Health Informatics & Information Mgmt.
Health Information Technology

Associate in Applied Arts and Sciences (AAAS)
Planning Guide 2015–2016

Revised 6/17/2015

Program Information

Length of Program: 92-94 Credits
Completion Award: A.A.A.S. Degree
Enrollment: Fall quarter only
Approximate Quarterly Costs: $45-$120
(in addition to tuition, books and parking)
Website: www.shoreline.edu/virtual-college/hiim/

Program Advisors:

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Program Description

The Associate in Applied Arts and Sciences degree is designed to provide students with the knowledge and skills in specific career fields to enter the workforce directly upon completion of the degree. Shoreline Community College works closely with local advisory committees comprised of industry professionals to ensure students receive the knowledge and skills currently in demand by employers in the field. Students interested in pursuing a four-year baccalaureate degree should follow an Associate in Arts Health Informatics and Information Management transfer degree planning guide. EPC 529

Health Information Technology—What is it?

Health Information Technology is the collection of health information and the management of patient records. Technicians monitor the accuracy of records, analyzing for quality of care and proper documentation. They assign numerical codes for diagnoses and medical procedures. They compile data for medical registries and use statistics to prepare clinical reports. Technicians are also responsible for ensuring authorized access to medical records, protecting the confidentiality of patient information. The Health Care Information Technology program is offered only online and is accredited by the Commission on Accreditation of Health Informatics and Information Management Education.

Program Outcomes:

Students who successfully complete this program **-by achieving a GPA of 2.0 or better for each individual course in the program and program prerequisites -** should have a working knowledge of:

1. Medical and clinical terminology, anatomy and physiology, human diseases and pharmacology.
2. Health care delivery and information systems for hospitals and other health care facilities.
3. Patient clinical records contents and current practices in coding and classification systems.
4. Components of fee setting, prospective payment systems and how to optimize insurance reimbursements.
5. Medicare, Medicaid and private insurance requirements and billing procedures for various health care facilities.
6. Computer applications and internet use in health care, electronic health records, and personal computer software programs (MS Word, Excel, Access, PowerPoint, and flowcharting).
7. Legal and ethical issues related to health care information, including the release and security of confidential data.
8. Collection and analysis of health care statistics for research, cancer and other disease based registries.
9. Management principles for the health information supervisor.

Career Opportunities—What can I do with a degree in Health Information Technology?

The job outlook for health information specialists is very good with graduates working as Health Information Technicians, Medical Record Technicians, Coding Specialists, Cancer Registrars, Medical Record Supervisors and Health Information Managers. For salary information in your state, please visit the Bureau of Labor Statistics at http://www.bls.gov.

Potential employers include: Hospitals, nursing homes, medical and dental offices, insurance companies, and home health agencies. For more, please visit the Occupational Outlook Handbook or the Washington Occupational Information System at www.shoreline.edu/acc/CareerCounseling.aspx

PROGRAM PREREQUISITES: MATH 098 Intermediate Algebra I or equivalent COMPASS test score, ENGL& 101 English Composition, BIOL& 170 Human Biology and computer literacy (basic computer application skills including working in PC Windows environment). A separate initial admissions process is required. Acceptance into Shoreline Community College does not guarantee acceptance into the Health Information Technology program. Early application to the program is advised. Students are required to submit a Criminal and Government Agency Background Check to complete practicum requirement and work in a health care setting.

ACADEMIC REQUIREMENTS: Students are required to maintain a grade of 2.0 in ALL courses. Strong English grammar skills are essential for the program and profession. Since courses are not offered every quarter and some courses require prerequisites, students MUST confer with an HIIM Advisor to develop an academic plan. Check program website for advisor information and access to required computer hardware and software.

A.A.A.S. DEGREE—92-94 Credits

GENERAL EDUCATION CORE REQUIREMENTS | 13-15 Cr.			
Course	**QTR**	**GR**	**CR**
Multicultural Understanding[1] BUS 103 Multiculturalism in the Workplace OR MCS 105 Introduction to Multicultural Studies			3-5
Quantitative/Symbolic Reasoning : BUSTC 150 Excel 2013			5
Human Relations: HIIM224 Management for Health Information Supervisors			5

CORE REQUIREMENTS| 78 Credits			
	QTR	**GR**	**CR**
BUSTC 170 Access 2013			5
HIIM 120 Surv of Health Care Delivery			4
HIIM 125 Hospital/Clinic Records			5
HIIM 134 Medical Terminology			5
HIIM 154 Medical Reimbursement Sys			5
HIIM 170 Legal Aspects of Health Care			4
HIIM 171 Basic ICD-10 Coding			5
HIIM 172 CPT Coding			5
HIIM 173 Intermediate Medical Coding			5
HIIM 174 Pharmacology			3
HIIM 175 Human Diseases			5
HIIM 219 Health Care Statistics			4
HIIM 220 Quality Improvement in Health Care			5
HIIM 225 Computers in Heath Care			5
HIIM 226 Alternative Care Record Sys			4
HIIM 228 Medical Coding Practicum			2
HIIM 234 Professional Practice Experience			4
HIIM 235 Health Information Technology Capstone Course			4

RECOMMENDATIONS:

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APPROVAL TO GRADUATE

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Student Name & SID *Date*

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Faculty Advisory *Date*

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Division Dean *Date*

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Credential Approval *Date*

Note: Every effort has been made to ensure the accuracy of the information in this publication. However, the information is subject to change without notice and final career decisions are the responsibility of the student.

[1] Multicultural Understanding Courses: BUS 103, CMST 203, EDUC 117, GWS 284, HIST 245, MCS 105

Health Information Technology

Sample Schedule for A.A.A.S. Degree
All courses are offered on-line

1st Year		2nd Year	
Fall Quarter		**Fall Quarter**	
HIIM 120 Survey of Health Care Delivery	4*	HIIM 219 Statistics in Health Care	4*
HIIM 134 Medical Terminology	5**	HIIM 225 Computers in Health Care	5*
HIIM 125 Hospital and Clinic Records	5*	HIIM 228 Medical Coding Practicum	2*
HIIM 174 Pharmacology	3**		
Winter Quarter		**Winter Quarter**	
HIIM 171 Basic ICD-10 Coding	5*	HIIM 220 Quality Improvement in Health Care	5*
HIIM 175 Human Diseases	5*	HIIM 226 Alternative Care Records Systems	4*
HIIM 174 Pharmacology	3**	HIIM 234 Professional Practice Experience	4*
Spring Quarter		**Spring Quarter**	
HIIM 154 Medical Reimbursement	5*	HIIM 224 Management for Health Information Supervisors	5*
HIIM 170 Legal Aspects of Health Care	4*	HIIM 235 HIT Capstone Course	4*
HIIM 172 CPT Coding	5*	BUSTC 170 Access 2010	5
Summer Quarter			
HIIM 173 Intermediate Medical Coding	5*		
BUSTC 150 Excel 2013	5		
Multicultural Understanding	3-5		

*Only offered on-line once per year, during the quarter listed. **Offered more than once per year. HIIM 174 Pharmacology is offered Fall and Winter Quarters. HIIM 134 Medical Terminology is offered every quarter.

ADDITIONAL INFORMATION

Prior to placement in a clinical practice site, students are required to submit a resume, sign a Professional Standards Agreement, and provide a health assessment with current immunizations and TB testing. A criminal and government agency background check is also required. Students are responsible for these costs. Students should anticipate additional expenses for parking and travel related to their practicum placement. Students must be available for up to 3 continuous weeks (97.5 hours) for the HIIM Professional Practice Experience.

Refer to the program website at http://new.shoreline.edu/virtual-college/hiim or contact one of the program advisors for more information.

Professional Certifications

Graduates are eligible to write the certification examination offered by the American Health Information Management Association (AHIMA) to become Registered Health Information Technicians (RHIT). In addition, graduates are eligible to write the AHIMA Certified Coding Specialist-Physician's Office (CCS-P), entry-level Certified Coding Associate (CCA), and American Academy of Professional Coders Certified Professional Coding (CPC, CPC-H) examinations. The AHIMA mastery-level Certified Coding Specialist (CCS) examination for inpatient coding is also available.

Job Search Information

www.workforceexplorer.com/ Workforce Explorer