

Program Planning Guide
Health Information Technology, Diploma (D45360)

The Health Information Technology curriculum provides individuals with the knowledge and skills to process, analyze, abstract, compile, maintain, manage and report health information.

Students will supervise departmental functions; classify, code and index diagnoses and procedures; coordinate information for cost control, quality management, statistics, marketing and planning; monitor governmental and non-governmental standards; facilitate research; and design system controls to monitor patient information security.

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: 3 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
	Class	Lab	Clinical	Credit			
1st Semester (Fall)							
ACA 115	Success and Study Skills	0	2	0	1		
BIO 168	Anatomy and Physiology I	3	3	0	4		
ENG 111	Writing & Inquiry	3	0	0	3		
HIT 110	Fundamentals of HIM	3	0	0	3		
CIS 110	Introduction to Computers	2	2	0	3		
MED 121	Medical Terminology I	3	0	0	3		
		14	7	0	17		
2nd Semester (Spring)							
BIO 169	Anatomy and Physiology II	3	3	0	4		
HIT 112	Health Law and Ethics	3	0	0	3		
HIT 114	Health Data Sys/Standards	2	3	0	3		
MED 122	Medical Terminology II	3	0	0	3		
HIT 124	Prof/Practice Exp II [±]	0	0	3	1		
HIT 211	ICD Coding	2	6	0	4		
		13	12	3	18		
3rd Semester (Summer)							
MAT	Elective MAT 110 or MAT 143	2	2	0	3		
HIT 214	CPT/Other Coding Systems	1	3	0	2		
HIT 222	Prof/Practice Exp III [±]	0	0	6	2		
HIT 226	Principles of Disease	3	0	0	3		
		6	5	6	10		

Total Semester Hours Credit: 45

Course Descriptions:

ACA 115 Success and Study Skills 0-2-0-1

This course provides an orientation to the campus resources and academic skills necessary to achieve educational objectives. Emphasis is placed on an exploration of facilities and services, study skills, library skills, self-assessment, wellness, goal-setting, and critical thinking. Upon completion, students should be able to manage their learning experiences to successfully meet educational goals.

BIO 168 Anatomy & Physiology I 3-3-0-4

Local Prerequisite: Take One: BIO 090, BIO 094, BIO 110, or by permission of the instructor

This course provides a comprehensive study of the anatomy and physiology of the human body. Topics include body organization, homeostasis, cytology, histology, and the integumentary, skeletal, muscular, and nervous systems and special senses. Upon completion, students should be able to demonstrate an in-depth understanding of 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.

BIO 169 Anatomy & Physiology II 3-3-0-4

Prerequisite: BIO 168

This course provides a continuation of the comprehensive study of the anatomy and physiology of the human body. Topics include the endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems as well as metabolism, nutrition, acid-base balance, and fluid and electrolyte balance. Upon completion, students should be able to demonstrate an in-depth understanding of 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: Take one set: RED 090 and ENG 090, ENG 095*, DRE 098 or appropriate placement.*

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 general education course in English Composition.

MAT 110 Math Measurement & Literacy* 2-2-0-3

Prerequisite: Take one set: DMA 010 and DMA 020 and DMA 030, MAT 060 and MAT 070, MAT 060 and MAT 080, MAT 060 and MAT 090, MAT 095 or appropriate placement.

This course provides an activity-based approach that develops measurement skills and mathematical literacy using technology to solve problems for non-math intensive programs. Topics include unit conversions and estimation within a variety of measurement systems; ratio and proportion; basic geometric concepts; financial literacy; and statistics including measures of central tendency, dispersion, and charting of data. Upon completion, students should be able to demonstrate the use of mathematics and technology to solve practical problems, and to analyze and communicate results. Upon completion, students should be able to apply proper techniques to gathering, recording, manipulating, analyzing, and communicating data. This course has been approved for transfer under the CAA and ICAA as a general education course in Mathematics (Quantitative).

MAT 143 Quantitative Literacy* 2-2-0-3

Prerequisite: Take one set: DMA 010 and DMA 020 and DMA 030 and DMA 040 and DMA 050 and DRE 098 or DMA 010 and DMA 020 and DMA 030 and DMA 040 and DMA 050 and ENG 095 or DMA 030 and DMA 040 and DMA 050 and ENG 090* and RED 090* or appropriate placement.*

This course is designed to engage students in complex and realistic situations involving the mathematical phenomena of quantity, change and relationship, and uncertainty through project- and activity-based assessment. Emphasis is placed on authentic contexts which will introduce the concepts of numeracy, proportional reasoning, dimensional analysis, rates of growth, personal finance, consumer statistics, practical probabilities, and mathematics for citizenship. Upon completion, students should be able to utilize quantitative information as consumers and to make personal, professional, and civic decisions by decoding, interpreting, using, and communicating quantitative information found in modern media and encountered in everyday life. This course has been approved for transfer under the CAA and ICAA as a general education course in Mathematics (Quantitative).

HIT 110 Fundamentals of HIM 3-0-0-3

This course introduces Health Information Management (HIM) and its role in healthcare delivery systems. Topics include standards, regulations and initiatives; payment and reimbursement systems, healthcare providers and disciplines; and electronic health records (EHRs). Upon completion, students 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 legislative and regulatory processes, legal terminology and professional-related and practice-related ethical issues. Topics include confidentiality; privacy and security policies, procedures and monitoring; release of information policies and procedures; and professional-related and practice-related ethical issues. Upon completion, students should be able to apply policies and procedures for access and disclosure of Protected Health Information and apply and promote ethical standards.

HIT 114 Health Data Sys./Standards 2-3-0-3
This course covers concepts and techniques for managing and maintaining manual and electronic health records (EHR). Topics include structure and use of health information including data collection and analysis, data sources/sets, archival systems and quality and integrity of healthcare data. Upon completion, students should be able to monitor and apply system-wide clinical documentation guidelines and comply with regulatory standards.

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 ICD Coding 2-6-0-4
This course covers ICD diagnostics and procedural coding conventions and guidelines for inpatient, outpatient and ambulatory care. Emphasis is placed on a comprehensive application of anatomy, physiology and interrelationships among organ systems. Upon completion, students should be able to accurately assign and sequence diagnostic and procedural codes for patient outcomes, statistical and reimbursement purposes.

HIT 214 CPT/Other Coding Systems 1-3-0-2
Prerequisite: HIT 211
This course covers application of principles and guidelines of CPT/HCPCS coding. Topics include clinical classification/nomenclature systems such as SNOMED, DSM, ICD-O and the use of encoders. Upon completion, students should be able to apply coding principles to correctly assign CPT/HCPCS codes.

HIT 222 Prof Practice Exp III 0-0-6-2
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 226 Principles of Disease 3-0-0-3
Prerequisite: BIO 166 or BIO 169
This course covers disease etiology and organ system involvement, including physical signs and symptoms, prognoses, and common complications and their management. Topics include basic microbiology, basic pharmacology, and principles of disease. Upon completion, students should be able to relate disease processes to etiology, physical signs and symptoms, prognosis, and common complications and their management.

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.