

Camden County College

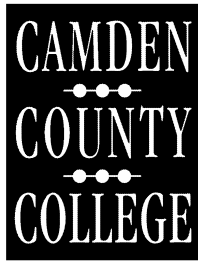
Health Information Technology Department

Student Handbook for
Health Information Technology Associate in Applied Science Degree
& Medical Coding Certificate Program



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Dear Student,

Welcome to Camden County College and to the Department of Health Information Technology (HIT). This handbook has been developed with you in mind and is targeted to providing you with important information on our programs and the field of Health Information Technology Management. The field of Health Information Management Technology is represented by the national organization of AHIMA (American Health Information Management Association) that celebrated its 75th anniversary in 2003.

After the successful completion of your education, the next step is seeking national certification through AHIMA. For the coding portion of the Health Information Technology Management field you can also seek certification as a coding professional. There are two levels of certification available from AHIMA for coding. The entry-level certification is CCA or Certified Coding Associate. This handbook will provide you with further information on the certification examinations currently available.

The Health Information Technology program at Camden County College is accredited by the Commission on for Health Informatics and Information Management Education (CAHIIM) in cooperation with the American Health Information Management Association (AHIMA). CAHIIM can be reached at their website which is www.cahiim.org, or they can be reached at 233 N. Michigan Avenue, Suite 2150, Chicago, IL 60601-5800, telephone number (312)233-1131.

Please feel free to contact me if you require further information on any of our programs, the field, or Camden County College. My office is located at the Camden City Campus in the Faculty Suite Area, 2G. Please stop by or call to make an appointment. Good luck on your educational and professional goals!

Sincerely,

Lynette M. Williamson, MBA, RHIA, CCS, CPC
Program Coordinator, Health Information Technology Department
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The Field of Health Information Technology Management

The field of Health Information Technology Management is a diverse professional field that offers many challenges and opportunities to those who choose it as a career path. Traditionally, the field was focused on medical record processes and reimbursement issues for acute care medical facilities. Today, the focus of the field extends to outpatient facilities, physician offices, medical insurance companies, the pharmaceutical industry, and consulting firms. HIPAA, privacy, compliance, performance improvement, and the electronic health record are current topics that are today's focus for professionals of the field.

Professional Opportunities

The field of Health Information Technology Management offers opportunities with a wide scope of responsibility, flexible hours and an unlimited potential for growth. According to the Bureau of Labor Statistics, employment of Health Information Management (HIM) professionals is expected to grow much faster than the average for all occupations thru the year 2010.

Exciting positions in the field include, but are not limited to:

APC Coordinator – ensures consistency and efficiency in claims processing and data collection to optimize Ambulatory Payment Classification (APC) reimbursement (outpatient)

Chief Privacy Officer – oversees all ongoing activities related to the development, implementation, maintenance of, and adherence to, the organizations policies and procedures covering privacy.

Clinical Data Specialist – responsible for data management functions: coding, outcome management, registry and database management

Coder – reviews medical records to determine appropriate diagnostic and procedural codes to be used for claims processing and statistical purposes

Compliance Specialist – oversees and monitors implementation of health information management (HIM) compliance program

Data Quality Manager – develops and implements quality improvement activities for data integrity such as policies and audits

Director of Data Quality Management – responsible for developing, implementing and maintaining a data quality management plan for activities for all divisions of the organization

DRG Coordinator – ensures consistency and efficiency in claims processing and data collection to optimize diagnosis related group (DRG) reimbursement (hospital)

Information Security Manager – responsible for processes controlling integrity and confidentiality of patient, provider, employee, and business information

Patient Information Coordinator – works with patients helping to manage personal health information and release of information

Research Data Analyst – ensures the quality of data collection, coordination and quality analysis for clinical research projects

FAQ (Frequently Asked Questions?)

What is Health Information Management Technology?

Take the elements of healthcare documentation, health data, reimbursement, and combine with computerized technology and data gathering tools and the result is Health Information Management Technology.

What do all of those abbreviations mean?

CCA is an entry-level coding certification. CCA stands for Certified Coding Associate. CCS and CCS-P are advanced coding certifications. CCS stands for Certified Coding Specialist and CCS-P stands for Certified Coding Specialist-Physician. RHIT means Registered Health Information Technician and RHIA stands for Registered Health Information Administrator.

What is the salary ranges for this field?

The salary range is from \$39,100 to \$54,700 depending on the level of education and certification. Source: American Health Information Management Association.

What is AHIMA?

AHIMA is the national professional organization for the field. The American Health Information Management Association is based in Chicago Illinois and has been at the forefront for the field and its members for 75 years. You can contact AHIMA at their website, www.ahima.org or at 233 N. Michigan Ave., Suite 2150, Chicago, IL 60601-5800; (312) 233-1100.

Are certifications required to work in this field?

Many employers look for certification as a way to ensure individuals have a level of competence. For Coding there are several national level certifications available, CCA, CCS, CCS-P. Individuals who have graduated from an accredited associate degree program are eligible to take the RHIT certification exam. Individuals who have graduated from an accredited baccalaureate degree program are eligible to take the RHIA examination.

Can I get a job once I complete my education?

Based on the U.S. Bureau of Labor Statistics, careers in the field of Health Information Technology Management are expected to grow much faster than the national average for all occupations through the year 2008.

As part of your educational experience you are required to complete an internship, practicum, or professional practice experience. This integral part of the curriculum allows for students to apply classroom experiences into a practical workplace environment.

Can I continue my education once I receive my certificate or associates degree?

Students who complete the Medical Coding certificate can then enroll in the HIT degree program. Students who complete the HIT degree program can transfer to a Bachelor's degree program at surrounding universities in the area. These include Temple University in Philadelphia, PA and Gwynedd-Mercy College in Ambler, PA. There are also online Bachelor's degree programs. There is also the ability to continue your education to the Master's degree level either in HIM or a related field. AHIMA is the source to find accredited programs for the field.

Who can I talk to about my educational goals?

You can contact the Program Coordinator, Lynette Williamson, MBA, RHIA, CCS, CPC at 856-968-1331 or lwilliamson@camdencc.edu or you can contact AHIMA at www.ahima.org.

Professional Organization

American Health Information Management Association (AHIMA)

History of AHIMA

The American Health Information Management Association began 75 years ago as the Association of Record Librarians of North America. Through the years this professional organization has changed names several times to meet the needs of the time and its members. Today, AHIMA has 46,000 members who are uniquely educated and credentialed in the field of Health Information. AHIMA holds career and professional development as one of its core missions. Additional areas of focus for the organization are education, public policy on health information issues, and communication. One way of ensuring that this mission continues is the involvement of state associations and local chapter associations. AHIMA has also been and continues to be a resource for its members, a source of strong advocacy for the field of health information, and a steadfast professional organization that stands as a leader for its members.¹

AHIMA Code of Ethics

Preamble

This Code of Ethics sets forth ethical principles for the health information management profession. Members of this profession are responsible for maintaining and promoting ethical practices. This Code of Ethics, adopted by the American Health Information Management Association, shall be binding on health information management professionals who are members of the Association and all individuals who hold an AHIMA credential.

- I. Health information management professionals respect the rights and dignity of all individuals
- II. Health information management professionals comply with all laws, regulations, and standards governing the practice of health information management.
- III. Health information management professionals strive for professional excellence through self-assessment and continuing education.
- IV. Health information management professionals truthfully and accurately represent their professional credentials, education, and experience.
- V. Health information management professionals adhere to the vision, mission, and values of the Association.

¹ www.AHIMA.org

VI. Health information management professionals promote and protect the confidentiality and security of health records and health information.

VII. Health information management professionals strive to provide accurate and timely information.

VIII. Health information management professionals promote high standards for health information management practice, education, and research

IX. Health information management professionals act with integrity and avoid conflicts of interest in the performance of their professional and AHIMA responsibilities.

Revised and adopted by AHIMA House of Delegates – October 4, 1998.¹

¹ American Health Information Management Association. “AHIMA Code of Ethics.: *Journal of AHIMA* 70, no. 1 (1999): p. 1 of insert. Reprinted by permission.

Opportunities and Expectations for Students

Students will be given the opportunity to become a student member of AHIMA. Students are expected to have knowledge of and abide by the AHIMA Code of Ethics. This Code of Ethics is to be applied along the broad spectrum of activities that are included in these programs. These activities include, but are not limited to, participation in the Student Club, internships and facility tours. Students are expected to adhere to facility policies on confidentiality, appropriate etiquette, and dress codes for all internships and facility tours.

Students are given the opportunity to participate in the Student Health Information Technology (HIT) Club. This club provides a network of support, practical information and valuable insight into career opportunities. This club is open to all Camden County College Students and meetings each semester to discuss issues relevant to current students. The club has student officers and is advised by the Program Coordinator or faculty member from the department of Health Information Technology.

Professionalism

It is a necessary expectation that a level of professionalism be required for a student entering this program. A professional is defined as “someone who shows great skill, especially in a learned profession, engages in a given activity as a source of livelihood or a career and is an expert in their chosen field”.

This expectation extends from the classroom into clinical sites that the student visits and/or attends for capstone courses (internship or Professional Practice Experience). Students are representatives of Camden County College and as future professionals in the field of Health Information Technology Management are expected to maintain the highest level of professionalism, courtesy and respect. This professional manner will be a vital component of your career and enable you to achieve your goals and to meet the unique challenges of this field.

Program Admission Requirements:

Students seeking admission to the HIT program must first comply with the college admission requirements as outlined in the college catalog. Camden County College is built on the philosophy of an open admission policy with high standards. Students that require additional academic help to meet course requirements can seek assistance from the program coordinator and/or the tutoring center. All degree-seeking students are required to take the College placement test before registering for credits beyond the 11th credit. There are exemptions to this policy that are outlined each semester in the credit schedule of classes or students can contact the testing office at 856-227-7200 extension 4710. There are no specific program admission requirements for admission to either the Health Information Technology degree or the Medical Coding certificate however; prospective students are highly encouraged to contact the Program Coordinator for academic advisement and degree completion requirements.

Internship and Capstone Courses

Each of the programs in the department requires that the student complete an internship and/or capstone course. HIT students must complete Technical Practice Experience (HIT 150) and the capstone course entitled Professional Practice Experience (PPE), which is course number HIT 220. HIT 150 should be completed before the student begins his/her second year of courses in the Health Information Technology Program. All HIT students must complete Professional Practice Experience (HIT 220) in their last semester. For the Medical Coding Certificate Program the capstone course is the Medical Coding Internship (HIT 135). Students are required to meet with the Program Coordinator prior to course registration for these courses. These courses are an integral part of the educational process and provide the student with the opportunity for practical application of classroom materials. Various facilities/sites have entered into internship agreements with the college for internship placements. Students are placed at a site after consultation with the program coordinator. Below are individual site requirements that must be met and followed per facility. Internship site placements are only scheduled during the day.

Camden County Health Service Center

- 1 -Attendance at facility and departmental orientation
- 2 -Adhere to facility and departmental dress code (no sneakers, no denim)

Centennial Surgery Center

- 1 -Attendance at facility and departmental orientation
- 2 -Adhere to facility and departmental dress code (no sneakers, no denim)

Children's Hospital of Philadelphia

- 1 -Attendance at facility and departmental orientation
- 2 -Adhere to facility and departmental dress code (no sneakers, no denim)

Cooper Health System

- 1 -Attendance at one full day volunteer orientation
- 2 -Provide evidence of MMR immunization status
- 3 -Provide evidence of TB immunization status or recent clear chest x-ray
- 4 -Adhere to facility and departmental dress code (no sneakers, no denim)

Dresher Hill Health & Rehab Hospital

- 1 -Attendance at facility and departmental orientation
- 2 -Adhere to facility and departmental dress code (no sneakers, no denim)

Episcopal Long Term Care & Philadelphia Nursing Home

- 1 -Attendance at facility and departmental orientation
- 2 -Adhere to facility and departmental dress code (no sneakers, no denim)

Marlton Rehabilitation Center

- 1 - Attendance at facility and departmental orientation
- 2 - Adhere to facility dress code (no sneakers, no denim)

Penn Presbyterian Medical Center

- 1 -Attendance at volunteer orientation
- 2 –Adhere to facility and departmental dress code (no sneakers, no denim)

Providence Pediatric Day Care Centers

- 1 -Provide evidence of MMR immunization status
- 2 –Provide evidence of Vermicelli immunization status
- 3 –Provide evidence of TB immunization status or recent clear chest x-ray
- 4 –Attendance at facility and departmental orientation

Thomas Jefferson University Hospital – Department of Corporate Compliance

- 1 -Attendance at departmental orientation
- 2 -Adhere to facility and departmental dress code (no sneakers, no denim)

Underwood Memorial Hospital

- 1 –Attendance at facility and departmental orientation
- 2 -Adhere to facility and departmental dress code (no sneakers, no denim)

Weisman’s Children Hospital

- 1 – Attendance at departmental orientation
- 2 – Adhere to facility and departmental dress code (no sneakers, no denim)

There are also various physician offices and other types of healthcare facilities that take students for clinical placements on a case-by-case availability. Students will receive site requirements if applicable for these facilities prior to placement. Transportation to the internship site is the responsibility of the student.

Standards of Practice

The Health Information Technology Management environment can be fast-paced and requires professional interaction with a variety of personnel in the medical and healthcare profession. Students will be working in an environment that requires a variety of physical, visual, and mental skills. The Health Information Technology or Medical Coding student must;

1. Work independently
2. Be able to perform repetitive movements
3. Be able to lift medical records weighing for several ounces to several pounds
4. Utilize a computer for health information processes
5. Work efficiently with a high degree of accuracy
6. Work cooperatively with others
7. Have attention to detail
8. Maintain a professional attitude at all times

Academic Advisement

Students in the Health Information Technology Degree Program and/or the Medical Coding Certificate Program are highly encouraged to seek academic advisement from departmental full-time faculty or the Program Coordinator. The Program Coordinator is available via email at lwilliamson@camdencc.edu or at 856-968-1331. Students are required to register and pay all college fees in the registration and business office of all of the three college campuses.

Graduation Requirements

All graduation candidates **must**:

1. Earn the minimum number of credits required for the HIT.AAS degree; remedial course do not count toward graduation requirements.
2. Complete one year (30 semester hours) in residence at Camden County College. (At least 30 of the student's credits must be taken at Camden County College).
3. Complete the HIT degree program within 6 years from the time of matriculation for the HIT.AAS degree. This applies to full-time and part-time students.
4. Have a cumulative grade point average of 2.0 or higher. Grades from other colleges are not used in this computation. Receive a grade of "C" or better in all professional related courses; these include Human Biology, Medical Terminology, Introduction to Health Information, English Composition I and II, Healthcare Reimbursement, Introduction to Ambulatory Coding, Health Informatics, Technical Practice Experience, Basic Pharmacology, Statistical Methods for Health Information, Diagnostic and Procedural Coding I, Basic Pathophysiology, Advanced Ambulatory Coding, Organizational Resources, PI, and QI, Diagnostic and Procedural Coding II, Public Speaking, and Professional Practice Experience.
5. Satisfactorily complete all subjects in the approved HIT.AAS curriculum. If students wish to waiver a course in the curriculum, they must seek official permission to do so by applying for a course wavier. The Waiver Request form is available through the academic dean's office of the curriculum in which the student is enrolled, the HIT program coordinator's office, or at the main office at the Camden City Campus or the William G. Rohrer Center.
6. Complete all request(s) for Credit by Assessment if applicable.
7. **Complete the graduation packet before due date.** The due dates are as follows; January Graduates, December 1st; June Graduates, April 1st, and for August Graduates the due date is July 1st. This packet includes application for graduation, current college transcript, graduation recommendation form, degree audit, curriculum checklist, and approved waivers as applicable. The graduation packet must be reviewed and signed by the Program Coordinator. **Students should ensure that the packet is received in the Program Coordinator's office at least 5 working dates before the deadline to allow for processing.**

Career Descriptions and Program Goals

Students have the choice of a certificate program specializing in medical coding or a degree program for Health Information Technology. Students have the opportunity to continue their education and move from the certificate program into the degree program. Camden County College is committed to the development of “career ladders” that afford students educational opportunities.

The following pages describe programs, their individual goals and objectives, and their curricula. Students can enroll in any of the programs as a full-time or part-time student. Classes are offered daytime, evening, and on Saturdays.

Health Information Technology Associate in Applied Science (HIT.AAS)

Career Description

This degree is designed for the student who is seeking a professional career based in the healthcare arena. The field of Health Information Technology deals with the gathering, storage, and abstraction of health data. This data can be transformed into meaningful and useful information that can be utilized by various professionals for a variety of purposes. Students educated in the field of Health Information Technology can perform various job duties and are employed in a variety of settings. Acute care hospitals, long-term care facilities, rehabilitation facilities, insurance agencies, and pharmaceutical companies are just a sampling of employers. The demand for professional and qualified individuals is expected to increase at a rate of 44 percent per the Bureau of Labor Statistics. This is the fastest growth rate of any professional and/or technical occupation.

Statement of Purpose:

The associate degree in applied science for Health Information Technology provides the student with an education focused on building career skills and tools that can be utilized for various professional goals.

Accreditation:

The Health Information Technology program at Camden County College is accredited by the Commission on for Health Informatics and Information Management Education (CAHIIM) in cooperation with the American Health Information Management Association (AHIMA). CAHIIM can be reached at their website which is www.cahiim.org, or they can be reached at 233 N. Michigan Avenue, Suite 2150, Chicago, IL 60601-5800, telephone number (312)233-1131.

Program Goals:

- To provide graduates who will meet the entry-level competencies and become gainfully employed in the field
- To increase knowledge of the field and program enrollment by actively marketing and recruiting students for the HIT program at Camden County College
- To offer a high-quality, comprehensive curriculum based upon continuous assessment and quality improvement
- To prepare students for job success by providing technical and/or lab activities within the curriculum

- To retain qualified, caring, and student-centered faculty
- To provide educational opportunities for program graduates and the larger Health Information Management (HIM) community of interest

Student Objectives

Upon successful completion of all course work in the Health Information Technology curriculum, the student will:

- Earn an associate degree in applied science in Health Information Technology
- Communicate effectively in speech and writing
- Demonstrate critical thinking skills for effective problem solving
- Demonstrate statistical literacy for the field of Health Information Technology
- Understand various governmental and regulatory requirements that directly relate to the reporting of health data
- Develop an awareness of the various baccalaureate programs in the area

Medical Coding Certificate Program (MDC.CT)

Career Description

Medical coders provide an essential part of managing information that permits hospitals and doctors' offices to receive payment for services. Each diagnosis or treatment is assigned a code for reimbursement purposes. As our population ages, and more medical treatment is performed, there is more information to be processed than ever before. To meet the demand of this information explosion, adequately trained personnel are essential for proper reporting of information to ensure correct reimbursement. Area medical facilities currently seek trained staff with the coding skills necessary to efficaciously meet the financial needs of these institutions. Coding theory and computer skills will provide the learner with job-readiness skills.

Program Information

This program is a certificate program that will prepare the student to work in many areas requiring coding expertise. The coding courses follow the prerequisites Medical Terminology and Human Biology, which expose the student to terms and anatomy necessary for learning medical coding. This program can be completed as a full-time or part-time student. Camden County College is an approved program by the American Health Information Management Association (AHIMA).

Program Goals

- To provide students with a solid educational foundation for academic and career success in the field of medical coding
- To provide practical experience in the workplace for students with local employers.
- To provide students the educational opportunity to use the most current coding software
- To provide students the educational opportunity to use practical coding tools such as medical records and operative reports
- To prepare students for national entry-level certification by the *American Health Information Management Association (AHIMA)* with the Certified Coding Associate (CCA) credential

Student Objectives

Upon successful completion of all required course work in the Medical Coding Certificate Program, the student will:

- Receive a Certificate in Medical Coding.
- Demonstrate entry-level competency in Medical Coding via text and computer referencing.
- Demonstrate entry-level competency in Medical Billing via text and computer referencing.

Curriculum: HIT. AAS

Health Information Technology
Degree: Associate in Applied Science
College Code: HIT.AAS

CODE	Course	Credits
<i>First Year/First Semester</i>		
ENG-101	English Composition I	3
BIO-103	Human Biology ¹	3
CSC-101	Computer Literacy or	3
CIS-101	Personal Computer Applications	
HIT-101	Introduction to Health Information	3
HIT-120	Medical Terminology	3
HPE.....	Health & Exercise Science Elective	1
		16
<i>Second Semester</i>		
ENG-102	English Composition II	3
HIT-115	Healthcare Reimbursement	3
HIT-132	Basic Pharmacology	3
HIT-134	Basic Pathophysiology	3
HIT-205	Legal and Ethical Issues in HIT	2
SPE-102	Public Speaking	3
		17
<i>Second Year/First Semester</i>		
HIT-110	Health Informatics	4
HIT-130	Introduction to Ambulatory Coding	3
HIT-140	Diagnostic and Procedural Coding I	3
HIT-150	Technical Practice Experience	1
MTH-111	Elements of Statistics	3
.....	Social Science Elective	3
		17
<i>Second Semester</i>		
HIT-202	Statistical Methods for Health Information	3
HIT-215	Advanced Ambulatory Coding	3
HIT-235	Organizational Resources, QI, and PI	4
HIT-240	Diagnostic and Procedural Coding II	4
HIT-220	Professional Practice Experience	2
HPE.....	Health & Exercise Science Elective	1
		17
	Total	67

¹ Students seeking to transfer to a Baccalaureate program will need to substitute Anatomy & Physiology I and II for this course

MEDICAL CODING CERTIFICATE PROGRAM (MDC.CT)

Code	Course	Credits
<i>First Year/First Semester</i>		
HIT-120	Medical Terminology	3
BIO-103	Human Biology	3
CSC-101	Computer Literacy or	
CIS-101	Personal Computer Applications	3
HIT-101	Introduction to Health Information	3
		12
<i>Second Semester</i>		
HIT-115	Healthcare Reimbursement ¹	3
HIT-130	Introduction to Ambulatory Coding ²	3
HIT-134	Basic Pathophysiology	3
HIT-140	Diagnostic and Procedural Coding I ²	3
		12
<i>Third Semester</i>		
HIT-132	Basic Pharmacology	3
HIT-135	Medical Coding Internship	2
HIT-230	Advanced Ambulatory Coding ³	3
HIT-240	Diagnostic and Procedural Coding II ³	4
		12
	Total	36

¹ The course is offered in a hybrid format; approximately 50% of the course is online and 50% is in the classroom

² Offered in Fall semester only

³ Offered in Spring semester only

Crosswalk for 06/07 Curricula

Effective Fall 2006 term, the HIT and MDC curricula have new courses. Below is a crosswalk to assist students in finding course equivalents. If you have taken the course in the left column, you do not have to take the course in the right column. If you have not taken the course in the left column now you must take its equivalent in the right column. Also, (*)note that Health Information Technology II requires two courses as its equivalent, HIT 235 and HIT 205.

<u>Current Course</u>	<u>Equivalent in new Curriculum</u>
HIT 105 Healthcare Data Content & Structure	HIT 101 Introduction to Health Information
MDC 132 Basic Pharmacology	HIT132 Basic Pharmacology
MDC 134 Basic Pathophysiology	HIT 134 Basic Pathophysiology
MDC 115 Medical Reimbursement	HIT 115 Healthcare Reimbursement
MDC 100 Medical Coding I	HIT 140 Diagnostic and Procedural Coding I
MDC 102 Advanced Medical Coding	HIT 240 Diagnostic and Procedural Coding II
MDC 120 Introduction to CPT-4	HIT 130 Introduction to Ambulatory Coding
MDC 125 Advanced CPT-4	HIT 215 Advanced Ambulatory Coding
HIT 200 Statistics for Health Information	HIT 202 Statistical Methods for Health Information
*HIT 210 Health Information Technology II	HIT 235 Organizational Resources, QI, and PI HIT 205 Legal and Ethical Issues in HIT

Health Information Technology Associate in Applied Science

Courses in Alphabetical Order

Advanced Ambulatory Coding: HIT-215

3 credits

Pre-requisites: Introduction to Ambulatory Coding (HIT 130)

This course is a continuation of Introduction to Ambulatory Coding (HIT 130). Students will learn how to manipulate coding software packages and utilize the CPT and HCPCS manuals to code for physician procedures and services. Advanced application of the CPT system will be discussed with an emphasis on surgical coding.

Basic Pathophysiology: HIT 134

3 credits

Pre-requisites: Human Biology (BIO 103) and Medical Terminology (HIT 120)

This course is designed to familiarize students with multiple diagnoses for various body systems. Disease process, symptomology, and abbreviations will be discussed in detail. Repetition and visual aids will be utilized in this course. Instruction will cover anatomical review and comprehension of written clinical information.

Basic Pharmacology: HIT 132

3 credits

Pre-requisites: Human Biology (BIO 103) and Medical Terminology (HIT 120)

This course introduces the student to frequently prescribed medications, their uses, actions, and common side effects. The student will learn about various drug classifications. Drug names will be distinguished from manufacturer names. Routes of administration, side-effects, and contraindications will be discussed for each drug classification.

Computer Literacy: CSC 101

3 credits

Pre-requisites: None

This course is designed to provide the student an overview of the hardware and software systems found in a computing environment. Topics include an introduction to the hardware components of a computer system, the Internet, WWW, the binary number system, computer systems found in business, "hands-on" experience with word processing, spreadsheets, database management software and a web browser as well as an introduction to computer programming in BASIC

Diagnostic and Procedural Coding I: HIT 140

3 credits

Pre-requisites: Human Biology (BIO-103) and Medical Terminology (HIT-120)

This is an introductory course to diagnostic and procedural coding using the International Classification of Diseases (ICD) coding classification system. The student will learn various coding concepts including coding conventions, practices, and guidelines. This foundation will be expanded upon in the second course that will focus on the International Classification of Diseases classification system, Diagnostic and Procedural Coding II.

Diagnostic and Procedural Coding II: HIT 240

4 credits

Pre-requisites: Basic Pathophysiology (HIT 134), Diagnostic and Procedural Coding I and Introduction to Health Information (HIT 101)

This is a continuation of Medical Coding I will emphasis on advanced practice in the application of the ICD-9-CM classification system. Practical application of coding via 3M coding software and actual medical charts will be a focus of this course. Coding standards, coding guidelines, regulatory requirements, and regulatory agencies will also be discussed. Information on the DRG payment system will be discussed in detail. The link between medical documentation, pathophysiology, coding, reimbursement, statistics and usage of coded information will be explored through lecture presentations.

Elements of Statistics I: MTH 111**3 credits**

Pre-requisites: Reading Skills III (ENG 013) or placement at a college reading level on basic skills test, and Elementary Algebra Traditional (MTH 029) or Elementary Algebra Accelerated (MTH 030) or placement at a college math level on basic skills test.

This course is designed for students who need a basic knowledge of statistical and elementary research techniques. Topics covered include: frequency distributions, sigma notation, measures of central tendency, measures of variability, fundamentals of probability, binomial distribution, normal distribution, sampling distributions, confidence limits, sample size determination, and hypothesis testing on a single population.

English Composition I: ENG 101**3 credits**

Pre-requisites: Reading Skills II (ENG 013) and Writing Skills (ENG 023) or placement at a college level for reading and writing on basic skills test

This course acquaints the student with the conventions of expository writing. It offers training in clear, logical communication and encourages the student to read, analyze, discuss, and write. The “substance” of English Composition I is the essay; students study both the content and the rhetoric of selected essays and write essays which thoughtfully develop their own ideas in good rhetorical form

English Composition II: ENG 102**3 credits**

Pre-requisites: English Composition I (ENG 101)

English Composition II is the second semester of a two-semester course. Its purpose is to develop more fully the reading, writing, and speaking ability of the composition student to build on the basis of English Composition I. English Composition II will especially stress argumentative writing and will provide the student with a strong basis in the rhetoric of argumentation. In addition, the development of the student’s research skills and ability to handle source material are important aspects of this course

Introduction to Ambulatory Coding: HIT 130**3 credits**

Pre-requisites: Medical Terminology (HIT 120), Human Biology (BIO 103)

This is an introductory course to the classification systems used in the ambulatory environment of the US healthcare system. Students will learn how to use coding manuals to locate codes for procedures, physician’s services, and medical supplies. Common outpatient-based reimbursement tools and payments systems will also be discussed. Familiarity with governmental agencies and regulatory requirements as they relate to physician and outpatient-based services will be a focus of this course.

Introduction to Health Information: HIT 101**3 credits**

Pre-requisites: Reading Skills III (ENG 013) and Writing Skills III (ENG 023)

Co-requisites: Computer Literacy (CSC 101) or Personal Computer Applications (CIS 101)

This course will examine the aspect of taking health data and presenting it as information. Focus will be on verification of data, data timeliness, data accuracy, and data appropriateness. Various data sets and data sources will be discussed. Governmental requirements for data reporting will be reviewed. Data analysis that results in application of information will be emphasized. The basics of medical records, format, and documentation will also be discussed. Students will be given the opportunity to complete analysis on actual medical charts during in-class time.

Healthcare Reimbursement: MDC 115**3 credits**

Pre-requisites: Medical Terminology (HIT-120) and Human Biology (BIO-103)

This course is designed to enhance the student’s communication skills within the medical profession and to familiarize students with medical records and the basics of medical billing and insurance. This course also deals with the importance of accurate coding for reimbursement to the providers of patient health care services. Prospective payment systems used in the U.S. for healthcare reimbursement will be discussed in detail.

Health Informatics: HIT 110**4 credits**

Pre-requisites: English Composition I (ENG 101), Introduction to Health Information (HIT 101) and Computer Literacy (CSC 101) or Personal Computer Applications (CIS 101).

This is an introductory course for the field of Health Information Technology. It will focus on student understanding and knowledge of the health record and Information systems. Other topics that will be discussed include compliance, HIPAA, and databases. This course does have a lab component that will focus on abstraction and analysis of health records and health information. Site visits to various types of healthcare facilities is an integral part of this course to provide a practical application of information discussed in the classroom.

Human Biology: BIO 103**3 credits**

This non-laboratory course is designed as an overview of the human organism. Cells, tissues and specifically organ systems will be discussed. Emphasis will be placed on anatomical structures and important physiological phenomena. Some aspects of genetics and human disease may be introduced. This course does not satisfy any natural science elective.

Legal and Ethical Issues in HIT: HIT 205**2 credits**

Pre-requisite: Introduction to Health Information (HIT 101)

This course will examine the legal and ethical environment for the field of Health Information Management. Case studies will be used throughout the course to allow students to apply and analyze the content areas of the course.

Medical Terminology: HIT 120**3 credits**

Pre-requisites: None

This is an introductory course to the language of medical terminology. This course provides word analysis, which will make the understanding of medical words from the simple to the complex easier. Instruction will focus on dividing the word into basic elements: suffixes, prefixes, word root, and combining forms. Further instruction will focus on medical terms as they relate to anatomy, physiology, and disease processes of all of the body systems. In addition, the presentation will emphasize the spelling and pronunciation of medical terms

Organizational Resources, QI, and PI: HIT 235**4 credits**

Pre-requisites: Statistical Methods for Health Information (HIT 202), Health Informatics (HIT 110), and Healthcare Reimbursement (HIT 115)

This course focuses on application and analysis in the following areas: managerial processes, clinical quality assessment, performance improvement, project management, and organizational resources. Data presentation via oral and written formats will be emphasized. This course has a lab component, which will focus on the practical application of performance improvement and quality assurance plans in a stimulated “real-world” environment.

Personal Computer Applications: CIS 101**3 credits**

Pre-requisites: None

This course is an introduction to microcomputer applications. The student will become familiar with the operation of a microcomputer operating system, database applications, word processing, spreadsheets and the Internet. The course will focus on helping the student to logically plan out the processes that are necessary to communicate with the computer. During the term, the student will get “hands-on” usage of the microcomputer using Microsoft’s Office Suite (Word, Excel, and Access), and a web browser to access the Internet/WWW.

Public Speaking: SPE 102**3 credits**

Pre-requisites: None

Public Speaking introduces the principles and techniques of formal communication. Attention will be given to speaker-listener relationship management and choice of ideas, selection and organization of materials, and use of language and nonverbal elements. Particular attention will be paid to the principles and skills of persuasion and delivery skills as well as audience analyses. Formal presentations will be required.

Professional Practice Experience: HIT 220**2 credits**

Pre-requisites: English Composition II (ENG 102), Statistical Methods for Health Information (HIT 202), Diagnostic and Procedural Coding I (HIT 140), Healthcare Reimbursement (HIT 115), Introduction to Ambulatory Coding (HIT 130), Basic Pathophysiology (HIT 134), and Technical Practice Experience (HIT 15)).

This is the capstone course for students seeking a degree in Health Information Technology. The components of health information analysis, information technology, information systems, organization, and supervision are vital focus areas of this internship/experience. Students are required to complete 120 hours on-site at a healthcare facility. A student-generated paper in APA format and binder are a required component of this course.

Statistical Methods for Health Information: HIT 202**3 credits**

Pre-requisites: Elements of Statistics (MTH 111), Health Informatics (HIT 110), Healthcare Reimbursement (HIT 115), and Computer Literacy (CSC 101) or Personal Computer Applications (CIS 101).

This course will build on the information presented in Elements of Statistics (MTH-111). The objective of this course is to target the student to the application of statistical methods in the field of Health Information Technology. Specific ratios and rates directly related to the acute care medical environment will be a part of classroom discussion. Practical application of class lectures will be completed. The concepts of data presentation, computerization of statistics, and the application of this information to non-acute care medical environments will also be addressed. It is important that students have strong familiarity with this information since it can be a vital part of job duties for Health Information Technology Technicians.

Technical Practice Experience: HIT 150**1 credit**

Pre-requisites: English Composition I (ENG 101), Human Biology (BIO 103), Computer Literacy (CSC 101) or Personal Computer Applications (CIS 101), and Introduction to Health Information (HIT 101)

Co-requisites: Healthcare Reimbursement (HIT 115), Introduction to Ambulatory Coding (HIT 130), and Health Informatics (HIT 110)

This course is designed to provide students with valuable time for practical application of technical aspects of the health information technology program. The focus will be on the application of the following concepts: data collection, data verification, filing, abstraction, professionalism, legal issues, HIPAA, release of information, documentation guidelines, Electronic Health Record (EHR), record storage & imaging, Master Patient Index (MPI), and database usage. This course is 80 hours of time based at a facility or in the health information technology lab. A student-generated paper in APA format is a required component of this course.

Student Membership to AHIMA

Journal of AHIMA

Free subscription to magazine with student membership.
Student membership cost \$35 for one year
NJHIMA will pay for student enrolled in HIT program for one year.

www.ahima.org to download membership application (link under about AHIMA, Membership)

- Coding Student - Print out application, have Program Director sign it, and send it in with check or money order.
- HIT student - Print out application, have Program Director sign it, and submit to program Director for NJHIMA to pay for membership if applicable, or send it in to AHIMA with check or money order.

Professional Journal Subscriptions

Advance Magazine for Health Information Professionals

Website - www.health-information.advanceweb.com

Web-only Subscriptions: If you are a non-senior student or reside outside of the United States and U.S. Territories, you can receive a Web-only subscription. Please complete the subscription form below to gain full access to our complete magazine archives, job listings, CE/event resources, product information and much more through our Web site.

Students in senior year can receive online and print copy of magazine, free of cost.

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A Word from our Students . . .

“The health information technology program is very interesting and has given me the opportunity for a great education.” - Rosina Ali (HIT student and MDC graduate)

“Camden County College’s program is very informative and allows (the ability to gain) not only valuable knowledge but practical training too.” – Mary Archibald (MDT student)

“Camden County College’s program is special because they make going to school affordable and class times are flexible. It’s great if you are a single parent like I am. You can still work but also continue your education.” – Stephanie Dennis (MDT student)

“A valuable education delivered by experienced Health Information Management professionals at an affordable cost...I look forward to a bright future.” - Jim Flaherty (HIT student)

“The expanding Health Information Management field appeals to me because of the flexibility, the economic rewards as well as the commitment to lifelong learning. Camden County College has given me the confidence to pursue my goals.” - Kathy Ford (HIT student)

“Camden County College has given me the personal satisfaction of achieving results that I had never expected.” - Mary Kairis, C.C.A. (HIT student and MDC graduate)

“The education and practical experience I received at Camden County College has given me the confidence to pursue a career in the field of Health Information.” - Karen Levicoff, C.C.A. (HIT student and MDC graduate)

“Camden County College offers the tools for success, effectively and affordably, from supportive faculty with invaluable experience in the field.” - Charles Layman (HIT student)

“Camden County College’s H.I.T. is the program for me. It offers knowledge and flexibility.” - Tuere Hardy, (HIT Club President '03-'04)