CENTRAL CAROLINA COMMUNITY COLLEGE

Program Planning Guide
Health Information Technology, Associate in Applied Science Degree (A45360)

The Health Information Technology curriculum is designed to provide individuals with the technical knowledge and skills to process, analyze, maintain, and report health information data in compliance with legal, accreditation, licensure, and certification standards.

Course work includes diagnosis and procedure coding/classification systems, privacy and security strategies, health informatics, data analytics and use, revenue cycle management, regulatory compliance, and organizational leadership.

Graduates of this program may be eligible to write the national certification examination to become a Registered Health Information Technician (RHIT). Employment opportunities include hospitals, rehabilitation facilities, nursing homes, health insurance organizations, outpatient clinics, physicians' offices, hospice, and mental health facilities.

See the College Catalog for details regarding: Limited Enrollment Curriculum; Entrance Standards; Required Admissions Criteria and Requirements for Acceptance. http://www.cccc.edu/curriculum/majors/hit/
Program Length: 5 semesters
Career Pathway Options: Associate in Applied Science in Health Information Technology, Diploma, Certificate(s)
Program Site(s): Harnett Health Sciences (Online/Evening) *±required day hours during Professional Practice Courses*

Suggested Course Schedule:		Hours				Grade	Semester	Notes
				Clinic				
		Class	Lab	al	Credit			
1st Semester (Fall)								
ACA 122	College Transfer Success	0	2	0	1			
BIO 163	Basic Anatomy & Physiology	4	2	0	5			
ENG 111	Writing & Inquiry	3	0	0	3			
HIT 110	Intro to Healthcare & HIM	3	0	0	3			
MED 121	Medical Terminology I	3	0	0	3			
		13	4	0	15			
2nd Semester (Spring)								
HIT 226	Pathophysiology & Pharmacology	2	3	0	3			
HIT 114	Health Data Systems/Standards	2	3	0	3			
MED 122	Medical Terminology II	3	0	0	3			
HIT 211	Diagnosis Coding & Reporting	2	3	0	3			
HIT 215	Revenue Cycle Management	1	3	0	2			
		10	12	0	14			
3rd Semester (Summer)								
PSY 150	General Psychology	3	0	0	3			
HIT 214	Outpatient Procedure Coding	1	3	0	2			
CIS 110	Introduction to Computers	2	2	0	3			
ENG 112	Writing/Research in the Disciplines	3	0	0	3			
		9	5	0	11			
4th Semester (Fall)								
MAT 152	Statistical Methods	3	2	0	4			
HIT 112	Health Law and Ethics	3	0	0	3			
HIT 218	Management Principles in HIT	3	0	0	3			
HIT 213	Inpatient Procedure Coding	1	3	0	2			
HIT ELEC.	(HIT 220 or HIT 221)	1/2	2	0	2/3			
HIT 124	Professional Practice Exp II ±	0	0	3	1			
		11/12	7	3	15/16			

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5th Semester (Spring)

HIT 217	Quality & Data Analysis	2	3	0	3				
HIT 225	Healthcare Informatics	2	3	0	3				
HIT 280	HIM Capstone	2	0	0	2				
HIT 222	Professional Practice Exp III ±	0	0	6	2				
HUM	Elective	3	0	0	3				
		9	6	6	13				

Total Semester Hours Credit: 68-69

Course Descriptions:

ACA 122　College Transfer Success　0-2-0-1
This course provides information and strategies necessary to develop clear academic and professional goals beyond the community college experience. Topics include the CAA, college policies and culture, career exploration, gathering information on senior institutions, strategic planning, critical thinking, and communications skills for a successful academic transition. Upon completion, students should be able to develop an academic plan to transition successfully to senior institutions. This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.

BIO 163　Basic Anatomy & Physiology　4-2-0-5
This course provides a basic study of the structure and function of the human body. Topics include a basic study of the body systems as well as an introduction to homeostasis, cells, tissues, nutrition, acid-base balance, and electrolytes. Upon completion, students should be able to demonstrate a basic understanding of the fundamental principles of anatomy and physiology and their interrelationships. This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.

CIS 110　Introduction to Computers　2-2-0-3
This course introduces computer concepts, including fundamental functions and operations of the computer. Topics include identification of hardware components, basic computer operations, security issues and use of software applications. Upon completion, students should be able to demonstrate an understanding of the role and function of computers and use the computer to solve problems. This course has been approved for transfer under the CAA and ICAA as a general education course in Mathematics (Quantitative).

ENG 111　Writing and Inquiry　3-0-0-3
Prerequisites: ENG 002 P1 grade or Corequisite ENG 011
This course is designed to develop the ability to produce clear writing in a variety of genres and formats using a recursive process. Emphasis includes inquiry, analysis, effective use of rhetorical strategies, thesis development, audience awareness, and revision. Upon completion, students should be able to produce unified, coherent, well developed essays using standard written English. This course has been approved for transfer under the CAA and ICAA as a universal general education transfer component (UGETC) course in English Composition.

ENG 112　Writing/Research in the Disciplines　3-0-0-3
Prerequisite: ENG 111
This course, the second in a series of two, introduces research techniques, documentation styles, and writing strategies. Emphasis is placed on analyzing information and ideas and incorporating research findings into documented writing and research projects. Upon completion, students should be able to evaluate and synthesize information from primary and secondary sources using documentation appropriate to various disciplines. This course has been approved for transfer under the CAA and ICAA as a universal general education transfer component (UGETC) course in English Composition.

ENG 114　Professional Research and Reporting　3-0-0-3
Prerequisite: ENG 111
This course, the second in a series of two, is designed to teach professional communication skills. Emphasis is placed on research, listening, critical reading and thinking, analysis, interpretation, and design used in oral and written presentations. Upon completion, students should be able to work individually and collaboratively to produce well designed business and professional written and oral presentations. This course has been approved for transfer under the CAA and ICAA as a general education course in English Composition.

HIT 110　Intro to Healthcare & HIM　3-0-0-3
This course introduces healthcare settings and the Health Information Management (HIM) professional's role in healthcare delivery systems. Topics include health information management operations in compliance with standards, regulations, and accrediting body initiatives; healthcare providers and disciplines; and electronic health records (EHRs). Upon completion, student should be able to demonstrate an understanding of health information management and healthcare organizations, professions, and trends.

HIT 112　Health Law and Ethics　3-0-0-3
This course covers the study of the judicial, legislative, and regulatory standards applicable to health care and health information processes. Topics include legal terminology, Confidentiality, privacy, security, access and disclosure of health information, ethical implications, data stewardship, and the integrity of the legal health record. Upon Completion, students should be able to apply policies, procedures, and ethical standards in compliance with external forces.

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HIT 114   Health Data Sys./Standards   2-3-0-3
This course covers concepts and techniques for managing and maintaining all health record formats including electronic health records (EHR). Topics include structure and use of health information including data collection and analysis, data sources/sets, archival systems, as well as quality and integrity of healthcare data. Upon completion, students should be able to determine compliance of health record content and governance standards within the health organization.

HIT 124   Prof Practice Exp II   0-0-3-1
This course provides supervised clinical experience in healthcare settings. Emphasis is placed on practical application of curriculum concepts to the healthcare setting. Upon completion, students should be able to apply health information theory to healthcare facility practices.

HIT 211   Diagnosis Coding & Reporting   2-3-0-3
This course covers diagnostic coding and sequencing utilizing the current version of the ICD code set for inpatient, outpatient, and ambulatory care settings. Emphasis is placed on the rules and conventions of the ICD official coding guidelines in relation to anatomy, physiology, and disease processes. Upon completion, students should be able to accurately assign and sequence diagnosis codes in compliance with the ICD official coding guidelines for reporting statistical data, patient outcomes, and reimbursement methodologies.

HIT 213   Inpatient Procedure Coding & Reporting   1-3-0-2
This course covers the application of coding guidelines as applied to the reporting of inpatient procedures. Emphasis is placed on the rules and conventions of the ICD-PCS code set utilizing the index and tables, in relation to anatomy and physiology, to assign principal and secondary procedure codes in hospital inpatient settings. Upon completion, students should be able to accurately assign procedural codes according to the official ICD-PCS coding guidelines and evaluate compliance with regulatory requirements and reimbursement methodologies.

HIT 214   Outpatient Procedure Coding/Reporting   1-3-0-2
Prerequisite: HIT 211
This course covers application of coding and reporting standards as they apply to Current Procedural Terminology (CPT) guidelines and principles. Emphasis is placed on application of the coding guidelines, in relation to anatomy and physiology, for ambulatory healthcare settings. Upon completion, students should be able to assign CPT/HCPCS procedural codes according to official guidelines and evaluate compliance with regulatory requirements and reimbursement methodologies.

HIT 215   Revenue Cycle Management   1-3-0-2
This course covers the revenue cycle management process used in all healthcare settings as they relate to national billing, compliance, and reporting requirements. Topics include clinical documentation improvement, prospective payment systems, billing processes and procedures, chargemaster maintenance, regulatory guidelines, fraud and abuse, reimbursement monitoring, compliance strategies and reporting. Upon completion, students should be able to perform data quality reviews to validate code assignment and comply with reimbursement and reporting requirements.

HIT 217   Quality & Data Analysis   1-3-0-2
Prerequisite: MAT 152
This course covers the principles of quality assessment and improvement, including data analysis and decision making in healthcare. Topics include healthcare statistics, continuous quality improvement, data analysis and reporting techniques, quality, and outcome metric monitoring. Upon completion, students should be able to compute healthcare statistics, abstract, analyze and report clinical data for organization-wide quality and performance improvement programs for compliance purposes.

HIT 218   Mgmt. Principles in HIT   3-0-0-3
This course covers organizational management concepts as applied to healthcare settings. Topics include leadership skills, managing organizational change, best practices, decision-making, financial management, cultural diversity, ethics, consumer engagement, and workforce training. Upon completion, students should be able to apply management, leadership, and supervisory concepts to various healthcare settings.

HIT 220   Electronic Health Records   1-2-0-2
This course covers EHR systems, design, implementation and application. Topics include EHR, Informatics, information governance, health information exchange (HIE), speech & imaging technology, information/network security & integrity, data dictionaries, modeling and warehousing. Upon completion, students should be able to facilitate usage of electronic health record systems and other technologies.

HIT 221   Lifecycle of EHR   2-2-0-3
This course covers the concepts and features of an electronic health record (EHR) system in integrated delivery networks. Topics include administrative and clinical functions such as patient management, privacy and security aspects, clinical documentation and reporting, coding and billing, data management and analytics, CDSS and quality improvement, and implementation of electronic health record systems. Upon completion, students should be able to understand the principles of an EHR and how to utilize EHR software to improve the quality and efficiency of operations in healthcare.

HIT 222   Prof Practice Exp III   0-0-6-2
This course provides supervised and/or simulated health information technology clinical experience in healthcare settings. Emphasis is placed on practical application of HIM functions and core curriculum concepts. Upon completion, students should be able to apply health information theory to healthcare facility practices.

HIT 225   Healthcare Informatics   2-3-0-3
This course covers data analysis to support decision making, patient care, and regulatory compliance. Topics include clinical terminology and vocabulary systems, data capture methodology, data presentation and reporting, and initiatives to improve the quality of patient care. Upon completion, students should be able to identify data elements and sets, analyze capture methodology in healthcare settings, analyze compliance issues and make improvement recommendations.

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HIT 226 Pathophysiology & Pharmacology 2-3-0-3
Prerequisite: BIO 163 or BIO 166 or BIO 169
This course covers principles of disease and the associated pharmacological treatments. Emphasis is placed on physical signs and symptoms, prognoses, common complications, and therapeutic options. Upon completion, students should be able to relate disease processes to physical signs and symptoms, prognosis, common complications, and their management.

HIT 280 HIM Capstone 2-0-0-2
Prerequisite: HIT 211
This course integrates application of knowledge and skills learned in prior HIT courses and is designed to prepare students for professional roles in HIM and promote ethical standards of practice. Emphasis is placed on AHIMA domains and professional competencies, career services and preparation for the National Certification exam. Upon completion, students should be able to demonstrate competency in the entry-level domains and subdomains of health information management.

MAT 152 Statistical Methods I 3-2-0-4
Prerequisite: Prerequisite: Take one set: 1. DMA-010, DMA-020, DMA-030, DMA-040, DMA-050, & DRE-098; 2. DMA-010, DMA-020, DMA030, DMA-045, & DRE-098; 3. DMA-025, DMA-040, DMA-050, and DRE-098; 4. DMA-025, DMA-045, & DRE-098; 5. MAT-003 & ENG-002; 6. MAT-003 & ENG-111; 7. MAT-003 & DRE-098; 8. DMA-010, DMA-020, DMA-030, DMA-040, DMA-050, & ENG002; 9. DMA-010, DMA-020, DMA-030, DMA-045, & ENG-002; 10. DMA-025, DMA-040, DMA-050, & ENG-002; 11. DMA-025, DMA-045, & ENG-002
This course provides a project-based approach to introductory statistics with an emphasis on using real-world data and statistical literacy. Topics include descriptive statistics, correlation and regression, basic probability, discrete and continuous probability distributions, confidence intervals and hypothesis testing. Upon completion, students should be able to use appropriate technology to describe important characteristics of a data set, draw inferences about a population from sample data, and interpret and communicate results. This course has been approved for transfer under the CAA and ICAA as a universal general education transfer component (UGETC) course in Mathematics.

MED 121 Medical Terminology I 3-0-0-3
This course introduces prefixes, suffixes, and word roots used in the language of medicine. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.

MED 122 Medical Terminology II 3-0-0-3
Prerequisite: MED 121
This course is the second in a series of medical terminology courses. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.

PSY 150 General Psychology 3-0-0-3
This course provides an overview of the scientific study of human behavior. Topics include history, methodology, biopsychology, sensation, perception, learning, motivation, cognition, abnormal behavior, personality theory, social psychology, and other relevant topics. Upon completion, students should be able to demonstrate a basic knowledge of the science of psychology.