

HEALTH INFORMATION TECHNOLOGY

HIT 101

Introduction to Health Information Systems (4)

Introduction to the organization of healthcare delivery and overview of the profession. Definition of, standards for, and development of a medical record as to content, format, evaluation and completion. Numbering and filing systems and methods; registries and indexes, forms and screen design.

3 Class Hours; Corequisite: HIT101L Introduction to Health Information Systems Laboratory.

HIT 101L

Introduction to Health Information Systems Laboratory (0)

Practical application in the medical record laboratory of the principles described in the lecture mode of this course.

2 Laboratory Hours; Corequisite: HIT 101 Introduction to Health Information Systems.

HIT 106

Medical Terminology (3)

A study of the language of medicine, including suffixes, prefixes and root words. Emphasis on terminology associated with the anatomic systems.

HIT 107/MDA 106

Medical Transcription and Correspondence (4)

Introductory course emphasizing the fundamentals of medical transcription. Orientation to equipment and software including authentic physician dictation organized by medical specialty. Transcription of various medical reports including chart notes, letters, history and physicals, consultation reports, and discharge summaries, while building typing speed and accuracy. Review of medical terminology related to the medical specialties.

4 Class Hours; Prerequisite: HIT 106 Medical Terminology and MDA 104 Keyboarding and Medical Word Processing or permission of instructor.

HIT 116

Health Statistics (3)

A study of methods for compiling statistics for hospital administration, medical staff, and licensing and accrediting agencies. Vital statistics, public health statistics, and hospital statistics are covered. An introduction to research techniques with graphic presentation of medical data is also covered.

2 Class Hours; Prerequisite: HIT 101 Introduction to Health Information Systems; **Corequisite:** HIT 116L Health Statistics Laboratory.

HIT 116L

Health Statistics Laboratory (0)

Applications of the principles learned in the lecture mode of this course.

2 Laboratory Hours; Corequisite: HIT 116 Health Statistics.

HIT 144

Clinical Affiliation I (2)

Supervised professional practice assignments structured so that students gain experience in applying knowledge to technical procedures in health information systems.

60 Clinical Hours over 10 Weeks; Prerequisites: HIT 101 Introduction to Health Information Systems, HIT 116 Health Statistics, HIT 222 Medical Legal Aspects.

HIT 203

Computers in Health Care (3)

Identification of computer applications in the health care industry; types of hardware and software systems; integrated and non-integrated computerized health information systems; organization of an information resource management program; components of a health care facility database, principles of database coding design, data dictionaries; computerized (paperless) patient health records; overview of systems analysis approach in the selection and development of an information system; data quality; methods to control computer security and confidentiality; strategies for report management; issues related to electronic vs optical disk systems; local and wide area networking.

3 Class Hours; Prerequisites: CST 105 Understanding Computers; HIT 101 Introduction to Health Information Systems.

HIT 204

Inpatient Coding System (4)

Principles and application of the ICD-9CM Classification System. Introduction to the prospective payment system to include DRG assignment, case mix analysis, severity of illness system and data quality.

3 Class Hours; Prerequisite: BIO 132 Human Biology II; **Corequisite:** HIT 204L Inpatient Coding System Laboratory.

HIT 204L

Inpatient Coding System Laboratory (0)

Actual practice of coding medical records and assignment of DRGs utilizing both a manual method and an encoder software system.

3 Laboratory Hours; Corequisite: HIT 204 Inpatient Coding System.

HIT 205

Coding Practicum (2)

Supervised professional practice assignment to provide the student with coding practice in a simulated hospital setting.

30 Clinical Hours; Corequisites: HIT 204 Inpatient Coding System and HIT 144 Clinical Affiliation I

HIT 208

Advanced Medical Transcription (4)

Transcription of authentic physician-dictated reports organized by body systems or medical specialties. Emphasis on advanced skills, developing accuracy, speed and additional detailed study of medical terminology. Emphasis on the basic medical reports as well as specialized reports relating to the various body systems. Emphasis also on using references and other resources efficiently, editing and proof-reading techniques.

4 Class Hours; Prerequisite: HIT 107 Medical Transcription or MDA 106 Medical Correspondence & Communication.

HIT 210

Management Principles for Health Information (3)

Principles of management, planning, organizing, controlling, and directing as they relate to and are integrated with specific applications to health information management functions. Principles of personnel supervision are also included.

2 Class Hours; Prerequisite: HIT 236 Quality Improvement; **Corequisite:** HIT 210L Management Principles for Health Information Laboratory.

HIT 210L

Management Principles for Health Information Laboratory (0)

Practical applications of the principles discussed in the lecture mode.

2 Laboratory Hours; Prerequisites: HIT 144 Clinical Affiliation I; **Corequisite:** HIT 210 Management Principles for Health Information.

HIT 214

Ambulatory Care Coding (3)

A study of nomenclature/classification systems such as CPT-4 and ICD-9-CM as it relates to ambulatory health care. Overview and application of policies and procedures for ambulatory care coding and data collection. Theories of ambulatory payment methodologies are studied.

2 Class Hours; Prerequisite: HIT 204 Inpatient Coding System; **Corequisite:** HIT 214L Ambulatory Care Coding Laboratory.

HIT 214L

Ambulatory Care Coding Laboratory (0)

Practical applications of the principles discussed in the lecture mode.

2 Laboratory Hours; Corequisite: HIT 214 Ambulatory Care Coding Laboratory.

HIT 220

Survey of Healthcare Delivery (2)

The study of the regulatory issues, content, use and structure of health care data and data sets as they relate to long term care facilities, home health agencies, hospices, mental health facilities, ambulatory care, physicians offices and others. The financing of health care services will be discussed as it relates to the various payment and reimbursement systems.

2 Class Hours; Prerequisites: HIT 101 Introduction to Health Information Systems.

HIT 222**Medical Legal Aspects (3)**

Introduction to legal aspects of medical records. Legal basis for medical practice, confidentiality. Patient's "Bill of Rights," voluntary and involuntary release of medical information. Authorizations and consents, professional liabilities, medical-moral issues such as abortion, euthanasia, sterilization, artificial insemination.

3 Class Hours; Prerequisite: HIT 101 Health Information Systems.

HIT 236**Quality Improvement (3)**

A study of the components of a hospital wide quality assurance program — quality assessment, utilization management, credentialing, and risk management.

2 Class Hours; Prerequisite: HIT 222 Medical Legal Aspects, HIT 116 Health Statistics and HIT 116L Health Statistics Laboratory.

HIT 236L**Quality Improvement Laboratory (0)**

Practical applications of the principles discussed in the lecture mode.

2 Laboratory Hours; Prerequisites: HIT 144 Clinical Affiliation I; **Corequisite:** HIT 236 Quality Improvement Laboratory.

HIT 245**Clinical Practice II (6)**

Professional practice experience in facilities, organizations and agencies related to healthcare. Students will gain experience in technical procedures and in developing professional attitudes for interacting with other professionals and consumers in the healthcare field.

6 Weeks: 30 Hours per week; Prerequisites: HIT 210 Management Principles for Health Information; HIT 295 Health Information Seminar.

HIT 250**Medical Insurance Billing (2)**

An indepth study of the uses of coded data and health information in reimbursement and payment systems appropriate to all health care settings and managed care.

2 Class Hours, 1 Laboratory Hour; Prerequisites: HIT 204 Inpatient Coding System and HIT 214 Alternate Classification Systems or permission of instructor.

HIT 260**Advanced Coding (2)**

To develop an understanding of the disease processes as to how they relate to the valid assignment of diagnostic and procedural coding. This will encompass both inpatient and ambulatory coding. Coding and DRG assignments will be enhanced by using an encoder.

2 Class Hours, 1 Laboratory Hour; Prerequisites: HIT 204 Inpatient Coding System and HIT 214 Alternate Classification Systems or permission of instructor.

HIT 295**Health Information Seminar (2)**

Principles of health information consulting and business requirements for self-employment. Resume preparation and interviewing techniques demonstrated. Guest speakers will give presentations on current topics in the field and profession.

2 Class Hours; Prerequisite: Senior year status.