

SAN DIEGO MESA COLLEGE
HEALTH INFORMATION TECHNOLOGY PROGRAM
Information/Application Guide for Fall 2010

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

Teddy Scribner, MS, RHIA
Mesa College, Bldg S-308
7250 Mesa College Drive
San Diego, CA 92111

Tel: (619) 388-2606
email: tscribne@sdccd.edu

Highly Recommended

Completion of MEDA 105 (Human Anatomy and Physiology) **PRIOR** to entering the first semester of the Health Information Technology Program.

Admission Requirements

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

- Call the Program Director (619.388-2606) or e-mail tscibne@sdccd.edu
- Attend one of the following orientations held on Saturdays at 9:00 am in Rm S208 (reservations are not required to attend).

**October 3, 2009
November 7, 2009
December 5, 2009**

**February 6, 2010
March 6, 2010
April 3, 2010**

**May 1, 2010
June 5, 2010**

- 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
- Contact Special Admissions Clerk, Cathy Sullivan, at (619) 388-2684

3. 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?

- Refer to a college catalog
- Contact the Allied Health Counselor (619) 388-2986
- Contact the college evaluations office (619) 388-2680

4. How do I apply for the program?

Request application packet from Special Admissions (619.388-2684) or Program Director (619.388.2606)

- Submit a complete application packet
- Attend one of the orientation meetings

Program admission is done on a first-come, first-served basis. The program admits up to 40 students.

PROGRAM INFORMATION

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

Normally no, but this will depend on how many required courses have already been 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.

Course Descriptions

HEIT 105 INTRODUCTION TO HEALTH INFORMATION

Prerequisite: 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.

MEDA 105 HUMAN ANATOMY AND PHYSIOLOGY

This course examines the structures of the human body and the functions of the major body systems including the principles of human anatomy and physiology. Students are instructed in cell structure and physiology, tissue classification and function, and general body organization. This course is a foundation course for medical assisting majors and may also be taken by non-medical assisting majors to meet associate degree GE requirements. Associate degree credit.

MEDA 110 MEDICAL TERMINOLOGY

This course covers medical terminology and the vocabulary generally used in medical specialties with particular emphasis on the use of prefixes and suffixes. (FT) Transfer Credit: CSU

HEIT 155A ICD-9-CM CODING I

Prerequisite: Health Information Technology 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-9-CM 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

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

MEDA 115 PATHOPHYSIOLOGY

Prerequisite: Health Information Technology 115 with a grade of "C" or better, or equivalent. Corequisite: Health Information Technology 155A. This course is a continuation of MEDA 110 with emphasis on disease conditions rather than the normal. The main focus is on pathophysiology and treatment of disease thus increasing the command of medical terminology. (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

Sequence of Courses

HEALTH INFORMATION TECHNOLOGY

Summer	Lecture	Lab	Units
MEDA 105 Anatomy & Physiology	3		3
1 st Semester			
HEIT 105 Intro to Medical Records	2	3	3
MEDA110 Medical Terminology	3		<u>3</u>
			6
2 nd Semester			
HEIT 155A ICD-9-CM Coding I	3	3	4
HEIT 205 Health Law, Accreditation & Licensing	3		3
MEDA115 Pathophysiology	3		3
HEIT 261* Directed Clinical Practice			<u>2</u>
			12
3 rd Semester			
HEIT 155B ICD-9-CM Coding II	3	3	4
HEIT 156 Health Statistics	2	3	3
HEIT 125 Pharmacology for Allied Health Professionals	2		<u>2</u>
			9
4 th Semester			
HEIT 155C CPT Coding	3		3
HEIT 258 Quality Assurance, Utilization Review, Risk Management	3		3
HEIT 260 Principles of Supervision	3		3
HEIT 262* Directed Clinical Practice			<u>2</u>
			11

*Hours by arrangement. Depending on academic load, this course may be taken during the summer session. 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 a clinical site during this assignment, they receive no pay. Getting any form of payment voids the requirements of directed clinical practice (DCP)

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

Mail application to:
Cathy Sullivan
Special Admissions/1400
7250 Mesa College Dr
San Diego, CA 92111

**SAN DIEGO MESA COLLEGE
HEALTH INFORMATION TECHNOLOGY
Program Application for Fall, 2010**

Please PRINT or type:

1. Name: _____ 2. CSID or SSN _____

3. Address: _____
_____ Zip code _____

4. Telephone: Home _____ Work _____

5. Birth Date: _____

6. Education (Circle highest grade completed) 12, 13, 14, 15, 16, plus

7. Grade point average: _____ Major: _____

8. Dates of jobs/volunteer work related to this program

9. Anatomy and Physiology (Medical Assisting 105 or equivalent)*

Will enroll _____

In progress _____

Completed/Grade _____

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 _____