Health Information Technology

Degrees:

AAS:	Health Information Technology	63-67
Certificates:	Medical Records Coding Specialist	33-37
	Release of Information Data Specialist	5

Description:

This program prepares the graduate to take an active role in the field of health information management. Graduates will interact with physicians, health professionals, and financial and administrative staffs to ensure the protection of information systems. Graduates will help determine health information budgets, resources and policies, utilizing current and accurate data. The curriculum includes course work in the supporting sciences and general education areas. Classroom instruction is supplemented with learning experiences in the campus laboratory and in area health care facilities. Students enrolled in the Health Information Program are required to achieve a minimum grade of "C" in each course in the program.

Health Information Technicians are employed in hospitals, medical clinics, nursing homes, other health care facilities and industry. Graduates with the AAS degree are qualified to write the American Health Information Management Association's / Commission on Certification for Health Informatics and Information Management (CCHIIM) Registered Health Information Technician examination and the CCA coding examination. Graduates of the medical records coding specialist certificate may write the American Health Information Management Association's CCA coding examination and the American Academy of Professional Coders' CPC-A (and others as qualified) coding examinations.

Documentation of computer literacy as defined by KCTCS is required prior to enrolling in the first HIT course.

The Associate in Applied Science Degree Health Information Technology Program at Jefferson Community and Technical College is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). Additional information may be found at CAHIIM's website URL: http://cahiim.org.

Implementation: Fall 2012

Competencies:

AAS - Health Information Technology

General Education Competencies:

Students should prepare for twenty-first century challenges by gaining:

A. Knowledge of human cultures and the physical and natural worlds through study in the sciences and mathematics, social sciences, humanities, histories, languages, and the arts.

B. Intellectual and practical skills, including
- inquiry and analysis
- critical and creative thinking
- written and oral communication
- quantitative literacy
- information literacy
- teamwork and problem solving

C. Personal and social responsibility, including
- civic knowledge and engagement (local and global)
- intercultural knowledge and competence

- ethical reasoning and action
- foundations and skills for lifelong learning

D. Integrative and applied learning, including synthesis and advanced accomplishment across general and specialized skills.

Technical Competencies:

1. Evaluate the content, structure, collection, maintenance and dissemination of health care data and how these components relate to record systems, documentation standards and quality assessment.
2. Apply the concepts of computer technology related to healthcare and the tools and techniques for collecting, storing, retrieving and presenting health care data.
3. Assign valid diagnostic and/or procedure codes for health care reimbursement.
4. Demonstrate an awareness of organizational and management principles as related to health information management.
5. Demonstrate skills and attitudes needed to maintain professional and technical competence.
6. Demonstrate the ability to think abstractly, reason logically and apply problem solving skills in the practice of health information management.

Certificate - Medical Records Coding Specialist

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

1. Evaluate the content, structure, collection, maintenance and dissemination of health care data and how these components relate to record systems and documentation standards.
2. Assign valid diagnostic and/or procedure codes for health care reimbursement.
3. Demonstrate skills and attitudes needed to maintain professional and technical competence.
4. Demonstrate the ability to think abstractly, reason logically and apply problem solving skills in the practice of medical coding.
5. Demonstrate competency in time allocation.
6. Demonstrate competency in acquiring and evaluating data, organizing and maintaining files, interpreting and communicating, and using computers to process information.
7. Demonstrate competency in understanding social, organizational, and technological systems, monitoring and correcting performance, and designing or improving systems.

Certificate- Release of Information Data Specialist

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

1. Identify the development of the health information management field, responsibilities and staffing needs.
2. Discuss the development and content of a medical record.
3. Describe the medical record data flow.
4. Describe the medical record data sets.
5. Contrast and compare the different medical record format types.
6. Describe medical record documentation and review requirements
7. Identify and label the content and structure of a non-acute care record and an acute care medical record.
8. Describe the medical form design and control methods.
9. Discuss the use of primary and secondary medical records.
10. Identify and discuss the various registries and indexes.
11. Maintain the accuracy and completeness of the patient record as defined by organizational policy and external regulations and standards.
12. Employ websites to access healthcare information.
13. Determine if record documentation meets appropriate standards by comparing records against standards.
14. Apply filing and numbering schemes to various scenarios.
15. Apply data set standards to form development.
16. Create a health information form.
17. Discuss the American legal system, sources of law and branches of government.
18. Describe the American court systems and legal procedures as they pertain to healthcare.
19. Discuss the various principles of legal liability as they pertain to healthcare.
20. Describe the various patient record legal requirements.

21. Discuss the legal principles governing access to health information.
22. Identify medical record documentation and review requirements.
23. Describe the judicial process of health information.
24. Discuss the legal concerns of specialized patient records.
25. Describe the principles of risk management and quality assurance.
26. Describe the legal ramifications relating to HIV information.
27. Describe the issues relating to computerized patient records.
28. Discuss corporate compliance plans
29. Discuss the legal implications of insurance billing and its impact on the delivery of health care.
30. Demonstrate understanding of ethical standards relating to health information management practice.

Outlines:

Associate in Applied Science

Program Title: Health Information Technology (AAS)

Course Prefix	Course Number	Course Title	Credit Hours
		General Education Requirements:	
ENG	101	Writing I	3
ENG	102	Writing II	3
COM	181	Basic Public Speaking OR	3
COM	252	Introduction to Interpersonal Communications	(3)
BIO	135	Human Anatomy & Physiology with Laboratory OR	4
BIO	137	Human Anatomy and Physiology I AND	(4)
BIO	139	Human Anatomy and Physiology II	(4)
MAT	110	Applied Mathematic OR	3
MAT	150	College Algebra	(3)
PSY	110	General Psychology OR	3
SOC	101	Introduction to Sociology	(3)
		Heritage/Humanities	3
		Subtotal	**22-26**
		Technical Course Requirements:	
CLA	131	Medical Terminology from Greek or Latin OR	3
MIT	103	Medical Office Terminology OR	(3)
AHS	115	Medical Terminology	(3)
HIT	100	Introduction to Health Information Technology	3
HIT	105	Patho/Pharm for Health Information Professionals	4
CIT	130	Productivity Software OR	3
OST	240	Software Integration	(3)
HIT	109	Clinical Classification Systems I	4
HIT	110	Legal/Ethical Issues in Health Information	2
HIT	112	Reimbursement Methodologies	3
HIT	200	Information Systems in Healthcare	3
HIT	202	Clinical Classification Systems II	3
HIT	205	Performance Improvement in Health Information	3
HIT	207	Clinical Classification Systems III	3
HIT	211	Health Care Management & Statistics	3
HIT	215	Clinical Practicum	4
		Subtotal	**41**
		Total Credits	**63-67**

Note: BIO 137 and BIO 139 are required at JCTC.

Program Title: Medical Records Coding Specialist Certificate

Course Prefix	Course Number	Course Title	Credit Hours
CLA	131	Medical Terminology from Greek or Latin OR	3
MIT	103	Medical Office Terminology OR	(3)
AHS	115	Medical Terminology	(3)
BIO	135	Human Anatomy and Physiology with laboratory OR	4
BIO	137	Human Anatomy and Physiology I AND	(4)
BIO	139	Human Anatomy and Physiology II	(4)
HIT	100	Introduction to Health Information Technology	3
HIT	105	Patho/Pharm for Health Information Professionals	4
HIT	109	Clinical Classification Systems I	4
HIT	110	Legal/Ethical Issues in Health Information	2
HIT	112	Reimbursement Methodologies	3
HIT	202	Clinical Classification Systems II	3
HIT	207	Clinical Classification Systems III	3
HIT	215	Clinical Practicum	4
		Total Credits	**33-37**

Program Title: Release of Information Data Specialist

Course Prefix	Course Number	Course Title	Credit Hours
HIT	100	Introduction to Health Information Technology	3
HIT	110	Legal/Ethical Issues in Health Information	2
		Total Credits	**5**

Dates of Actions:

Approved: February 2002

Revised: February 2005; May 2009; April 2011, April 2012