

# HEALTH INFORMATION TECHNOLOGY

Certificate of Completion  
37-85 credits

## CERTIFICATE AS AWARDED ON TRANSCRIPT

Certificate of Completion in:

- Insurance
- Medical Office Specialist
- Medical Billing Specialist
- Coding Competency

## PROGRAM DESCRIPTION

The Health Information Technology program provides a career-ladder approach to the health information management profession. Students proceed up the ladder as follows:

- When students have completed the first two academic quarters of HIT curriculum, they receive an Insurance Certificate.
- At the end of the first three quarters students are awarded a Medical Office Specialist Certificate.
- After completing four academic quarters (first year HIT curriculum, Directed Practice I plus Fall quarter of year two), students earn a Medical Billing Specialist Certificate.
- Adding two additional coding courses (HIT 283, HIT 285) and passing a proficiency exam qualifies students for a Medical Coding Competency Certificate.
- Upon completion of all HIT curriculum, students earn an Associate of Applied Science degree in Health Information Technology and are eligible to sit for the Registered Health Information Technician (RHIT) national credential examination.

Since 2003, the COCC HIT Program has maintained a pass rate of 100% for students taking the RHIT exam within one year of graduation.

Students have the freedom to exit and re-enter the program after the first year. The program includes preparation in technical coursework, human relations, communications, mathematics and computer technology.

It is strongly recommended that students obtain competency in the following areas before entering the health information curriculum:

- Keyboarding: 40 WPM minimum
- Study skills
- Writing skills
- Reading with emphasis on critical thinking and analytical skills
- Computer/technology skills (essential)

The Health Information Technology program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). It is one of two accredited health information programs in the state of Oregon.

Prior to enrolling in HIT 103, students must pass CIS 120, AH 111 and WR 121 with a grade of "C" or better. Students entering the HIT program are required to have a criminal history check prior to enrolling in HIT 103. A student may be prevented from entering the program if there is a felony conviction on their record.

The following is the suggested course sequence for students able to attend full time. Students are encouraged to consult their academic advisor if they have transfer credits and/or are not able to attend full time in order to determine an appropriate course schedule. Additionally, students should reference the course descriptions to determine required lab hours. All HIT courses must be completed with a "C" (75%) grade or better.

## INSURANCE

### Short-term Certificate of Completion – 37 credits

(Two quarters of HIT curriculum to complete if attending full time)

The following is a suggested course of study for students interested in pursuing a certificate in Insurance and will depend on course availability.

#### Prerequisites

AH 111	Medical Terminology I	3
CIS 120	Computer Concepts	4
WR 121	Academic Composition	4

#### Fall term

AH 112	Medical Terminology II	3
BI 231	Human Anatomy and Physiology I	4
HIT 103	Health Information Systems and Procedures	5
MTH 031	Health Care Math	3

#### Winter term

BI 232	Human Anatomy and Physiology II	4
HIT 104	Health Data Content and Structure	5
HIT 180	HIPAA Management	2

## MEDICAL OFFICE SPECIALIST

### Certificate of Completion – 56 credits

(Three quarters of HIT curriculum to complete if attending full time)

The following is a suggested course of study for students interested in pursuing a certificate in Medical Office Specialist and will depend on course availability.

#### Winter term

Complete Insurance Certificate		37
SP 218*	Interpersonal Communication	3-4
or BA 285*	Business Human Relations	
or PSY 101*	Applied Psychology	

\*Note: not required for Insurance Certificate.

#### Spring term

BI 233	Human Anatomy and Physiology III	4
HIT 131A	Document Management and Technology	3
HIT 182	Introduction to Medical Coding	4
HIT 184	Advanced Pathophysiology	5

#### Fall term (second year curriculum)

## MEDICAL BILLING SPECIALIST

### Certificate of Completion – 75 credits

(Five quarters of HIT curriculum to complete if attending full time)

The following is a suggested course of study for students interested in pursuing a certificate in Medical Billing Specialist and will depend on course availability.

Complete Medical Office Specialist Certificate		56
HIT 193	Directed Practice I	2

#### Fall term

HIT 201	Legal Aspects of Medical Records	3
HIT 205	Introduction to Medical Record Analysis	3
HIT 284	Classification and Reimbursement Systems	4
HIT 296	Ambulatory Data Systems	3
SP 111	Fundamentals of Public Speaking	4

## CODING COMPETENCY

### Certificate of Completion – 85 credits

(Seven quarters of HIT curriculum to complete if attending full time)

The following is a suggested course of study for students interested in pursuing a certificate in Coding Competency and will depend on course availability.

Complete Medical Billing Specialist Certificate		75
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#### Winter term

HIT 283	Coding Classifications	6
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#### Spring term

HIT 285	Advanced Coding Classification	4
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Pass CCA Proficiency Exam