

Health Information Technology

66-credit Associate of Applied Science Degree

About the Program

Health Information Technicians contribute to the quality of care by collecting, analyzing and reporting health care data. They maintain the integrity and protect the security of patient health information. This requires knowledge of disease, treatments, computer systems, regulatory and ethical issues and application of organizational skills. Graduates can work in small clinics, hospitals and larger health care system offices.

Pending full program accreditation, graduates of the program would be eligible to take the national accreditation examination from the American Health Information Management Association (AHIMA) to become a Registered Health Information Technician (RHIT). The Health Information Technology program also provides pathways to supervisory and managerial careers as well as potential transfer to related baccalaureate programs.

Potential Job Titles

- Coder/abstractor
- Revenue cycle analyst
- Cancer registrar
- Release of information specialist
- Discharge analyst
- Health record analyst

Admission Process

- Fill out a WCTC application
- Send \$30 non-refundable application fee
- Send high school transcript or GED/HSED
- Send any previous college transcripts
- Complete Skills Assessment test (COMPASS)
- Begin pursuing Financial Aid options
- View online informational meeting and schedule a Program Planning Session (PPS) with program counselor
- Requires a physical examination prior to Professional Practice Experience (PPE) and up-to-date immunizations

For more information, call 262.691.5200.

Required Courses

Credits

First Semester

106-110	Microcomputer Bus Apps I	3
501-101	Medical Terminology	3
530-172	Healthcare Delivery Systems	2
530-176	Health Data Management	2
530-181	Introduction to Health Records	1
806-177	General Anatomy & Physiology	4
809-166	Intro to Ethics: Theory & App	3
Total semester credits		18

Second Semester

106-122	Microcomputer Bus Apps II	3
530-177	Healthcare Statistics & Research	2
530-178	Healthcare Legal/Ethical Issues	2
530-182	Human Diseases Health Profession	3
801-195	Written Communication	3+
809-199	Psychology of Human Relations	3
Total semester credits		16

Third Semester

530-183	ICD-9-CM Coding	3
530-184	Current Procedural Terminology	3
530-190	Healthcare Info Systems	3
530-196	Professional Practice Exp I	3
801-196	Oral/Interpersonal Communications	3+
Total semester credits		15

Fourth Semester

530-185	Healthcare Reimbursement	3
530-193	Healthcare Quality Mgt	2
530-194	HIM Organizational Resources	2
530-195	Applied Coding	2
530-198	Professional Practice Exp II	3
801-197	Technical Reporting	3
809-196	Introduction to Sociology	3
Total semester credits		17

+ Proficiency exam available

A grade point of 2.0 (C) or better is required in all courses to complete the program.

Must demonstrate keyboarding proficiency at 35 wpm prior to acceptance into the program.

Curriculum is current as of catalog printing. The most current curriculum requirements for graduation will be provided upon admission to program, or review at www.wctc.edu.

Health Information Technology Required Courses

106-110 Microcomputer Bus Apps I 3
Gain an overview of Microsoft Office software and its five major applications: Microsoft Word, Excel, Access, PowerPoint, and Outlook. Also gain an understanding of Windows operating system and Internet Explorer. Successful course completion will assist in the preparation for core MOS certification.

106-122 Microcomputer Bus Apps II 3
Study the effective integration of Microsoft Office's five major applications: Word, Excel, Access, PowerPoint, and Outlook.
Prerequisites: 106-110 Microcomputer Bus Apps I

501-101 Medical Terminology 3
Develop an understanding of medical terminology by breaking related words into prefixes, root words, and suffixes. Practice the formation, analysis, and reconstruction of terms, and learn correct spellings, definitions, and pronunciations. Become familiar with the operative, diagnostic, therapeutic, and symptomatic terminology of all body systems, as well as systemic and surgical terminology.

530-172 Healthcare Delivery Systems 2
Examines the organization, financing, regulation, and delivery of health care services. Includes the study of healthcare professionals.

<p>530-176 Health Data Management 2 Introduces the use and structure of health care data elements, data sets, data standards, their relationships to primary and secondary record systems and health information processing. Prerequisites: 530-172 Healthcare Delivery Systems (or concurrent) and 530-181 Introduction to Health Records (or concurrent)</p> <p>530-177 Hlthcare Statistics & Research 2 Explores the management of medical data for statistical purposes. Focuses on descriptive statistics, including definitions, collection, calculation, compilation, and display of numerical data. Vital statistics, registries, and research are examined. Prerequisites: 530-176 Health Data Management</p> <p>530-178 Hlthcare Legal/Ethical Issues 2 Examines regulations for the content, use, confidentiality, disclosure, and retention of health information. An overview of the legal system and ethical issues are addressed. Prerequisites: 530-176 Health Data Management</p> <p>530-181 Introduction to Health Records 1 Comprehend the flow of health information in various health care delivery systems and within the health information department. Study the retrieval of data from health records, and discuss topics such as professional ethics, confidentiality, and security of information.</p> <p>530-182 Human Diseases Hlth Profession 3 Become familiar with the common diseases encountered in all types of health care settings by health information professionals. Examine the causes, signs and symptoms, diagnostic tests, and treatment of each disease. Prerequisites: 509-160 Medical Terminology (or concurrent); or 501-101 Medical Terminology (or concurrent) and 509-302 Human Body in Health & Disease (or concurrent); or 806-195 Anatomy and Physiology I (or concurrent); or 510-314 Language of Anatomy (or concurrent); or 501-101 Medical Terminology (or concurrent) and 806-177 Gen Anatomy & Physiology (or concurrent)</p> <p>530-183 ICD-9-CM Coding 3 Develop the skills needed to assign ICD-9-CM codes, supported by medical documentation, with entry-level proficiency. Apply ICD-9-CM instructional notations, conventions, rules, and official coding guidelines when assigning ICD-9-CM codes to case studies and actual medical record documentation. Prerequisites: 501-101 Medical Terminology (or concurrent) and 509-302 Human Body in Health & Disease (or concurrent); or 510-314 Language of Anatomy; or 806-177 Gen Anatomy & Physiology and 501-101 Medical Terminology; and 530-181 Introduction to Health Records (or concurrent); and 530-182 Human Diseases Hlth Profession (or concurrent)</p> <p>530-184 Current Procedural Terminology 3 Learn how to assign CPT codes, supported by medical documentation, with entry-level proficiency. Apply CPT instructional notations, conventions, rules, and official coding guidelines when assigning CPT codes to case studies and actual medical record documentation. Prerequisites: 501-101 Medical Terminology (or concurrent) and 509-302 Human Body in Health & Disease (or concurrent); or 510-314 Language of Anatomy; or 806-177 Gen Anatomy & Physiology (or concurrent) and 501-101 Medical Terminology (or concurrent); and 530-181 Introduction to Health Records (or concurrent); and 530-182 Human Diseases Hlth Profession (or concurrent)</p> <p>530-185 Health Care Reimbursement 2 Prepare to compare and contrast health care payers, understand the reimbursement cycle, and comply with regulations related to fraud and abuse. Use computerized encoding and grouping software to assign diagnosis-related groups, ambulatory payment classifications, and resource utilization groups with entry-level proficiency. Prerequisites: 509-160 Medical Terminology (or</p>	<p>concurrent); or 501-101 Medical Terminology (or concurrent) and 509-302 Human Body in Health & Disease (or concurrent); or 806-195 Anatomy and Physiology I (or concurrent); or 510-314 Language of Anatomy (or concurrent) and 530-109 Intro ICD-9 Med Coding (or concurrent); or 530-181 Introduction to Health Records (or concurrent) and 530-110 Intro CPT Coding (or concurrent); or 530-184 Current Procedural Terminology (or concurrent) and 530-182 Human Diseases Hlth Profession (or concurrent); and 530-183 ICD-9-CM Coding (or concurrent) or 530-109 Intro ICD-9 Med Coding (or concurrent)</p> <p>530-190 Healthcare Info Systems 3 Emphasizes the role of information technology in healthcare through an investigation of the electronic health record (EHR), business, and health information software applications. Learners will develop skills to assist in information systems design and implementation. Prerequisites: 530-176 Health Data Management and 106-110 Microcomputer Bus Apps I and 106-122 Microcomputer Bus Apps II (or concurrent)</p> <p>530-193 Healthcare Quality Mgt 2 Explores the programs and processes used to maintain quality in healthcare. Addresses regulatory requirements as related to quality improvement, utilization (case) management, risk management, and medical staff credentialing through the use of quality improvement methodologies and tools. Prerequisites: 530-177 Hlthcare Statistics & Research</p> <p>530-194 HIM Organizational Resources 2 A study of the principles of management to include planning, organizing, human resource management, directing, and controlling as related to the health information department. Prerequisites: 530-193 Healthcare Quality Mgt (or concurrent)</p> <p>530-195 Applied Coding 2 Prepares students to assign ICD and CPT/HCPCS codes supported by medical documentation with intermediate level of proficiency. Prepare appropriate physician queries in accordance with compliance guidelines and assign codes to optimize appropriate reimbursement. Prerequisites: 530-183 ICD-9-CM Coding and 530-184 Current Procedural Terminology (or concurrent) and 530-185 Health Care Reimbursement (or concurrent)</p> <p>530-196 Professional Practice Exp I 3 The first of a two-semester sequence of supervised clinical experiences in health care facilities. Apply previously acquired skills and knowledge with clinical experiences in the technical procedures of health record systems and discussion of clinical situations. Prerequisites: 530-178 Hlthcare Legal/Ethical Issues and 530-177 Hlthcare Statistics & Research (or concurrent) and 530-183 ICD-9-CM Coding (or concurrent) and 530-184 Current Procedural Terminology (or concurrent)</p> <p>530-198 Professional Practice Exp II 3 The second of a two-semester sequence of supervised technical and managerial clinical experiences in health care facilities. Apply previously acquired skills and knowledge and discussion of clinical situations, prepare for the certification examination and pre-graduation activities. Prerequisites: 530-196 Professional Practice Exp I and 530-190 Healthcare Info Systems (or concurrent) and 530-193 Healthcare Quality Mgt (or concurrent) and 530-195 Applied Coding (or concurrent) and 530-194 HIM Organizational Resources (or concurrent)</p> <p>801-195 Written Communication 3 Study and practice the transfer of information, ideas, and experiences in written form through reports, letters, memoranda, and other documents. Gain proficiency in the areas of organization, clarity, accuracy, and directness. Prerequisites: COMPASS-Writing Skills or ACT-English or ASSET-Writing Skills or</p>	<p>Accuplacer Sentence Skills or TABE Advanced Language or 831-103 Intro to College Writing or 851-771 Writing-Program Readiness</p> <p>801-196 Oral/Interpersonal Comm 3 Practice the necessary skills for effective speech delivery, listening, assertiveness, conflict resolution, teamwork, and general interpersonal communication.</p> <p>801-197 Technical Reporting 3 Prepare and present oral and written technical reports. Analyze the problems particular to technical writing, and study the methods used in assembling, developing, and preparing information for technical publications. Discuss the competencies required of the qualified technical communicator. Prerequisites: 801-195 Written Communication</p> <p>806-177 Gen Anatomy & Physiology 4 Examine basic concepts of human anatomy and physiology as they relate to the health sciences. Use a body systems approach to discover the interrelationships between structure and function at the gross and microscopic levels of organization in the entire human body. Develop the ability as a health care professional to apply the basic concepts of whole body anatomy and physiology to decision making and professional communication with colleagues and patients. Prerequisites: 806-124 Introduction to Chemistry or 806-178 Life Science Chemistry or High School chemistry or College Chemistry; and COMPASS-Reading Skills or 858-775 Reading - Program Readiness or 838-105 Intro Reading & Study Skills or TABE Advanced Reading or Accuplacer Reading Comprehens or College Proficiency - Reading or Grandfathered Rdg Requirement or ACT-Reading</p> <p>809-166 Intro to Ethics: Theory & App 3 Gain a basic understanding of the theoretical foundations of ethical thought. Diverse ethical perspectives will be used to analyze and compare relevant issues. Students will critically evaluate individual, social and/or professional standards of behavior, and apply a systematic decision-making process to these situations. Prerequisites: COMPASS-Reading Skills or 858-775 Reading - Program Readiness or 838-105 Intro Reading & Study Skills or TABE Advanced Reading or Accuplacer Reading Comprehensive or College Proficiency - Reading or Grandfathered Rdg Requirement or ACT-Reading</p> <p>809-196 Introduction to Sociology 3 Learn the basic concepts of sociology: culture, socialization, social stratification, multiculturalism, and the five institutions, including family, government, economics, religion, and education. Other topics include demography, deviance, technology, environment, social issues, social change, social organization, and workplace issues. Prerequisites: COMPASS-Reading Skills or 858-775 Reading - Program Readiness or 838-105 Intro Reading & Study Skills or TABE Advanced Reading or Accuplacer Reading Comprehens or College Proficiency - Reading or Grandfathered Rdg Requirement or ACT-Reading</p> <p>809-199 Psychology of Human Relations 3 Examine the principles of interaction as applied to human relations at home and on the job. Explore topics such as, self concept personality development, learning, motivation, emotions, stress, human relations processes, and special relationships. Prerequisites: COMPASS-Reading Skills or 858-775 Reading - Program Readiness or 838-105 Intro Reading & Study Skills or TABE Advanced Reading or Accuplacer Reading Comprehens or College Proficiency - Reading or Grandfathered Rdg Requirement or ACT-Reading</p>
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