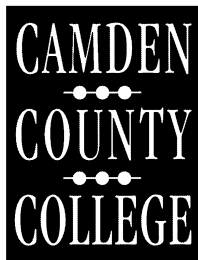# Camden County College
Health Information Technology Department

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. The field of Health Information Technology is represented by the national organization of AHIMA (American Health Information Management Association) that celebrated its 85th anniversary in 2013.

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 field you can also seek certification as a coding professional. There are two levels of certification available from AHIMA for coding. We prepare you for the entry-level certification which is the Certified Coding Associate (CCA).

The Health Information Technology program at Camden County College is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). CAHIIM can be reached at their website which is www.cahiim.org or at 233 N. Michigan Avenue, Suite 2150, Chicago, IL 60601-5800, (312)233-1131. Completion of our program will prepare you for the Registered Health Information Technician (RHIT) certification. This handbook will provide you with further information on the certification examinations currently available

Please feel free to contact me if you require further information on any of our programs, the professional field, or Camden County College. My office is located at the Camden City Campus, College Hall, Room 220. Please call to make an appointment. Good luck on your educational and professional goals!

Sincerely,

Linda Mesko

Linda Mesko, MS, RHIA
Program Director
Health Information Technology
Camden County College
200 N. Broadway
Camden, NJ 08102
856-968-1331

The Field of Health Information Technology

The field of Health Information Technology 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 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 professionals is expected to grow 15% percent between 2014 and 2024, much faster than the average for other occupations. (Healthcare Occupational Outlook Handbook, 2014).

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)

EHR Specialist-responsible for various roles related to the implementation of electronic health records in health care facilities.

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

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

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

Institutional Mission

Camden County College, a comprehensive public community college in New Jersey, provides accessible and affordable education including associate's degree programs, occupational certificate programs, non-credit courses, and customized job training. The College welcomes all who can benefit and provides the support services students need to transfer for further studies, prepare for a career, and continue their education. The College responds to the changing needs of its community and students and continuously improves its programs and services to support the economic development of Camden County and the personal development of its citizens.

Health Information Technology Department
Mission

To provide our students with educational opportunities that will allow them to obtain the knowledge and skills required for success in the field of Health Information Technology. The program encourages professional development and lifelong learning for its graduates and supports the Code of Ethics of the American Health Information Management Association.
[Code of Ethics](#)

Career Descriptions and Program Goals

Students have the choice of a certificate program specializing in medical coding or a degree program in 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 the two 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 daytimes, evenings, and online.

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 double in the upcoming years.

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

- Faculty will demonstrate current knowledge, skills, qualifications and professional development in the content areas they teach.
- The HIM program will demonstrate responsiveness to the needs of the community of interest.
- The HIM curriculum will include, at minimum, the required knowledge clusters with content and experiences to enable students to meet current entry-level competencies.
- Program graduates will demonstrate the HIM entry-level competencies.

Program Student Learning Outcomes
At the end of the program, the graduate will be able to:

- Compute, interpret and analyze healthcare statistics
- Gather, interpret, analyze and monitor data used for quality management and performance improvement programs that relate to Health Information Technology and Health Information Management.
- Analyze and validate coding and coding data for accuracy and compliance with federal and coding guidelines

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

Code	Course	Credits
First Year/First Semester		
BIO-117	Basic Anatomy and Physiology I	4
CIS-105	Computer Literacy	3
ENG-101	English Composition I	3
HIT-101	Introduction to Health Information	3
HIT-120	Medical Terminology	3
		16
Second Semester		
BIO-118	Basic Anatomy and Physiology II	4
ENG-102	English Composition II	3
HIT-132	Basic Pharmacology	3
HIT-205	Legal and Ethical Issues in HIT	2
MTH-111	Introduction to Statistics	3
………..	Social Science/Diversity Elective or Humanities/Diversity	3
		18
Second Year/First Semester		
HIT-110	Health Informatics	4
HIT-115	Healthcare Reimbursement	3
HIT-130	Introduction to Ambulatory Coding	3
HIT-134	Basic Pathophysiology	3
HIT-140	Diagnostic and Procedural Coding I	3
HIT-150	Technical Practice Experience [2]	1
		17
Second Semester		
HIT-202	Statistical Methods for Health Information[1]	3
HIT-215	Advanced Ambulatory Coding	3
HIT-235	Organizational Resources, QI, and PI [1]	4
HIT-240	Diagnostic and Procedural Coding II	4
HIT-220	Professional Practice Experience [2]	2
		16

Total minimum credits   67

1This course is only offered in the spring semester.

2 Permission of Program Director required prior to registering for this course.

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 the 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

- Faculty will demonstrate current knowledge, skills, qualifications and professional development in the content areas they teach.
- The Medical Coding program will demonstrate responsiveness to the needs of the communities of interest.
- The Medical Coding curriculum will include, at minimum, the required knowledge clusters and experiences needed by students to meet current entry-level competencies.
- Program graduates will demonstrate entry-level competencies needed for medical coders.

Program Student Learning Outcomes
At the end of the program, the graduate will be able to:
- Analyze and validate coding and coding data for accuracy and compliance with federal and coding guidelines

Medical Coding Certificate
College Code: MDC.CT

Code	Course	Credits
BIO-103	Human Biology [1]	3
CIS-105	Computer Literacy	3
ENG-101	English Composition I	3
HIT-101	Introduction to Health Information	3
HIT-120	Medical Terminology	3
		15
HIT-115	Healthcare Reimbursement	3
HIT-130	Introduction to Ambulatory Coding	3
HIT-134	Basic Pathophysiology	3
HIT-140	Diagnostic and Procedural Coding I	3
		12
HIT-132	Basic Pharmacology	3
HIT-135	Medical Coding Internship [2]	2
HIT-215	Advanced Ambulatory Coding	3
HIT-240	Diagnostic and Procedural Coding II	4
		12
	Total Minimum Credits	**39**

[1] If students wish to take the Health Information Technology Degree program (HIT.AAS) they will need to substitute Basic Anatomy & Physiology I &II (BIO 117, BIO 118) for Human Biology (BIO 103).
[2] Permission of Program Coordinator required prior to registering for this course.

FAQ (Frequently Asked Questions?)

What is Health Information 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 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 range for this field?

The average annual full-time HIM salary across all work settings is $55,676. Those working in consultant/vendor settings ($84,383) and integrated delivery system ($70,501) boast the highest average salaries. The hospital category appears in the middle ($53,389), while physician office ($46,034) and long-term care settings ($46,017) salaries are at the lower end.
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 85 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.

How can I learn more about this career?

Go to http://hicareers.com/. This site can help you make an informed decision about your career path.

Are certifications required to work in this field?

Most employers look for certification as a way to ensure individuals have a specific 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 are expected to grow much faster than the national average for all occupations. As a student you will be expected to join AHIMA and the local chapter NJHIMA. By becoming actively involved in these organizations, individuals can make valuable networking connections which can lead to employment.

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

Students who complete the Medical Coding certificate can transfer into the HIT degree program. Students who complete the HIT degree program can transfer to a baccalaureate degree program at surrounding universities in the area. These include Temple University in Philadelphia, PA, Rutgers University in Newark, NJ. There are also online baccalaureate degree programs. After completing a four-year degree, you may continue your education to the Master's degree level either in HIM or a related field. www.AHIMA.org

Who can I talk to about my educational goals?

You can contact the HIT Program Director, Linda Mesko, MS, RHIA at 856-968-1331, lmesko@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 85 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 50,000 members who are uniquely educated and creditentialed 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]

Code of Ethics 2011

You may find the AHIMA Code of Ethics for all HIM professionals at this link: Code of Ethics

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 participation in internships and facility tours. Students are expected to adhere

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[1] www.AHIMA.org/about/ethicscode.aspx

to facility policies on confidentiality, appropriate etiquette, and dress codes for all internships and facility tours.

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 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 programs 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. ***In addition to the college admission requirements, students entering the HIT programs must be able to read and write in cursive. This is a vital part of the coding process.*** Students that require additional academic help to meet course requirements can seek advice 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 11^(th) 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 *except the ability to read and write in cursive* but prospective students are highly encouraged to contact the Program Coordinator for academic advisement and degree completion requirements. The Health Information Technology Department has an open policy for students to the program. Students that are interested in this field of study should investigate the professional organizational website of the American Health Information Management Association at www.ahima.org.

Performance Requirements

In order to complete the program, be eligible for graduation, and to take the registration examination, each student is required to successfully complete all professional courses within the Health Information Technology or Medical Coding Program with a minimum grade of C. Additionally, students must maintain a 2.0 or greater cumulative grade point average for all courses taken.

Students who receive an F grade in any HIT course are required to repeat the course ***one*** time. If students receive a second F grade they will be dismissed from the Health Information Technology or Medical Coding Program. ***The D grade is not used in this department.***

Students who receive an F grade in any HIT course must notify the Program Director of their failing grade before registering for courses in the subsequent semester. Students must meet with

the Program Director to discuss their progress before registering. At the discretion of the Program Director, students may be allowed to repeat the failed course in the subsequent semester if the course is offered and space is available; alternatively, at the discretion of the Program Director, students may be required to show progress in other courses before being allowed to repeat the failed course. Students who receive an F a second time in the repeated course will be dismissed from the Health Information Technology and/or Medical Coding Program.

Students may only fail one HIT course throughout the program. Students who fail more than one HIT course will be dismissed from the program.

Students earning a grade of less than "C" in a non-HIT course within the program-specific curriculum will not progress in the HIT coursework. Student must re-take that course and earn a grade of "C" or better to progress in the HIT major coursework.

Students who receive an incomplete (I) in any HIT course may not take any subsequent courses for which the incomplete course is a prerequisite. In accordance with college policy, students who have not completed course requirements before the end of the subsequent college semester will receive a failing grade (F) for the course. See the paragraphs above on failed courses.

Students must show continuous academic progress to remain in the program. Continuous academic progress requires that a student take at least one course in the program in every consecutive fall and spring semester after declaring the major. Students who do not take at least one program course in every consecutive semester after starting the program must work with the program director and request permission to remain in the program; at the Program Director's discretion, students may be dismissed from the program.

Grading Scale

93-100	=	A
83-92	=	B
75-82	=	C
74 or below	=	F

(Grades may be rounded up if > or = 0.5 or down if <0.5)

CODE OF CONDUCT

Academic Honesty:

Cheating and Plagiarism All students are expected to do their own work. All forms of academic dishonesty are absolutely forbidden. Students who cheat, plagiarize or commit other acts of academic dishonesty, will be subject to immediate disciplinary action. This may result in an automatic grade of *F* for an assignment and/or for the course. Academic dishonesty also may be subject to additional penalties as determined by the college in accordance with sanctions for violations of the *Student Code of Conduct*.

GUIDELINES FOR STUDENTS
The following are examples of academic dishonesty, but not the full range of prohibited behaviors in the classroom, studio, laboratory, library, testing center, computer center, internship placement or any other college sites.

1. **Cheating** is defined as an act of deception by which a student misleadingly demonstrates that he/she has mastered information on an academic exercise. Behaviors that will be considered as cheating include but are not limited to:

- Unauthorized copying or allowing another to copy a test, examination, quiz, paper, project or performance.
- Using or attempting to use unauthorized materials (such as notes, books, computer based media, formula lists, "cheat sheets" or a computer translator in a foreign language assignment) during a test or out-of-class assignment.
- Communicating during a test in any way with anyone other than the test administrator using paper, cell phones, text messaging or other media.
- Submitting a paper, a project or major portions of a paper or project that have been previously submitted in another class without the permission of the current instructor.
- Turning in a written, oral or computer based assignment that is not the student's own (including labs, art projects, homework, prewritten or purchased papers or work down-loaded from the Internet).
- Stealing, buying or otherwise obtaining all or part of tests or other academic materials belonging to a faculty member.
- Posting work to a public site that is copyrighted by a publisher or created by a party other than the student.
- Improperly obtaining a test or any information about a test.
- Changing, altering or being an accessory to the changing or altering of a grade in a grade book, on a test or any official academic record of the college that relates to grades.
- Forging or altering attendance records.
- Intentionally impairing the performance of other students, such as by adulterating laboratory samples, creating a distraction, altering computer files.
- Taking a test for someone else or permitting someone to take a test for you.
- Intentionally using invented information or falsified research as authentic findings.

2. **Plagiarism** is defined as the act of representing the work of another as one's own without proper citation.

Behaviors that will be considered as plagiarism include but are not limited to:

- Failing to give credit, using acceptable academic methods for written, oral or computer-based ideas or materials taken from others.
- Representing another's artistic or scholarly work as one's own.
- Using another's analogy, algorithm, code or style to produce a computer program.
- Using another's data, solutions, computer accounts or calculations without the appropriate authorized permission.

e. Listing sources on a works cited page or in a references list that were not actually used.

CONSEQUENCES

1. Faculty members may impose academic penalties for academic dishonesty at their discretion. This could include assignment of make-up work, a grade of *F* for an assignment or for the course, etc.

2. **Students who are assigned a grade of *F* for a course as a penalty for academic dishonesty will forfeit their right to withdraw from the course.**

3. Students who are accused of academic dishonesty may be referred to the Dean of Students for disciplinary action.

4. Academic dishonesty is considered a violation of the Student Code of Conduct and is subject to the same procedures and sanctions as any other misconduct.

Professional Practice Experience (PPE)

The curriculum requires students to have two credit hours of PPE for graduation from the Medical Coding Program and three credit hours of PPE (two courses) for graduation from the HIT Program. For the Medical Coding Program the course is the Medical Coding Internship (HIT 135). For the HIT program the courses are the Technical Practice Experience (HIT 150) and the Professional Practice Experience (HIT 220). Typically, the affiliations run during the final semester of the coding student's education and the third and fourth semesters of the HIT student's education.

These courses are an integral part of the educational process and provide the student with the opportunity for practical application of classroom materials. Depending on student preference and site availability, students may be placed in one of two types of PPEs.

The first type of PPE is a traditional, on-site internship at a healthcare facility. Over the years, various facilities/sites have entered into internship agreements with the college for internship placements. Students must receive permission from the Program Director to register for these courses and they must discuss the internship with the coordinator.

Recently, we have had a difficult time finding enough internship sites that meet the needs of the individual student. As a result of this and if necessary, we will ask students to locate their own internship sites. Once a site is located, the HIT Program Director will assist in establishing a contract and working out the details with the site manager. Whenever possible, we may help locate a site for students.   Below are individual site requirements that must be met and followed per facility. PPE site placements are only scheduled during the day, and are done by the PPE Coordinator.

The second type of PPE is a virtual internship. Student complete some or all of their work in a simulated environment under the direction of the Internship Coordinator. The HIT Department uses EHRGO which is and internet-based software lab designed for health information management (HIM) education. Featuring multiple software applications and corresponding lab lessons, EHRGO is an accessible solution for bringing health information technology software to the classroom. The virtual internship works well if a student cannot attend an in-person internship or if a site is not available. In order to access the virtual lab, the student will be required to pay a subscription fee however there are no required text books for the course.

The internship sites are located in all of New Jersey and the greater Philadelphia area. You may be asked to drive great distances. If your education in the HIT program includes time spent at a PPE site, you will be expected to be at the internship site during the hours assigned by the site facilitator. Students are responsible for transportation to and from their internship site.

The student will not be paid for work accomplished in the PPE but will receive college credits, on-the-job training, and experience in health information technology. The student will be responsible for all personal expenses incurred during the PPE. This includes meals, parking, transportation, prerequisite physical examination and activities. In some cases, the student may be required to purchase scrubs for the PPE. ***The student will be expected to meet both the***

**financial obligations and time commitments necessary to complete their affiliation in a timely fashion.**

The student is not to be used as a replacement for regular staff by the PPE site.   A student is not allowed to perform their affiliation in a department of the facility where they are employed or have been employed or volunteered within the previous six months in any capacity related to health information management.

The PPE involves student interaction with Health Information Technology practices in healthcare facilities. Online activities will provide experience in many if not all of the technical aspects of software and functions. Students will be required to spend 90 hours in the PPE as a requirement of HIT 135, 45 hours in the PPE as a requirement of HIM 150 and 90 hours in the PPE as a requirement of HIT 220. Some of the activities may be performed in person at a healthcare facility. In the event that a suitable facility is not available, virtual activities will be substituted for the in-person activities.

**It should be understood that the student agrees to prioritize the PPE accordingly and accept the assignment offered.**

NOTICE: The Professional Practice Experience (PPE) is a required part of the curriculum and a requirement for graduation. Clinical sites may deny a student's participation based upon the following tests. Individuals who have been convicted of a felony or misdemeanor may be denied certification or licensure as a health professional. Information regarding eligibility may be obtained from the appropriate credentialing body.

ON-SITE INTERNSHIP PLACEMENT POLICY

Internship assignments are made by the HIT Internship Coordinator from Camden County College. Students are allowed to list preferences but are not guaranteed placements of their choosing. The internship sites are located in all of New Jersey and the greater Philadelphia area. You may be asked to drive great distances to reach your internship site. The student is expected to be in the internship site during the hours assigned by the PPE facilitator. Students are responsible for transportation to and from their internship site.

The School shall ensure that prior to participation in the internship, each Qualified Student has health insurance coverage and shall provide copies of such certificates upon the request of the Facility.

The School shall provide professional and general comprehensive liability coverage insuring the School, its officers, employees, Qualified Students, staff and agents against any and all claims for bodily injury, death and property damage resulting from participation in the Program. The coverage shall be primary coverage, as respects the sole negligent act of the School, its officers, employees, Qualified Students, staff and agents with minimum coverage of $1,000,000 per incident/$3,000,000 in the aggregate. The insurance coverage shall survive termination of the Agreement. In the event the form of insurance is a claims-made policy, the School warrants and represents that it shall maintain at all times in the future appropriate coverage for claims, demands or actions reported in the future from past acts or omissions, commonly referred to as "tail coverage." The School shall provide the Facility with a Certificate of Insurance. In addition, each student shall have their own individual liability insurance policy.

Before any student may enter a PPE site, the student must have documentation of **some or all of the following items:**

1. Physical examination and written certification that the student intern is in good health.
2. Negative result on the 2-step TB (PPD) test or clearance by a chest X-ray if the PPD test is positive.
3. Proof of two (2) MMR immunizations or proof of a titer showing correct antibody levels (this requirement applies to all students after 1957).
4. Proof of immunity to German measles (Rubella/rubeola) and Chicken Pox (Varicella Zoster) by immunization or by titer.
5. Proof of personal health insurance coverage Try: www.ehealth**insurance**.com/
6. Current CPR certification that includes both adult and infant techniques.
7. Blood-borne pathogen training.
8. Proof of professional liability insurance that has necessary coverage. Information on this policy can be obtained through the HIT program.
9. A signed document stating the student has been educated to the dangers of exposure to Hepatitis B and the student's decision about whether or not to take the vaccine.
10. Proof of tetanus
11. Proof of flu vaccine.
12. **DRUG TESTING:** A student may be asked to participate in drug testing. Failure to participate will terminate the internship and result in a failing grade.
13. **BACKGROUND CHECKS:** Internship placements are a required part of the HIT curriculum.   All students must complete a background check prior to placement at an internship site. For the background check all students must complete information online at www.mybackgroundcheck.com and need to have a credit card to pay processing fee. The processing fee is not a part of the tuition or fees for the college. Students are responsible for payment of fees for the background check. Internship sites may deny a student's participation in the event of a positive finding. Individuals who have been convicted of a felony or misdemeanor may be denied certification as an HIM professional.

    A copy of the processed report from this site must be forwarded to the HIT Department Program Director:

    Linda Mesko
    Camden County College
    College Hall
    200 N. Broadway
    Camden, NJ 08102
    856-968-1331
    lmesko@camdencc.edu

Criminal Background Check: The criminal background check is required of all students who attend on-site PPEs. Students must complete information online at www.mybackgroundcheck.com and need to have a credit card to pay processing fee. The processing fee is not a part of the tuition or fees for the college. Students are responsible for payment of fees for the background check. A copy of the processed report from this site must be forwarded to the HIT Department Program Director.

Students will be expected to comply with some or all of the following requirements, depending on the facility:

1. Attendance at facility orientation
2. Attendance at departmental orientation
3. Adherence with facility and departmental dress code (no sneakers, no denim)
4. Attendance at one full day volunteer orientation

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.

Drug Testing: If a student is asked to participate in drug testing, failure to participate will terminate the clinical and result in a failing grade.

The above documentation will be checked by the first week of class. The student will be responsible for maintaining a folder that contains all the above information. This folder must accompany the student to each internship assignment.

Standards of Practice

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

Graduation Requirements

All graduation candidates **must**:
1. Earn the minimum number of credits required for the HIT.AAS degree or MDC Certificate. Remedial courses do not count toward graduation requirements.

2. Complete one year (30 semester hours) in residence for the associate degree and a minimum of 20 credits for the certificate at Camden County College. (At least 30 of the

student's credits must be taken at Camden County College for the associate degree and at least 20 credits for the certificate degree).

3.   Complete the HIT degree program within 6 years from the start of their education with Camden County College. 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 professionally-related courses. These include Human Biology, Basic Anatomy & Physiology I and II, 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 and Professional Practice Experience.

5.   Satisfactorily complete all subjects in the approved HIT.AAS or MDC.CT curriculum. If students wish to waive 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 Director'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 August Graduates, 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 HIT Program Director. Students should ensure that the packet is received in the Program Director's office at least 5 working dates before the deadline to allow for processing.

Course Descriptions (alphabetical order)

Advanced Ambulatory Coding: HIT 215   **3 credits**
Pre-requisites: HIT 130, HIT 132 and HIT 134
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. This class includes 2 contact hours of laboratory time, for the practice of coding.

Basic Anatomy & Physiology I: BIO 117   **4 credits**
Pre-requisites: ENG013, ENG023, and MTH029
This course is designed to introduce the basic principles of anatomy and physiology to nursing and allied health students. Following an introduction to the organization of the human body, basic chemistry and basic cell biology, this course examines the histology, gross anatomy and functions of organs of the integumentary, skeleton, muscular, and nervous systems. Laboratories are designed to supplement the lecture material and include the use of the following materials: histology slides, models, preserved specimens and computer simulated physiology exercises.

Basic Anatomy & Physiology II: BIO 118   **4 credits**
Pre-requisites: BIO117

This course is designed to introduce the basic principles of anatomy and physiology to nursing and allied health students. Following an introduction to the organization of the human body in Basic Anatomy and Physiology I (BIO-117), this continuation course examines the histology, gross anatomy and functions of organs of the endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary and reproductive systems. Laboratories are designed to supplement the lecture material and include the use of the following material: histology slides, models, preserved specimens and computer simulated physiology exercises.

Basic Pathophysiology: HIT 134   **3 credits**
Pre-requisites: BIO 103 or BIO 117 and BIO 118
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: BIO 103 **or** BIO 117 and 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: CIS 105   **3 credits**
Pre-requisites: None
This course is designed to provide the student with the knowledge and skill to use computers efficiently. Students will gain "hands0on" experience on a Windows based PC in word processing, spreadsheets, database management software, a web browser, a student information system, and an operating system. Students will also learn that many facets of information technology, the way in which the world is being changed by I, and the associated risks and potential implications of technology in society. Topics will include an introduction to the hardware and software components of a computer system, the Internet, computer systems found in business, computer ethics, computer security and the application of information technology to research information. Topics flow from the concrete to the abstract, from the present to the future. Knowledge of the keyboard is recommended for success in this course

Diagnostic and Procedural Coding I: HIT 140   **3 credits**
*Pre-requisites: HIT 101, BIO-103 **or** BIO 118 and 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: HIT 132, HIT 134 and HIT140
This is a continuation of Medical Coding I will emphasis on advanced practice in the application of the ICD coding 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. This class contains 2 contact hours of lab time for the advanced application of coding.

English Composition I: ENG 101   **3 credits**
Pre-requisites: English 013 and ENG-023
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 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

Healthcare Reimbursement: HIT 115   **3 credits**
*Pre-requisites: Human Biology (BIO 103) **or** Basic Anatomy & Physiology I (BIO 117), Introduction to Health Information (HIT 101) and Medical Terminology (HIT-120)*
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), Computer Literacy (CIS 105) and Introduction to Health Information (HIT 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**
Prerequisites: Reading Skills III (ENG 013) and Writing Skills III (ENG-023)
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.

Introduction to 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, Central Limit Theorem, confidence intervals, sample size determination, and hypothesis testing on a single population

Introduction to Ambulatory Coding: HIT 130   **3 credits**
*Pre-requisites: Introduction to Health Information (HIT 101), Medical Terminology (HIT 120), and Human Biology (BIO 103) **or** Basic Anatomy & Physiology II (BIO 118)*
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 103) and Writing Skills III (ENG 023)
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.

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 Coding Internship: HIT 135   **2 credit**
Pre-requisites: Healthcare Reimbursement (HIT-115), Introduction to Ambulatory Coding (HIT 130), Basic Pathophysiology (HIT-134), Diagnostic & Procedural Coding I (HIT 140)
Permission of the Program Director required
This course is designed to allow students time in the field of medical coding. Affiliated hospitals and doctor's offices in this area will provide clinical experience. Students will receive medical coding experience. Students are required to meet with the director of medical coding prior to entering this course. Students are required to complete 90 hours of time at a facility for this internship.

Medical Terminology: HIT 120   **3 credits**
Pre-requisites: None
This course provides the tools of word analysis which will make the understanding of medical words from the simple to the complex easier. The words are divided into basic elements: basic, suffixes, prefixes, combining forms-which will help to correlate word elements with the basic anatomy, physiology, and disease processes 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: 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.

Professional Practice Experience: HIT 220   **2 credits**
Pre-requisites: HIT110, HIT130, HIT132, HIT134, HIT140, HIT150
Permission of Program Director required
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 90 hours on-site at a healthcare facility or virtually under the supervision of the Internship Coordinator.

Statistics for Health Information: HIT 202   **3 credits**
Pre-requisites: Introduction to Statistics I (MTH 111) and Health Informatics (HIT 110)
This course will build on the information presented in Introduction to 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 BIO103 or BIO118; CSC101, ENG102, HIT115, and HIT205
Permission of Program Director required
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 45 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.

A Word from our Students . . .

"It is with great excitement that I submit my graduation packet. This is a wonderful certificate program and I am glad I challenged myself to do it. You have great teachers and I learned a lot from them." -Shalonda L. (MDC graduate)

"Thank you for everything. This course has totally changed my family's life for the better."
-George D. (MDC graduate)

"I love your school. Your instructors are wonderful professionals. I am so happy that I transferred! They want to see me succeed." – Patty M. (MDC graduate)

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

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

"Camden County College has given me the personal satisfaction of achieving results that I had never expected." - Mary K., 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 L, 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 L. (HIT student)

HIT 101- INTRODUCTION TO HEALTH INFORMATION
Assignment

Read the *HIT Student Handbook* posted in your course TIMELINE. After you have read and understand it, do the following:

1. Submit the completed form, **signed in four places**, to the place provided in the TIMELINE.
2. Here's how you begin using your student email. It is required in the HIT department: http://www.camdencc.edu/oit/Student-Email.cfm

Submitting this completed form **signed in four** places constitutes an official signature from you.

HEALTH INFORMATION TECHNOLOGY
STUDENT HANDBOOK RECEIPT

I have received the Health Information Technology (HIT) Student Handbook from my instructor. I have read the handbook and if I have questions, I will ask my instructor or program director for answers. I understand that it is my responsibility to keep the handbook in my possession for future reference. I will take the initiative and maintain the necessary degree of persistence to get any questions answered by the HIT department.

I agree to adhere to all course, departmental, and Camden County College policies as referenced in the handbook. I understand that these policies apply throughout my education within the HIT Department at Camden County College.

I have had ample time to review this information.

DATE: _____

STUDENT NAME: _____

HEALTH INFORMATION TECHNOLOGY
PROFESSIONAL PRACTICE EXPERIENCE RECEIPT

I have read and understand the requirements and guidelines for the Professional Practice Experience (PPE) found in the Health Information Technology (HIT) Student Handbook. If I have questions, I will ask my internship coordinator or program director for answers. I understand that it is my responsibility to comply with the PPE as it is written. I will take the initiative and maintain the necessary degree of persistence to get any questions answered by the HIT Department.

I agree to adhere to all PPE requirements and guidelines as referenced in the handbook. I understand that these policies apply throughout my education within the HIT Department at Camden County College.

I have had ample time to review this information.

DATE: _____

STUDENT NAME: _____

CAMDEN COUNTY COLLEGE
EMAIL ACKNOWLEDGEMENT

I agree to use the email address provided to me by Camden County College for all correspondence with faculty, fellow students and any other Camden County College business. I understand that if I do not use this email address I might not receive important information, instructions, documents or assignments regarding my classes and the college. I understand that this policy applies throughout my education within the HIT Department at Camden County College.

To activate your student email address, click here: Student Email

DATE: _____

STUDENT NAME: _____

AHIMA STUDENT MEMBERSHIP

I plan to join the American Health Information Management Association (AHIMA) at https://my.ahima.org/join. **NOTE: Your membership fee will be refunded by NJHIMA if you claim New Jersey as your state affiliate on the application.**

I understand that as a student member, AHIMA offers exclusive access to career opportunities, free publications, online support, and discounts on products, educational opportunities, the annual convention, and other conferences and events as explained in the link above.

DATE: _____

STUDENT NAME: _____