



Dear Prospective Student:

Thank you for your interest in the Health Information Technology (HIT) Program at City College of San Francisco. Our program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

Attached, you will find listings and descriptions of courses leading to either an Associate in Science Degree in Health Information Technology, a Certificate of Achievement in Health Information Clerk I, or Certificates of Achievement in Health Information Clerk II, Health Information Coding Specialist, or Health Information Technology.

PROGRAM OVERVIEW

The Health Information Technology (HIT) curricula provides competency-based instruction and professional practice experience to assist students in developing the theoretical and technical skills necessary for graduates to demonstrate competency in collecting, retaining, and reporting health information data and to prepare students to take the national certification examination to earn the Registered Health Information Technician (RHIT) credential through the American Health Information Management Association.

The curricula are based on an explicit set of competencies. These competencies have been determined through job analyses conducted by health information practitioners. The competencies are subdivided into domains, subdomains, and tasks. Tests are structured and analysis.

Students in the HIT program may enroll and take courses on a part-time or full-time basis. The number of semesters needed to complete the degree program or certificate program(s) will vary.

WHAT ARE HEALTH INFORMATION TECHNICIANS?

Health Information Technicians play a critical role in maintaining, collecting, analyzing, integrating, protecting, securing and managing healthcare information that doctors, nurses and other healthcare providers rely on to deliver quality healthcare.

Health Information Technology prepares individuals with a desire to work in health care settings where health information is used. A career as a health information management professional offers a unique opportunity to be at the forefront of the healthcare industry where healthcare meets the cutting edge of technology and a member of the healthcare team. The increasing use of electronic health records will continue to broaden and will result in more career opportunities for trained health information technicians. This is one of the few health occupations in which there is little or no direct contact with patients.

NATURE OF THE WORK

Professionals holding the RHIT credential are health information technicians who:

- Tabulate and analyze medical data for administrative, regulatory, and legislative requirements.
- Abstract health data for reporting, medical reviews, administration, and legal proceedings.
- Assure patient privacy, confidentiality, and security of health information.
- Assign a numeric code to each diagnosis and procedure using coding classification schemes for billing, reimbursement, and reporting purposes.
- Perform clinical quality assessment and improvement activities.
- Participate in design and transition to the electronic health record.
- Supervise health information management and related staff.
- Support patient safety and quality improvement efforts and requirements in all healthcare settings.

EMPLOYMENT OPPORTUNITIES AND THE FUTURE

Job Outlook

According to the United States Bureau of Labor Statistics, Health Information Technology is one of the 20 fastest growing occupations in the United States. Health information management professionals are in high demand across the nation in a variety of work settings.

Although most RHITs work in hospitals and outpatient care centers, employment opportunities may be found in public health facilities, consulting firms, long term and rehabilitation care facilities, physician offices, medical billing firms, home health and hospice agencies, behavioral health facilities, correctional facilities, state and federal health agencies, private industry, pharmaceutical companies, cancer registries, law and insurance firms, quality management and research, peer review organizations, and health product vendors. 5 + , 7 ¶ V FDQ DOVR ZRUN L and marketing positions for companies that design and supply information systems and materials for health information departments.

It is projected that health information technicians will hold 207,600 jobs by 2018. This is an expected increase of 20 percent and **faster than the average** because of rapid growth in the number of medical tests, treatments, and procedures that will be increasingly scrutinized by third-party payers, regulators, courts, and consumers.

The groundbreaking American Recovery and Reinvestment Act (ARRA) of 2009 and the Health Information Technology for Economic and Clinical Health (HITECH) Act which is part of ARRA offers the healthcare sector exceptional opportunities for job prospects associated with the delivery of healthcare, health information systems, and in the use, management, and analysis of patient-related information. Job growth will result from the core of information management and health information technology (health IT), which is the EHR.

The healthcare industry has a shortage of health care workers qualified to create and maintain electronic records systems, build health information exchanges, deal with HIPAA privacy and security standards and regulations, personal health records, workforce initiatives, and provide training for ICD-10. In addition, numerous job openings will result from the need to replace health information technicians who retire or leave the occupation permanently.

Earnings

Based on the Occupational Outlook Handbook, current edition, the **median annual earning** of medical records and health information technicians was \$30,610 in May 2008. The middle 50 percent earned between \$24,290 and \$39,490. The lowest 10 percent earned less than \$20,440 and the highest 10 percent earned more than \$50,000. About 39 percent worked in hospitals. Median annual wages in the industries employing the largest numbers of medical records and health information technicians in May 2008 were Federal Executive Branch \$42,760, General medical and surgical hospital \$32,600, Nursing care facilities \$30,660, Outpatient care centers \$29,160 and Offices of physicians \$26,210.

Job outlook and earnings information was obtained from the Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, current edition, Medical Records and

Curriculum

ASSOCIATE IN SCIENCE DEGREE IN HEALTH INFORMATION TECHNOLOGY

To earn the Associate in Science Degree in Health Information Technology, students must complete BOTH Health Information Technology Curricula with a 2.0 grade point average and General Education Requirements from the College.

Students holding an Associate in Science Degree in Health Information Technology from an Accredited institution of post-secondary education must petition for the Associate in Science Degree in Health Information Technology. A previous degree does not automatically meet General Education Requirements. (See current CCSF Catalog for concise lists and descriptions of General Graduation Requirements Areas A-H).

All first-time applicants must submit an official transcript from their college or university for evaluation toward CCSF requirements. The academic qualifications of each candidate will be verified before a candidate is deemed eligible to take the national examination.

Successful graduates with an Associate in Science Degree in Health Information Technology are eligible to take the national certification exam approved by the American Health Information Management Association to earn the Registered Health Information Technician (RHIT) credential. Upon completion of the degree program in Health Information Technology, the student will be able to:

perform a variety of health information management tasks in various health care settings

FIRST SEMESTER (12 units)

| | | |
|---------|--|---|
| BIO 106 | INTRODUCTION TO HUMAN ANATOMY AND PHYSIOLOGY | 4 |
| HCT 61 | INTRODUCTION TO HEALTH CARE (fall/spring) | 3 |
| HIT 50A | MEDICAL TERMINOLOGY I (fall/spring) | 3 |
| HCT 67 | COMPUTER APPLICATIONS IN HEALTH CARE (fall/spring) | 2 |

SECOND SEMESTER (12+ units)**

| | | |
|---------|---|---|
| HIT 50B | MEDICAL TERMINOLOGY II (fall/spring) | 2 |
| HIT 57 | DISEASE PROCESS (fall/spring) | 3 |
| HIT 63 | HEALTH INFORMATION SYSTEMS (spring only) | 3 |
| HIT 65 | ORGANIZATION OF HEALTH DATA (spring only) | 2 |
| HIT 73A | ICD-10-CM CODING (fall and spring) | 2 |

THIRD SEMESTER (12+ units)**

| | | |
|---------|---|---|
| HIT 72 | LEGAL ASPECTS OF HIM (fall only) | 3 |
| HIT 73B | ICD-10-CM/PCS CODING (spring only) | 4 |
| HIT 77A | PROFESSIONAL PRACTICE EXPERIENCE I (fall/ spring) | 5 |
| HIT 74 | INTRODUCTION TO QUALITY IMPROVEMENT (spring only) | 2 |

FOURTH SEMESTER (11+ units)**

| | | |
|---------|---|---|
| HIT 75 | ORGANIZATION AND SUPERVISION (fall only) | 3 |
| HIT 76 | CPT CODING (fall/spring only) | 3 |
| HIT 77B | PROFESSIONAL PRACTICE EXPERIENCE II (fall/spring) | 5 |
| HIT 78 | REIMBURSEMENT METHODS IN HIM (spring only) | 2 |

*Associate in Science Degree in Health Information Technology requires 47+ units.

Certificate Curricula

Students may obtain a Certificate of Accomplishment in Health Information Clerk I or Certificate of Achievement in Health Information Clerk II, Health Information Coding Specialist, Medical Transcription, and Health Information Technology by completing the curriculum with a final grade point average of 2.0 or higher and also complete each individual course with a final grade of C or higher or Pass.

The certificates options are:

| | |
|--------------------------------------|---------------------|
| Health Information Clerk I | (requires 15 units) |
| Health Information Clerk II | (requires 33 units) |
| Health Information Coding Specialist | (requires 41 units) |
| Health Information Technology | (requires 47 units) |

CERTIFICATE OF ACCOMPLISHMENT PROGRAM FOR HEALTH INFORMATION CLERK I

CERTIFICATE OF ACHIEVEMENT PROGRAM FOR HEALTH INFORMATION CLERK II (33 UNITS)

This certificate program prepares students for technical positions in health information management departments. Employment opportunities include working in a hybrid and electronic health record environment, analyzing health records for deficiencies according to established standards; maintaining and using a variety of indices and storage retrieval systems; managing the usage and release of health information; collecting and abstracting health data for statistical purposes, assignment of codes according to specific classification systems and use of official coding guidelines for reimbursement, billing, and reporting purposes. Upon completion of the Health Information Clerk II Certificate of Achievement, students will be able to:

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employment as a health information professional in various health care settings

‡ 3HUIRUP FRPSXWHU DSSOLFDFWLRQVQHFWWIDU\ IRU +,0 H
information professional in various health care settings

‡ 'HPRQVWUDWH WHFKQLFDO VNLOOV-DQG NORZO HGHJH QHF
health information professional in various health care settings

‡ 'HPRQVWUDWH WKH EHKDYLRUDO LQWHUSHUVRQDO HWK
employment as a health information professional in various health care settings

**CERTIFICATE OF ACHIEVEMENT PROGRAM FOR HEALTH INFORMATION
CODING SPECIALIST***

This certificate program prepares students to

**CERTIFICATE OF ACHIEVEMENT PROGRAM FOR HEALTH INFORMATION
TECHNOLOGY**

Completion of the

COURSE DESCRIPTIONS

BIO 106 INTRODUCTION TO HUMAN ANATOMY AND PHYSIOLOGY 4 UNITS (3 LECTURE HOURS, 3 LABORATORY HOURS)

Not open to students who have completed ANAT 25 or PHYS 1 or PHYS 12 with a C or higher. An integrated course providing the fundamental principles of human anatomy and physiology. CSU

HCT 61 INTRODUCTION TO HEALTH CARE 2 UNITS (2 HOURS LECTURE/3 HOURS LABORATORY)

Overview of the evolution of health care systems. Historical development and organization of health information management and other professional associations involved in health care. Emphasis on filing and numbering systems, data access, and record content. CSU

HIT 50A MEDICAL TERMINOLOGY I 3 UNITS (3 LECTURE HOURS)

Introduction to designated medical terminology with emphasis on the anatomy, procedures, diseases and anomalies of the endocrine, male and female reproductive, gastrointestinal, and integumentary systems. Special focus on spelling, pronunciation, and definition of medical terms by their roots, prefixes, and suffixes. CSU

HIT 50B MEDICAL TERMINOLOGY II 2 UNITS (2 LECTURE HOURS)

PREREQ. HIT 50A

Study of terms found in case histories, discharge summaries, radiology, pathology, psychiatric, and autopsy reports, emphasis on cardiovascular, musculoskeletal, genitourinary, and respiratory systems, use of appropriate medical abbreviations and resource materials. CSU

HIT 57 DISEASE PROCESS 3 UNITS (3 LECTURE HOURS)

PREREQ. BIO 106

COREQ. HIT 50A

Instruction to the general principles of disease process with emphasis on etiologies, anatomical and physiological manifestations, diagnostic tests, and treatments. Introduction to pharmacology and psychiatry. CSU

HIT 63 HEALTH INFORMATION SYSTEMS 3 UNITS (2 LECTURE HOURS, 3 LABORATORY HOURS)

PREREQ. HCT 61, HIT 50A, HIT 67

Overview of health care delivery systems used in alternative health information management practice with emphasis on secondary data sources, accreditation and regulatory requirements, funding and reimbursement, alternative healthcare settings, healthcare information systems and transition to electronic health records. CSU

HCT 67 COMPUTER APPLICATIONS IN HEALTH CARE 3 UNITS
(1 LECTURE HOUR, 3 LABORATORY HOURS)

An introduction to the various types of computer systems and their usage in health information as a productive tool. Students will receive hands-on experience with software commonly used in health information systems to achieve computer literacy. Instruction will include word processing, database, spreadsheets, and presentation materials as they pertain to health information. Importance of data accuracy, consistency, completeness, security of information, and letter and memo presentation and emphasized. CSU

HIT 65 ORGANIZATION OF HEALTH DATA 3 UNITS
(1 LECTURE HOUR, 3 LABORATORY HOURS)

PREREQ. HIT 50A, HCT 61, HIT 67

The study of healthcare statistics and use of health data, including a review of mathematics. Collecting, processing, and preparing statistical reports for health care management including various methods of presenting data. Use of computer application software in preparation of statistical reports, databases, data sets and spreadsheets. CSU

HIT 72 LEGAL ASPECTS OF HIM 3 UNITS
(2 LECTURE HOURS, 3 LABORATORY HOURS)

PREREQ. HCT 61, HIT 50B, HIT 67

Overview of the U.S. legal system, ethical issues, laws and regulatory requirements that affect the content, use, disclosure, and retention of health information. Emphasis on the health record as a legal document, types of consents, confidentiality, privacy and security, facility liability, malpractice, negligence and other medico-legal related healthcare issues. CSU

HIT 73A ICD-10-CM CODING 3 UNITS
(2 LECTURE HOURS, 1 LABORATORY HOUR)

PREREQ. BIO 106

COREQ. HIT 50A

Provides students with basic International Classification of Disease, 10th Edition, Clinical Modification (ICD-10-CM) coding principles with emphasis on inpatient and outpatient settings. The course focuses on book format, code conventions, Uniform Hospital Discharge Data Set (UHDDS) guidelines, document sources, code sequencing, and abstracting. CSU

HIT 73B ICD-10-CM/PCS CODING 3 UNITS
(3 LECTURE HOURS, 3 LABORATORY HOURS)

PREREQ. HIT 73A

Students are prepared to assign diagnostic and procedural codes supported by medical documentation in accordance with official coding and reporting guidelines and compliance regulations. Students choose reportable codes to use on exercises, case scenarios, and actual patient records with moderate and advanced clinical complexity. CSU

HIT 74 INTRODUCTION TO QUALITY IMPROVEMENT 2 UNITS
(1 LECTURE HOURS, 3 LABORATORY HOURS)

PREREQ. HIT 50B, HIT 63

Evolution of continuous quality improvement in health care from the operational and clinical perspective. Topics include quality measurements and performance initiatives of patient outcomes, disease management, satisfaction surveys, quality measures, data sources, collection methods and measurement techniques. Use of control tools, statistical processes, and benchmarking. CSU

HIT 75 ORGANIZATION AND MANAGEMENT 3 UNITS
(3 LECTURE HOURS)

RECOM. HIT 77A

Instruction in the principles of organization and management including management functions and theories in various settings, time management and management tools, communication processes, decision making strategies, recruitment and staffing, performance reviews, disciplinary actions, motivating personnel, budgets, and grievances and labor unions. CSU

HIT 76 CPT CODING 3 UNITS
(3 LECTURE HOURS)

OR 30 CONTINUING EDUCATION HOURS

The Current Procedural Terminology (CPT) coding system is used to describe services and procedures provided by health care providers including evaluation and management, surgery, radiology, pathology, laboratory, and medicine. The class includes an overview of the HCPCS coding and ambulatory payment classification systems. CSU

HIT 77A PROFESSIONAL PRACTICE I 5 UNITS
(CREDIT/NO CREDIT)

PREREQ. HIT 63, HIT 65, HIT 73A

RECOM. HIT 72, HIT 73B (may be taken concurrently)

Professional Practice I is designed to provide students with entry-level competencies in performing tasks in health information management departments. CSU

HIT 77B PROFESSIONAL PRACTICE II 5 UNITS
(CREDIT/NO CREDIT)

PREREQ. HIT 77A

RECOM. 7 D N H Q L Q W K H V W X G H Q W ¶ V O D V W V H P H V W H U

Professional Practice II is designed to provide students with advanced technical experience in health information management departments.