

Program Overview

This field is where healthcare meets the cutting edge of technology! Health Information Technicians are specialists in great demand! The Health Information Management (HIM) professionals can expect to be in high demand as the health sector expands into the century. In fact, the Bureau of Labor Statistics cites health information technology as one of the fastest growing occupations in the U.S. Health Information Technicians contribute to the quality of care by collecting, analyzing, and reporting healthcare data. This requires knowledge of disease, treatments, computer systems, and organizational skills.

Health Information Technology (HIT) is a two-year associate degree program that prepares graduates to compile, process, and maintain electronic healthcare records of hospital and clinic patients in a manner consistent with medical, administrative, ethical, legal, and regulatory requirements of the healthcare system. In addition, graduates will possess the skills to process, maintain, compile and report patient information for health requirements and standards in a manner consistent with the healthcare industry's numerical coding system. Graduates of this program will have the potential for employment in hospitals, clinics, nursing homes, mental health facilities, home health agencies, state and federal health agencies and private industry.

Campus:

Online



Special Features

- All courses will be offered online
- The program may be completed in a full-time or part-time format
- Students will attend clinical rotations in the second year (third or fourth semesters) of the program

Admission Requirements

Students in this program must:

- Complete application form and submit with fee (fee waiver may apply if previously submitted)
- Complete Accuplacer entrance assessment to determine placement (waiver may apply with acceptable alternative test scores and/or postsecondary degree completion)
- Have earned a high school diploma or GED certificate; current high school seniors must provide documentation upon graduation
- Complete one year of high school chemistry or one term of college-level chemistry with a 2.0 or better
- Review and sign Caregiver Background Check and/or Criminal History Record Check Statement of Understanding
- Review and sign the Functional Ability Statement of Understanding
- Complete admissions meeting with a WITC counselor (above requirements should be completed prior to meeting)

Program-Specific Requirements

Students in this program must:

- Submit Background Check fee
- Have an acceptable Wisconsin Caregiver Background Check, National Criminal Background Check, Minnesota Caregiver Background Check (if applicable), and/or other states as applicable

- Have current immunizations and demonstrate negative status for tuberculosis (Tb)
- Review and sign Allied Health Division Confidentiality Statement
- Attend a mandatory program orientation session

Program Outcomes

Employers will expect Health Information Technology graduates to be able to:

- Manage health data
- Apply coding and reimbursement systems
- Model professional behaviors and ethics
- Maintain electronic applications to manage health information
- Apply organizational management techniques

Employability essentials and indicators will also be addressed to develop personal awareness, career effectiveness, and professionalism. See page 5 of the college catalog for a list of employability essentials and indicators.

Career Outlook

Typical positions available after graduation include:

- Health Information Technician
- HIM Supervisor
- Insurance/Business Specialist

The Health Information Technology (Associate Degree) program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

Curriculum

Number	Course Title	Credits
Technical Studies Courses		
10501101	Medical Terminology	3
10501107	Digital Literacy for Healthcare ▲	2
10530161	Health Quality Management ▲	3
10530162	Foundations of HIM ▲	3
10530163	Healthcare Stats and Analytics ▲	3
10530164	Intro to Healthcare Informatics ▲	3
10530165	Intermediate Coding ▲	3
10530166	HIT Capstone ▲	1
10530167	Management of HIM Resources ▲	3
10530178	Healthcare Law & Ethics ▲	2
10530182	Human Disease for the Health Professions ▲	3
10530184	CPT Coding ▲	3
10530185	Healthcare Reimbursement ▲	2
10530196	Professional Practice ▲	3
10530197	ICD Diagnosis Coding ▲	3
10530199	ICD Procedure Coding ▲	2
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General Studies Courses ▽		
10801136	English Composition 1 ▲	3
10801196	Oral/Interpersonal Communication or	3
10801198	Speech	
10801197	Technical Reporting ▲	3
10806177	General Anatomy and Physiology ▲	4
10809172	Introduction to Diversity Studies	3
10809198	Introduction to Psychology	3
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	PROGRAM REQUIREMENTS	61

▲ Requires a prerequisite and/or corequisite that must be completed with a grade point of 2.0 or better.

▽ See pages 41-43 for course descriptions.

Students must earn a grade point of 2.0 or better in all required courses.

Course repeat policies exist that allow for only a certain number of retakes within this program; please refer to the policies for details.

CP Career Pathway Options

Career Pathways connect progressive levels of coursework to allow students to build upon their education. Each step in the pathway connects with employment options and provides the opportunity for advancement to higher levels. The Health Information Technology program includes the following pathway option:

- 31-530-2 Medical Coding Specialist Technical Diploma (page 156)



Course Descriptions

(See pages 41-43 for General Studies course descriptions)

10501101

Medical Terminology - Credits: 3

Focuses on the component parts of medical terms: prefixes, suffixes and word roots. Students practice formation, analysis and reconstruction of terms. Emphasis on spelling, definition and pronunciation. Introduction to operative, diagnostic, therapeutic and symptomatic terminology of all body systems, as well as systemic and surgical terminology.

10501107

Digital Literacy for Healthcare - Credits: 2

The focus of this course is the use of technology in healthcare. Learners use common business software applications, including word processing, presentation, spreadsheet, and databases. Communication methods using technology are addressed. Learners gain experience with using the electronic health record (EHR). Healthcare EHR security issues, social media use, and digital healthcare resources are examined. Computer skills proficiency developed as a part of this course. PREREQUISITE: Admission to plan 105301 Health Information Technology or 315302 Medical Coding Specialist.

10530161

Health Quality Management - Credits: 3

Explores the programs and processes used to manage and improve healthcare quality. Addresses regulatory requirements as related to performance measurement, assessment, and improvement, required monitoring activities, risk management and patient safety, utilization management, and medical staff credentialing. Emphasizes the use of critical thinking and data analysis skills in the management and reporting of data. PREREQUISITE: 10530163 Healthcare Stats and Analytics.

10530162

Foundations of HIM - Credits: 3

Introduces learners to the healthcare delivery system, and the external forces that influence healthcare delivery. Sets an understanding for the expectations and standards related to professional ethics, confidentiality and security of health information. Differentiates the use and structure of healthcare data elements, data standards, and the relationships between them. Prepares learners to collect and maintain health data to ensure a complete and accurate health record. COREQUISITE: 10501107 Digital Literacy for Healthcare.

10530163

Healthcare Stats and Analytics - Credits: 3

Explores the management of medical data for statistical purposes focusing on descriptive and inferential statistics including definition, collection, calculation and compilation of numerical data. Examines data analytics, retrieval, presentation and research methodologies. PREREQUISITE: 10530162 Foundations of HIM.

10530164

Intro to Healthcare Informatics - Credits: 3

Emphasizes the role of information technology in healthcare through an investigation of the electronic health record (EHR), business, and health information software applications. Learners will develop skills to assist in enterprise information management and database architecture design and implementation. PREREQUISITES: 10530162 Foundations of HIM and 10501107 Digital Literacy for Healthcare.

10530165

Intermediate Coding - Credits: 3

Prepares students to assign ICD and CPT/HCPCS codes supported by medical documentation and official coding guidance to support appropriate reimbursement. Students will participate in CDI activities, including preparation of appropriate physician queries in accordance with compliance guidelines. PREREQUISITES: 10530184 CPT Coding and 10530197 ICD Diagnosis Coding and successful completion of COREQUISITE: 10530199 ICD Procedure Coding is required prior to taking Intermediate Coding.

10530166

HIT Capstone - Credits: 1

Explore technical skills and professional attributes desired for the HIM profession, and conduct activities to assess one's own readiness to enter the health information industry. COREQUISITE: 10530196 Professional Practice.

10530167

Management of HIM Resources - Credits: 3

Examines the principles of management to include planning, organizing, human resource management, directing, and controlling as related to the health information department. PREREQUISITE: 10530162 Foundations of HIM.

10530178

Healthcare Law & Ethics - Credits: 2

Examines regulations for the content, use, confidentiality, disclosure, and retention of health information. An overview of the legal system and ethical issues are addressed. PREREQUISITE: 10530162 Foundations of HIM.

10530182

Human Disease for the Health Professions - Credits: 3

Prepares learners to interpret clinical documentation that they will encounter in a variety of healthcare settings. Emphasis is placed on understanding the common disorders and diseases of each body system to include the etiology (cause), signs and symptoms, diagnostic tests and results, and medical treatments and surgical procedures. COREQUISITE: 10501101 Medical Terminology.

10530184

CPT Coding - Credits: 3

Prepares learners to assign CPT/HCPCS codes, supported by medical documentation, with entry level proficiency. Learners apply instructional notations, conventions, rules, and official coding guidelines when assigning codes to case studies and actual medical record documentation. COREQUISITES: 10501101 Medical Terminology, 10530182 Human Disease for the Health Professions and 10806177 General Anatomy and Physiology.

10530185

Healthcare Reimbursement - Credits: 2

Prepares learners to compare and contrast health care payers, illustrate the reimbursement cycle, and to comply with regulations related to fraud and abuse. Learners apply prospective payment systems using computerized encoding and grouping software. COREQUISITES: 10530162 Foundations of HIM, 10530182 Human Disease for the Health Professions, 10530184 CPT Coding, 10530197 ICD Diagnosis Coding, and 10530199 ICD Procedure Coding.

10530196

Professional Practice - Credits: 3

Applies previously acquired skills and knowledge by means of clinical experiences in the technical procedures of health record systems and discussion of clinical situations. Student may participate in a supervised clinical experience in healthcare facilities. PREREQUISITE: 10530165 Intermediate Coding and COREQUISITES: 10530161 Health Quality Management, 10530167 Management of HIM Resources, and 10530166 HIT Capstone.

10530197

ICD Diagnosis Coding - Credits: 3

Prepares students to assign ICD diagnosis codes supported by medical documentation. Students apply instructional notations, conventions, rules, and official coding guidelines when assigning ICD diagnosis codes to case studies and actual medical record documentation. PREREQUISITE: Admission to plan 105301 Health Information Technology or 315302 Medical Coding Specialist and COREQUISITES: 10501101 Medical Terminology, 10530182 Human Disease for the Health Professions and 10806177 General Anatomy and Physiology.

10530199

ICD Procedure Coding - Credits: 2

Prepares students to assign ICD procedure codes supported by medical documentation with entry-level proficiency. Students apply instructional notations, conventions, rules, and official coding guidelines when assigning ICD procedure codes to case studies and actual medical record documentation. PREREQUISITES: Admission to plan 105301 Health Information Technology or 315302 Medical Coding Specialist 10501101 Medical Terminology, and 10806177 General Anatomy and Physiology and COREQUISITE: 10530182 Human Disease for the Health Professions.

Graduate Employment Information

(WITC Graduate Survey Responses 2014-2015; for most recent data, go to witc.edu)

Number of graduates	10	Number employed	8	% employed in WITC district	60%
Number of responses	10	Percent employed	89%	Range of yearly salary	\$35,357-\$45,000
Number available for employment	9	Employed in related field	5	Average yearly salary	\$41,585

career vision