



16101 Greenwood Ave. N. • Seattle • WA • 98133

Welcome Potential Student:

Thank you for your interest in our Health Informatics and Information Management programs (HIIM), either the Medical Coding and Reimbursement (MCRS) option, which is a five-quarter certificate program, or the Health Information Technology (HIT) option, which is a two-year Associate of Applied Arts and Sciences Degree (AAAS) program.

All HIIM classes in both the HIT and MCRS programs are 100% online.

The Medical Coding and Reimbursement Specialist Certificate can be obtained as a stand-alone program or in addition to the Health Information Technology Program. Because most of these classes are also required in the first year of the HIT program, individuals may continue and obtain their AAAS Degree if they wish.

The MCRS program is the only American Health Information Management Association (AHIMA) approved Comprehensive Medical Coding program in Washington State www.ahima.org. Our HIT Program is accredited by the Commission on Accreditation of Health Information and Informatics Management Education (CAHIIM), one of only three HIT programs in WA State with this accreditation www.cahiim.org.

Be sure to review both Shoreline Community College's site at www.shoreline.edu and the HIIM program's site at www.shoreline.edu/hiim for additional information regarding the program(s), courses, sample curriculums, tuition costs for both online in-state and out of state students, technology requirements, and on how to apply to both Shoreline Community College and the HIIM programs.

This packet will provide some general information to get you started. Once you have read the HIIM program website and this information packet, feel free to contact Gloria Anderson ganderso@shoreline.edu 206-546-4707.

Thank you for your interest in our programs.

Melanie Meyer, PhD, MHA, RHIA, CCS, CPHQ Director, Health Informatics and Information Management programs

Gloria Anderson, MEd, RHIA, CCS, Professor, Health Informatics and Information Management programs

HEALTH INFORMATION TECHNOLOGY CAREER INFORMATION

Definition: The Health Information Technician manages the collection, analysis and use of patient clinical information that guides the health care industry. The technician performs the following activities:

- Assists in the design, implementation, and use of manual and computerized patient medical record storage and retrieval systems.
- Inputs and retrieves computerized patient data.
- Monitors the completeness and accuracy of patient health information.
- Insures appropriate access to health records while maintaining confidentiality as needed. Monitors facility compliance with HIPAA privacy and security regulations.
- Performs clinical documentation improvement activities.
- Compiles and analyzes administrative and health statistics and prepares reports.
- Compiles, assesses, and processes analytical data
- Works as clinical documentation improvement specialists
- Assigns individual patient diagnostic and procedural codes for research, billing and planning purposes, using national and international classification systems such as ICD-10-CM/PCS, CPT, and HCPCS. Assists with coding compliance procedures.
- Creates and maintains cancer and other specialized registries
- Supervises health information staff.
- Perform compliance audits in various health care settings related to coding, reimbursement, quality of care, etc.

MEDICAL CODING AND REIMBURSEMENT SPECIALIST CAREER INFORMATION

Definition: The medical coding and reimbursement specialist reads and interprets the medical records of patients in all types of health care facilities to obtain detailed information regarding their diseases, injuries, surgical operations and other procedures. This specialist then assigns codes using ICD-10-CM/PCS (*International Classification of Diseases – 10th Revision – Clinical Modification and Procedure Coding System*) and CPT (*Current Procedural Terminology*). They handle all components of claims processing including management of disputed, rejected and delayed claims. Coder/reimbursement specialists

- Read and interpret medical records of patients.
- Accurately assign diagnostic and procedural codes according to ICD-10-CM/PCS and CPT coding systems using federal coding compliance guidelines; review the coding done on the encounter forms for accuracy.
- Use manual and computerized encoders and groupers systems to determine Diagnosis-Related Groups (DRGs) and Ambulatory Payment Classification (APCs).
- Perform mathematical calculations for submitting insurance claims including deductible amounts, allowed amounts, secondary insurance allowed amounts and patient's responsibility.
- Complete and electronically transmit insurance, CMS 1500 and UB 04 Medicare/Medicaid claim forms.
- Post charge payments and write-offs on patient visits.
- Review returned, disputed or rejected claims from Medicare and other third-party payers, and problem solve.
- Respond appropriately to patients/family questioning medical bills.
- Act as a resource to patients, families, physicians, and office staff regarding insurance coverage for specific procedures.
- Apply regulations for the release of confidential data, following HIPAA and ARRA privacy and security requirements.
- Schedule patient visits
- Use personal computer software programs, as well as manual and automated accounting systems.

- Perform compliance audits in various health care settings related to coding and reimbursement.

**HEALTH INFORMATION TECHNOLOGY PROGRAM
SHORELINE COMMUNITY COLLEGE**

CURRICULUM

**Associate of Applied Arts and Sciences Degree
CAHIIM Accredited Health Information Technology Program**

Program requirements: Students are required to confer with HIIM program faculty for curriculum planning due to prerequisite requirements in many courses, as well as, not all courses are offered each quarter. There are several types of plans that students can choose to complete their curriculum. Students may attend full-time or part-time; below is a full-time schedule and a part-time schedule is available on the program website. Your HIIM faculty advisor will create a curriculum plan after receipt of your HIIM application.

Suggested Sequence of Classes

Fall, Year 1	HIIM 120	Survey of Health Care Delivery	4
	HIIM 125	Hospital and Clinic Records	5
	HIIM 134	Medical Terminology	5
Winter, Year 1	HIIM 171	Basic ICD-10-CM/PCS Coding	5
	HIIM 174	Pharmacology	3
	HIIM 175	Human Diseases	5
Spring, Year 1	HIIM 154	Medical Reimbursement	5
	HIIM 170	Legal Aspects of Health Care	4
	HIIM 172	CPT Coding	5
Summer, Year 1	HIIM 173	Intermediate Coding	5
	BUSTC 150	Excel	5
	See List	Multicultural Issues	3-5
Fall, Year 2	HIIM 219	Statistics in Health Care	4
	HIIM 225	Computers in Health Care	5
	HIIM 228	Medical Coding Practicum	2
Winter, Year 2	HIIM 220	Quality Improvement in Health Care	5
	HIIM 226	Alternative Care Records	4
	HIIM 234	Professional Practice Experience	4
Spring, Year 2	HIIM 224	Management for Health Info. Superv.	5
	HIIM 235	Health Information Technology Capstone	4
	BUSTC 170	Access	5

Multicultural Issues must be taken from the College's approved list. Go to [SCC General Education Outcomes](#) for a complete list of all General Education Core requirements. Scroll to page 4 for the approved Multicultural Issues courses.

**MEDICAL CODING AND REIMBURSEMENT SPECIALIST
SHORELINE COMMUNITY COLLEGE
CURRICULUM**

**Certificate of Completion
AHIMA Approved Comprehensive Medical Coding Program**

Program requirements: Students are required to confer with HIIM program faculty for curriculums planning due to prerequisite requirements in many courses, as well as, not all courses are offered each quarter. There are several types of plans that students can choose to complete their curriculum. Students may attend full-time or part-time; below is a full-time schedule and a part-time schedule is available on the program website. Your HIIM faculty advisor will create a curriculum plan after receipt of your HIIM application.

Suggested Sequence of Classes

Fall, Year 1	HIIM	120	Survey of Health Care Delivery	4
	HIIM	125	Hospital and Clinic Records	5
	HIIM	134	Medical Terminology	5
Winter, Year 1	HIIM	171	Basic ICD-10-CM/PCS Coding	5
	HIIM	174	Pharmacology	3
	HIIM	175	Human Diseases	5
Spring, Year 1	HIIM	154	Medical Reimbursement	5
	HIIM	170	Legal Aspects of Health Care	4
	HIIM	172	CPT Coding	5
Summer, Year 1	HIIM	173	Intermediate Coding	5
	ACCT	201	Principles of Accounting	5
Fall, Year 2	HIIM	225	Computers in Health Care	5
	HIIM	228	Medical Coding Practicum	2
	BUS	104	Human Relations	2-5
	or BUS	105		

Go to [SCC General Education Outcomes](#) for a complete list of all General Education Core requirements.

THINGS TO CONSIDER

1. Apply to **Shoreline Community College** at [Enrollment Services](#) and obtain a student number. This is free and can be done online.

It may also be helpful for you to review the **Enrollment Services page** for additional information at: [Enrollment Services](#)

2. The application period opens in mid-January of each year. Once the application is available, **apply** to the HIIM program(s). *Your application packet must contain the following:*
 - a. HIIM application
 - b. One official transcript from each college attended other than Shoreline Community College. ***Please do not send to Admissions/Enrollment Services*** but submit with application.
 - c. If you have taken courses at Shoreline Community College, submit one unofficial transcript.
 - d. If you are currently taking courses at Shoreline Community College, submit a copy of your registration form.
 - e. An application fee of \$20, either by check or money order, is made out to Shoreline Community College (cash will not be accepted).
 - f. Send the application packet to:

Shoreline Community College
Attn: HIIM Program Coordinator
16101 Greenwood Ave. N.
Shoreline, WA 98133

Only those completed applications will be considered for admission into an HIIM program.

For previous college courses to be considered for transfer, they must have been taken from a regionally accredited college or university through the Higher Learning Commission including Middle States, New England, North Central, Northwest, Southern, and Western. For example, Shoreline Community College is accredited by the Northwest Commission on Colleges and Universities. Many private institutions do not have this accreditation, so please contact us if you are not sure if the college you attended in the past has met that accreditation requirement.

3. **Prerequisites:** All prerequisites must be completed or currently enrolled at the time the application is submitted. For those currently completing prerequisites, these must be finished by the closure of the application period. If currently taking, submit a copy of a current enrollment form; followed-up with an official transcript showing successful completion of class(es).
 - a. **MATH 098**, Students must have completed Elementary Algebra or higher, or equivalent placement test score showing placement into MATH 99 Intermediate Algebra II or higher, or Quantitative Reasoning course requiring Algebra completion, i.e. Economics& 201 (Microeconomics), Chemistry& 121 (Introduction to Chemistry, etc.) with a grade of 2.0 or higher
 - b. **ENGL& 101**, English Composition 1 with a grade of 2.0 or higher.
 - c. **BIOL& 170**, Human Biology (Anatomy and Physiology) with a grade of 2.0 or higher.

Anatomy and physiology courses taken elsewhere must be five-quarter (3 semester) credits; taught by a science faculty member, and a lab component is not required. Anatomy and physiology courses must have been taken within ten (10) years from the date of application received; there may be some

exceptions if you have been working in the health care field. Anatomy and physiology courses taught as part of an integrated class with medical terminology or medical-based courses are not acceptable.

If you have not completed **MATH 098, Intermediate Algebra 1** and/or **ENGL& 101, English Composition 101**, you will need to take an assessment to determine your Math/English levels. To locate information regarding types of assessments, go to <http://www.shoreline.edu/testingcenter/> for more information on placement testing. It is recommended that you register for the course(s) as soon as possible as courses may fill quickly.

Students can test out of the math requirement if tested into a higher level such as Math 099. For the Medical Coding and Reimbursement Specialist program, if a student tests out of the math requirement, they may have to complete 5-credits of Quantitative Reasoning as required by the College. All students, however, must complete ENGL& 101 to obtain a degree/certificate from Shoreline Community College.

Upon completion of your application packet, your advisor will create a curriculum plan outlining courses per quarter to be taken.

4. **Enroll** in courses according to the curriculum plan developed by your HIIM Advisor and pay tuition and any fees. If you are located out of state, the normal out-of-state tuition does not apply. For up-to-date tuition and fee information go to [Enrollment Services](#)

Shoreline also charges additional fees to all students for each online course taken. Review the current quarterly class schedule -- the current fees are located as a footnote at the bottom of each online course.

Financial Aid is available: Call 206-546-4762 or go online to <http://www.fafsa.ed.gov> or [Enrollment Services](#). It is important that you meet all deadlines. Be prepared that approvals may not come in time for the first quarter tuition payment deadline for which you wish to have financial aid; typically, it may take at least six weeks to process financial aid applications. If tuition is not paid, you will be dropped from classes.

5. The HIIM programs officially starts Fall quarter. There is a list of courses, on the HIIM program website, one may be taking prior to Fall quarter.

Medical Terminology must be *five-quarter credits* and is typically taken prior to or during Fall quarter of the student's first year of classes. We accept prior medical terminology classes from other colleges but must be five (5) quarter hours or three (3) semester hours taken within ten (10) years. We may make some exceptions for classes taken a few years longer than that if you have been working in the medical field. A challenge medical terminology exam is available for college credit if you feel you have equivalent knowledge; please contact Melanie Meyer at mmeyer@shoreline.edu for more information.

Students taking the HIIM 134 Medical Terminology course must purchase the Online Learning access code along with the textbook. This can either be purchased together with the textbook (bundled) or separately if a student already has the textbook.

6. **Canvas:** Shoreline Community College utilizes Canvas as their online learning platform. For information regarding Canvas go to [ELearning Services](#)
7. **Technology Information:** To successful in the online environment, it is important to have up-to-date technology. For information on technology requirements, go to [Technology Support](#)
 - a. Computers should have speakers and a built-in microphone.
 - b. Students should factor in printer, extensive printer paper usage, and ink cartridge costs.

- c. E-mail: Shoreline Community College uses only College-assigned e-mail accounts (your.name@go.shoreline.edu) for all official communication with students.
 - d. Current Microsoft Office version is strongly advised. All courses utilize Microsoft Word and not Microsoft Works or other word processing systems; however, Open Office is acceptable based on individual course requirements.
 - e. Students who live near Shoreline Community College may utilize the College's campus computer rooms to participate in the HIIM program. Students who live outside the Seattle area, without a computer, may utilize computers at a local library; however, those typically have time constraints and may not have adequate software to enable full participation in online courses.
8. To view textbooks and possibly additional material for your course(s), go to the [Bookstore](#). Students may purchase from other vendors; however, purchasing textbooks from other vendors may result in delay of availability of textbooks by the start of the course.

HEALTH INFORMATICS AND INFORMATION MANAGEMENT PROGRAMS

APPLICATION AND PRE-REQUISITE COURSES CHECK LIST

IMPORTANT: *Only those students with completed applications will be considered for entry into the HIIM programs. Completion of BIOL& 170, MATH 098 and ENGL& 101, with a grade of 2.0 or higher, is required or in the process of being completed at the time application is received or proof of current course registration.*

- APPLICATION TO SHORELINE COMMUNITY COLLEGE:** Apply to Shoreline Community College if you have not done so previously. You may apply online at www.shoreline.edu or in person in the 5000 building on campus. There is no fee to apply to the college.
- APPLICATION TO AN HIIM PROGRAM (all directed to, HIIM program coordinator):** All items must be attached to the application form.
- Complete the **HIIM Application Form** when available from the HIIM Programs website. The application and deadline for the application will be noted on the program website.
 - Complete **all** sections of the form including information about all courses you wish to have evaluated as possibly meeting program requirements.
 - Attach the application fee of \$20, either by check or money order, payable to Shoreline Community College.
 - Attach one official **transcript** from each college attended that have courses pertinent to the prerequisites or program courses. Or, have them sent directly to the HIIM program coordinator. *Please do not send any transcripts to other departments such as Admissions.*
- Keep in mind that it is the student's responsibility to have official transcripts sent to the HIIM program secretary. The program secretary will forward the official transcript to the Admissions Office
- Attach a printout of the current quarter class registration form, if currently attending Shoreline.
 - Attach placement test results if needed to demonstrate placement into English and Math; or, have successfully tested into a higher math level such as MATH 099.
- APPLY FOR FINANCIAL AID:** It is important that you meet all deadlines.
- BIOL& 170, HUMAN BIOLOGY (5 Credits):** Completed with a grade of 2.0 or higher (not a "P" or Pass grade)
- MATH 098, INTERMEDIATE ALGEBRA 1 (5 Credits):** Complete Elementary Algebra or higher, with a grade of 2.0 or higher (not just a "P" or Pass grade), or have placement results showing readiness for MATH 099, Intermediate Algebra II or higher (although, MATH 099 is not required in the program), or Quantitative Reasoning course requiring Algebra completion, i.e. Economics, Chemistry, etc.
- ENGL& 101, ENGLISH COMPOSITION 1 (5 credits):** Completed with a grade of 2.0 or higher (**not just a "P" or Pass grade**). ESL students with limited English proficiency will be required to complete all levels of the ESL curriculum prior to entry into any HIIM program. ESL students not

completing all levels of the curriculum must be assessed by the ESL program advisors to determine readiness.

COMPUTER APPLICATIONS: Students must be computer literate, at least at the basic level. They must have keyboarding skills at a minimum of 30 words per minute. For students who are not computer literate, it is advised to take BUSTC 105 Computer Applications.

REQUIRED TECHNOLOGY AVAILABLE: Have the required hardware, software, and high-speed internet access available as described earlier in this packet.

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