A HEALTH CAREER PROGRAM AT CAMDEN COUNTY COLLEGE

Health Information Technology
(HIT.AAS)

Career Information

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.

According to the Bureau of Labor Statistics, employment of health information professionals is expected to grow 22 percent from 2012 to 2022, much faster than the average for other occupations. This field has a national professional organization, the American Health Information Management Association (AHIMA). Students seeking current information on the growth of the field, salary information, and types of employers should access the national organization via www.ahima.org.

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 Accreditation 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 www.cahiim.org or at 233 N. Michigan Avenue, Suite 2150, Chicago, IL 60601-5800; telephone number (312)233-1131.

The graduate of the Health Information Technology program (HIT.AAS) will be able to:
- Effectively demonstrate entry-level competencies in the area of Health Information Management (HIM)
- Demonstrate a foundation in general education goals
- Be eligible to take the national certification examination for Registered Health Information Technician (RHIT) offered by the American Health Information Management Association (AHIMA)

- Gain employment in the field of Health Information Technology (HIT)

The faculty of the Health Information Technology program will:
- Demonstrate current knowledge, skills, qualifications, and professional development in the content areas they teach
- Increase knowledge of the HIM field in the community
- Increase knowledge of the HIT program in the community

The HIT department will:
- Demonstrate responsiveness to the needs of the community of interest
- Review HIT curriculum to ensure that it meets required knowledge clusters and entry-level competencies established by the Commission on Accreditation of Health Informatics and Information Management Education (CAHIIM)

Certification
Upon successful graduation from the program at Camden County College, graduates are eligible to take the Registered Health Information Technician (RHIT) examination offered by the professional association, the American Health Information Management Association (AHIMA). Once achieved, certification is an important hallmark for professionals in the field of Health Information Management.

WHAT'S NEW?
- **ICD-10-CM/PCS Coding Preparation has been added to our curriculum.** Our program trains students in ICD-10-CM/PCS in order to prepare them for the latest job opportunities.
- **RHIT Exam-Online Practice Available**
  AHIMA is now offering a new RHIT online practice exam. Students can measure their skills and general readiness for the exam. Upon completion, students receive a score report that highlights strengths and weaknesses.

Student Learning Outcomes
At the end of this program the student 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

Contact Person
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Program Admission Requirements
Students seeking admission to the HIT program must first comply with the college admission requirements as outlined in the college catalog. The college catalog can be found online at

https://camdencc.edu/academics-1/catalog/?highlight=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 Director and/or the tutoring center.

All degree-seeking students are required to take the College placement tests 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 this information is found online at https://camdencc.edu/admissions-financial-aid/testing-center/placement-test/?highlight=placement+test or by calling the testing office of the college at 856-227-7200 extension 4710.

There are no specific program admission requirements for prospective students except they must be able to read and write in cursive. This is defined in the HIT Student Handbook. Students are highly encouraged to contact the Program Director for academic advisement and degree completion requirements. The Health Information Department has an open policy for student admission to the program. Students who are interested in this field of study and potential career should investigate by visiting this web site: http://www.ahima.org/careers. The American Health Information Management Association (AHIMA) is the professional organization that is at the forefront for coding and health Information Management (HIM) professionals.

Program Delivery Method
This program is offered online and online/in the classroom. We use WebStudy as our course management system. The website http://ccc.webstudy.com/ contains a link for success strategies. It is highly recommended that you read this link and follow the guidelines. Camden County College's online education learning program also offers valuable information on how to take an online course, the minimum computer system requirements and how to log on to WebStudy. Take some time to review this important information at https://camdencc.edu/academics-1/online-education/

Graduation Requirements
All graduation candidates must:
1. Earn the minimum number of credits required for the HIT.AAS degree; remedial courses do not count toward graduation requirements.
2. Complete at least 30 hours of credits in residence at Camden County College.
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 courses.
5. Satisfactorily complete all subjects in the approved HIT.AAS 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, 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, graduation recommendation form, degree audit, curriculum checklist, and approved waivers as applicable. The graduation packet must be reviewed and signed by the 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.

Internships
Health Information Technology students must complete HIT-150 Technical Practice Experience and the capstone course entitled HIT-220 Professional Practice Experience. HIT-150 Technical Practice Experience should be completed before the student begins the Professional Practice Experience. All HIT students must complete HIT-220 Professional Practice Experience in their last semester. Students are required to obtain permission to enroll in these courses from the Program Director 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 Director. Internship site placements are only scheduled during the day. Transportation to the internship site is the responsibility of the student. Individual internship sites may have specific requirements; students would receive that information if applicable from the Program Director. If an internship site is not available, another option is a virtual/project internship. The student works independently under the direction of an internship coordinator. Both options result in a letter grade awarded based on internship/course evaluation.

Clinical Site - Background checks are required before any student can be placed at a clinical internship site. Students are responsible for completing background check information and paying all processing fees. A credit card is required for students to pay processing fee. The processing fee is not a part of the tuition or fees for the college. Background check is processed online at www.mybackgroundcheck.com. ID and password information can be obtained from Program Director. Students are responsible to provide a copy of their processed report to the Program Director. Clinical sites have the authority to deny a student's participation in the event of a positive finding on the background check. Individuals who have been convicted of a felony or misdemeanor may be denied certification as a HIM/Coding Professional.

Virtual Internship - Students complete some or all of their work in a simulated environment under the direction of the Internship Coordinator. The HIT Department has subscribed to Neehr Perfect Educational Electronic Health Record (EHR) – a leading academic EHR for all healthcare disciplines, at all levels. https://my.neehrperfect.com/ehr which is an internet-based electronic health record designed for health information management (HIM) education. It features multiple software applications and corresponding assignments. It is an excellent resource 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 Neehr Perfect, the student will be required to pay a subscription fee however there are no required text books for the course. The fee can be covered by financial aid.

Additional information on clinical site placement
Clinical internships (or virtual internships) are a required part of the HIT curriculum. In addition to the background check, some clinical sites may require a health clearance, health insurance, immunizations, and/or drug testing before participation is allowed. Clinical 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.

Job Opportunities

HIM professionals enjoy a broad selection of job opportunities and options for professional growth. Based on skills, education and interests, some of the positions available are:
With an associate's degree:

- Health Data Analyst
- Electronic Health Record Specialist
- Insurance Claims Analyst
- Records Technician Specialist
- Clinical Coding Specialist
- Physician Practice Manager
- Patient Information Coordinator

Student seeking to further their education can pursue a 4 year degree in the field of Health Information Management. Accreditated Health Information Management Bachelor degree programs in the Philadelphia & New Jersey region include: Temple University (www.temple.edu) and Rutgers University (http://shp.rutgers.edu/dept/informatics/HIM/index.html)

Graduates with a bachelor's degree can be employed as:

- HIM Department Director
- HIM Systems Manager
- Data Quality Manager
- Information Security Officer
- Educator in HIM or HIT
- Coding Consultant
- Documentation Specialist
- Consultant

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

CODE	Course	Credits
First Year/First Semester		
ENG-101	English Composition I	3
BIO-117	Basic Anatomy and Physiology I	4
CSC-101	Computer Literacy	3
HIT-101	Introduction to Health Information	3
HIT-120	Medical Terminology	3
		16
Second Semester		
ENG-102	English Composition II	3
BIO-118	Basic Anatomy and Physiology II	4
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 Elective	3
		18
Second Year/First Semester		
HIT-110	Health Informatics	4
HIT-130	Introduction to Ambulatory Coding	3
HIT-115	Healthcare Reimbursement	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**

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1 This course is only offered in the spring semester.

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

Health Information Technology Associate in Applied Science
Courses in Alphabetical Order

Advanced Ambulatory Coding: HIT215   **3 credits**
Pre-requisites: Introduction to Ambulatory Coding (HIT 130), Basic Pharmacology (HIT 132) and Basic Pathophysiology (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
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
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: Human Biology (BIO 103) or Basic Anatomy & Physiology I (BIO 117) 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) or Basic Anatomy & Physiology I (BIO 117) 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 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: Introduction to Health Information (HIT 101), Human Biology (BIO-103) or Basic Anatomy & Physiology II (BIO 118) 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 Pharmacology (HIT132), Basic Pathophysiology (HIT 134), and Diagnostic and Procedural Coding I (HIT140)
This course focuses on disease and procedural coding with emphasis on the advanced application of coding. It includes practical application of coding in-patient and out-patient records. Coding standards, coding guidelines, regulatory requirements, and regulatory agencies will also be discussed in detail. The link between medical record documentation, pathophysiology, and reimbursement will be explored through lecture presentations and the usage of actual medical records. Students will be introduced to the 3M coding software system and allowed lab time for practice.

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

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 (CSC 101) 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.

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.

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.

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: 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 (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 BIO118 or BIO212, 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 concepts discussed in other health information courses such as 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.