

Health Information Technology

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**Associate in Applied Science Degree (5-6 semesters)**

## At a Glance

If your interests include high-tech, computers, and medicine, why not combine healthcare and technology? Consider a career in health information technology. It just may be the thing for you.

The Health Information Technician is a skilled professional who analyzes and evaluates highly sensitive data in health records. Skills of the Health Information Technician are varied but include: supervising the release of health information, maintaining and utilizing information storage and retrieval systems, compiling various health statistics, and supervising electronic health information management systems. Health information technicians may be employed by any facility that manages patient information, such as hospitals, clinics, physician offices, insurance companies, or medical research centers. The Health Information Technology degree is the preferred training for medical coding specialists. The medical coding specialists perform a detailed review of medical records to identify diagnoses and operative procedures. Alphanumeric and/or numeric classification codes are assigned to each diagnosis and procedure using automated or manual methods. Principle classification systems used include the International Classification of Diseases (ICD), Current Procedural Terminology (CPT), and the current Procedural Coding System (PCS).

Health Information professionals play a vital role in making our healthcare system work. They perform the data collection and analysis that doctors, nurses, and other healthcare professionals need to do their jobs well and are a key part of quality patient care. With experience, the RHIT credentialed individual holds the potential for advancement to management positions. This program is offered through online classes with the exception of professional practice experiences.

## Program Description

The Health Information Technology (HIT) Program at WSCC is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). Only graduates of CAHIIM-accredited programs are eligible to take the national examination to become Registered Health Information Technicians (RHITs). Technicians trained in non-CAHIIM accredited programs or trained on the job are not eligible to take the examination. Wallace State Community College is one of only three CAHIIM-accredited programs in the State of Alabama.

Students have the opportunity to spend many hours in a simulation lab or a professional setting to practice skills obtained in the classroom. Students enrolled in professional practice experience (professional) courses are assigned hours consistent with the day shift. Assignment for professional practice experience will be at the discretion of program officials, and students may be required to travel to different locations for the 'hands-on training'.

We are proud to announce that we have restructured our program and have moved to a stackable certificate progression through the HIT Program. All applicants start with the Health Information Certificate, then move on to the next certification with each semester completed. If the student progresses straight through the program with no breaks, they will earn their associate degree and three certificates in 6 semesters.

The Health Information Certificate is earned after the completion of 1-2 semesters of HIT courses. This certificate provides entry-level training to students interested in the Healthcare Industry. Students who complete the Health Information Certificate are equipped with knowledge that may be used upon entering any Health Division Program at Wallace State Community College. Employment opportunities include health information clerk, medical office receptionist, hospital departmental receptionist, unit secretary, patient access clerk, the release of information clerk. Courses completed may be used toward the Health Information Technology Associate Degree or related certificates.

The Medical Scribe Certificate is designed as a step between the short certificate and the Associate in Applied Science degree in Health Information Technology. A medical scribe is a health information professional who directly assists the physician with entering patient care documentation into the electronic health system or electronic medical record. The medical scribe must have an excellent understanding of medical terminology and disease processes, including diagnosis and treatment. They also require knowledge of documentation guidelines, basic medical coding guidelines, and release of information, making the health information technology graduate uniquely qualified for the medical scribe position.

Serving as a personal assistant to the physician while care is provided to the patient, the medical scribe may gather information needed for the patient encounter, provide written information to the patient and help with the documentation required for the medical coding process.

The Medical Coding Certificate is designed as a step between the short-term certificate and the Associate in Applied Science degree in Health Information Technology. Medical coding specialists perform a detailed review of medical records to identify diagnoses and operative procedures. Alphanumeric and/or Numeric classification codes are assigned to each diagnosis and procedure, using automated or manual methods. Principle classification systems used include the International Classification of Diseases (ICD), Current Procedural Terminology (CPT), and the current Procedural Coding Systems (PCS). Coders also operate computerized grouper programs to cluster diagnoses and procedures into payment categories.

With a balanced emphasis on coding typically done in a physician's office and inpatient and outpatient coding that is done in acute care settings, this comprehensive coding program is completed after 2 semesters of general education courses and three semesters of program courses. Successful coding certificate graduates will have in-depth coding skills in ICD, CPT, PCS, and reimbursement schemes with special knowledge of DRGs, APCs, and Chargemaster Descriptions.

The American Health Information Management Association has established a national certification program for medical coders. Each new graduate qualifies as a candidate for the AHIMA national examination to become a Certified Coding Associate (CCA). When coupled with extensive, on-the-job experience, the Medical Coding coursework prepares the student to take the AHIMA examination to become a Certified Coding Specialist (CCS) or Certified Coding Specialist-Physician Office (CCS-P) and take American Academy of Professional Coders (AAPC) coding certification exams such as the Certified Professional Coder (CPC) exam.

## Admission Requirements

1. Unconditional admission to the college – College application must be submitted by the program application deadline of June 1st.
2. The student must be in good standing with the college.
3. Receipt of complete program applications accepted between March 1st and June 1st for Fall entry. Applications received after the deadline will be considered on a space-available basis.
4. The HIT program online application is located on the program's webpage at [www.wallacestate.edu](http://www.wallacestate.edu). Online application instructions are under the Application to Program tab. All applicants are required to upload all necessary documentation for consideration.
5. Official transcripts from each college attended must be provided to the Admissions Office, and all unofficial transcripts must be uploaded. Students must include transcripts from ALL colleges attended.
6. The student must meet the essential functions and technical standards required for the program as documented on the required WSCC physical form at [www.wallacestate.edu](http://www.wallacestate.edu)-see Physical Form Essential Functions.
7. A minimum of 17 ACT composite scores (National or Residual) is required for admission consideration. The student will upload proof of their score to the online application.
8. Must possess a minimum 2.5 GPA on a 4.0 scale with a grade of "C" or better on all general required pre-HIT courses. Grade point average is calculated using only HIT major and HIT general education courses.
9. Complete all HIT-required general education courses and HIT 110 (with a grade of "C" or better before June 1) to be considered for HIT program admission in the fall semester. Students who complete required HIT general education classes with at least a grade of "C" between June 2 and September 1 may be considered for program acceptance on a space-available basis.

## Selection and Notification

1. The Health Information Technology program admits one class annually in the fall. Students will be admitted to program courses during the fall semester only. Students can enroll in HIT 110, HIT 115, and HIT 294 prior to program acceptance.
2. Admission to the Health Information Technology program is competitive, and the number of students is limited by the number of faculty and clinical facilities available. Meeting minimal requirements does not guarantee acceptance.
3. Candidates are ranked for admission based on ACT scores, weighted GPA (GPA x 9), and completion of admission requirements.

4. Program applications will be reviewed for completion of program admission requirements. Students accepted into the HIT program will be notified in writing by the HIT Program Director. The notification will be emailed to the student at the address provided on the application. Students who are not accepted will also receive written notification. Program acceptance or rejection will not be given over the phone.
5. Students selected must respond, confirming their intent to enroll within a specified time from the date of the acceptance notification. A student who fails to respond will forfeit his/her place in the class.

## Program Expectations

Students admitted into the Health Information Technology program are expected to comply with the Health Science Program Regulations and Expectations as published in the Programs of Study section of the Wallace State College Catalog.

## Required Competencies

1. HIM compliance with medical coding, the release of information, regulatory requirements.
2. Revenue cycle management, coding documentation, perform coding audits, utilization review.
3. Knowledge of health data structure, content, and standards.
4. Quality management and performance improvement skills.
5. Access, disclosure, privacy, and security of private health information.
6. Data analysis and use, healthcare statistics, registries, auditing procedures.
7. Maintenance and monitoring of data storage systems.
8. Application of leadership concepts and techniques, including management functions.

The HIT program is an Online Program except for the required professional practice experience (clinical): A student must schedule HIT online classes in accordance with either the full-time or part-time completion option. The professional practice experience activities must be completed on the day shift, not online. HIT students who live within 75 miles of campus must attend on-campus professional practice experience class meetings. Instructors may require online students to take make-up exams on campus. Instructors may also require online course exams to be proctored, according to program policy. On-campus classes are not available. The HIT program utilizes Blackboard for communication, information, and submission of assignments, so students are expected to have access to a computer with a webcam and internet access.

**Full-time Program:** A student who has completed all HIT-required general education courses may complete the HIT program courses in four semesters. HIT courses, excluding professional practice experience classes, are completed online.

**Part-time Program:** A student who has completed all HIT general education courses may choose to complete the program by taking classes on a part-time basis. The program is expected to be completed within two years (or eight semesters) following entry into the program.

## Upon Admission

1. Students selected for acceptance must attend the mandatory orientation session (or view and listen to the online version if their residence is greater than 75 miles from campus). All students must score 100 on the post-orientation exam posted in the HIT Student Center. Failure to do so before the program established deadline will result in forfeiture of their space in the class, resulting in administrative withdrawal of the student from all HIT classes.
2. Selected students, at the request of the Professional Practice Course instructor, must submit:
  1. Documentation of recent physical exam on the proper program issued form
  2. Mantoux (2-step) TB skin test results.
  3. Proof of required vaccinations and at least the second of three Hepatitis B vaccinations (Hepatitis B, measles, mumps, rubella, TDap (tetanus, diphtheria, pertussis), Influenza, and varicella (chicken pox).
  4. Valid CPR certification - only CPR courses designed to certify health care providers are accepted. We only accept American Heart Association BLS/Healthcare Provider Certification.
  5. Copy of current health insurance card (Health insurance coverage is required).
  6. Clear background check and drug screen according to college policy.  
Students are required to submit the information utilizing the document management system selected by WSCC.
3. Failure to submit all required clinical documentation before the program established deadline will result in program dismissal.

4. Selected students must carry accident and malpractice insurance, available through the College at the time of registration for program classes. Health program students are also required to have health insurance coverage.

## Progression

In order to progress in the Health Information Technology program:

1. Students must maintain a grade of "C" (70) or better in all major required Health Information Technology courses. A student will be dismissed from the program if he/she withdraws from or makes a "D" or "F" in a HIT course or other program-required course.
2. Students must register for and complete, with a grade of at least a "C", required program-specific courses as advised by HIT program advisors each semester. Failure to enroll in these courses will result in program dismissal.
3. Students selected for admission to the program must maintain a minimum GPA of 2.5 in HIT-required courses. Failure to do so will result in dismissal from the program. Grade point average is calculated using only HIT major and HIT general education courses.
4. Graduation requirements must be met within 3 years prior to graduation from the program. Students in the HIT program greater than 3 years must retake certain classes to be eligible for graduation. Students who repeat HIT classes must apply the grade earned in the second (or last) attempt towards graduation requirements. Students who withdraw or are dismissed from the program and wish to be readmitted must reapply the following year and follow procedures and requirements for admission to the HIT program published in the current catalog. Readmission into the program will be allowed one time only. After the second dismissal from any health information program, students are not eligible to apply for readmission.
5. Students accepted for readmission are required to repeat certain classes previously completed, such as lecture classes associated with lab classes. The grade for the second (or last) attempt will be applied towards graduation requirements.
6. Students are required to pass comprehensive proficiency exams during a capstone course of the selected certificate or degree program. If a student does not score at least 70% on this proficiency exam, he/she will fail the capstone course regardless of other course grades. Students who live within 75 miles of campus are required to take the comprehensive proficiency exam on campus with a HIT instructor. A HIT instructor must virtually proctor students who live more than 75 miles from campus. See HIT Student Handbook and course syllabus for details.
7. Health Information Technology program faculty may require online course exams to be monitored/proctored via electronic and/or other methods according to program policy.

## Readmission to Program

Students whose progression through the HIT program is interrupted and who desire to re-enter the program must schedule an appointment with the HIT Program Director to discuss re-entry. The student must apply for readmission to the HIT program according to published application deadlines. Students are only eligible for re-entry within one year from the term of withdrawal or failure. Students who apply for re-entry greater than one year after withdrawal or dismissal must repeat specific HIT courses. The grade earned in the second (or last) attempt in the HIT course is applied towards graduation requirements.

Reinstatement may be denied due to, but not limited to, any of the following circumstances:

1. Failure to possess a GPA of at least 2.5 for all HIT major and HIT general education courses.
2. Space unavailability in a course in which the student wished to be reinstated.
3. Refusal by clinical agencies to accept the student for professional practice.
4. Over 12 months have elapsed since the student was enrolled in a HIT course.
5. The student has been dismissed from the program.

## Transfer Students

Students transferring into the Health Information Technology program must meet all requirements for admission to the program. Only with the program director's approval, those equivalent courses taken at other CAHIIM accredited programs within the last year prior to program admission will be considered for application toward completion of program requirements.

# Career Path

The Health Information Technology degree curriculum prepares graduates to work in any setting that health information is generated (physician offices, nursing homes, hospitals, home health care agencies, insurance companies, etc.)

This is not a complete list, but graduates of this program may choose to work in any of the following areas:

- Quality Improvement (facilitates quality improvement projects in the facility)
- Revenue Cycle Management
- Release of Information (Coordinator or Privacy Officer)
- Medical Coding (Coder/DRG Specialist)
- Medical Office (Coordinator or Manager)
- Electronic Data Management/ Information Governance
- Compliance and Risk Management
- Data Analyst

Job prospects for graduates are excellent. Health information technicians' employment is expected to grow faster than the average for all occupations through 2026.

Annual earnings for registered health information technicians with 2 years experience or less are \$44,530 - \$47,290. (Source: US Salary Survey Report: HIM Professionals in 2019, AHIMA.org)

## Degrees and Certificates

- **Health Information Technology (HIT) — Associate in Applied Science**
- **Medical Coding Certificate — Certificate**
- **Medical Scribe Certificate — Certificate**
- **Health Information Short-Term Certificate — Short-Term Certificate**

## Classes

### HIT 110 : Medical Terminology

This course is an introduction to the language of medicine. Course emphasis is on terminology related to disease and treatment in correlation with anatomy and physiology of all anatomical body systems. Student competencies include word construction, definition, spelling, pronunciation, and use of correct abbreviations for numerous medical terms. CORE

#### **CREDITS**

3

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### HIT 113 : Anatomy, Physiology, & Medical Terminology

This course is an introduction to the structure and function of anatomical body systems and the language of medicine. Upon completion, students should be able to demonstrate a basic understanding of human anatomy and physiology and be able to spell, define, pronounce and correctly use a number of medical terms and abbreviations.

#### **CREDITS**

5

#### **PREREQUISITES**

Acceptance to MCC or HIT program

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## HIT 115 : Pathophysiology and Pharmacology for HIT

This course is a detailed study of common pathological conditions and the drugs of choice used in their treatment. Course focus is on description of conditions and diseases of the organ systems including etiology, signs and symptoms, methods of diagnosis, and treatment. Expected student outcomes include ability to analyze signs and symptoms in identifying disease entities and ability to describe appropriate diagnostic and treatment modalities.

### **CREDITS**

4

### **PREREQUISITES**

HIT 110

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## HIT 120 : Introduction to Keyboarding for HIT

This course covers basic keyboarding skills using medical terminology and format. Emphasis is placed on correct techniques and development of speed and accuracy. Upon completion, students should be able to key medical information at an acceptable speed and accuracy level. As needed.

### **CREDITS**

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## HIT 130 : HIT Classification and Reimbursement

This course includes study of the uses of coded data in reimbursement and payment systems appropriate to health care settings and managed care. Course instruction focuses on techniques of coding, elements of prospective payment systems, billing and insurance procedures, third party payers, peer review organizations, explanation of benefits, managed care/capitation, and charge master description. Student competency includes demonstration of reimbursement and payment system principles, coding skills and billing applications (manual and/or computer assisted).

### **CREDITS**

3

### **PREREQUISITES**

Acceptance to MCC or HIT program

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## HIT 131 : Classifications Skills Laboratory

This course allows the student to develop basic skills in classification and reimbursement methodology related to health services provided in various health care delivery facilities.

### **CREDITS**

1

### **PREREQUISITES**

Acceptance to HIT program and HIT 132.

### **COREQUISITES**

Acceptance to HIT program and HIT 132.

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# HIT 132 : REVENUE CYCLE MANAGEMENT AND DOCUMENTATION

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This course includes a review of health care delivery systems and the uses of coded data in reimbursement and payment systems appropriate to the healthcare setting. Course instruction includes a focus on revenue cycle management including application of coded data, prospective payment systems, billing and insurance procedures, third party payers, explanation of benefits, managed care/capitation, and chargemaster description. The course will review information management practices of agencies that provide health services in different health care settings. Student competencies include a demonstration of reimbursement and payment system principles, and billing applications (manual and/or computer-assisted). The student will be able to describe and contrast the structure of health services in relation to operational and accrediting agency standards, and the role of the health information practitioner in each of these settings.

## **CREDITS**

4

## **PREREQUISITES**

Acceptance to HIT Program

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# HIT 134 : HIT Legal and Ethical Issues

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This course is a review of the legal and ethical aspects applicable to health information. This course focuses on the health record as a legal document; legal principles; patient rights/ advocacy issues; definition and application of professional ethics; release of information and confidentiality of health information. Student outcomes include demonstration of the use of legal vocabulary and application of release of information guidelines.

## **CREDITS**

3

## **PREREQUISITES**

HIT 151 Acceptance to HIT program.

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# HIT 151 : Health Data Content and Structure

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This course is an introduction to the health information technology (HIT) profession and its basic skill requirements. This course includes an introduction to the content, use and structure of health care data and data sets and how these components relate to primary and secondary record systems. Student outcomes include mastery of basic concepts and functions in HIT including storage and retrieval systems, documentation requirements, abstracting, quantitative and qualitative analysis, registries and indexes, and forms and screen design.

## **CREDITS**

3

## **PREREQUISITES**

Acceptance to HIT or MCC program

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# HIT 152 : Skills Development Laboratory I

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This course allows the student to demonstrate basic competencies acquired in course work with on-campus laboratory experience. Emphasis is on development of basic HIT competencies. Student competency is demonstrated by application of basic skills covered in theory and laboratory classes.

## **CREDITS**

**PREREQUISITES**

Acceptance to HIT program. HIT 151

**COREQUISITES**

HIT 151.

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## HIT 153 : Health Care Delivery Systems

This course includes a review of health care delivery systems. Course focus is on information management practices of agencies that provide health services in ambulatory care, home health care, hospice, long term care, mental health, and other alternate care systems. Student competency includes the ability to describe and contrast the structure of health services in relation to operational and accrediting agency standards, and the role of the health information practitioner in each of these settings.

**CREDITS**

2

**PREREQUISITES**

Acceptance to HIT program

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## HIT 154 : HEALTH DATA CONTENT AND STRUCTURE

This course is an introduction to the health information technology (HIT) profession and its basic skill requirements. The course includes an introduction to the content, use and structure of health care data and data sets and how these components relate to primary and secondary record systems. Student outcomes include mastery of basic concepts and functions in HIT, including health care content and documentation requirements, storage and retrieval systems, data abstracting, quantitative and qualitative analysis, registries, and indexes. This course integrates laboratory experience, allowing students to demonstrate basic HIT competencies through application processes.

**CREDITS**

3

**PREREQUISITES**

Acceptance to the HIT Program

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## HIT 158 : Introduction To The Clinical Environment For HIT

This course is an introduction to the expectations and legal requirements of the clinical environment. Emphasis is placed on personal safety, personal integrity and accountability, and universal clinical expectations. Upon completion, the student should be able to demonstrate pre-clinical competency in clinically relevant topics, such as HIPAA regulations, universal precautions and safety regulations.

**CREDITS**

1

**PREREQUISITES**

Acceptance to HIT program

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## HIT 160 : HIT Clinical Practice I

This course allows the student to demonstrate basic competencies acquired in previous course work with on-site and on-campus laboratory experience. This course requires student practice in health information technology in a health care facility. Student competency is demonstrated by application of basic skills covered in theory and laboratory classes.

## **CREDITS**

1

## **PREREQUISITES**

Acceptance to HIT program and HIT 151

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## **HIT 221 : HIT Computer Applications**

This course is a survey of computer usage in health care facilities with emphasis on data security and integrity in health information systems (administrative, patient registration, etc.). Course instruction focuses on concepts of computer technology related to health care and the tools and techniques for collecting, storing, and retrieving health care data. Upon completion, students should be able to demonstrate knowledge of and competence in the use of various health information specific software applications.

## **CREDITS**

2

## **PREREQUISITES**

Acceptance to HIT or MCC program

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## **HIT 222 : HIT Computer Applications Laboratory**

This course is designed to provide the opportunity to apply HIT computer applications skills in the on-campus laboratory. Emphasis includes concentration in the use of computer technology in collecting, storing, retrieving, reporting, and displaying health care data. Upon completion, student should be able to demonstrate specific computer skills in these areas.

## **CREDITS**

1

## **PREREQUISITES**

Acceptance to HIT or MCC program

## **COREQUISITES**

HIT 221.

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## **HIT 223 : DATA MANAGEMENT FOR HIT**

This course is an immersion into computer usage in health care with an emphasis on data security, data analytics, and integrity in health information systems. Emphasis is placed on concepts of computer technology related to health care and the tools and techniques for collecting, storing, retrieving, and transmission of health care data. Upon completion, students should be able to demonstrate knowledge and competence in the use of various health information-specific software applications as well as demonstrate specific computer skills in these areas.

## **CREDITS**

3

## **PREREQUISITES**

Acceptance to the HIT Program.

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## HIT 230 : Medical Coding Systems I

This course is intended to develop an understanding of coding and classification systems in order to assign valid medical codes. Instruction includes description of classification and nomenclature systems; coding diagnoses and procedures; sequencing codes; analyzing actual medical records to identify data elements to be coded; and validating coded clinical information. Student competency includes demonstration of coding principles and applications (manual and/or computer assisted).

### **CREDITS**

3

### **PREREQUISITES**

HIT 110 HIT 115 Acceptance to HIT

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## HIT 231 : Medical Coding Skills Laboratory I

This course provides laboratory practice in medical coding. This course allows the student to become proficient at skills learned in classification and coding systems theory classes. Student competency is demonstrated by accuracy in medical coding.

### **CREDITS**

1

### **PREREQUISITES**

Acceptance to HIT or MCC program. HIT 230

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## HIT 232 : Medical Coding Systems II

This course is a continuation of Medical Coding Systems I which is intended to develop an understanding of coding and classification systems in order to assign valid medical codes. Instruction includes coding diagnoses and/or procedures; sequencing codes; analyzing actual medical records to identify data elements to be coded; validating coded clinical information. Student competency includes demonstration of coding principles and applications (manual and/or computer assisted).

### **CREDITS**

3

### **PREREQUISITES**

HIT 230 Acceptance to HIT

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## HIT 233 : Medical Coding Skills Laboratory II

This course provides laboratory experience in medical coding. This course allows the student to become proficient at skills learned in medical coding systems theory classes. Student competency is demonstrated by accuracy and speed in medical coding simulation. As needed.

### **CREDITS**

1

### **PREREQUISITES**

Acceptance to HIT or MCC program. HIT 232

### **COREQUISITES**

HIT 232.

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## HIT 235 : Medical Coding Systems III

This course is intended to develop an understanding of coding and classification systems in outpatient settings in order to assign valid medical codes. Instruction includes coding for outpatients and physicians; sequencing codes; analyzing actual physician documentation to identify data elements to be coded; and validating coded clinical information. Student competency includes demonstration of outpatient coding principles and applications (manual and/or computer assisted).

### **CREDITS**

2

### **PREREQUISITES**

Acceptance to HIT or MCC program

### **COREQUISITES**

HIT 236.

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## HIT 236 : Medical Coding Skills Laboratory Systems III

This course provides laboratory experience in medical coding. The course allows the student to become proficient at skills learned in medical coding systems theory classes. Student competency is demonstrated by accuracy and speed in medical coding simulation.

### **CREDITS**

1

### **PREREQUISITES**

Acceptance to HIT or MCC program

### **COREQUISITES**

HIT 235.

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## HIT 240 : AMBULATORY CODING

This course is intended for students to develop an understanding of coding and classification systems in ambulatory settings in order to assign valid medical codes. Instruction includes coding outpatient procedures and correct sequencing of codes, analyzing actual physician documentation to identify data elements to be coded, and validating coded clinical information. Student competency includes a demonstration of outpatient/ambulatory coding principles and applications (manual and/or computer-assisted).

### **CREDITS**

2

### **PREREQUISITES**

Acceptance to HIT

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## HIT 254 : Organizational Improvement

This course is a study of the purpose and principles of improving organizational performance through quality assessment and utilization management. Topics include use of quality improvement tools; data collection, display, analysis, and reporting methods; resource and risk management techniques; healthcare statistics; and application of accreditation and licensing standards. Student outcomes include demonstrated proficiency in the use of quality improvement techniques and application of accrediting agency standards.

### **CREDITS**

3

## **PREREQUISITES**

Acceptance to HIT program

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## **HIT 255 : Principles of Supervision in HIT**

This course is an introduction to principles of organization and supervision in a health information department. This course focuses on specific human resource management functions including communication, motivation, team building, budgeting, staff scheduling, productivity reporting, policy and procedure development, ergonomics, equipment selection, and marketing health information department services. Student competency includes demonstration of knowledge of human resource functions and application of supervisory skills.

## **CREDITS**

3

## **PREREQUISITES**

Acceptance to HIT program

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## **HIT 283 : Medical Coding Professional Practice**

This course provides experience in medical coding of actual charts. The course allows the student to demonstrate basic competencies acquired in previous medical coding course work with on-site, online, and/or on-campus simulations and learning experiences. Student competency includes demonstrated medical coding proficiency.

## **CREDITS**

2

## **PREREQUISITES**

Acceptance to MCC program

## **COREQUISITES**

HIT 236.

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## **HIT 286 : Expanded Medical Coding**

This course is intended for students to develop an understanding of coding and classification systems in inpatient settings in order to assign valid medical codes. Instruction includes coding inpatient procedures, and correct sequencing of codes; analyzing actual physician documentation to identify data elements to be coded; and validating coded clinical information. Student competency includes demonstration of inpatient coding principles and applications (manual and/or computer assisted).

## **CREDITS**

2

## **PREREQUISITES**

Acceptance to HIT or MCC program. HIT 230

## **COREQUISITES**

HIT 230.

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## **HIT 291 : HIT Seminar (Exam Preparation)**

This course is an extensive review of health information technology skills. Course work includes a review of various aspects of health information technology. Student outcomes include demonstrated understanding of the topics covered in this course. As needed.

## **CREDITS**

1

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## **HIT 291 : CCS EXAM PREPARATION**

This course is an extensive review of health information technology skills and/or an extensive review of various aspects of medical coding and reimbursement. Student outcomes include demonstrated understanding of the topics covered in this course.

## **CREDITS**

1

## **PREREQUISITES**

Acceptance to HIT Program

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## **HIT 292 : HIT Exam Review**

This course is an extensive review of health information technology skills. Course work includes a review of various aspects of health information technology. Student outcomes include demonstrated understanding of the topics covered in this course.

## **CREDITS**

2

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## **HIT 293 : Special Topics in HIT I**

This course includes specialized study on current topics and issues in the field of health information technology. Health information topics discussed are planned jointly by students and faculty. Student outcomes include demonstrated understanding of the topics covered in this course. As needed.

## **CREDITS**

1

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## **HIT 294 : Current Trends in Health Information**

This course is an introduction to current trends in health information technology. Emphasis is placed on but not limited to: ensuring the quality of medical/health data for the purpose of improving patient care or controlling costs, specialization in coding diagnoses and procedures for reimbursement and research, and the influence of clinical data has on the continuum of care. Upon completion, the student should be able to discuss trends in the health information profession.

## **CREDITS**

1

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## **HIT 295 : Special Topics in HIT III**

This course includes specialized study on current topics and issues in the field of health information technology. Health information topics discussed may include quality assessment, emerging technology, security and control programs, risk assessment, and/or data analysis techniques. Student outcomes include demonstrated understanding of the topics covered in this course. As needed.

## **CREDITS**

3

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# HIT 296 : Professional Practices Simulations

This course allows students to correlate the experience of previous courses with on-site, online, and on-campus simulations and learning experience. Emphasis is placed on application of all previous course work and orientation to all aspects of practice in a health information management department of a health care facility. Students competency is demonstrated by application of skills covered in theory and laboratory classes.

## **CREDITS**

2

## **PREREQUISITES**

HIT 235 Acceptance to HIT program.

## **COREQUISITES**

HIT 235

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# Health Information Short-Term Certificate

**The Health Information Short-Term Certificate** is earned after the completion of 1-2 semesters of HIT courses. This short certificate provides entry-level training to students interested in the Healthcare Industry. Students who complete the Health Information Short-Term Certificate are equipped with knowledge that may be used upon entering any Health Division Program at Wallace State Community College. Employment opportunities include health information clerk, medical office receptionist, hospital departmental receptionist, unit secretary, patient access clerk, release of information clerk. Courses completed may be used toward the Health Information Technology Associate Degree or related certificates.

**Program:** Health Information Technology

## HEALTH INFORMATION SHORT-TERM CERTIFICATE – Guided Pathway/Map

### 1st Semester

Item #	Title	Credits
ORI 110	Freshman Seminar	1
ENG 101	English Composition I	3
BIO 201	Human Anatomy and Physiology I	4
HIT 110	Medical Terminology	3
HIT 294	Current Trends in Health Information	1
	Sub-Total Credits	12

### 2nd Semester

Item #	Title	Credits
HIT 115	Pathophysiology and Pharmacology for HIT	4
HIT 134	HIT Legal and Ethical Issues	3
BIO 202	Human Anatomy and Physiology II	4
	Sub-Total Credits	11
	<b>Total credits:</b>	<b>23</b>

# Medical Scribe Certificate

**Medical Scribe Certificate** is designed as a step between the short certificate and the Associate in Applied Science degree in Health Information Technology. A medical scribe is a health information professional who directly assists the physician with entering patient care documentation into the electronic health system or electronic medical record. The medical scribe must have an excellent understanding of medical terminology and disease processes, including diagnosis and treatment. They also require knowledge of documentation guidelines, basic medical coding guidelines, and release of information, making the health information technology graduate uniquely qualified for the medical scribe position.

Serving as a personal assistant to the physician while care is provided to the patient, the medical scribe may gather information needed for the patient encounter, provide written information to the patient and help with the documentation required for the medical coding process.

**Program:** Health Information Technology

## MEDICAL SCRIBE CERTIFICATE – Guided Pathway/Map

### 1st Semester

Item #	Title	Credits
ORI 110	Freshman Seminar	1
ENG 101	English Composition I	3
CIS 146	Microcomputer Applications	3
PSY 200	General Psychology	3
BIO 201	Human Anatomy and Physiology I	4
	Sub-Total Credits	14

### 2nd Semester

Item #	Title	Credits
MTH 100	Intermediate College Algebra	3
IDS 102	Ethics	3
HIT 110	Medical Terminology	3
BIO 202	Human Anatomy and Physiology II	4
	Sub-Total Credits	13

### 3rd Semester

Item #	Title	Credits
HIT 115	Pathophysiology and Pharmacology for HIT	4
HIT 132	REVENUE CYCLE MANAGEMENT AND DOCUMENTATION	4
HIT 154	HEALTH DATA CONTENT AND STRUCTURE	3
HIT 158	Introduction To The Clinical Environment For HIT	1
HIT 294	Current Trends in Health Information	1
	Sub-Total Credits	13

# 4th Semester

<b>Item #</b>	<b>Title</b>	<b>Credits</b>
HIT 131	Classifications Skills Laboratory	1
HIT 134	HIT Legal and Ethical Issues	3
HIT 160	HIT Clinical Practice I	1
HIT 223	DATA MANAGEMENT FOR HIT	3
HIT 230	Medical Coding Systems I	3
	Sub-Total Credits	11
	<b>Total credits:</b>	<b>51</b>

# Medical Coding Certificate

The Medical Coding Certificate is designed as a step between the short-term certificate and the Associate in Applied Science degree in Health Information Technology. Medical coding specialists perform a detailed review of medical records to identify diagnoses and operative procedures. Alphanumeric and/or Numeric classification codes are assigned to each diagnosis and procedure, using automated or manual methods. Principle classification systems used include the International Classification of Diseases (ICD), Current Procedural Terminology (CPT), and the current Procedural Coding Systems (PCS). Coders also operate computerized grouper programs to cluster diagnoses and procedures into payment categories.

With a balanced emphasis on coding typically done in a physician's office and inpatient and outpatient coding that is done in acute care settings, this comprehensive coding program is completed after 2 semesters of general education courses and three semesters of professional courses. Successful coding certificate graduates will have in-depth coding skills in ICD, CPT, PCS, and reimbursement schemes with special knowledge of DRGs, APCs, and Chargemaster Descriptions.

The American Health Information Management Association has established a national certification program for medical coders. Each new graduate qualifies as a candidate for the AHIMA national examination to become a Certified Coding Associate (CCA). When coupled with extensive, on-the-job experience, the Medical Coding coursework prepares the student to take the AHIMA examination to become a Certified Coding Specialist (CCS) or Certified Coding Specialist-Physician Office (CCS-P) and take American Academy of Professional Coders (AAPC) coding certification exams such as the Certified Professional Coder (CPC) exam.

**Program:** Health Information Technology

## MEDICAL CODING CERTIFICATE – Guided Pathway/Map

### 1st Semester

Item #	Title	Credits
ORI 110	Freshman Seminar	1
ENG 101	English Composition I	3
CIS 146	Microcomputer Applications	3
PSY 200	General Psychology	3
BIO 201	Human Anatomy and Physiology I	4
	Sub-Total Credits	14

### 2nd Semester

Item #	Title	Credits
MTH 100	Intermediate College Algebra	3
IDS 102	Ethics	3
HIT 110	Medical Terminology	3
BIO 202	Human Anatomy and Physiology II	4
	Sub-Total Credits	13

### 3rd Semester

Item #	Title	Credits
HIT 115	Pathophysiology and Pharmacology for HIT	4
HIT 158	Introduction To The Clinical Environment For HIT	1
HIT 294	Current Trends in Health Information	1
	Sub-Total Credits	6

## 4th Semester

<b>Item #</b>	<b>Title</b>	<b>Credits</b>
HIT 131	Classifications Skills Laboratory	1
HIT 134	HIT Legal and Ethical Issues	3
HIT 160	HIT Clinical Practice I	1
HIT 230	Medical Coding Systems I	3
	Sub-Total Credits	8

## 5th Semester

<b>Item #</b>	<b>Title</b>	<b>Credits</b>
HIT 232	Medical Coding Systems II	3
HIT 291	HIT Seminar (Exam Preparation)	1
	Sub-Total Credits	4
	<b>Total credits:</b>	<b>45</b>

# Health Information Technology (HIT)



The Health Information Technology (HIT) Program at WSCC is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). Only graduates of CAHIIM-accredited programs are eligible to take the national examination to become Registered Health Information Technicians (RHITs). Technicians trained in non-CAHIIM accredited programs or trained on the job are not eligible to take the examination. Wallace State Community College is one of only three CAHIIM-accredited programs in the State of Alabama.

Students have the opportunity to spend many hours in a simulation lab or a professional setting to practice skills obtained in the classroom. Students enrolled in professional practice experience (professional) courses are assigned hours consistent with day shift. Assignment for professional practice experience will be at the discretion of program officials, and students may be required to travel to different locations for the 'hands-on' training.

**Program:** Health Information Technology

## AAS HEALTH INFORMATION TECHNOLOGY – Guided Pathway/Map

### 1st Semester

Item #	Title	Credits
ORI 110	Freshman Seminar	1
ENG 101	English Composition I	3
CIS 146	Microcomputer Applications	3
PSY 200	General Psychology	3
BIO 201	Human Anatomy and Physiology I	4
	Sub-Total Credits	14

### 2nd Semester

Item #	Title	Credits
MTH 100	Intermediate College Algebra	3
IDS 102	Ethics	3
HIT 110	Medical Terminology	3
BIO 202	Human Anatomy and Physiology II	4
	Sub-Total Credits	13

### 3rd Semester

Item #	Title	Credits
HIT 115	Pathophysiology and Pharmacology for HIT	4
HIT 132	REVENUE CYCLE MANAGEMENT AND DOCUMENTATION	4
HIT 154	HEALTH DATA CONTENT AND STRUCTURE	3
HIT 158	Introduction To The Clinical Environment For HIT	1
HIT 294	Current Trends in Health Information	1
	Sub-Total Credits	13

## 4th Semester

<b>Item #</b>	<b>Title</b>	<b>Credits</b>
HIT 131	Classifications Skills Laboratory	1
HIT 134	HIT Legal and Ethical Issues	3
HIT 160	HIT Clinical Practice I	1
HIT 223	DATA MANAGEMENT FOR HIT	3
HIT 230	Medical Coding Systems I	3
	Sub-Total Credits	11

## 5th Semester

<b>Item #</b>	<b>Title</b>	<b>Credits</b>
HIT 232	Medical Coding Systems II	3
HIT 240	AMBULATORY CODING	2
HIT 255	Principles of Supervision in HIT	3
	Sub-Total Credits	8

## 6th Semester

Students may choose Revenue Cycle Management Track and/or Data Analysis Track. CIS 117 required for Data Analysis Track only.

<b>Item #</b>	<b>Title</b>	<b>Credits</b>
BUS 271	Business Statistics I	3
CIS 117	Database Management Software Applications	3
HIT 254	Organizational Improvement	3
HIT 292	HIT Exam Review	2
HIT 296	Professional Practices Simulations	2
	Sub-Total Credits	13
	<b>Total credits:</b>	<b>72</b>