Health Information Technology 2016
Program Design Summary—Southwest Technical College

Southwest Health Network

Program Information
Organization Wisconsin Technical College System
Program Number 10-530

Description
This field is where healthcare meets the cutting edge of technology! Health Information Technicians are specialists in great demand! The HIM professionals can expect to be in high demand as the health sector expands into the century. In fact, the Bureau of Labor Statistics cites health information technology 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.

Program Outcomes
A. HIT: Manage health data
   1. Collect and maintain health data
   2. Apply policies and procedures to ensure accuracy, timeliness and completeness of health data in accordance with current regulations and standards
   3. Analyze and report health data
B. HIT: Apply coding and reimbursement systems
   1. Assign ICD diagnosis and procedure codes using current regulations and established guidelines
   2. Assign CPT and HCPCS codes using current regulations and established guidelines
   3. Determine reimbursement for a variety of healthcare settings (e.g. MS-DRG, APC, RBRVS etc.)
   4. Monitor coding and revenue cycle processes
C. HIT - Model professional behaviors and ethics
   1. Adhere to security, privacy, and confidentiality policies, laws and regulations in the execution of work processes
   2. Apply and promote ethical standards of practice
   3. Demonstrate reliability, dependability, and initiative
D. HIT - Maintain electronic applications to manage health information
   1. Use common software applications in the execution of work processes
   2. Use specialized software in the completion of HIM processes
Award Number: R01RH26279-01-000
HRSA – Rural Health Information Technology Workforce Program
Southwest Technical College, Fennimore, WI
Darnell Hendricks, Primary Contact

Item 1 – Narrative Describing Change in Curriculum

3. Support implementation and use of the EHR
4. Design and query databases
5. Adhere to security measures to protect electronic health information

E. HIT - Apply organizational management techniques
1. Work cooperatively in a team environment
2. Contribute to management functions such as training, staffing, performance monitoring, budgeting, planning
3. Comply with accreditation, licensure, and certification standards

External Standards

| Domain I.A.1 | Apply diagnosis/procedure codes according to current guidelines |
| Domain I.A.2 | Evaluate the accuracy of diagnostic and procedural coding |
| Domain I.A.3 | Apply diagnostic/procedural groupings |
| Domain I.A.4 | Evaluate the accuracy of diagnostic/procedural groupings |
| Domain I.B.1 | Analyze the documentation in the health record to ensure it supports the diagnosis and reflects the patient’s progress, clinical findings, and discharge status |
| Domain I.B.2 | Verify the documentation in the health record is timely, complete, and accurate |
| Domain I.B.3 | Identify a complete health record according to, organizational policies, external regulations, and standards |
| Domain I.B.4 | Differentiate the roles and responsibilities of various providers and disciplines, to support documentation requirements, throughout the continuum of healthcare |
| Domain 1.C.1 | Apply policies and procedures to ensure the accuracy and integrity of health data |
| Domain 1.D.1 | Collect and maintain health data |
| Domain 1.D.2 | Apply graphical tools for data presentations |
| Domain I.E.1 | Identify and use secondary data sources |
| Domain I.E.2 | Validate the reliability and accuracy of secondary data sources |
| Domain II.A.1 | Apply healthcare legal terminology |
| Domain II.A.2 | Identify the use of legal documents |
| Domain II.A.3 | Apply legal concepts and principles to the practice of HIM |
| Domain II.B.1 | Apply confidentiality, privacy and security measures and policies and procedures for internal and external use and exchange to protect electronic health information |
| Domain II.B.2 | Apply retention and destruction policies for health information |
| Domain II.B.3 | Apply system security policies according to departmental and organizational data/information standards |
Item 1 – Narrative Describing Change in Curriculum

| Domain II.C.1. Apply policies and procedures surrounding issues of access and disclosure of protected health information |
| Domain III.A.1. Utilize software in the completion of HIM processes |
| Domain III.A.2. Explain policies and procedures of networks, including intranet and Internet to facilitate clinical and administrative applications |
| Domain III.B.1. Explain the process used in the selection and implementation of health information management systems |
| Domain III.B.2. Utilize health information to support enterprise wide decision support for strategic planning |
| Domain III.C.1. Explain analytics and decision support |
| Domain III.C.2. Apply report generation technologies to facilitate decision-making |
| Domain III.D.1. Utilize basic descriptive, institutional, and healthcare statistics |
| Domain III.D.2. Analyze data to identify trends |
| Domain III.E.1. Explain common research methodologies and why they are used in healthcare |
| Domain III.F.1. Explain common research methodologies and why they are used in healthcare |
| Domain III.G.1. Explain current trends and future challenges in health information exchange |
| Domain III.H.1. Apply policies and procedures to ensure the accuracy and integrity of health data both internal and external to the health system |
| Domain IV.A.1. Apply policies and procedures for the use of data required in healthcare reimbursement |
| Domain IV.A.2. Evaluate the revenue cycle management processes |
| Domain V.A.1. Analyze policies and procedures to ensure organizational compliance with regulations and standards |
| Domain V.A.2. Collaborate with staff in preparing the organization for accreditation, licensure, and/or certification |
| Domain V.A.3. Adhere to the legal and regulatory requirements related to the health information management |
| Domain V.B.1. Analyze current regulations and established guidelines in clinical classification systems |
| Domain V.B.2. Determine accuracy of computer assisted coding assignment and recommend corrective action |
| Domain V.C.1. Identify potential abuse or fraudulent trends through data analysis |
| Domain V.D.1. Identify discrepancies between supporting documentation and coded data |
| Domain V.D.2. Develop appropriate physician queries to resolve data and coding discrepancies |
| Domain VI.A.1. Summarize health information related leadership roles |
| Domain VI.A.2. Apply the fundamentals of team leadership |
**Item 1 – Narrative Describing Change in Curriculum**

| Domain VI.A.3. | Organize and facilitate meetings |
| Domain VI.B.1. | Recognize the impact of change management on processes, people and systems |
| Domain VI.C.1. | Utilize tools and techniques to monitor, report, and improve processes |
| Domain VI.C.2. | Identify cost-saving and efficient means of achieving work processes and goals |
| Domain VI.C.3. | Utilize data for facility-wide outcomes reporting for quality management and performance improvement |
| Domain VI.D.1. | Report staffing levels and productivity standards for health information functions |
| Domain VI.D.2. | Interpret compliance with local, state, federal labor regulations |
| Domain VI.D.3. | Adhere to work plans, policies, procedures, and resource requisitions in relation to job functions |
| Domain VI.E.1. | Explain the methodology of training and development |
| Domain VI.E.2. | Explain return on investment for employee training/development |
| Domain VI.F.1. | Summarize a collection methodology for data to guide strategic and organizational management |
| Domain VI.F.2. | Understand the importance of healthcare policy-making as it relates to the healthcare delivery system |
| Domain VI.F.3. | Describe the differing types of organizations, services, and personnel and their interrelationships across the health care delivery system |
| Domain VI.F.4. | Apply information and data strategies in support of information governance initiatives |
| Domain VI.F.5. | Utilize enterprise-wide information assets in support of organizational strategies and objectives |
| Domain VI.G.1. | Plan budgets |
| Domain VI.G.2. | Explain accounting methodologies |
| Domain VI.G.3. | Explain budget variances |
| Domain VI.H.1. | Comply with ethical standards of practice |
| Domain VI.H.2. | Evaluate the consequences of a breach of healthcare ethics |
| Domain VI.H.3. | Assess how cultural issues affect health, healthcare quality, cost, and HIM |
| Domain VI.H.4. | Create programs and policies that support a culture of diversity |
| Domain VI.I.1. | Summarize project management methodologies |
| Domain VI.J.1. | Explain Vendor/Contract Management |
| Domain VI.K.1. | Apply knowledge of database architecture and design |
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<td>10-530-177</td>
<td>Healthcare Stats &amp; Research</td>
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<td>Healthcare Law &amp; Ethics</td>
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Item 1 – Narrative Describing Change in Curriculum

**Course A** -- ICD Coding

**Course Description**
Prepares students to assign ICD procedure codes supported by medical documentation with entry level proficiency. Students apply instructional notations, conventions, rules, and official coding guidelines when assigning ICD procedure codes to case studies and actual medical record documentation.

**Linked Program Outcomes**
A. HIT: Manage health data  
B. HIT: Apply coding and reimbursement systems  
C. HIT - Model professional behaviors and ethics  
D. HIT - Maintain electronic applications to manage health information

**Course B -- Healthcare Informatics**

**Course Number** 10-530-160  
**Credits** 4  
**Course Description** Emphasizes the role of information technology in healthcare through an investigation of the electronic health record (EHR), business, and health information software applications. Learners will develop skills to assist in information systems design and implementation.

**Linked Program Outcomes**
A. HIT: Manage health data  
C. HIT - Model professional behaviors and ethics  
D. HIT - Maintain electronic applications to manage health information  
E. HIT - Apply organizational management techniques

**Course C -- CPT Coding**

**Course Number** 10-530-184  
**Credits** 3  
**Course Description** Prepares learners to assign CPT codes, supported by medical documentation, with entry level proficiency. Learners apply CPT instructional notations, conventions, rules, and official coding guidelines when assigning CPT codes to case studies and actual medical record documentation.

**Linked Program Outcomes**
A. HIT: Manage health data  
B. HIT: Apply coding and reimbursement systems  
C. HIT - Model professional behaviors and ethics  
D. HIT - Maintain electronic applications to manage health information

**Course D -- Health Quality Management**

**Course Number** 10-530-161  
**Credits** 3  
**Course Description** Explores the programs and processes used to manage and improve healthcare quality. Addresses regulatory requirements as related to

Item 1 – Narrative Describing Change in Curriculum

performance measurement, assessment, and improvement, required monitoring activities, risk management and patient safety, utilization management, and medical staff credentialing. Emphasizes the use of critical thinking and data analysis skills in the management and reporting of data.

Linked Program Outcomes

A. HIT: Manage health data
D. HIT - Maintain electronic applications to manage health information
E. HIT - Apply organizational management techniques
C. HIT - Model professional behaviors and ethics

Course E -- Health Data Management

Course Number 530-176
Credits 2
Course Description 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.

Linked Program Outcomes

A. HIT: Manage health data
C. HIT - Model professional behaviors and ethics
D. HIT - Maintain electronic applications to manage health information
E. HIT - Apply organizational management techniques

Course F -- Healthcare Stats & Research

Course Number 10-530-177
Credits 2
Course Description 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.

Linked Program Outcomes

A. HIT: Manage health data
D. HIT - Maintain electronic applications to manage health information
C. HIT - Model professional behaviors and ethics

Course G -- Healthcare Law & Ethics

Course Number 10-530-178
Credits 2
Course Description Examines regulations for the content, use, confidentiality, disclosure, and retention of health information. An overview of the legal system and ethical issues are addressed.

Linked Program Outcomes

A. HIT: Manage health data
C. HIT - Model professional behaviors and ethics
D. HIT - Maintain electronic applications to manage health
Item 1 – Narrative Describing Change in Curriculum

information
E. HIT - Apply organizational management techniques

Course H -- Intro to the Health Record
Course Number 10-530-181
Credits 1
Course Description Prepares learners to illustrate the flow of health information in various health care delivery systems and within the health information department. Prepares learners to retrieve data from health records. Professional ethics, confidentiality and security of information are emphasized.

Linked Program Outcomes
A. HIT: Manage health data
C. HIT - Model professional behaviors and ethics
D. HIT - Maintain electronic applications to manage health information

Course I -- Human Disease for the Health Professions
Course Number 10-530-182
Credits 3
Course Description Prepares learners to interpret clinical documentation that they will encounter in a variety of healthcare settings. Emphasis is placed on understanding the common disorders and diseases of each body system to include the etiology (cause), signs and symptoms, diagnostic tests and results, and medical treatments and surgical procedures.

Linked Program Outcomes
B. HIT: Apply coding and reimbursement systems

Course J -- Healthcare Reimbursement
Course Number 10-530-185
Credits 2
Course Description Prepares learners to compare and contrast health care payers, illustrate the reimbursement cycle, and to comply with regulations related to fraud and abuse. Learners assign Diagnosis Related Groups (DRGs), Ambulatory Payment Classifications (APCs) and Resource Utilization Groups (RUGs) with entry-level proficiency using computerized encoding and grouping software.

Linked Program Outcomes
A. HIT: Manage health data
B. HIT: Apply coding and reimbursement systems
C. HIT - Model professional behaviors and ethics
D. HIT - Maintain electronic applications to manage health information

Course K -- HIM Organizational Resources
Course Number 10-530-194
Item 1 – Narrative Describing Change in Curriculum

Credits 2

Course Description
Examines the principles of management to include planning, organizing, human resource management, directing, and controlling as related to the health information department.

Linked Program Outcomes
A. HIT: Manage health data
B. HIT: Apply coding and reimbursement systems
C. HIT - Model professional behaviors and ethics
D. HIT - Maintain electronic applications to manage health information
E. HIT - Apply organizational management techniques

Course L -- Applied Coding
Course Number 10-530-195
Credits 2

Course Description
Prepares students to assign ICD and CPT/HCPCS codes supported by medical documentation with intermediate level of proficiency. Students will prepare appropriate physician queries in accordance with compliance guidelines and will assign codes to optimize appropriate reimbursement.

Linked Program Outcomes
A. HIT: Manage health data
B. HIT: Apply coding and reimbursement systems
D. HIT - Maintain electronic applications to manage health information

Course M -- Professional Practice 1
Course Number 10-530-196
Credits 3

Course Description
Applies previously acquired skills and knowledge by means of clinical experiences in the technical procedures of health record systems and discussion of clinical situations. This is the first of a two-semester sequence of supervised clinical experiences in health care facilities.

Linked Program Outcomes
A. HIT: Manage health data
C. HIT - Model professional behaviors and ethics
D. HIT - Maintain electronic applications to manage health information

Course N -- ICD Diagnosis Coding
Course Number 10-530-197
Credits 3

Course Description
Prepares students to assign ICD diagnosis codes supported by medical documentation with entry level proficiency. Students apply instructional notations, conventions, rules, and official coding guidelines when assigning ICD diagnosis codes to case studies and
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actual medical record documentation.

Linked Program Outcomes
A. HIT: Manage health data
B. HIT: Apply coding and reimbursement systems
C. HIT - Model professional behaviors and ethics
D. HIT - Maintain electronic applications to manage health information

Course O -- Professional Practice 2
Course Number 10-530-198
Credits 3
Course Description Applies previously acquired skills and knowledge and discussion of clinical situations. Prepares for the certification examination and pre-graduation activities. This is the second of a two-semester sequence of supervised technical and managerial clinical experiences in health care facilities.

Linked Program Outcomes
A. HIT: Manage health data
B. HIT: Apply coding and reimbursement systems
C. HIT - Model professional behaviors and ethics
D. HIT - Maintain electronic applications to manage health information
E. HIT - Apply organizational management techniques
Program Information

Organization: Wisconsin Technical College System
Program Number: 10-530

Program Outcomes

A. HIT: Manage health data
   1. Collect and maintain health data
   2. Apply policies and procedures to ensure accuracy, timeliness and completeness of health data in accordance with current regulations and standards
   3. Analyze and report health data

B. HIT: Apply coding and reimbursement systems
   1. Assign ICD diagnosis and procedure codes using current regulations and established guidelines
   2. Assign CPT and HCPCS codes using current regulations and established guidelines
   3. Determine reimbursement for a variety of healthcare settings (e.g. MS-DRG, APC, RBRVS etc.)
   4. Monitor coding and revenue cycle processes

C. HIT - Model professional behaviors and ethics
   1. Adhere to security, privacy, and confidentiality policies, laws and regulations in the execution of work processes
   2. Apply and promote ethical standards of practice
   3. Demonstrate reliability, dependability, and initiative

D. HIT - Maintain electronic applications to manage health information
   1. Use common software applications in the execution of work processes
   2. Use specialized software in the completion of HIM processes
   3. Support implementation and use of the EHR
   4. Design and query databases
   5. Adhere to security measures to protect electronic health information

E. HIT - Apply organizational management techniques
   1. Work cooperatively in a team environment
   2. Contribute to management functions such as training, staffing, performance monitoring, budgeting, planning
   3. Comply with accreditation, licensure, and certification standards
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Item 2 – Current Curriculum

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<td>Professional Practice 2</td>
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Program Course Detail

Course A -- ICD Procedure Coding

Course Number       10-530-199
Credits             2
Course Description  Prepares students to assign ICD procedure codes supported by medical documentation with entry level proficiency. Students apply instructional notations, conventions, rules, and official coding guidelines when assigning ICD procedure codes to case studies and actual medical record documentation.

Linked Program Outcomes

A. HIT: Manage health data
B. HIT: Apply coding and reimbursement systems
C. HIT - Model professional behaviors and ethics
Item 2 – Current Curriculum

D. HIT - Maintain electronic applications to manage health information

Course B -- Healthcare Informatics
Course Number 10-530-160
Credits 4
Course Description Emphasizes the role of information technology in healthcare through an investigation of the electronic health record (EHR), business, and health information software applications. Learners will develop skills to assist in information systems design and implementation.

Linked Program Outcomes
A. HIT: Manage health data
C. HIT - Model professional behaviors and ethics
D. HIT - Maintain electronic applications to manage health information
E. HIT - Apply organizational management techniques

Course C -- CPT Coding
Course Number 10-530-184
Credits 3
Course Description Prepares learners to assign CPT codes, supported by medical documentation, with entry level proficiency. Learners apply CPT instructional notations, conventions, rules, and official coding guidelines when assigning CPT codes to case studies and actual medical record documentation.

Linked Program Outcomes
A. HIT: Manage health data
B. HIT: Apply coding and reimbursement systems
C. HIT - Model professional behaviors and ethics
D. HIT - Maintain electronic applications to manage health information

Course D -- Health Quality Management
Course Number 10-530-161
Credits 3
Course Description Explores the programs and processes used to manage and improve healthcare quality. Addresses regulatory requirements as related to performance measurement, assessment, and improvement, required monitoring activities, risk management and patient safety, utilization management, and medical staff credentialing. Emphasizes the use of critical thinking and data analysis skills in the management and reporting of data.

Linked Program Outcomes
A. HIT: Manage health data
D. HIT - Maintain electronic applications to manage health information
E. HIT - Apply organizational management techniques
C. HIT - Model professional behaviors and ethics
**Course E -- Health Data Management**  
**Course Number** 530-176  
**Credits** 2  
**Course Description** 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.  
**Linked Program Outcomes**  
A. HIT: Manage health data  
C. HIT - Model professional behaviors and ethics  
D. HIT - Maintain electronic applications to manage health information  
E. HIT - Apply organizational management techniques

**Course F -- Healthcare Stats & Research**  
**Course Number** 10-530-177  
**Credits** 2  
**Course Description** 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.  
**Linked Program Outcomes**  
A. HIT: Manage health data  
D. HIT - Maintain electronic applications to manage health information  
C. HIT - Model professional behaviors and ethics

**Course G -- Healthcare Law & Ethics**  
**Course Number** 10-530-178  
**Credits** 2  
**Course Description** Examines regulations for the content, use, confidentiality, disclosure, and retention of health information. An overview of the legal system and ethical issues are addressed.  
**Linked Program Outcomes**  
A. HIT: Manage health data  
C. HIT - Model professional behaviors and ethics  
D. HIT - Maintain electronic applications to manage health information  
E. HIT - Apply organizational management techniques

**Course H -- Intro to the Health Record**  
**Course Number** 10-530-181  
**Credits** 1  
**Course Description** Prepares learners to illustrate the flow of health information in various health care delivery systems and within the health information department. Prepares learners to retrieve data from
Item 2 – Current Curriculum

health records. Professional ethics, confidentiality and security of information are emphasized.

Linked Program Outcomes
A. HIT: Manage health data
C. HIT - Model professional behaviors and ethics
D. HIT - Maintain electronic applications to manage health information

Course I -- Human Disease for the Health Professions
Course Number 10-530-182
Credits 3
Course Description Prepares learners to interpret clinical documentation that they will encounter in a variety of healthcare settings. Emphasis is placed on understanding the common disorders and diseases of each body system to include the etiology (cause), signs and symptoms, diagnostic tests and results, and medical treatments and surgical procedures.

Linked Program Outcomes
B. HIT: Apply coding and reimbursement systems

Course J -- Healthcare Reimbursement
Course Number 10-530-185
Credits 2
Course Description Prepares learners to compare and contrast health care payers, illustrate the reimbursement cycle, and to comply with regulations related to fraud and abuse. learners assign Diagnosis Related Groups (DRGs), Ambulatory Payment Classifications (APCs) and Resource Utilization Groups (RUGs) with entry-level proficiency using computerized encoding and grouping software.

Linked Program Outcomes
A. HIT: Manage health data
B. HIT: Apply coding and reimbursement systems
C. HIT - Model professional behaviors and ethics
D. HIT - Maintain electronic applications to manage health information

Course K -- HIM Organizational Resources
Course Number 10-530-194
Credits 2
Course Description Examines the principles of management to include planning, organizing, human resource management, directing, and controlling as related to the health information department.

Linked Program Outcomes
A. HIT: Manage health data
B. HIT: Apply coding and reimbursement systems
C. HIT - Model professional behaviors and ethics
D. HIT - Maintain electronic applications to manage health information
Item 2 – Current Curriculum

E. HIT - Apply organizational management techniques

Course L -- Applied Coding
Course Number 10-530-195
Credits 2
Course Description Prepares students to assign ICD and CPT/HCPCS codes supported by medical documentation with intermediate level of proficiency. Students will prepare appropriate physician queries in accordance with compliance guidelines and will assign codes to optimize appropriate reimbursement.

Linked Program Outcomes
A. HIT: Manage health data
B. HIT: Apply coding and reimbursement systems
D. HIT - Maintain electronic applications to manage health information

Course M -- Professional Practice 1
Course Number 10-530-196
Credits 3
Course Description Applies previously acquired skills and knowledge by means of clinical experiences in the technical procedures of health record systems and discussion of clinical situations. This is the first of a two-semester sequence of supervised clinical experiences in health care facilities.

Linked Program Outcomes
A. HIT: Manage health data
C. HIT - Model professional behaviors and ethics
D. HIT - Maintain electronic applications to manage health information

Course N -- ICD Diagnosis Coding
Course Number 10-530-197
Credits 3
Course Description Prepares students to assign ICD diagnosis codes supported by medical documentation with entry level proficiency. Students apply instructional notations, conventions, rules, and official coding guidelines when assigning ICD diagnosis codes to case studies and actual medical record documentation.

Linked Program Outcomes
A. HIT: Manage health data
B. HIT: Apply coding and reimbursement systems
C. HIT - Model professional behaviors and ethics
D. HIT - Maintain electronic applications to manage health information

Course O -- Professional Practice 2
Course Number 10-530-198
Item 2 – Current Curriculum

**Credits**

3

**Course Description**

Applies previously acquired skills and knowledge and discussion of clinical situations. Prepares for the certification examination and pre-graduation activities. This is the second of a two-semester sequence of supervised technical and managerial clinical experiences in health care facilities.

**Linked Program Outcomes**

A. HIT: Manage health data
B. HIT: Apply coding and reimbursement systems
C. HIT - Model professional behaviors and ethics
D. HIT - Maintain electronic applications to manage health information
E. HIT - Apply organizational management techniques
Health Information Technology 2011
Program Design Summary—Southwest Technical College

Southwest Health Network

Program Information
Organization: Wisconsin Technical College System
Program Number: 10-530
Program Manager: Kathy Loppnow kathy.loppnow@wtcsystem.org
Last Revision Date: 3/1/2011

Description
This field is where healthcare meets the cutting edge of technology! Health Information Technicians are specialists in great demand! The HIM professionals can expect to be in high demand as the health sector expands into the century. In fact, the Bureau of Labor Statistics cites health information technology 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.

Program Outcomes
A. HIT: Manage health data
   1. Collect and maintain health data
   2. Apply policies and procedures to ensure accuracy, timeliness and completeness of health data in accordance with current regulations and standards
   3. Analyze and report health data
B. HIT: Apply coding and reimbursement systems
   1. Assign ICD diagnosis and procedure codes using current regulations and established guidelines
   2. Assign CPT and HCPCS codes using current regulations and established guidelines
   3. Determine reimbursement for a variety of healthcare settings (e.g. MS-DRG, APC, RBRVS etc.)
   4. Monitor coding and revenue cycle processes
C. HIT - Model professional behaviors and ethics
   1. Adhere to security, privacy, and confidentiality policies, laws and regulations in the execution of work processes
   2. Apply and promote ethical standards of practice
   3. Demonstrate reliability, dependability, and initiative
D. HIT - Maintain electronic applications to manage health information
   1. Use common software applications in the execution of work processes
   2. Use specialized software in the completion of HIM processes
Appendix A

3. Support implementation and use of the EHR
4. Design and query databases
5. Adhere to security measures to protect electronic health information

E. HIT - Apply organizational management techniques
   1. Work cooperatively in a team environment
   2. Contribute to management functions such as training, staffing, performance monitoring, budgeting, planning
   3. Comply with accreditation, licensure, and certification standards

**External Standards**

Domain I.A.1. Collect and maintain health data (such as data elements, data sets, and databases). (Domain: Health Data Management; Subdomain: Health Data Structure, Content and Standards)

Domain I.A.2. Conduct analysis to ensure that documentation in the health record supports the diagnosis and reflects the patient’s progress, clinical findings, and discharge status. (Domain: Health Data Management; Subdomain: Health Data Structure, Content and Standards)

Domain I.A.3. Apply policies and procedures to ensure the accuracy of health data. (Domain: Health Data Management; Subdomain: Health Data Structure, Content and Standards)

Domain I.A.4. Verify timeliness, completeness, accuracy, and appropriateness of data and data sources for patient care, management, billing reports, registries, and/or databases. (Domain: Health Data Management; Subdomain: Health Data Structure, Content and Standards)


Domain I.B.2. Apply policies and procedures to ensure organizational compliance with regulations and standards. (Domain: Health Data Management; Subdomain: Healthcare Information Requirements and Standards)

Domain I.B.3. Maintain the accuracy and completeness of the patient record as defined by organizational policy and external regulations and standards. (Domain: Health Data Management; Subdomain: Healthcare Information Requirements and Standards)

Domain I.B.4. Assist in preparing the organization for accreditation, licensing, and/or certification surveys. (Domain: Health Data Management; Subdomain: Healthcare Information Requirements and Standards)

Domain I.C.1. Use and maintain electronic applications and work processes to support clinical classification and coding. (Domain: Health Data Management; Subdomain: Clinical Classification Systems)

Domain I.C.2. Apply diagnosis/procedure codes according to current nomenclature. (Domain: Health Data Management; Subdomain: Clinical Classification Systems)

Domain I.C.3. Ensure accuracy of diagnostic/procedural groupings such as DRG, MSDRG, APC, and so on. (Domain: Health Data Management; Subdomain: Clinical Classification Systems)

Domain I.C.4. Adhere to current regulations and established guidelines in code assignment. (Domain: Health Data Management; Subdomain: Clinical Classification Systems)

Domain I.C.5. Validate coding accuracy using clinical information found in the health record. (Domain: Health Data Management; Subdomain: Clinical Classification Systems)

Domain I.C.6. Use and maintain applications and processes to support other clinical classification and nomenclature systems (ex. DSM IV, SNOMED-CT). (Domain: Health Data Management; Subdomain: Clinical Classification Systems)
Appendix A

Domain I.C.7. Resolve discrepancies between coded data and supporting documentation. (Domain: Health Data Management; Subdomain: Clinical Classification Systems)

Domain I.D.1. Apply policies and procedures for the use of clinical data required in reimbursement and prospective payment systems (PPS) in healthcare delivery. (Domain: Health Data Management; Subdomain: Reimbursement Methodologies)

Domain I.D.2. Apply policies and procedures to comply with the changing regulations among various payment systems for healthcare services such as Medicare, Medicaid, managed care, and so forth. (Domain: Health Data Management; Subdomain: Reimbursement Methodologies)

Domain I.D.3. Support accurate billing through coding, chargemaster, claims management, and bill reconciliation processes. (Domain: Health Data Management; Subdomain: Reimbursement Methodologies)

Domain I.D.4. Use established guidelines to comply with reimbursement and reporting requirements such as the National Correct Coding Initiative. (Domain: Health Data Management; Subdomain: Reimbursement Methodologies)

Domain I.D.5. Compile patient data and perform data quality reviews to validate code assignment and compliance with reporting requirements such as outpatient prospective payment systems. (Domain: Health Data Management; Subdomain: Reimbursement Methodologies)

Domain I.D.6. Ensure accuracy of diagnostic/procedural groupings such as DRG, APC and so on. (Domain: Health Data Management; Subdomain: Reimbursement Methodologies)

Domain II.A.1. Collect, maintain and report data for clinical indices/databases registries to meet specific organization needs such as medical research and disease registries. (Domain: Health Statistics, Biomedical Research and Quality Management; Subdomain: Healthcare Statistics and Research)

Domain II.A.2. Collect, organize and present data for quality management, utilization management, risk management, and other related studies. (Domain: Health Statistics, Biomedical Research and Quality Management; Subdomain: Healthcare Statistics and Research)

Domain II.A.3. Comprehend basic descriptive, institutional and healthcare vital statistics. (Domain: Health Statistics, Biomedical Research and Quality Management; Subdomain: Healthcare Statistics and Research)


Domain II.B.2. Analyze clinical data to identify trends that demonstrate quality, safety, and effectiveness of healthcare. (Domain: Health Statistics, Biomedical Research and Quality Management; Subdomain: Quality Management and Performance Improvement)

Domain III.A.1. Apply current laws, accreditation, licensure, and certification standards related to health information initiatives from the national, state, local and facility levels. (Domain: Health Services Organization and Delivery; Subdomain: Healthcare Delivery Systems)

Domain III.A.2. Differentiate the roles of various providers and disciplines throughout the continuum of healthcare and respond to their information needs. (Domain: Health Services Organization and Delivery; Subdomain: Healthcare Delivery Systems)

Domain III.B.1. Adhere to the legal and regulatory requirements related to the health information infrastructure. (Domain: Health Services Organization and Delivery; Subdomain: Healthcare Privacy, Confidentiality, Legal, and Ethical Issues)

Domain III.B.2. Apply policies and procedures for access and disclosure of personal health information. (Domain: Health Services Organization and Delivery; Subdomain: Healthcare Privacy, Confidentiality, Legal, and Ethical Issues)
Appendix A

Domain III.B.3. Release patient-specific data to authorized users. (Domain: Health Services Organization and Delivery; Subdomain: Healthcare Privacy, Confidentiality, Legal, and Ethical Issues)
Domain III.B.4. Maintain user access logs/systems to track access to and disclosure of identifiable patient data. (Domain: Health Services Organization and Delivery; Subdomain: Healthcare Privacy, Confidentiality, Legal, and Ethical Issues)
Domain III.B.5. Apply and promote ethical standards of practice. (Domain: Health Services Organization and Delivery; Subdomain: Healthcare Privacy, Confidentiality, Legal, and Ethical Issues)
Domain IV.A.1. Use technology, including hardware and software, to ensure data collection, storage, analysis, and reporting of information. (Domain: Information Technology & Systems; Subdomain: Information and Communication Technologies)
Domain IV.A.2. Use common software applications such as spreadsheets, databases, word processing, graphics, presentation, e-mail, and so on in the execution of work processes. (Domain: Information Technology & Systems; Subdomain: Information and Communication Technologies)
Domain IV.A.3. Use specialized software in the completion of HIM processes such as record tracking, release of information, coding, grouping, registries, billing, quality improvement, and imaging. (Domain: Information Technology & Systems; Subdomain: Information and Communication Technologies)
Domain IV.A.4. Apply policies and procedures to the use of networks, including intranet and Internet applications to facilitate the electronic health record (EHR), personal health record (PHR), public health, and other administrative applications. (Domain: Information Technology & Systems; Subdomain: Information and Communication Technologies)
Domain IV.A.5. Participate in the planning, design, selection, implementation, integration, testing, evaluation, and support for EHRs. (Domain: Information Technology & Systems; Subdomain: Information and Communication Technologies)
Domain IV.B.1. Apply knowledge of database architecture and design (such as data dictionary) to meet departmental needs. (Domain: Information Technology & Systems; Subdomain: Data Storage and Retrieval)
Domain IV.C.1. Use appropriate electronic or imaging technology for data/record storage. (Domain: Information Technology & Systems; Subdomain: Data Storage and Retrieval)
Domain IV.C.2. Query and generate reports to facilitate information retrieval using appropriate software. (Domain: Information Technology & Systems; Subdomain: Data Storage and Retrieval)
Domain IV.C.3. Apply retention and destruction policies for health information. (Domain: Information Technology & Systems; Subdomain: Data Storage and Retrieval)
Domain IV.D.1. Apply confidentiality and security measures to protect electronic health information. (Domain: Information Technology & Systems; Subdomain: Data Security)
Domain IV.D.2. Protect data integrity and validity using software or hardware technology. (Domain: Information Technology & Systems; Subdomain: Data Security)
Domain IV.D.3. Apply departmental and organizational data and information system security policies. (Domain: Information Technology & Systems; Subdomain: Data Security)
Domain IV.D.4. Use and summarize data compiled from audit trails and data quality monitoring programs. (Domain: Information Technology & Systems; Subdomain: Data Security)
Domain V.A.1. Apply the fundamentals of team leadership. (Domain: Organizational Resources; Subdomain: Human Resources)
Domain V.A.2. Participate in and work in teams and committees. (Domain: Organizational Resources; Subdomain: Human Resources)
Domain V.A.3. Conduct orientation and training programs. (Domain: Organizational Resources;
Appendix A

Subdomain: Human Resources

Domain V.A.4. Monitor and report staffing levels and productivity standards for health information functions. (Domain: Organizational Resources; Subdomain: Human Resources)

Domain V.A.5. Use tools and techniques to monitor, report and improve processes. (Domain: Organizational Resources; Subdomain: Human Resources)

Domain V.A.6. Comply with local, state and federal labor regulations. (Domain: Organizational Resources; Subdomain: Human Resources)

Domain V.B.1. Make recommendations for items to include in budgets and contracts. (Domain: Organization and Management; Subdomain: Financial and Resource Management)


Domain V.B.5. Contribute to work plans, policies, procedures, and resource requisitions in relation to job functions. (Domain: Organization and Management; Subdomain: Financial and Resource Management)

Course Configuration

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<th>Course Title</th>
<th>Credits</th>
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<td>Healthcare Informatics</td>
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<td>10-530-184</td>
<td>CPT Coding</td>
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<td>Health Quality Management</td>
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Appendix A

Program Course Detail

Course A -- ICD Procedure Coding
Course Number 10-530-199
Credits 2
Course Description Prepares students to assign ICD procedure codes supported by medical documentation with entry level proficiency. Students apply instructional notations, conventions, rules, and official coding guidelines when assigning ICD procedure codes to case studies and actual medical record documentation.

Linked Program Outcomes
A. HIT: Manage health data
B. HIT: Apply coding and reimbursement systems
C. HIT - Model professional behaviors and ethics
D. HIT - Maintain electronic applications to manage health information

Course B -- Healthcare Informatics
Course Number 10-530-160
Credits 4
Course Description Emphasizes the role of information technology in healthcare through an investigation of the electronic health record (EHR), business, and health information software applications. Learners will develop skills to assist in information systems design and implementation.

Linked Program Outcomes
A. HIT: Manage health data
C. HIT - Model professional behaviors and ethics
D. HIT - Maintain electronic applications to manage health information
E. HIT - Apply organizational management techniques

Course C -- CPT Coding
Course Number 10-530-184
Credits 3
Course Description Prepares learners to assign CPT codes, supported by medical documentation, with entry level proficiency. Learners apply CPT instructional notations, conventions, rules, and official coding guidelines when assigning CPT codes to case studies and actual medical record documentation.

Linked Program Outcomes
A. HIT: Manage health data
B. HIT: Apply coding and reimbursement systems
C. HIT - Model professional behaviors and ethics
D. HIT - Maintain electronic applications to manage health information
### Appendix A

#### Course D -- Health Quality Management

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<td>Course Description</td>
<td>Explores the programs and processes used to manage and improve healthcare quality. Addresses regulatory requirements as related to performance measurement, assessment, and improvement, required monitoring activities, risk management and patient safety, utilization management, and medical staff credentialing. Emphasizes the use of critical thinking and data analysis skills in the management and reporting of data.</td>
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**Linked Program Outcomes**

- A. HIT: Manage health data
- D. HIT - Maintain electronic applications to manage health information
- E. HIT - Apply organizational management techniques
- C. HIT - Model professional behaviors and ethics

#### Course E -- Health Data Management

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<td>Credits</td>
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<tr>
<td>Course Description</td>
<td>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.</td>
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**Linked Program Outcomes**

- A. HIT: Manage health data
- C. HIT - Model professional behaviors and ethics
- D. HIT - Maintain electronic applications to manage health information
- E. HIT - Apply organizational management techniques

#### Course F -- Healthcare Stats & Research

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<td>Credits</td>
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<td>Course Description</td>
<td>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.</td>
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</table>

**Linked Program Outcomes**

- A. HIT: Manage health data
- D. HIT - Maintain electronic applications to manage health information
- C. HIT - Model professional behaviors and ethics

#### Course G -- Healthcare Law & Ethics

<table>
<thead>
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<th>Course Number</th>
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Appendix A

Credits 2

Course Description Examines regulations for the content, use, confidentiality, disclosure, and retention of health information. An overview of the legal system and ethical issues are addressed.

Linked Program Outcomes
A. HIT: Manage health data
C. HIT - Model professional behaviors and ethics
D. HIT - Maintain electronic applications to manage health information
E. HIT - Apply organizational management techniques

Course H -- Intro to the Health Record
Course Number 10-530-181
Credits 1

Course Description Prepares learners to illustrate the flow of health information in various health care delivery systems and within the health information department. Prepares learners to retrieve data from health records. Professional ethics, confidentiality and security of information are emphasized.

Linked Program Outcomes
A. HIT: Manage health data
C. HIT - Model professional behaviors and ethics
D. HIT - Maintain electronic applications to manage health information

Course I -- Human Disease for the Health Professions
Course Number 10-530-182
Credits 3

Course Description Prepares learners to interpret clinical documentation that they will encounter in a variety of healthcare settings. Emphasis is placed on understanding the common disorders and diseases of each body system to include the etiology (cause), signs and symptoms, diagnostic tests and results, and medical treatments and surgical procedures.

Linked Program Outcomes
B. HIT: Apply coding and reimbursement systems

Course J -- Healthcare Reimbursement
Course Number 10-530-185
Credits 2

Course Description Prepares learners to compare and contrast health care payers, illustrate the reimbursement cycle, and to comply with regulations related to fraud and abuse. Learners assign Diagnosis Related Groups (DRGs), Ambulatory Payment Classifications (APCs) and Resource Utilization Groups (RUGs) with entry-level proficiency using computerized encoding and grouping software.

Linked Program Outcomes
A. HIT: Manage health data
Appendix A

B. HIT: Apply coding and reimbursement systems
C. HIT - Model professional behaviors and ethics
D. HIT - Maintain electronic applications to manage health information

Course K -- HIM Organizational Resources
Course Number 10-530-194
Credits 2
Course Description Examines the principles of management to include planning, organizing, human resource management, directing, and controlling as related to the health information department.
Linked Program Outcomes A. HIT: Manage health data
B. HIT: Apply coding and reimbursement systems
C. HIT - Model professional behaviors and ethics
D. HIT - Maintain electronic applications to manage health information
E. HIT - Apply organizational management techniques

Course L -- Applied Coding
Course Number 10-530-195
Credits 2
Course Description Prepares students to assign ICD and CPT/HCPCS codes supported by medical documentation with intermediate level of proficiency. Students will prepare appropriate physician queries in accordance with compliance guidelines and will assign codes to optimize appropriate reimbursement.
Linked Program Outcomes A. HIT: Manage health data
B. HIT: Apply coding and reimbursement systems
D. HIT - Maintain electronic applications to manage health information

Course M -- Professional Practice 1
Course Number 10-530-196
Credits 3
Course Description Applies previously acquired skills and knowledge by means of clinical experiences in the technical procedures of health record systems and discussion of clinical situations. This is the first of a two-semester sequence of supervised clinical experiences in health care facilities.
Linked Program Outcomes A. HIT: Manage health data
C. HIT - Model professional behaviors and ethics
D. HIT - Maintain electronic applications to manage health information
Appendix A

Course N -- ICD Diagnosis Coding

Course Number: 10-530-197
Credits: 3
Course Description: Prepares students to assign ICD diagnosis codes supported by medical documentation with entry level proficiency. Students apply instructional notations, conventions, rules, and official coding guidelines when assigning ICD diagnosis codes to case studies and actual medical record documentation.

Linked Program Outcomes:
A. HIT: Manage health data
B. HIT: Apply coding and reimbursement systems
C. HIT - Model professional behaviors and ethics
D. HIT - Maintain electronic applications to manage health information

Course O -- Professional Practice 2

Course Number: 10-530-198
Credits: 3
Course Description: Applies previously acquired skills and knowledge and discussion of clinical situations. Prepares for the certification examination and pre-graduation activities. This is the second of a two-semester sequence of supervised technical and managerial clinical experiences in health care facilities.

Linked Program Outcomes:
A. HIT: Manage health data
B. HIT: Apply coding and reimbursement systems
C. HIT - Model professional behaviors and ethics
D. HIT - Maintain electronic applications to manage health information
E. HIT - Apply organizational management techniques