Health Information Management AAS Degree Program  
Offered at the HNL Online Campus

**Objective:** Health Information Technology AAS degree program is designed to equip students with the skills and knowledge required to comprehend and apply them in the Health Information Management field. Students learn to, organize, analyze and evaluate health information in the medical record. In addition, students gain a general knowledge of anatomy, physiology and medical terminology in addition to working with technology based medical management software (i.e. electronic health record, encoder) which is utilized to transfer information. Lastly, students learn the practical application of CPT and ICD codes on coding forms and payer claim forms. Upon completion of the program, students will earn the Health Information Management AAS degree and have the necessary entry level job skills to work in physician office, clinics, critical access hospitals and acute care hospitals.

**Program Requirements:** Each applicant to the Health Information Technology AAS Degree Program are required to have a High School Diploma or GED (Diplomas issued outside of the United States must be translated, evaluated and notarized prior to enrollment). All students to the Health Information Management AAS degree program must also pass the Scholastic Level Exam (admissions test) with a minimum score of 17.

**Program Length:** The length of the distance education program is 96 weeks.

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<tr>
<th>MODULE</th>
<th>COURSE</th>
<th>DESCRIPTION</th>
<th>LECTURE HOURS</th>
<th>LAB HOURS</th>
<th>EXTERN HOURS</th>
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<th>SEMESTER CREDITS</th>
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COURSE DESCRIPTIONS

Course descriptions include the course number, title, and synopsis, a listing of lecture, laboratory, externship hours, total clock hours and academic credits. For example, the listing “15/30/0/48/2.0” indicates that the course consists of 15 hours of lecture, 30 hours of laboratory, 0 externship hours, 48 total clock hours and 2.0 academic credits.

NOTE: Students must successfully complete all prerequisite courses in sequence before advancing. Other courses may not be offered in the sequence listed below.

POFT103 INTERPERSONAL AND COMMUNICATION SKILLS
Emphasis on the application of basic psychological principles and the study of behavior as they apply to special populations. Topics include procedures for self-understanding and social adaptability in interpersonal communication with patients, teachers and co-workers in an ambulatory care or hospital setting. Prerequisites: None

ENGL101 ENGLISH COMPOSITION
This is a course in the principles of effective writing. The course is designed to develop the student’s ability to write effective sentences, paragraphs and themes; and to develop the ability to read with understanding of rhetorical forms and devices with critical awareness. Prerequisites: None

POFT101 COMPUTER APPLICATIONS IN HEALTHCARE
Students will learn and become familiar with basic word processing and other programs within the Microsoft Office Suite. Student is taught to create, save, and retrieve work in Word, Excel, etc. in an effort to be able to demonstrate basic commands and functionality of the programs. Prerequisites: None

POFM114 COLLEGE MATHEMATICS
The students will identify and operate with absolute value equations and inequalities, will acquire graphing skills, inverse functions, logarithmic and exponential functions, polynomial and rational functions, piece-wise defined functions, theory of equations and matrices. Prerequisites: None

HITT101 INTRODUCTION TO HEALTH INFORMATION MANAGEMENT
This course includes an overview of the Health Information Management profession, and the study of systems and processes for collecting, maintaining and disseminating primary and secondary health related information. Students will explore datasets, data sources and health technology functions as well as the content of health record documentation requirements, registries, indices and licensing. Prerequisites: ENGL101, POFT101, POFT103, POFM114
HPRS101  MEDICAL TERMINOLOGY  48/0/0/48/3.0
A study and practical application of a medical vocabulary system that includes structure, recognition, analysis, definition, spelling, pronunciation, and combination of medical terms from prefixes, suffixes, roots, and combining forms. Prerequisites: None

SCIT104  ANATOMY AND PHYSIOLOGY I  48/0/0/48/3.0
This course is an applied systematic study of the structure and function of the human body. Includes anatomical terminology, cells, tissues, and the following systems: integumentary, skeletal, muscular, nervous, and endocrine. Prerequisites: None

PSYT101  INTRODUCTION TO PSYCHOLOGY  48/0/0/48/3.0
Students will explore psychology, in the context of health care delivery, with an emphasis on cognitive development, perception, behavior, emotion, attitudes and prejudices. Prerequisites: None

SCIT203  ANATOMY AND PHYSIOLOGY II  48/0/0/48/3.0
This course is a continuation of Applied Human Anatomy and Physiology I. The following body systems are included: digestive, respiratory, cardiovascular, lymphatic/immune, renal/excretory, and reproductive. Prerequisites: SCIT104

HITT200  INTRODUCTION TO PHARMACOLOGY  48/0/0/48/3.0
Instruction in concepts and application of pharmacological principles. Focus on drug classifications, principles and procedures of medication administration, mathematical systems and conversions, calculation of drug problems, and medico-legal responsibilities of the medical assistant. Prerequisites: HPRS 101

PATH 114  PATHOPHYSIOLOGY  48/0/0/48/3.0
This course is an introduction to the human body and its functions, diseases, etiology, treatment and pathophysiologic nature. Medical complications and manifestations of disease states are also emphasized. Prerequisites: HPRS 101, SCIT203

HITT205  ELECTRONIC HEALTH RECORD MANAGEMENT  48/0/0/48/3.0
This course reviews the history of and current state of the electronic health record, trends, healthcare information applications such as clinical information systems, administrative information systems, and management support systems. Students will explore the transition from a paper based health record to an electronic health record and the associated issues. Prerequisites: HITT 101

HITT201  CODING I  48/0/0/48/3.0
This course covers an introduction to the principles and guidelines for using ICD to code diagnoses and procedures. Key concepts are explored, as well as use of the coding manual, symbols and structure. Prerequisites: HITT200, HITT205, PATH114

HITT290  PROFESSIONAL PRACTICE EXPERIENCE I  15/60/75/3.0
This course allows the student to practice health information functions utilizing an integrated health care technology systems and case studies. Prerequisites: HITT201, PSYT101
HITT209 HEALTH CARE LAW AND ETHICS
This course includes a study of health care law and ethics including the study of confidentiality, privacy, security, ethics, and key health care legislation. Students will learn how to apply local, state and federal standards and regulations for the control and use of health information. **Prerequisites: HITT290**

HITT210 HEALTH INFORMATICS
This course focuses on the collection and organization of patient health information, the effective management of information using computer technology, and the impact of such technology on medical research, education, and patient care. **Prerequisites: None**

HITT211 CODING II
This covers the principles and guidelines for using ICD to code diagnoses and procedures. This course covers the concept of clinical vocabularies and classifications systems. Students will gain an understanding of ICD in relation to inpatient and outpatient settings, as well as use of cases and health record documentation. **Prerequisites: HITT210**

HITT216 HEALTH CARE DELIVERY SYSTEMS AND ORGANIZATION
This course reviews health care delivery systems including organization, finance, accreditation agencies and regulatory agencies. Students will learn about settings, types of patients, types of caregivers, regulatory issues, unique documentation requirements, data sets and reimbursement structure by type of care. **Prerequisites: None**

HITT221 Coding III
The course will focus on conventions and guidelines for ICD and CPT coding, in to identify and accurately assign diagnosis and procedure codes. The student will use case scenarios, sample health records, encoder and other coding resources to assign diagnosis and procedure codes. In addition, techniques for validating coded clinical information and severity of illness data will be addressed. **Prerequisites: HITT 211**

HITT385 HEALTH CARE REIMBURSEMENT METHODOLOGIES
This course focuses on clinical documentation improvement and the uses of coded data and health information in reimbursement and payment systems appropriate to all health care settings and managed care. Students will learn how to analyze source documents to properly code and process required information for billing and subsequent reimbursement, maintain a Chargemaster, and evaluate fraudulent billing practices. **Prerequisites: HITT 221**

HITT220 HEALTH CARE STATISTICS
This course introduces the student to basic allied health statistics and analysis. Students will learn how to collect data, calculate key healthcare statistics, and prepare reports, including analysis. Students will also compute common Health Information Department Management statistics. **Prerequisites: HITT 101**
HITT121  HEALTH CARE ORGANIZATION AND SUPERVISION  48/0/48/3.0
This course covers supervisory skills for the new supervisor. Students will learn about organization and supervision of human, financial and physical resources. Students will also learn basic management principles of planning, organizing, coordinating and controlling. The course also focuses on customer service, human resource requirements relative to recruitment, training, motivation and cultural diversity. **Prerequisites:** HITT 101, HITT 216

HITT122  QUALITY ASSESSMENT AND PERFORMANCE IMPROVEMENT  48/0/48/3.0
This course studies quality standards and methodologies in the health information management environment. Topics include licensing, accreditation, compilation and presentation of data in statistical formats, quality management and performance improvement functions, utilization management, risk management, medical staff data quality issues, approaches to assessing patient safety issues and implementation of quality management and reporting through electronic systems. **Prerequisites:** HITT 121, HITT 220

HITT390  PROFESSIONAL PRACTICE EXPERIENCE II  0/0/90/2.0
In this course, students will apply the theory, concepts and skills learned throughout the program at a directed practice site and by any assigned course projects. **Prerequisites:** HITT 121, HITT 122, HITT 209, HITT 210, HITT 216, HITT 220, HITT 221, HITT 290, HITT 385

HITT380  HIT COMPETENCY REVIEW  16/0/16/1.0
This course reviews Health Information Technology competencies, skills, and knowledge. **Prerequisites:** HITT 390