

HEALTH INFORMATION TECHNOLOGY

Description

The Health Information Technology technical certificate 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.

Curriculum

Several of the courses required for the Health Information Technology technical certificate are also required for the Administrative Office Technology technical certificate. Students who want to broaden their knowledge bases and enhance business skills may complete both technical certificates, as well as continue toward earning the Associate of Applied Science Degree in General Technology.

The length of this program is two (2) semesters and one (1) summer term. Tuition and fees will cost approximately \$2743.00; book and supplies will cost approximately \$1,200.00.

GRADUATION REQUIREMENTS (Suggested Schedule)

FALL SEMESTER			CREDIT HOURS
BUS	1203	Tech Keyboarding	3
BUS	2003	Tech Business English	3
BUS	1133	Tech Medical Terminology	3
HIT	1033	Tech Medical Coding 1	3
HIT	1022	Tech Law and Ethics in Healthcare	2
NUR	1514	PN Anatomy & Physiology	4
Exit: Healthcare Office Skills Certificate of Proficiency			18
SPRING SEMESTER			
BUS	1303	Tech Computer Applications for Business	3
HIT	2053	Tech Reimbursement Methodologies	3
HIT	2043	Tech Medical Coding II	3
BUS	2143	Tech Business Mathematics	3
HIT	1063	Tech Medical Office Procedures	3
SUMMER TERM I			
BUS	2163	Tech Spreadsheet Applications	3
HIT	2013	Tech Medical Transcription	3
Exit: Health Information Technology Technical Certificate			39