

## HEALTH INFORMATION TECHNOLOGY

### Program Description

The Health Information Technology 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.*

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.

### Student Learning Outcomes

Successful completers of this program will be able to:

- demonstrate the knowledge and skills necessary to provide support in health care office environments.
- demonstrate the ability to effectively communicate pertinent information to patients, billing specialists and members of the medical team.
- use instruction, information, and training related to academic and technical skills required to enhance career-related skills in technology, ethics and professionalism.

The length of this program is two (2) semesters and one (1) summer term. Tuition and fees will cost approximately \$2,885 and books and supplies are approximately \$2,220.

### GRADUATION REQUIREMENTS

(Suggested Schedule)

<u>Fall Semester</u>			Credit Hours
BUS	1203	Tech Keyboarding	3
BUS	2003	Tech Business English or higher-level composition course	3
HIT	1133	Tech Medical Terminology	3
HIT	1033	Tech Medical Coding I	3
HIT	1022	Tech Law and Ethics in Healthcare	2
NUR	1514	PN Anatomy & Physiology	4
<b>Exit: Healthcare Office Skills Certificate of Proficiency</b>			<b>18</b>
<u>Spring Semester</u>			
BUS	1303	Tech Computer Applications for Business <b>OR</b>	3
CIS	2223	Microcomputer Application	
HIT	2053	Tech Reimbursement Methodologies	3
HIT	2043	Tech Medical Coding II	3
BUS	2143	Tech Business Mathematics or higher-level mathematics course	3
HIT	1063	Tech Medical Office Procedures	3
<u>Summer I Term</u>			
<b><u>Two of the following courses:</u></b>			
HIT	2083	Tech Electronic Health Records	3
HIT	2073	Tech Procedural Coding	3
HIT	2013	Tech Medical Transcription	
HIT	2023	Tech Advanced Medical Terminology	
BUS	2163	Tech Spreadsheet Applications	
<b>Exit: Health Information Technology Technical Certificate</b>			<b>39</b>