, and/or databases.

- **SLO # 2: DEMONSTRATE AN UNDERSTANDING OF QUALITY MANAGEMENT AND PERFORMANCE IMPROVEMENT.**
  - Recognize requirements for abstracting and reporting data for facility-wide quality management and performance improvement programs.

- **SLO # 3: DEMONSTRATE AN UNDERSTANDING OF HEALTHCARE PRIVACY, CONFIDENTIALITY, LEGAL AND ETHICAL ISSUES.**
  - Participate in the implementation of legal and regulatory requirements related to the health information infrastructure.
  - Apply policies and procedures for access and disclosure of personal health information.
  - Practice release of patient-specific data to authorized users.
  - Recognize requirements for conducting privacy and confidentiality training programs.
  - Investigate and recommend solutions to privacy issues/problems.
  - Apply and promote ethical standards of practice.

- **SLO # 4: DEMONSTRATE AN UNDERSTANDING OF HUMAN RESOURCES.**
  - Apply the fundamentals of team leadership.
  - Organize and contribute to work teams and committees.
  - Recognize requirements for conducting new staff orientation and training programs.
- Recognize requirements for conducting continuing education programs.
- Recognize requirements for monitoring staffing levels and productivity standards for health information functions, and provide feedback to management and staff regarding performance.
- Communicate benchmark staff performance data.
- Prioritize job functions and activities.
- Use quality improvement tools and techniques to monitor, report and improve processes.
- SLO # 5: DEMONSTRATE AN UNDERSTANDING OF FINANCIAL AND PHYSICAL RESOURCES.
- Make recommendations for items to include in budgets and contracts.
- Define the process for monitoring and ordering supplies needed for work processes.
- Describe the process for monitoring coding and revenue cycle processes.
- Recognize the process for recommending cost-saving and efficient means of achieving work processes and goals.
- Recognize the process required for contributing to work plans, policies, procedures, and resource requisitions in relation to job functions.

HIT 170 Health Information Technology Directed Practice I

| Units: | 4 |
| Hours: | 36 hours LEC; 108 hours LAB |
| Prerequisite: | HIT 102, 110, 122, 123, 140, and 150 with grades of "C" or better |
| Catalog Date: | June 1, 2019 |

HIT 170 provides the student with practical work experience in community health-related institutions. The clinical experience is performed under professional supervision. Students perform delineated functions and will complete handbook questions about various health information management topics. Students shall have the status of learner and shall not be considered agency employees, nor shall they replace agency staff. Directed Practice is conducted as a non-paid laboratory experience. Students must have a TB clearance and any other immunization required by the clinical facility. A drug screen and background check may be required. Students must have an established Agency Agreement with a sponsoring site prior to the beginning of the first day of class. Contact the Career and Technology Main Office for information about the Agency Agreement.

Student Learning Outcomes

Upon completion of this course, the student will be able to:

- SLO # 1: DEMONSTRATE AN UNDERSTANDING OF INFORMATION TECHNOLOGY AND SYSTEMS
- Use technology, including hardware and software, to ensure data collection, storage, analysis, and reporting of information.
• Use common software applications such as spreadsheets, databases, word processing, graphics, presentation, and e-mail, in the execution of work processes.

• Use specialized software in the completion of HIT processes such as record tracking, release of information, coding, grouping, registries, billing, quality improvement, and imaging.

• Apply policies and procedures to the use of networks, including intranet and Internet applications to facilitate the electronic health record (EHR), personal health record (PHR), public health, and other administrative applications.

• SLO # 2: DEMONSTRATE AN UNDERSTANDING OF DATA, INFORMATION AND FILE STRUCTURES
  • Apply knowledge of data base architecture and design (such as data dictionary, data modeling, data warehousing) to meet departmental needs.

• SLO # 3: DEMONSTRATE AN UNDERSTANDING OF DATA STORAGE AND RETRIEVAL
  • Use appropriate electronic or imaging technology for data/record storage.
  • Query and generate reports to facilitate information retrieval.
  • Design and generate reports using appropriate software.
  • Maintain archival and retrieval systems for patient information stored in multiple formats.
  • Coordinate, use, and maintain systems for document imaging and storage.

• SLO # 4: DEMONSTRATE AN UNDERSTANDING OF DATA SECURITY
  • Apply confidentiality and security measures to protect electronic health information.
  • Protect data integrity and validity using software or hardware technology.
  • Apply departmental and organizational data and information system security policies.

• SLO # 5: DEMONSTRATE AN UNDERSTANDING OF HEALTHCARE INFORMATION SYSTEMS
  • Participate in the planning, design, selection, implementation, integration, testing, evaluation, and support for organization-wide information systems.
  • Use the principles of ergonomics and human factors in work process design

• SLO # 6: DEMONSTRATE AN UNDERSTANDING OF ORGANIZATIONAL RESOURCES
  • Use quality improvement tools and techniques to monitor, report, and improve processes.

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**HIT 172 Directed Practice: Health Information Coding Specialist**

<table>
<thead>
<tr>
<th>Units:</th>
<th>2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hours:</td>
<td>27 hours LEC; 27 hours LAB</td>
</tr>
<tr>
<td>Prerequisite:</td>
<td>HIT 122 and 123 with grades of “C” or better</td>
</tr>
<tr>
<td>Catalog Date:</td>
<td>June 1, 2019</td>
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</tbody>
</table>
HIT 172 provides the student with practical work experience in community health-related institutions. The clinical experience is performed under professional supervision. Students perform coding and abstracting and other delineated functions and will complete handbook questions about various health information management topics. Students shall have the status of learner and shall not be considered agency employees, nor shall they replace agency staff. Directed Practice is conducted as a non-paid laboratory experience. Students must have a TB clearance and any other immunization required by the clinical facility. A drug screen and background check may be required. Students must have an established Agency Agreement with a sponsoring site prior to the beginning of the first day of class. Contact the Career and Technology Main Office for information about the Agency Agreement.

### Student Learning Outcomes

Upon completion of this course, the student will be able to:

- **SLO # 1: DEMONSTRATE AN UNDERSTANDING OF HEALTH DATA MANAGEMENT AND CLINICAL CLASSIFICATION SYSTEMS.**
  - Use and maintain electronic applications and work processes to support clinical classification and coding.
  - Apply diagnosis codes using ICD-CM/PCS.
  - Ensure accuracy of diagnostic/procedural groupings such as Diagnosis Related Groups (DRG), Ambulatory Payment Classifications (APC) etc.
  - Adhere to current regulations and established guidelines in code assignment.
  - Validate coding accuracy using clinical information found in the health record.
  - Use and maintain applications and processes to support other clinical classification and nomenclature systems (such as ICD-10-CM, SNOMED, and so on.)
  - Resolve discrepancies between coded data and supporting documentation.

HIT 295 Independent Studies in Health Information Technology

| Units: | 1 - 3 |
| Hours: | 54 - 162 hours LAB |
| Prerequisite: | None. |
| Catalog Date: | June 1, 2019 |

An independent studies project involves an individual student or small group of students in study, research, or activities beyond the scope of regularly offered courses. See the current catalog section of "Special Studies" for full details of Independent Studies.

### Student Learning Outcomes

Upon completion of this course, the student will be able to:
• SLO #1: Actively engage in intellectual inquiry beyond that required in order to pass a course of study (College Wide Learning Outcome – Area 4).

• Discuss and outline a proposal of study (that can be accomplished within one semester term) with a supervising instructor qualified within the discipline.

• Design an independent study (to be completed individually or by collaboration of a small group) to foster special knowledge, skills, and experience that are not available in any one regularly scheduled course.

• Use information resources to gather discipline-specific information.

• SLO #2: Utilize modes of analysis and critical thinking to apply theoretical perspectives and/or concepts in the major discipline of study to significant problems and/or educational activities (College Wide Learning Outcome – Area 3).

• Analyze and apply the knowledge, skills and experience that are involved in the independent study to theoretical perspectives and/or concepts in the major discipline of study.

• Explain the importance of the major discipline of study in the broader picture of society.

• SLO #3: Communicate a complex understanding of content matter of the major discipline of study (College Wide Outcome – Area 3).

• Demonstrate competence in the skills essential to mastery of the major discipline of study that are necessary to accomplish the independent study.

• SLO #4: Identify personal goals and pursue these goals effectively (College Wide Outcome – Area 4).

• Utilize skills from the “academic tool kit” including time management, study skills, etc., to accomplish the independent study within one semester term.

HIT 298 Work Experience in Health Information Technology

<table>
<thead>
<tr>
<th>Units:</th>
<th>1 - 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hours:</td>
<td>60 - 300 hours LAB</td>
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<tr>
<td>Prerequisite:</td>
<td>None.</td>
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<tr>
<td>Enrollment Limitation:</td>
<td>Students must be in a paid or unpaid internship, volunteer position or job related to career goals in Health Information Technology.</td>
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<tr>
<td>General Education:</td>
<td>AA/AS Area III(b)</td>
</tr>
<tr>
<td>Catalog Date:</td>
<td>June 1, 2019</td>
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</table>
This course provides students with opportunities to develop marketable skills in preparation for employment in their major field of study or advancement within their career. It is designed for students interested in work experience and/or internships in associate degree level or certificate occupational programs. Course content includes understanding the application of education to the workforce; completion of required forms which document the student's progress and hours spent at the work site; and developing workplace skills and competencies. Appropriate level learning objectives are established by the student and the employer. During the semester, the student is required to participate in a weekly orientation and 75 hours of related paid work experience, or 60 hours of unpaid work experience for one unit. An additional 75 or 60 hours of related work experience is required for each additional unit. Work Experience may be taken for a total of 16 units when there are new or expanded learning objectives. Only one Work Experience course may be taken per semester.

<table>
<thead>
<tr>
<th>Student Learning Outcomes</th>
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</thead>
<tbody>
<tr>
<td>Upon completion of this course, the student will be able to:</td>
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<tr>
<td>• DEMONSTRATE AN UNDERSTANDING AND APPLICATION OF PROFESSIONAL WORKPLACE BEHAVIOR IN A FIELD OF STUDY RELATED ONE’S CAREER.(SLO 1)</td>
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<td>• Understand the effects time, stress, and organizational management have on performance.</td>
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<tr>
<td>• Demonstrate an understanding of consistently practicing ethics and confidentiality in a workplace.</td>
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<tr>
<td>• Examine the career/life planning process and relate its relevancy to the student.</td>
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<tr>
<td>• Demonstrate an understanding of basic communication tools and their appropriate use.</td>
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<tr>
<td>• Demonstrate an understanding of workplace etiquette.</td>
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<tr>
<td>• DESCRIBE THE CAREER/LIFE PLANNING PROCESS AND RELATE ITS RELEVANCY TO ONE’S CAREER.(SLO 2)</td>
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<tr>
<td>• Link personal goals to long term achievement.</td>
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<td>• Display an understanding of creating a professional first impression.</td>
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<tr>
<td>• Understand how networking is a powerful job search tool.</td>
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<td>• Understand necessary elements of a résumé.</td>
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<tr>
<td>• Understand the importance of interview preparation.</td>
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<tr>
<td>• Identify how continual learning increases career success.</td>
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<tr>
<td>• DEMONSTRATE APPLICATION OF INDUSTRY KNOWLEDGE AND THEORETICAL CONCEPTS AS WRITTEN IN LEARNING OBJECTIVES IN PARTNERSHIP WITH THE EMPLOYER WORK SITE SUPERVISOR.(SLO 3)</td>
</tr>
</tbody>
</table>

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