

# Health Information Technology

## Associate in Applied Science Degree

Health Information Technology (HIT) is the profession that focuses on healthcare data and validity and the organization and management of health information in electronic, paper-based, or hybrid formats in a variety of healthcare settings. The HIT program prepares students to enter the profession as health information management professionals who are responsible for maintaining accessibility, accuracy, and quality of health information by using knowledge and skills from areas such as accreditation and regulation, coding and reimbursement, data collection and analytics, information management and computer technology, and legal and ethical aspects, which include privacy and security. During their last semester of academic study, students complete a nonpaid professional practice experience in the health information management department of a hospital or other appropriate healthcare facility to gain work experience prior to graduation. The Health Information Technology program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM), 200 East Randolph Street, Suite 5100, Chicago, IL, 60601, 312-235-3255, [www.cahim.org](http://www.cahim.org). Upon completion of this CAHIIM-accredited HIT program, graduates are eligible to take the national Registered Health Information Technician (RHIT) certification examination, which is offered by the American Health Information Management Association (AHIMA).

This program can be completed 100% online.

### Total Credit Hours: 62

#### First Semester

CF100 College Foundations Seminar	1.0
EN101 English 1: Composition	3.0
BI110 Survey of Anatomy & Physiology	3.0
HM100 Medical Term for Hlth Prof	3.0
HM101 Hlth Info Mgt Intro Concepts	3.0
IS101 Computers and Society	3.0

#### Second Semester

EN102 English 2:Idea&Values Lit	3.0
HM120 Pathophysiology & Pharmacology	3.0
HM121 ICD-10-CM & ICD-10-PCS Coding	4.0
HM122 Leg & Eth Asp of Hlth Info Mgt	3.0
MA110 Elementary Statistics	3.0

#### Third Semester

EN153 Pra&Pro Written Comm	3.0
HM201 CPT and HCPCS Level II Coding	3.0
HM202 Health Data & Quality Manage	3.0
HM203 Electronic Health Record Mgt	3.0
HM204 Alternate Care Health Info Mgt	3.0

#### Fourth Semester

HM220 Health Info Mgt Leadership	3.0
HM221 Reimbursement Methodologies	3.0
HM230 HIT Prof Practice Experience	3.0
HM231 Health Informatics & Data Ana.	3.0
GE Social Science Elective (a)	3.0

This program is offered 100% online.

(a) Social Science electives include: PY101 Introduction to Psychology OR SO101 Introduction to Sociology.

### Program Prerequisites:

All applicants must meet or be working toward the completion of the following prerequisites at the time of application: Minimum High school diploma complete, in progress, or its equivalent and the most recent of the following:

- A current overall college grade point average (GPA) of 2.0 (minimum of 12 credits)
- High school average of 75 Math
- An SAT math score of 530 or higher, OR
- An ACT math score of 19 or higher, OR
- An appropriate MVCC Mathematics Placement test result, OR
- A minimum grade of C or better in a college-level mathematics course taken within the last seven years

### Recommended:

- High school chemistry with a lab or a college-level chemistry course completed within the last seven years is recommended but not required.
- High school biology with a lab or a college-level biology course completed within the last seven years is recommended but not required.
- Keyboarding and Microsoft Office Professional are recommended but not required.

Prerequisites can be taken at other colleges. Please consult the Advisement Office to determine if those classes meet the minimum criteria. Credit-bearing prerequisite courses will require a minimum grade of C or better.

### Important notice to all applicants:

If a student has legal charges pending or has been convicted of a felony or misdemeanor, certification may be delayed or denied by the applicable national certification board. Students may be subject to criminal background checks and/or blood screening tests at their own cost. Additionally, applicants should understand they may be required to obtain the above mentioned documents for future gainful employment, and if they are unable to obtain proper documented immunizations and background clearance, opportunities for employment within the healthcare industry may be limited.

### Professional Practice Experience (PPE):

HIT students are required to participate in a nonpaid Professional Practice Experience (PPE) externship as part of their program, and PPE arrangements are made in consultation with students. Students are not a substitute for paid staff during completion of PPEs, and are expected to receive appropriate supervision during completion of all tasks. The PPE allows students to gain inside knowledge and professional experience in preparation for entering the field. Students have one semester in which to complete the uncompensated minimum 100-hour, on-site requirement at a hospital or other healthcare facility with adequate facilities to provide varied work experiences in health information management. Students also complete online assignments and projects, which are assessed by College faculty.

As there may be flexibility in the days and hours worked, it should be understood that many sites operate during normal business hours of Monday-Friday, 8 a.m.-5 p.m. Travel outside the Utica/Rome area may also be a requirement to complete the PPE. Students are required to submit a health physical form to the healthcare organization that

contains vaccination documentation and lab results, dated within three months of their PPE start date. Students may be required to participate in a healthcare organization's orientation program, which may include CPR certification.

**Graduation requirements:**

Students are required to earn a grade of at least a C or better in each BI and HM prefix course prior to graduation from the HIT program. Part-time students are required to successfully complete General Education courses prior to taking health information technology (HM) courses.

Students who have previously been convicted of a felony are advised that their prior criminal history may impede their ability to complete the requirements of certain academic programs and/or to meet licensure requirements for certain professions in their field. Students who have concerns about such matters are advised to contact the dean's office of their intended academic program.