

HEIT - Health Information Technology Courses

HEIT B10 Introduction to Health Information Technology: Hospital Settings

3 Units

Description: This course is an introduction to health records systems in the acute care setting focusing on procedures for completion, maintenance, and preservation of health information. The relationship between health information management and the health care delivery system will also be discussed. Students will become familiar with the concept of accreditation, certification, and licensing of health care facilities with emphasis on the accreditation survey process.

Hours: 54 lecture

Transferable: Not Transferable. Degree applicable.

HEIT B11 Introduction to Health Information Technology: Alternative Settings

3 Units

Description: This course is an introduction to health information management practice in alternative healthcare settings including long-term care, mental health ambulatory care, hospice, home health, and rehabilitation medicine. Focus is on the role of the health information practitioner, regulatory issues, accreditation and licensing requirements, documentation, funding and reimbursement, and electronic information systems.

Hours: 54 lecture

Transferable: Not Transferable. Degree applicable.

HEIT B12 Basic Pharmacology

3 Units

Description: Introduction to pharmacology, basic pharmacological terminology and concepts, drug categories and their uses, mechanisms of drug action, dosage forms, routes of administration, and common generic and trade name medications.

Hours: 54 lecture

Transferable: Not Transferable. Degree applicable.

HEIT B13 Human Disease

3 Units

Prerequisites: Successful completion of MEDS B60 with a grade of C or better.

Description: This course is a study of pathological processes imparting basic knowledge to Health Information Technology students. The student will study the basic concepts, terminology, etiology and characteristics of pathological processes. Diseases are classified according to both causative agent and the body system to which they relate.

Hours: 54 lecture

Transferable: Not Transferable. Degree applicable.

HEIT B15 Health Statistics

3 Units

Description: This course provides instruction for the health information technology student in the basic principles of data collection and calculation of hospital and non-acute facility health statistics. Calculation of Health Information Management department statistics is included. In addition, the course covers the calculation of specific vital statistics as well as discharge analysis reporting. There is instruction in the preparation of monthly and annual medical, administrative, and outside agency reports utilizing tables and graphs. Practice in the interpretation of statistical reports

is also provided.

Hours: 54 lecture

Transferable: Not Transferable. Degree applicable.

HEIT B16 Computerized Health Information Systems

3 Units

Description: This course will provide practical experience in the use of software programs commonly used in health information, including master patient index, chart tracking, abstracting, encoders and groupers, release of information, birth registration, and incomplete record management systems. Emphasis will also be placed on the use of spreadsheet and database programs in the manipulation and use of health information.

Hours: 54 lecture

Transferable: Not Transferable. Degree applicable.

HEIT B20 International Classification of Diseases, (ICD) Coding I

4 Units

Prerequisites: Successful completion of HEIT B13 with a grade of C or better.

Description: This is the first of a two-course sequence for Health Information Technology students. It focuses on the International Classification of Diseases (ICD), the most commonly used classification system in the U.S. for coding and reporting diagnostic inpatient and outpatient services and inpatient procedural services. Coding guidelines, conventions and reimbursement methodology are covered in this course. The student uses both the code books and computer software program.

Hours: 72 lecture

Transferable: Not Transferable. Degree applicable.

HEIT B21 International Classification of Diseases, (ICD) Coding II

4 Units

Prerequisites: Successful completion of HEIT B20 with a grade of C or better.

Description: This course is the second of a two-course sequence for Health Information Technology students. The emphasis is on advanced principles of International Classification of Diseases (ICD), the most commonly used classification system in the U.S. for coding and reporting diagnostic inpatient and outpatient services and inpatient procedural services. Coding guidelines, conventions and reimbursement methodology are also covered. Advanced principles include Diagnostic Related Group (DRG) case mix derivation, analysis of compliant coding, documentation improvement for correct code assignment, hospital acquired conditions, and present admission indicators that impact the code assignment and revenue cycle. The student uses both the code books and computer software program.

Hours: 72 lecture

Transferable: Not Transferable. Degree applicable.

HEIT B22 Current Procedural Terminology (CPT) Coding

3 Units

Prerequisites: Successful completion of HEIT B13 with a grade of C or better.

Description: This introductory course for Health Information Technology students includes the use of Current Procedural Terminology (CPT) coding. The course covers the purpose of CPT, CPT Manual format, code format, and coding steps used to code from the divisions of CPT. In addition, the course includes

national and category III codes. It also includes an overview of reimbursement issues involving physician and hospital payment for outpatient services.

Hours: 54 lecture

Transferable: Not Transferable. Degree applicable.

HEIT B23 Medical Legal Aspects of Health Information

3 Units

Description: This course for health information technology students covers the legal aspects of health information management, including the American legal system and causes of medical malpractice. State, Federal and other agency rules regarding record access, retention, release of information, processing subpoenas, and confidentiality will be covered. Also included are accreditation, licensing, and certification requirements for acute as well as non-acute health care facilities.

Hours: 54 lecture

Transferable: Not Transferable. Degree applicable.

HEIT B24 Healthcare Quality Management

3 Units

Description: This course for Health Information Technology students is an introduction to quality and performance management and improvement, utilization review and risk management. The course includes the purpose, principles, historical development, assessment and analysis techniques, and application and program development strategies used in quality management and improvement, utilization review and risk management activities. Also included is the integration of performance improvement activities with the medical staff appointment and reappointment process. Regulatory and privacy requirements will also be addressed. The key concepts, background and statistical tools used in the continuous quality improvement process (CQI) are also provided.

Hours: 54 lecture

Transferable: Not Transferable. Degree applicable.

HEIT B25 Healthcare Reimbursement

3 Units

Description: This course integrates information about all US healthcare payment systems. The topics covered include reimbursement methodologies, clinical coding and compliance, voluntary and government sponsored insurance plans, revenue cycle management and value-based purchasing. Medicare and Medicaid prospective payment systems are also addressed in acute, post-acute, ambulatory, hospice and long term care settings.

Hours: 54 lecture

Transferable: Not Transferable. Degree applicable.

HEIT B26 Supervision for the Allied Health Professional

3 Units

Description: This course studies classic and current management principles in the healthcare setting. Students will be introduced to leadership styles, motivation principles, ethical standards, communication principles, and strategies for dealing with difficult behavior in the workplace.

Hours: 54 lecture

Transferable: Not Transferable. Degree applicable.

HEIT B30 Professional Practice: Health Information Technology

4 Units

Prerequisites: Successful completion of HEIT B10, B11, B12, B13, B15, B16, B20, B21, B22, and B23 with a grade of C or better.

Description: This course provides supervised onsite professional practice experience in an assigned affiliate site for students enrolled in the Health Information Technology program. It is designed to help students assimilate theory with practical application in order to work toward achievement of American Health Information Management Association (AHIMA) entry-level competencies in a real-world environment.

Hours: 18 lecture, 162 lab

Transferable: Not Transferable. Degree applicable.

HEIT B31 Professional Practice: Health Information Coding Specialist

3 Units

Prerequisites: Successful completion of HEIT B20 and HEIT B22 with a grade of C or better.

Description: This course is a practicum in application of clinical classification systems, coding, case mix analysis, and use of coded and abstracted data. In addition to discussion which is focused on directed practice activities, supervised clinical experience focus on coding patient care records and are conducted as a non-paid, lab experience with an affiliated health agency or virtual online coding environment.

Hours: 36 lecture, 54 lab

Transferable: Not Transferable. Degree applicable.

HEIT B60 Human Form And Function

3 Units

Description: Introduction to the structure and function of the human body. Includes structural components, spatial relationships, and body system interactions.

Hours: 54 lecture

Transferable: Not Transferable. Degree applicable.