

SAN DIEGO MESA COLLEGE
HEALTH INFORMATION TECHNOLOGY PROGRAM
Information/Application Guide for Fall 2012

Attention: For a complete application, students must have completed Human Anatomy & Physiology (MEDA 055, previously MEDA 105), Medical Terminology (MEDA 110) and Pathophysiology (MEDA 115) - and submit appropriate verification. Previous completion of these courses must be within the last 5 years.

Job Title

Health Information Technician

Job Description

As a vital member of the health care team, the Health Information Technician is responsible for managing the patient care information needed by the patient, health care facility, physician and other health care professionals, administration, utilization management, quality assessment, risk management, business office as well as other departments within the facility. In addition, Health Information Technicians are continually called upon to provide information to many outside agencies. In short this health information specialist is the professional who manages practically the entire patient care database, much of which is computerized.

Aptitudes of Health Information Technician

- interested in medical science
- detail oriented
- high performance motivated (like to work)
- service oriented
- emotionally stable and flexible
- enjoy working with a diverse population of both employees and patients
- capable of independent problem solving and initiative
- able to function and contribute as a team member within the entire organization as well as the department

Employment Outlook

The employment potential for Health Information technicians is excellent. This career field is listed as one of the top ten by the U.S. Department of Labor in terms of employment opportunities. Graduates of the program are qualified to seek positions in the following areas: hospitals (acute, psychiatric, rehabilitation, and specialty facilities), clinics, long term care, home health, hospice, consulting firms, insurance companies, copy services, government agencies, computer software companies, law firms, and more.

Probable Salary Range for the San Diego Area

Starting Range: \$2,500 – 3,000 per month

Career Range: \$25,000-\$100,000

Program Director

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Admission Requirements

1. How can I get more information about this career field and the Health Information Technology program?

To assist you with your planning and to gain information related to the admission process, information sessions are offered at Mesa in Building S – the Allied Health Building, Room S208 unless otherwise posted. Check the Allied Health Department website (www.sdmesa.edu/allied-health) for dates and locations. RSVP's are **not required** for attendance at the one-hour orientation session. **Please check the website just prior to attendance for any scheduling changes that may occur.**

- It is also highly recommended that you make an appointment and visit a health information services department in a hospital or other health care facility.
- An additional suggestion is to get some volunteer experience in such a department in order to gain insight into the roles and functions of health information professionals on the job.

2. How do I find out what courses I need to take?

- Attend one of the orientation meetings
- Meet with the Allied Health counselor, Shirley Flor, at (619) 388.2672 who will develop an educational plan for you

3. How do I apply for the program?

- Submit a complete application packet with appropriate documentation to the Special Admissions Clerk by June 15. See transcript information on page 4.

Program admission is done on a first-come, first-served basis. Students with complete applications (complete all three pages of application and submission of official transcripts verifying completion of MEDA 055, 110 & 115 – **or their equivalent**) **will be placed on a "Qualified Applicants" list and stamped according to the date and time of receipt of the complete application.** It is the responsibility of the applicant to assure that all supportive documentation is in their file – incomplete applications will NOT be considered. The program admits up to 32 students. Completion of all designated prerequisites does not guarantee admission.

Students will be sent an acceptance invitation via e-mail no later than July 1. Confirmation of acceptance must be returned no later than July 15 or the date indicated. Alternates and those not accepted will be notified on July 15 or the next business day.

All applicants are responsible for maintaining a current e-mail address with Special Admissions so as to be able to receive requests for confirmation of continued interest in admission into the program sent during the year. The applicant must return each such notice by the stipulated date to maintain the admission status.

The candidate's name will be withdrawn from the wait list if the applicant cannot be reached for notification of admission. Any candidate wishing to withdraw or cancel their application or **postpone admission must provide immediate written communication to the college's Special Admissions Clerk.**

4. How can I find out if the courses I have taken outside of the San Diego Community College District will transfer or meet the prerequisite course requirements?

All coursework must be completed at colleges accredited by one of the six regional accrediting bodies in order to qualify – see below. Make an appointment with a counselor (619-388-2672)

so that they can submit a request to have your transcripts evaluated by our District office. You may also refer to a college catalog.

- [New England Association of Schools and Colleges \(NEASC\)](#)
- [North Central Association Commission on Accreditation and School Improvement \(NCA\)](#)
- [Middle States Association of Schools and Colleges \(MSA\)](#)
- [Southern Association of Schools and Colleges \(SACS\)](#)
- [Western Association of Schools and Colleges \(WASC\)](#)
- [Northwest Association of Schools and Colleges \(NWCCU\)](#)

PROGRAM INFORMATION

1. Can I complete the program in less than two years?

No. The technical courses are taught sequentially and require two full years for completion. However, course load will vary depending on how many required general education courses also need to be completed.

2. After graduation from the program, when do I write the Board Examination?

When you graduate you will be eligible to write the RHIT Exam. While it is important to graduate from the Health Information Program, it is extremely advantageous to your career that you obtain your RHIT credential. This identifies you as a professional in your field of health care. Graduates may write the RHIT exam as soon as their application is accepted by AHIMA.

3. Can I take only Health Information courses and write the Board exam without an A.S. Degree?

No. You must complete your training at a community college, and earn an A.S. degree in Health information Technology to write the registration exam.

4. Will the courses in the program transfer to an RHIA program at a university?

Yes. You will have completed much of the course work required at an RHIA school. However, you would need to complete all additional health information management courses as well as general education as specified for the B.S. degree.

5. Are there any certificate programs for those not interested in completing the entire RHIT program?

No, certificates do not significantly improve chances for employment. Employers are seeking professional credentials in the field of health information management along with a college degree.

6. *What other program-specific costs are there for me to consider?*

While in the program, the student will be required to complete and pay for a physical exam, TB skin test (or equivalent), required immunizations, background check/drug screening required by the clinical sites (cost is approximately \$65) and additional clinic-specific requirements to begin clinical experiences. A reliable means of transportation is necessary while in the program.

TRANSCRIPT INFORMATION

Official transcripts from each college you have attended, even Mesa College, are a critical component of a complete application. Ideally, transcripts should be sent directly to the applicant to include with the program application. They must be official and unopened in the original sealed envelope.

If a college will not send official transcripts to you, applicants must:

1. Apply online to the College
2. Request transcripts be sent directly to the Special Admissions Clerk at Mesa College, specifically addressed as follows:

San Diego Mesa College
Attention: Special Admissions/Health Info Tech
7250 Mesa College Drive
San Diego, CA 92111

3. Indicate on your application that transcripts are being sent directly from a college(s) and list them.
4. Include an unofficial copy of the transcripts with the application

Transcripts sent to Mesa College without designation to Special Admissions will end up in a different department and will not be reviewed. It is the student's responsibility to assure their transcripts are sent properly and confirm their receipt with our Special Admissions Clerk before the application deadline.

Computer printouts of grades are not accepted and will not be considered. Students are advised to proceed carefully in situations where spring classes end near the program application deadline; the application process will not be altered for late grade postings. Students should plan accordingly.

Students with foreign transcripts should consult an academic counselor before submitting an application, since such transcripts will need to be evaluated by an independent service prior to be accepted.

Students are expected to arrange their schedule to attend the program as published. As this is an associate degree program, general education courses must also be completed and should be done by the end of completion of Health Information Technology coursework.

Sequence of Courses

HEALTH INFORMATION TECHNOLOGY

	Lecture	Lab	Units
1st Semester			
HEIT 110 Intro to Health Information	4		4
HEIT 125 Pharmacology for Allied Health Professionals	2		2
HEIT 205 Health Law, Accreditation & Licensing	3		3
2nd Semester			
HEIT 155C CPT Coding	3		3
HEIT 156 Health Statistics	3		3
HEIT 260 Principles of Supervision	3		3
(HEIT 261* Directed Clinical Practice)			(2)
3rd Semester			
HEIT 155A Coding I	3	3	4
HEIT 261* Directed Clinical Practice			2
4th Semester			
HEIT 155B ICD Coding II	3	3	4
HEIT 258 Quality Assurance, Utilization Review, Risk Management	3		3
HEIT 262* Directed Clinical Practice			2

Students must also complete CBTE 180 & CISC 181 for the HEIT degree.

*Hours by arrangement. Depending on academic load, these courses may be taken during 2nd or 3rd for HEIT 261 and 3rd or 4th semester for HEIT 262. Directed Clinical Practice is required in the Health Information Technology Program. The purpose is to extend the occupational learning opportunities for the student through supervised experience in a medical facility. Students are responsible for their own transportation to and from the medical facility. Although students are required to attend 150 hrs at a clinical site during this assignment, they receive no pay. Getting any form of payment voids the requirements of directed clinical practice (DCP). A nominal fee for professional liability is required as part of enrollment in DCP. Students will also be required to complete (at their own expense) immunizations, background check/drug screen and other requirements set forth by the clinic.

Associate Degree Requirements

See Counseling

The information in this pamphlet is subject to change without notice.
Consult the current San Diego Mesa College Catalog for current information

Course Descriptions

HEIT 110 INTRODUCTION TO HEALTH INFORMATION

Prerequisite: MEDA 055 (previously MEDA 105) with a grade of "C" or better, or equivalent.

This course is an introduction to health care facility and medical staff organization, the health record and the health information department. Included are procedures for records management, quantitative analysis, release of information and medical record procedures for ancillary departments. A field trip to a local health care facility will be required. Transfer Credit: CSU

HEIT 125 BASIC PHARMACOLOGY FOR ALLIED HEALTH PROFESSIONALS

This course provides allied health professionals with a knowledge of basic pharmacologic terminology concepts, drug categories, and mechanisms of drug action. It includes drug forms, routes of administration, and common generic and proprietary medications.

HEIT 155A ICD CODING I

Prerequisite: Health Information Technology 055 (previously MEDA 105) and MEDA 110, each with a grade of "C" or better, or equivalent. This course introduces the nomenclature, and classifications. It explains basic coding of diseases, procedures and symptoms for medical research purposes according to ICD-9-CM. Study and assignment of Diagnostic Related Groups (DRGs) utilizing automated groupers and decision trees. Investigation and application of automated encoding. Field trips may be required. (FT) Transfer Credit: CSU

HEIT 155B ICD CODING II

Prerequisite: Health Information Technology 155A with a grade of "C" or better, or equivalent. This course is a continuation of Health Information Technology 155A with emphasis on advanced ICD-9-CM coding of diseases, procedures, and symptoms; continued study of DRGs. Manual and automated indexing, retrieval and abstracting of data for research projects, special studies, and educational programs is also covered in this course. Also included is preparation of source documents and auditing coded information. Field trips may be required. (FT) Transfer Credit: CSU

HEIT 155C CPT CODING

Prerequisite: MEDA 110. This course uses Basic CPT (Current Procedural Coding) coding, which is used for physician office and ambulatory outpatient surgery. (FT) Transfer Credit: CSU

HEIT 156 HOSPITAL AND HEALTH STATISTICS

This course covers the basic principles of hospital and health statistics including calculation of common rates and percentages. Also included is preparation of monthly and annual medical, administrative, and hospital reports using tables and graphs. In addition, the course includes practice in the interpretation of health care statistics. (FT) Transfer Credit: CSU

HEIT 205 HEALTH LAW, ACCREDITATION AND LICENSING STANDARDS

Prerequisite: Health Information Technology 105 with a grade of "C" or better, or equivalent. This is a study of accreditation requirements of the JCAHO, AOA, AAAHC, and others. Licensing and certification requirements are also included for acute care hospitals, clinics, psychiatric and long-term facilities. Legal aspects of medical record management include release of information, confidentiality, etc. (FT) Transfer Credit: CSU

HEIT 258 QUALITY ASSURANCE, UTILIZATION REVIEW & RISK MANAGEMENT

Prerequisite: Health Information Technology 155B with a grade of "C" or better, or equivalent. This is an introduction to quality assurance, utilization review, and risk management. The course includes the purpose, philosophy, and historical development, and assessment techniques used in QA, UR, and RM. Also included is the coordination of QA activities with medical staff appointment/reappointment as well as confidentiality requirements. (FT) Transfer Credit: CSU

HEIT 260 PRINCIPLES OF SUPERVISION AND ADMINISTRATION

Prerequisite: Health Information Technology 155B with a grade of "C" or better, or equivalent. The course is a study of the principles and practices necessary for the efficient operation of a health information department. (FT)
Transfer Credit: CSU

HEIT 261 DIRECTED CLINICAL PRACTICE A

Prerequisite: Health Information Technology 105 and MEDA 110, each with a grade of "C" or better, or equivalent. This course provides actual clinical practice in a health record department in selected hospitals affiliated with the college. Emphasis on the areas of admitting procedures, preparation of index cards, chart folders, maintenance of patient index, assembly of records, quantitative analysis, legal aspects, and clerical skills. Transfer Credit: CSU

HEIT 262 DIRECTED CLINICAL PRACTICE B

Prerequisite: Health Information Technology 155B with a grade of "C" or better, or equivalent. This course provides actual clinical practice in a health record department in selected hospitals affiliated with the college. The emphasis is on quality assurance, coding, indexing procedures, preparation of daily, monthly, and annual statistical reports and clerical skills, including computer applications of these activities. Transfer Credit: CSU

CONFIRMATION CHECK LIST

Name _____ (please print)

Instructions: Read each item and then place a check mark confirming notification. It is recommended that you retain a copy for your records.

_____ I have read all of the material contained in the HEIT Information/Application packet and understand the application and selection process.

_____ I understand that after my application is accepted and verified, it is my responsibility to notify the Mesa College Special Admission Clerk of any changes in my address or telephone number.

_____ I understand that, in the event I should require accommodation to any part of the application, selection process, it is my responsibility to contact the College Disabled Student Program and Services office (619-388-2780) early in the process so as to ensure time to validate and establish the necessary reasonable accommodation which maintains the essential elements of the program.

_____ I understand it is my responsibility to: meet program requirements; insure course equivalency; follow proper application procedures; provide transcripts; and keep informed on revisions regarding degree requirements, program requirement, and selection process.

_____ I understand that the general education requirements for the A.S. degree or certificate are subject to change with **the publication of each year's Mesa College catalog.**

_____ I understand that if I am notified of being admitted into the program, my failure to submit a **"confirmation of acceptance" with the Special Admission Clerk in the allotted time frame** constitutes grounds to assign my position to an alternate.

_____ I understand that the HEIT program admission policies are based on published College policies; program admission is an equal opportunity process and persons are not excluded based on ethnicity, age, gender, or religion.

_____ I understand that a wait list is generated as a result of the Special Admissions Process. Program admission is based on a first-come, first-served basis. If the program becomes impacted (more applications than slots available), I understand that an alternate list will **be generated and those students will be moved to the next year's list** as appropriate.

_____ I understand that Mesa College reserves the right to revise program requirements and/or selection procedures, immediately after the application filing date.

_____ I have read the current Allied Health Department Policy manual (www.sdmesa.edu/allied-health/index.html.) and understand that I will be expected to adhere to the terms and conditions outlined in the most current version of the manual as part of my participation in an Allied Health Department program.

Signature _____ Date _____