

Health Information Technology

Program Code 105301

Associate Degree - Two Years

Offered at the Green Bay campus. For information: (920) 498-5444. Visit the club web site at <http://www.nwtc.edu/HCBS-HITclub/>
Toll-free: (800) 422-NWTC, ext. 5444.

Program Description

This field is where healthcare meets the cutting edge of technology! The Bureau of Labor Statistics cites health information as one of the fastest growing occupations in the U.S. Health Information Technicians contribute to the quality of care by collecting, analyzing, and reporting health care data. This requires knowledge of disease, treatments, computer systems, and organizational skills.

Students who have an interest in the business and information aspects of health care, but are unsure of their preferences in this growing field, have a special opportunity to explore their options. The Health Information Technology and Health Care Business Services programs share many courses throughout the curriculum. This allows students to explore opportunities in both fields. This is a unique opportunity within the College.

Program Outcomes

- Adhere to health information requirements and standards.
- Utilize clinical classifications.
- Support data collection and reimbursement systems.
- Abstract health care data for analysis and presentation.
- Adhere to security, privacy and confidentiality policies.
- Use information technology systems to process health information.
- Apply organizational management techniques to improve efficiency of departmental functions and services.
- Model professional behavior, ethics, and appearance.

Professional Practice Experience

Students will be required to provide their own transportation to assigned sites, and cover any other expenses related to professional experiences. Students may be expected to travel distances to assigned sites.

NWTC is required to comply with the Wisconsin Caregiver Law (1997 WISCONSIN ACT 27.) The completion of a caregiver background check includes the review of criminal records for convictions of serious crimes or a history of improper behavior. Students accepted into health programs must complete a background information form disclosing any acts, crimes, or convictions prior to program entry. The information provided in the background information form must be truthful and match any findings on the criminal record check. Students with a criminal history may be denied access to clinical placement at the discretion of the clinical site. Consequently, should a student have a history of convictions of serious crimes or a history of improper behaviors, NWTC cannot guarantee clinical placement, or guarantee graduation within typical program timing.

Students will be required to complete a TB test, physical examination, and provide current immunization information three months prior to Professional Practice.

Students are required to petition for a professional practice assignment. Students may petition by submitting a "Petition to Enter Professional Practice" form to the Health Sciences Division office according to the following schedule:

- Spring semester Professional Practice deadline is September 30.
- Fall semester Professional Practice deadline is February 28.

NWTC will make every effort to place students in the semester they request. However, NWTC cannot guarantee an assignment in the semester being requested.

Employment Potential

A graduate of this program will have the potential for employment in the following settings: hospitals, clinics, nursing homes, mental health facilities, home health agencies, state and federal health agencies, and private industry as a:

- Coding Specialist
- Release of Information Specialist
- Health Information Technician
- Insurance/Business
- Reimbursement Coordinator
- Data Quality & Integrity Monitor
- Privacy and/or Security Officer
- Data Analyst
- HIM Supervisor
- Cancer Registrar

Accreditation

The Health Information Technology program is accredited by the Commission on the Accreditation for Health Informatics and Information Management Education in cooperation with the Council on Accreditation of the American Health Information Management Association, 233 N. Michigan Avenue, Suite 2150, Chicago, IL, 60601-5800, Phone: (312) 233-1131.

Board/Certification Examinations

Graduates of the program are eligible to take the national accreditation examination offered by the American Health Information Management Association (AHIMA) to become a Registered Health Information Technician (RHIT).

Requirements for Program Admission

- Completed application.
- High school transcript or equivalent (such as an HSED or GED® Transcript).
- Academic Skills Assessment or ACT assessment taken within the last three years.
- One year of Biology, or equivalent, with a grade of "C" or better. If in high school, "C" in two semesters.
- Typing proficiency of 30 words per minute (mandatory preadmission typing test to be taken at the NWTC Assessment Center).

Requirements for Program Entry

- It is strongly recommended that candidates meet the program Academic Skills Assessment benchmarks prior to beginning coursework, or achieve a score of 20 on ACT. Proof of remediation may be demonstrated by an Academic Skills Assessment post-test *or* completion of an approved course in the content requiring remediation.
- Attend mandatory spring program orientation.
- Submit Caregiver Background Check paperwork.

Notes

- A candidate who does not meet the requirements for program entry should meet with an NWTC counselor to develop a learning plan to make up any deficiencies through testing or course work.
- Part-time and on-line options exist for the Health Information Technology program.
- Students considering going on to a 4-year HIA Degree or Cancer Registrar Certification should consider taking General Anatomy & Physiology in place of Basic Anatomy.

Curriculum

The Health Information Technology Associate Degree is a two-year, four-semester program. Upon graduation, a student will have completed 64 credits.

First Semester

Catalog No.	Description	Credits
10-103-111	Micro: Windows-Intro	1
10-103-121	Micro: Word-Intro	1
10-501-101	Medical Terminology	3
* 10-530-172	Healthcare Delivery Systems	2
* 10-530-176	Health Data Management	2
* 10-530-181	Intro to Health Record	1
10-801-195	Written Communication	3
* 10-806-189	Basic Anatomy	3
Semester Total		16

Second Semester

10-103-131	Micro: Excel-Intro	1
10-103-141	Micro: Access-Intro	1
10-103-151	Micro: PowerPoint-Intro	1
* 10-530-178	Healthcare Legal & Ethic Issue	2
* 10-530-182	Human Diseases for Hlth Prof	3
* 10-530-183	ICD-9-CM-Coding	3
10-801-196	Oral/Interpersonal Comm	3
10-804-123	Math w Business Apps	3
Semester Total		17

Third Semester

* 10-530-177	Healthcare Stats & Research	2
* 10-530-184	CPT Coding	3
* 10-530-185	Healthcare Reimbursement	2
* 10-530-190	Healthcare Info Systems	3
* 10-530-196	HIT-Professional Practice 1	3
10-809-198	Intro to Psychology	3
Semester Total		16

Fourth Semester

* 10-530-193	Healthcare Quality Mgmt	2
* 10-530-194	HIM Organizational Resource	2
* 10-530-195	Applied Coding	2
* 10-530-198	HIT-Professional Practice 2	3
10-809-172	Race Ethnic & Diversity	3
10-809-195	Economics	3
Semester Total		15
Total Credits		64

* No final grade lower than a "C" is acceptable in any of the courses marked with an asterisk. A student who withdraws or receives a grade lower than a "C" in a program course may apply for re-entry into the program. Consideration for re-entry will be at the discretion of the re-entry team and will be dependent on clinical availability.

This program is fully eligible for financial aid.

Please Note

- Some courses have prerequisites (listed at the end of each course description, if applicable) that need to be taken prior to enrolling in those courses.
- Many courses are offered via our Flexible Learning Options (online, accelerated, ITV, video, weekend, and self-paced) and may be taken in any order as long as prerequisites are met. To find out which program courses are offered through Flexible Learning Options, go to www.nwtc.edu or consult a counselor, (920) 498-5444.
- Descriptions of courses not found on this page can be found in the back of this catalog.

Course Descriptions

These courses provide an opportunity for students to develop the knowledge, skills, and understanding required for employment in this field.

10-103-111 MICRO: WINDOWS-INTRODUCTION

...Windows desktop elements, help features, document management (create, open, save, print), folder and file management (create, delete, move, find file), Web features, search strategies, shortcuts, screen capture, My Computer/Explorer.

10-103-121 MICRO: WORD-INTRODUCTION

...word processing basics including creating, revising, formatting, and printing; sections, tabs, multiple-page numbering; manipulating text; creating headers/footers; creating and formatting tables, graphics, creating charts; applying styles; and merging documents. Requires Windows experience.

10-103-131 MICRO: EXCEL-INTRODUCTION

...creating a worksheet, enhancing worksheet appearance, moving and copying data, using formulas and functions, creating charts and using clip art. Requires Windows experience.

10-103-141 MICRO: ACCESS-INTRODUCTION

...creating and modifying database tables, compacting a database, managing records, defining table relationships, creating queries, calculations, and aggregate functions, sorting, and using form and report wizards. Requires Windows experience.

10-103-151 MICRO: POWERPOINT-INTRODUCTION

...presentation development skills such as: graphics, tables, diagrams, shapes, design themes, sounds, animations, slide transitions, and integration with other software. Requires Windows and MS Word experience.

10-501-101 MEDICAL TERMINOLOGY

...focuses on the component parts of medical terms: Prefixes, suffixes, and root words. Students practice formation, analysis and reconstruction of terms. Emphasis on spelling, definition and pronunciation. Introduction to operative, diagnostic, therapeutic and symptomatic terminology of all body systems, as well as systemic and surgical terminology.

10-530-172 HEALTHCARE DELIVERY SYSTEMS

...examines the organization, financing, regulation, and delivery of health care services. Includes the study of healthcare professionals.

10-530-176 HEALTH DATA MANAGEMENT

...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. (Corequisites: 10-530-181, Intro to Health Record; 10-530-172, Healthcare Delivery Systems)

10-530-177 HEALTHCARE STATISTICS & RESEARCH

...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. (Prerequisite: 10-530-176, Health Data Management)

10-530-178 HEALTHCARE LEGAL & ETHICAL ISSUES

...examines regulations for the content, use, confidentiality, disclosure, and retention of health information. An overview of the legal system and ethical issues are addressed. (Prerequisite: 10-530-176, Health Data Management)

10-530-181 INTRO TO THE HEALTH RECORD

...illustrate the flow of health information in various health care delivery systems and within the health information department; retrieve data from health records; professional ethics; confidentiality and security of information.

10-530-182 HUMAN DISEASES FOR THE HEALTH PROFESSION

...this course focuses on the common diseases of each body system as encountered in all types of health care settings by health information professionals. Emphasis is placed on understanding the etiology (cause), signs and symptoms, diagnostic tests, and treatment (including pharmacologic) of each disease. (Prerequisite: 10-501-101, Medical Terminology; 10-806-189, Basic Anatomy)

10-530-183 ICD-9-CM-CODING

...assign ICD-9-CM codes supported by medical documentation at entry level; apply ICD-9-CM instructional notations, conventions, rules, and official coding guidelines; case studies and actual medical record documentation. (Prerequisites: 10-501-101, Medical Terminology; 10-806-189, Basic Anatomy; Corequisites: 10-530-181, Intro to Health Records; 10-530-182, Human Diseases for Health Professions)

10-530-184 CPT CODING

...assign CPT codes supported by medical documentation at entry level; apply CPT instructional notations, conventions, rules, and official coding guidelines; case studies and actual medical record documentation. (Prerequisites: 10-501-101, Medical Terminology; 10-806-189, Basic Anatomy; 10-530-182, Human Diseases for Health Professions; Corequisite: 10-530-181, Intro to Health Records)

10-530-185 HEALTHCARE REIMBURSEMENT

...compare and contrast health care payers, illustrate the reimbursement cycle, comply with regulations for fraud and abuse. Assign Diagnosis Related Groups, Ambulatory Payment Classifications, and Resource Utilization Groups at entry-level. (Prerequisites: 10-501-101, Medical Terminology; 10-530-182, Human Diseases for Health Professions; 10-530-183, ICD-9-CM Coding; 10-806-189, Basic Anatomy; Corequisites: 10-530-181, Intro to Health Records; 10-530-184, CPT Coding)

10-530-190 HEALTHCARE INFORMATION SYSTEMS

...emphasizes the role of information technology in healthcare through an investigation of the electronic health record, business, and health information software applications. Assist in information systems design and implementation. (Prerequisites: 10-530-176, Health Data Management; 10-103-121, Micro: Word-Intro; 10-103-141, Micro: Access-Intro; 10-103-131, Micro: Excel-Intro; 10-103-151, Micro: Powerpoint-Intro; 10-103-111 Micro: Windows-Intro)

10-530-193 HEALTHCARE QUALITY MANAGEMENT

...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. (Prerequisite: 10-530-177, Healthcare Statistics & Research)

10-530-194 HIM ORGANIZATIONAL RESOURCES

...a study of the principles of management to include planning, organizing, human resource management, directing, and controlling as related to the health information department. (Corequisite: 10-530-193, Healthcare Quality Management)

10-530-195 APPLIED CODING

...assign ICD and CPT/HCPCS codes supported by medical documentation at intermediate level. Prepare appropriate physician queries in accordance with compliance guidelines and will assign codes to optimize appropriate reimbursement. (Prerequisites: 10-530-183, ICD-9-CM Coding; 10-530-184, CPT Coding; 10-530-185, Healthcare Reimbursement)

10-530-196 HIT-PROFESSIONAL PRACTICE EXPERIENCE 1

...this supervised clinical provides application of previously acquired skills and knowledge with experiences in the technical procedures of health record systems in a health care facility, discussion of clinical situations. (Prerequisites: 10-530-178, Healthcare Legal & Ethical Issues; 10-530-183, ICD-9-CM Coding; Corequisites: 10-530-177, Healthcare Statistics & Research; 10-530-184, CPT Coding; Healthcare Statistics & Research; 10-530-184, CPT Coding)

10-530-198 PROFESSIONAL PRACTICE EXPERIENCE 2

...this supervised clinical provides application of previously acquired skills and knowledge, discussion of clinical situations, preparation for the certification examination and pre-graduation activities. (Prerequisites: 10-530-196, HIT-Professional Practice 1; 10-530-190, Healthcare Information Systems; Corequisites: 10-530-193, Healthcare Quality Management; 10-530-195, Applied Coding; 10-530-194 HIM Organizational Resources)