



## HEALTH INFORMATION TECHNOLOGY PROGRAM

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Dear Prospective Student:

Thank you for your interest in the Health Information Technology (HIT) Program at City College of San Francisco. Our program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

Attached, you will find listings and descriptions of courses leading to either an Associate in Science Degree in Health Information Technology, a Certificate of Achievement in Health Information Clerk I, or Certificates of Achievement in Health Information Clerk II, Health Information Coding Specialist, or Health Information Technology. Sequencing information is also provided as a guide to the minimum length of time required for each option. Due to recent state budget cuts, course offerings may be limited.

Orientations are held at end of each semester. Please call the John Adams Administration Office at 415-561-1900 for specific dates and times. Bring your placement test results to the orientation if you have questions regarding enrollment eligibility.

Questions regarding dates of enrollment should be directed to the Admissions and Records Office located at the Ocean Campus E107 or telephone 415-239-3285. An application for admission form (Credit Division) may be obtained in person at the John Adams Administration Office, Room 115, or online at the CCSF website at [www.ccsf.edu](http://www.ccsf.edu).

If you have any questions, please feel free to contact me. I look forward to assisting you with your education goals.

Sincerely,

A handwritten signature in black ink, appearing to read "Wanda Ziemba", with a long, sweeping underline.

Wanda Teresa Ziemba, EJD MFA BA RHIT CCS CHCO/CHCC CHC CPC  
HIT Program Instructor  
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## **PROGRAM OVERVIEW**

The Health Information Technology (HIT) curricula provides competency-based instruction and professional practice experience to assist students in developing the theoretical and technical skills necessary for graduates to demonstrate competency in collecting, retaining, and reporting health information data and to prepare students to take the national certification examination to earn the Registered Health Information Technician (RHIT) credential through the American Health Information Management Association.

The curricula are based on an explicit set of competencies. These competencies have been determined through job analyses conducted by health information practitioners. The competencies are subdivided into domains, subdomains, and tasks. Tests are structured and developed to measure a student's cognitive skill level in the areas of recall, application, and analysis.

Students in the HIT program may enroll and take courses on a part-time or full-time basis. The number of semesters needed to complete the degree program or certificate program(s) will vary.

## **WHAT ARE HEALTH INFORMATION TECHNICIANS?**

Health Information Technicians play a critical role in maintaining, collecting, analyzing, integrating, protecting, securing and managing healthcare information that doctors, nurses and other healthcare providers rely on to deliver quality healthcare.

Health Information Technology prepares individuals with a desire to work in health care settings where health information is used. A career as a health information management professional offers a unique opportunity to be at the forefront of the healthcare industry where healthcare meets the cutting edge of technology and a member of the healthcare team. The increasing use of electronic health records will continue to broaden and will result in more career opportunities for trained health information technicians. This is one of the few health occupations in which there is little or no direct contact with patients.

## **NATURE OF THE WORK**

Professionals holding the RHIT credential are health information technicians who:

- Tabulate and analyze medical data for administrative, regulatory, and legislative requirements.
- Abstract health data for reporting, medical reviews, administration, and legal proceedings.
- Assure patient privacy, confidentiality, and security of health information.
- Assign a numeric code to each diagnosis and procedure using coding classification schemes for billing, reimbursement, and reporting purposes.
- Perform clinical quality assessment and improvement activities.
- Participate in design and transition to the electronic health record.
- Supervise health information management and related staff.
- Support patient safety and quality improvement efforts and requirements in all healthcare settings.

## **EDUCATION AND TRAINING**

Entry-level health information technicians usually have an associate degree in Health Information Technology. Many employers favor technicians who have a RHIT credential.

Typical course work in Health Information Technology includes medical terminology, anatomy and physiology, health data requirements and standards, legal aspects, clinical classification and coding systems, data analysis, health care reimbursement methods, database security and management, and quality improvement methods.

Health information technicians and coders should possess good oral and written communication skills as they often serve as liaisons between healthcare facilities and healthcare providers. Individual's proficient with computer software and technology will be appealing to employers as healthcare facilities continue to adopt electronic health records.

## **CERTIFICATION**

Successful graduates with an Associate in Science Degree in Health Information Technology will become eligible to take the national certification examination given by the AHIMA to earn the Registered Health Information Technician (RHIT) credential. Candidates who pass the written examination are required to maintain their credential through continuing education units.

## **ELIGIBILITY REQUIREMENTS**

RHIT applicants must meet **one** of the following eligibility requirements:

- Successfully complete the academic requirements at the associate degree level, of an HIM program accredited by the CAHIIM.
- Graduate from an HIM program approved by a foreign association with which AHIMA has a reciprocity agreement.
- The academic qualifications of each candidate will be verified before a candidate is deemed eligible to take the examination. All first-time applicants must submit an official transcript from their college or university.

## **ADVANCEMENT**

Credentialed health information technicians may have the opportunity to supervise or manage an HIM department or outpatient care centers.

Health information technicians have an opportunity to advance their careers by obtaining a bachelor's degree or master's degree. A bachelor's may be required to become a health information manager. Medical and health services managers held about 283,500 jobs in 2008.

Master's and doctoral degree programs in health administration, health informatics, etc. are offered by colleges; universities; and schools of public health, medicine, allied health, public administration, and business administration.

## **EMPLOYMENT OPPORTUNITIES AND THE FUTURE**

### **Job Outlook**

According to the United States Bureau of Labor Statistics, Health Information Technology is one of the 20 fastest growing occupations in the United States. Health information management professionals are in high demand across the nation in a variety of work settings.

Although most RHITs work in hospitals and outpatient care centers, employment opportunities may be found in public health facilities, consulting firms, long term and rehabilitation care facilities, physician offices, medical billing firms, home health and hospice agencies, behavioral health facilities, correctional facilities, state and federal health agencies, private industry, pharmaceutical companies, cancer registries, law and insurance firms, quality management and research, peer review organizations, and health product vendors. RHIT's can also work in sales and marketing positions for companies that design and supply information systems and materials for health information departments.

It is projected that health information technicians will hold 207,600 jobs by 2018. This is an expected increase of 20 percent and **faster than the average** because of rapid growth in the number of medical tests, treatments, and procedures that will be increasingly scrutinized by third-party payers, regulators, courts, and consumers.

The groundbreaking American Recovery and Reinvestment Act (ARRA) of 2009 and the Health Information Technology for Economic and Clinical Health (HITECH) Act which is part of ARRA offers the healthcare sector exceptional opportunities for job prospects associated with the delivery of healthcare, health information systems, and in the use, management, and analysis of patient-related information. Job growth will result from the core of information management and health information technology (health IT), which is the EHR.

The healthcare industry has a shortage of health care workers qualified to create and maintain electronic records systems, build health information exchanges, deal with HIPAA privacy and security standards and regulations, personal health records, workforce initiatives, and provide training for ICD-10. In addition, numerous job openings will result from the need to replace health information technicians who retire or leave the occupation permanently.

### **Earnings**

Based on the Occupational Outlook Handbook, current edition, the **median annual earning** of medical records and health information technicians was \$30,610 in May 2008. The middle 50 percent earned between \$24,290 and \$39,490. The lowest 10 percent earned less than \$20,440 and the highest 10 percent earned more than \$50,000. About 39 percent worked in hospitals. Median annual wages in the industries employing the largest numbers of medical records and health information technicians in May 2008 were Federal Executive Branch \$42,760, General medical and surgical hospital \$32,600, Nursing care facilities \$30,660, Outpatient care centers \$29,160 and Offices of physicians \$26,210.

Job outlook and earnings information was obtained from the Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook, current edition*, Medical Records and Health Information Technicians, and on the Internet at [http:// www.bls.gov/oco/ocos103.htm](http://www.bls.gov/oco/ocos103.htm) (Visited October, 2013)

## **Sources of Additional Information**

### **The Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM)**

**200 East Randolph Street, Suite 510**

**Chicago, IL 60601**

**Phone: (312) 235-3255**

**[info@cahiim.org](mailto:info@cahiim.org)**

### **The American Health Information Management Association**

233 N. Michigan Avenue, Suite 2150

Chicago, IL 60601-5800

Phone: (312) 233-1090

<http://www.ahima.org> OR

<http://himcareers.ahima.org>

## **Related Links:**

### **The California Health Information Association**

1915 N. Fine Avenue, Suite 104

Fresno, CA 93727-1510

Phone: (559) 251-5038

<http://www.CaliforniaHIA.org>

### **The National Cancer Registrars Association**

1340 Braddock Place, #203

Alexandria, VA 22314

<http://www.ncra-usa.org>

### **U.S. Department of Labor, Bureau of Labor Statistics**

Occupational Outlook Handbook Projections

2 Massachusetts Avenue, Suite 2135 NE

Washington, DC 20212-0001

Phone: (202) 691-5700

<http://www.bls.gov/OCO>

### **American Academy of Professional Coders**

2480 South 3850 West, Suite B

Salt Lake City, UT 84120

<http://www.aapc.com>

## **Curriculum**

### **ASSOCIATE IN SCIENCE DEGREE IN HEALTH INFORMATION TECHNOLOGY**

To earn the Associate in Science Degree in Health Information Technology, students must complete BOTH Health Information Technology Curricula with a 2.0 grade point average and General Education Requirements from the College.

Students holding an associate's degree, baccalaureate degree or higher in a discipline from an Accredited institution of post-secondary education must petition for the Associate in Science Degree in Health Information Technology. A previous degree does not automatically meet General Education Requirements. (See current CCSF Catalog for concise lists and descriptions of General Graduation Requirements Areas A-H).

All first-time applicants must submit an official transcript from their college or university for evaluation toward CCSF's requirements. The academic qualifications of each candidate will be verified before a candidate is deemed eligible to take the national examination.

Successful graduates with an Associate in Science Degree in Health Information Technology are eligible to take the national certification exam approved by the American Health Information Management Association to earn the Registered Health Information Technician (RHIT) credential. Upon completion of the degree program in Health Information Technology, the student will be able to:

- Demonstrate record management skills and knowledge necessary for HIM entry-level employment as a health information professional in various health care settings
- Demonstrate the technical skills and knowledge necessary for HIM entry level employment as a health information professional in various health care settings
- Demonstrate the behavioral, interpersonal, ethical and professional skills necessary for HIM employment as a health information professional in various health care setting
- Apply for the Certified Coding Associate (CCA) national certification examination offered by the American Health Information Management Association (AHIMA)
- Apply for the Registered Health Information Technician (RHIT) national exam offered by AHIMA.

**FIRST SEMESTER (12 units)**

BIO 106	INTRODUCTION TO HUMAN ANATOMY AND PHYSIOLOGY	4
HCT 61	INTRODUCTION TO HEALTH CARE (fall/spring)	3
HIT 50A	MEDICAL TERMINOLOGY I (fall/spring)	3
HCT 67	COMPUTER APPLICATIONS IN HEALTH CARE (fall/spring)	2

**SECOND SEMESTER (12+ units\*\*)**

HIT 50B	MEDICAL TERMINOLOGY II (fall/spring)	2
HIT 57	DISEASE PROCESS (fall/spring)	3
HIT 63	HEALTH INFORMATION SYSTEMS (spring only)	3
HIT 65	ORGANIZATION OF HEALTH DATA (spring only)	2
HIT 73A	ICD-10-CM CODING (fall and spring)	2

**THIRD SEMESTER (12+ units\*\*)**

HIT 72	LEGAL ASPECTS OF HIM (fall only)	3
HIT 73B	ICD-10-CM/PCS CODING (spring only)	4
HIT 77A	PROFESSIONAL PRACTICE EXPERIENCE I (fall/ spring)	5
HIT 74	INTRODUCTION TO QUALITY IMPROVEMENT (spring only)	2

**FOURTH SEMESTER (11+ units\*\*)**

HIT 75	ORGANIZATION AND SUPERVISION (fall only)	3
HIT 76	CPT CODING (fall/spring only)	3
HIT 77B	PROFESSIONAL PRACTICE EXPERIENCE II (fall/spring)	5
HIT 78	REIMBURSEMENT METHODS IN HIM (spring only)	2

\*Associate in Science Degree in Health Information Technology requires 47+ units.

## Certificate Curricula

Students may obtain a Certificate of Accomplishment in Health Information Clerk I or Certificate of Achievement in Health Information Clerk II, Health Information Coding Specialist, Medical Transcription, and Health Information Technology by completing the curriculum with a final grade point average of 2.0 or higher and also complete each individual course with a final grade of C or higher or Pass.

The certificates options are:

Health Information Clerk I	(requires 15 units)
Health Information Clerk II	(requires 33 units)
Health Information Coding Specialist	(requires 41 units)
Health Information Technology	(requires 47 units)

## CERTIFICATE OF ACCOMPLISHMENT PROGRAM FOR HEALTH INFORMATION CLERK I (15 UNITS)

This certificate program prepares students for entry-level positions in health information management departments. Opportunities for employment include reception, admitting department functions, scanning of documents, filing and retrieval of records, filing and sorting loose documents, purging of records, storage and retention activities, data entry, processing admissions and discharges, and assembly of medical documents in a sequential order. Upon completion of the Health Information Clerk I Certificate of Accomplishment, students will be able to:

- Demonstrate record management skills and knowledge necessary for HIM entry-level employment as a health information professional in various health care settings.
- Perform computer applications necessary for HIM entry-level employment as a health information professional.
- Demonstrate the behavioral, interpersonal, ethical and professional skills necessary for HIM employment as a health information professional in various health care settings.

### ONE SEMESTER (15 units)

BIO 106	INTRODUCTION TO HUMAN ANATOMY AND PHYSIOLOGY	4
HCT 61	INTRODUCTION TO HEALTH CARE (fall/ spring)	2
HIT 50A	MEDICAL TERMINOLOGY I (fall/spring)	3
HCT 67	COMPUTER APPLICATIONS IN HEALTH CARE (fall/spring)	2
ENGL 86 or ESL 150	BASIC COMPOSITION AND READING I or INTERMEDIATE COMPOSITION AND READING	3



## **CERTIFICATE OF ACHIEVEMENT PROGRAM FOR HEALTH INFORMATION CLERK II (33 UNITS)**

This certificate program prepares students for technical positions in health information management departments. Employment opportunities include working in a hybrid and electronic health record environment, analyzing health records for deficiencies according to established standards; maintaining and using a variety of indices and storage retrieval systems; managing the usage and release of health information; collecting and abstracting health data for statistical purposes, assignment of codes according to specific classification systems and use of official coding guidelines for reimbursement, billing, and reporting purposes. Upon completion of the Health Information Clerk II Certificate of Achievement, students will be able to:

- Demonstrate record management skills and knowledge necessary for HIM entry-level employment as a health information professional in various health care settings
- Perform computer applications necessary for HIM entry-level employment as a health information professional in various health care settings
- Demonstrate technical skills and knowledge necessary for HIM entry-level employment as a health information professional in various health care settings
- Demonstrate the behavioral, interpersonal, ethical and professional skills necessary for HIM employment as a health information professional in various health care settings

### **FIRST SEMESTER (15 units)**

BIO 106	INTRODUCTION TO HUMAN ANATOMY AND PHYSIOLOGY	4
HCT 61	INTRODUCTION TO HEALTH CARE (fall/spring)	2
HIT 50A	MEDICAL TERMINOLOGY I (fall/ spring)	3
HCT 67	COMPUTER APPLICATIONS IN HEALTH CARE (fall/spring)	2
ENGL 86 or ESL 150	BASIC COMPOSITION AND READING I or INTERMEDIATE COMPOSITION AND READING	3

### **SECOND SEMESTER (17-18 units)**

HIT 50B	MEDICAL TERMINOLOGY II (fall/spring)	2
HIT 63	HEALTH INFORMATION SYSTEMS (spring only)	3
HIT 65	ORGANIZATION OF HEALTH DATA (spring only)	3
HIT 72	LEGAL ASPECTS OF HIM (fall only)	3
HIT 73A	ICD-10-CM CODING (fall and spring)	3
HIT 77A	PROFESSIONAL PRACTICE EXPERIENCE I (fall/spring)	5
MATH 840*	ELEMENTARY ALGEBRA	3

\* Required based on college math placement test score for students. PREREQ: MATH E1, E2 OR E3, OR EX, OR BSMA G, H, OR J, OR PLACEMENT IN MATH 840

## **CERTIFICATE OF ACHIEVEMENT PROGRAM FOR HEALTH INFORMATION CODING SPECIALIST\***

This certificate program prepares students to assign diagnostic and procedural codes supported by medical documentation in accordance with official coding and reporting guidelines and compliance regulations. Students choose reportable codes to use on exercises, case scenarios, and actual patient records with basic to moderate and advanced clinical complexity.

Students learn to read, analyze, compile, and interpret documentation in the health record and apply knowledge of anatomy and physiology, medical terminology, clinical disease process, pharmacology, and understand lab values to assigning accurate codes. Students are introduced to assign code(s) manually and with utilizing information technology systems.

Employment opportunities as a coder include acute care hospitals, physicians' offices, clinics, ambulatory care facilities, long-term care, behavioral health, home health and hospice agencies, health product vendors, state and federal agencies, billing and financial services, utilization review, quality improvement areas, compliance, and other healthcare settings. Upon completion of the Health Information Coding Specialist Certificate in Health Information Technology, students will be able to:

- Assign diagnosis/procedures using the International Classification of Diseases (ICD) official coding guidelines for inpatient and outpatient records
- Assign procedure and service codes using Current Procedural Terminology (CPT)
- Use and maintain electronic applications and work processes to support clinical classifications and coding
- Demonstrate professional and behavior skills and adhere to the necessary ethical standards of coding for HIM employment as a health information coder
- Apply for Certified Coding Associate (CCA) examination offered through the American Health Information Management Association (AHIMA)

### **FIRST SEMESTER (15 units)**

BIO 106	INTRODUCTION TO HUMAN ANATOMY AND PHYSIOLOGY	4
HCT 61	INTRODUCTION TO HEALTH CARE (fall/spring)	2
HIT 50A	MEDICAL TERMINOLOGY I (fall/spring)	3
HCT 67	COMPUTER APPLICATIONS IN HEALTH CARE (fall/spring)	2
ENGL 90 or ESL 150	BASIC COMPOSITION AND READING I or INTERMEDIATE COMPOSITION AND READING	3

### **SECOND SEMESTER (12 units)**

HIT 50B	MEDICAL TERMINOLOGY II (fall/spring)	2
HIT 57	DISEASE PROCESS (fall/spring)	3
HIT 63	HEALTH INFORMATION SYSTEMS (spring only)	3
HIT 65	ORGANIZATION OF HEALTH DATA (spring only)	3
HIT 73A	ICD-10-CM CODING (fall and spring)	3

### **THIRD SEMESTER (14 units)**

HIT 73B	ICD-10-CM/PCS CODING (spring only)	3
HIT 74	INTRODUCTION TO QUALITY IMPROVEMENT (spring only)	2
HIT 76	CPT CODING (fall and spring)	3
HIT 77A	PROFESSIONAL PRACTICE EXPERIENCE I (fall/spring)	5
HIT 78	REIMBURSEMENT METHODS IN HIM (spring only)	2

\* Minimum units required: 41

## **CERTIFICATE OF ACHIEVEMENT PROGRAM FOR HEALTH INFORMATION TECHNOLOGY**

Completion of the Certificate of Achievement Program in HIT without meeting the academic requirements at an associate's degree level of an HIM program accredited by the Commission on Accreditation of Health Informatics and Information Management Education (CAHIIM) **does not** allow a student to take the national certification examination given by the American Health Information Management Association (AHIMA) or earn the Registered Health Information Technician (RHIT) credential.

The academic qualifications of each candidate will be verified before a candidate is deemed eligible to take the examination. All first-time applicants must submit an official transcript from their college or university. Upon completion of the certificate program in Health Information Technology, the student will be able to:

- Demonstrate record management skills and knowledge necessary for HIM entry-level employment as a health information professional in various health care settings
- Demonstrate the technical skills and knowledge necessary for HIM entry level employment as a health information professional in various health care settings
- Demonstrate the behavioral, interpersonal, ethical and professional skills necessary for HIM employment as a health information professional in various health care setting
- Apply for the Certified Coding Associate (CCA) national certification examination offered by the American Health Information Management Association (AHIMA)

### **FIRST SEMESTER (12 units)**

BIO 106	INTRODUCTION TO HUMAN ANATOMY AND PHYSIOLOGY	4
HCT 61	INTRODUCTION TO HEALTH CARE (fall/spring)	2
HIT 50A	MEDICAL TERMINOLOGY I (fall/spring)	3
HCT 67	COMPUTER APPLICATIONS IN HEALTH CARE (fall/spring)	2

### **SECOND SEMESTER (12 units)**

HIT 50B	MEDICAL TERMINOLOGY II (fall/spring)	2
HIT 57	DISEASE PROCESS (fall/ spring)	3
HIT 63	HEALTH INFORMATION SYSTEMS (spring only)	3
HIT 65	ORGANIZATION OF HEALTH DATA (spring only)	3
HIT 73A	ICD-10-CM CODING (fall and spring)	3

### **THIRD SEMESTER (12 units)**

HIT 72	LEGAL ASPECTS OF HIM (fall only)	3
HIT 73B	ICD-10-CM/PCS CODING (spring only)	3
HIT 77A	PROFESSIONAL PRACTICE EXPERIENCE I (fall/spring)	5
HIT 74	INTRODUCTION TO QUALITY IMPROVEMENT (spring only)	2

### **FOURTH SEMESTER (11 units)**

HIT 75	ORGANIZATION AND MANAGEMENT (fall only)	3
HIT 76	CPT CODING (fall and spring only)	3
HIT 77B	PROFESSIONAL PRACTICE EXPERIENCE II (fall/spring)	5
HIT 78	REIMBURSEMENT METHODS IN HIM (spring only)	2

\* Minimum units required: 47

## **COURSE DESCRIPTIONS**

### **BIO 106 INTRODUCTION TO HUMAN ANATOMY AND PHYSIOLOGY 4 UNITS (3 LECTURE HOURS, 3 LABORATORY HOURS)**

Not open to students who have completed ANAT 25 or PHYS 1 or PHYS 12 with a C or higher. An integrated course providing the fundamental principles of human anatomy and physiology. CSU

### **HCT 61 INTRODUCTION TO HEALTH CARE 2 UNITS (2 HOURS LECTURE/3 HOURS LABORATORY)**

Overview of the evolution of health care systems. Historical development and organization of health information management and other professional associations involved in health care. Emphasis on filing and numbering systems, data access, and record content. CSU

### **HIT 50A MEDICAL TERMINOLOGY I 3 UNITS (3 LECTURE HOURS)**

Introduction to designated medical terminology with emphasis on the anatomy, procedures, diseases and anomalies of the endocrine, male and female reproductive, gastrointestinal, and integumentary systems. Special focus on spelling, pronunciation, and definition of medical terms by their roots, prefixes, and suffixes. CSU

### **HIT 50B MEDICAL TERMINOLOGY II 2 UNITS (2 LECTURE HOURS)**

#### **PREREQ. HIT 50A**

Study of terms found in case histories, discharge summaries, radiology, pathology, psychiatric, and autopsy reports, emphasis on cardiovascular, musculoskeletal, genitourinary, and respiratory systems, use of appropriate medical abbreviations and resource materials. CSU

### **HIT 57 DISEASE PROCESS 3 UNITS (3 LECTURE HOURS)**

#### **PREREQ. BIO 106**

#### **COREQ. HIT 50A**

Instruction to the general principles of disease process with emphasis on etiologies, anatomical and physiological manifestations, diagnostic tests, and treatments. Introduction to pharmacology and psychiatry. CSU

### **HIT 63 HEALTH INFORMATION SYSTEMS 3 UNITS (2 LECTURE HOURS, 3 LABORATORY HOURS)**

#### **PREREQ. HCT 61, HIT 50A, HIT 67**

Overview of health care delivery systems used in alternative health information management practice with emphasis on secondary data sources, accreditation and regulatory requirements, funding and reimbursement, alternative healthcare settings, healthcare information systems and transition to electronic health records. CSU

**HCT 67      COMPUTER APPLICATIONS IN HEALTH CARE      3 UNITS**  
**(1 LECTURE HOUR, 3 LABORATORY HOURS)**

An introduction to the various types of computer systems and their usage in health information as a productive tool. Students will receive hands-on experience with software commonly used in health information systems to achieve computer literacy. Instruction will include word processing, database, spreadsheets, and presentation materials as they pertain to health information. Importance of data accuracy, consistency, completeness, security of information, and letter and memo presentation and emphasized. CSU

**HIT 65      ORGANIZATION OF HEALTH DATA      3 UNITS**  
**(1 LECTURE HOUR, 3 LABORATORY HOURS)**

**PREREQ.    HIT 50A, HCT 61, HIT 67**

The study of healthcare statistics and use of health data, including a review of mathematics. Collecting, processing, and preparing statistical reports for health care management including various methods of presenting data. Use of computer application software in preparation of statistical reports, databases, data sets and spreadsheets. CSU

**HIT 72      LEGAL ASPECTS OF HIM      3 UNITS**  
**(2 LECTURE HOURS, 3 LABORATORY HOURS)**

**PREREQ.    HCT 61, HIT 50B, HIT 67**

Overview of the U.S. legal system, ethical issues, laws and regulatory requirements that affect the content, use, disclosure, and retention of health information. Emphasis on the health record as a legal document, types of consents, confidentiality, privacy and security, facility liability, malpractice, negligence and other medico-legal related healthcare issues. CSU

**HIT 73A     ICD-10-CM CODING      3 UNITS**  
**(2 LECTURE HOURS, 1 LABORATORY HOUR)**

**PREREQ.    BIO 106**

**COREQ.     HIT 50A**

Provides students with basic International Classification of Disease, 10th Edition, Clinical Modification (ICD-10-CM) coding principles with emphasis on inpatient and outpatient settings. The course focuses on book format, code conventions, Uniform Hospital Discharge Data Set (UHDDS) guidelines, document sources, code sequencing, and abstracting. CSU

**HIT 73B     ICD-10-CM/PCS CODING      3 UNITS**  
**(3 LECTURE HOURS, 3 LABORATORY HOURS)**

**PREREQ.    HIT 73A**

Students are prepared to assign diagnostic and procedural codes supported by medical documentation in accordance with official coding and reporting guidelines and compliance regulations. Students choose reportable codes to use on exercises, case scenarios, and actual patient records with moderate and advanced clinical complexity. CSU

**HIT 74      INTRODUCTION TO QUALITY IMPROVEMENT      2 UNITS**  
**(1 LECTURE HOURS, 3 LABORATORY HOURS)**

**PREREQ.    HIT 50B, HIT 63**

Evolution of continuous quality improvement in health care from the operational and clinical perspective. Topics include quality measurements and performance initiatives of patient outcomes, disease management, satisfaction surveys, quality measures, data sources, collection methods and measurement techniques. Use of control tools, statistical processes, and benchmarking. CSU

**HIT 75 ORGANIZATION AND MANAGEMENT 3 UNITS**  
**(3 LECTURE HOURS)**

**RECOM. HIT 77A**

Instruction in the principles of organization and management including management functions and theories in various settings, time management and management tools, communication processes, decision making strategies, recruitment and staffing, performance reviews, disciplinary actions, motivating personnel, budgets, and grievances and labor unions. CSU

**HIT 76 CPT CODING 3 UNITS**  
**(3 LECTURE HOURS)**  
**OR 30 CONTINUING EDUCATION HOURS**

The Current Procedural Terminology (CPT) coding system is used to describe services and procedures provided by health care providers including evaluation and management, surgery, radiology, pathology, laboratory, and medicine. The class includes an overview of the HCPCS coding and ambulatory payment classification systems. CSU

**HIT 77A PROFESSIONAL PRACTICE I 5 UNITS**  
**(CREDIT/NO CREDIT)**

**PREREQ. HIT 63, HIT 65, HIT 73A**

**RECOM. HIT 72, HIT 73B (may be taken concurrently)**

Professional Practice I is designed to provide students with entry-level competencies in performing tasks in health information management departments. CSU

**HIT 77B PROFESSIONAL PRACTICE II 5 UNITS**  
**(CREDIT/NO CREDIT)**

**PREREQ. HIT 77A**

**RECOM. Taken in the student's last semester.**

Professional Practice II is designed to provide students with advanced technical experience in health information management departments. CSU

**HIT 78 REIMBURSEMENT METHODS IN HIM 2 UNITS**  
**(2 LECTURE HOURS)**

**PREREQ. HIT 73A, HIT 74, and HIT 77A**

Overview of the historical developments of the U.S. reimbursement and payment systems in various health care settings. Emphasis on health care reimbursement methodologies, clinical coding, coding compliance, prospective payment systems, voluntary health care insurance plans, government-sponsored healthcare programs, managed care plans, revenue cycle management and quality issues. CSU