



## **Health Information Technology A.S. Admission Packet**

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The Health Information Technology (HIT), two year degree program, is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

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## **Health Information Technology Program (AS)**

Health information technology is a dynamic career choice. Students in this two-year program will acquire a versatile yet focused skill set incorporating clinical, information technology, leadership, and management skills. Health information professionals use their knowledge of information technology and records management to form the link between clinicians, administrators, technology designers, and information technology professionals.

Health information technicians use office and management skills to manage, maintain, and protect complete and accurate hospital inpatient and outpatient health records on patients in all health care environments. They review records for accurate and quality documentation, code all patient data into computers, and work closely with the health care team to educate on documentation standards. Technicians may aid in medical research, compile health statistics, release health information to insurance companies or attorneys, and supervise the Health Information Management Department. In addition, health information technicians participate in the privacy, security and compliance of the Electronic Health Records (EHR) to secure patient information.

Health Information Technicians are employed in hospitals, medical group practices, health maintenance organizations, nursing homes, clinics, public health departments, managed care organization, assist in research, insurance, accounting and law firms that specialize in health care matters.

### **A career in HIT is right for you if you:**

- See yourself in a career that offers diverse opportunities.
- Would like to work in health care, but not directly with patients.
- Have an aptitude for science, but also like management, law, and computers.
- Enjoy working with professionals: physicians, nurses, lawyers, administrators and executives.
- Want a career where you can choose to work on your own, with others, or some of both.

★ Computer literacy skills are required in the field of health information technology.

## **FREQUENTLY ASKED QUESTIONS**

### **Q: What are some typical tasks in this career?**

- Keep and maintain permanent medical records of patients in a health care delivery system.
- Insure the quality, accuracy and completeness of patient's healthcare records and healthcare data.
- Assign a code number to medical diagnoses, medical procedures (X-ray and testing) related to patient's conditions and treatments for reimbursement, research, and planning.
- Supervise coding and other data management areas.
- Compile statistics for clinical data management functions.
- Maintain computer applications to store and retrieve patient's records.

- Assess and analyze patient data to improve patient care and control healthcare costs.
- Manage and comply with federal and state laws regarding the privacy, confidentiality, and security of protected patient health information.

**Q: What are some other occupations available in this field?**

- Clinical Coding Specialist
- Health Information Coordinator/Abstractor
- Clinical Documentation Improvement Specialist
- Health Data Analyst
- Release of Information Technician
- Performance Improvement and Compliance Specialist
- Records Technical Specialist
- Insurance Claims Analyst
- Physician Practice Manager
- Privacy Officer
- Security Officer

**Q: What is the degree progression?**

Health Information Technology is a two-year Associate in Science (AS) degree and consists of 70 college credits. Graduates of this program are eligible to sit for the national registration examination offered by the American Health Information Management Association (AHIMA) to become a credentialed Registered Health Information Technician (RHIT).

The Medical Information Coder Certificate awards 37 college credits and can transfer to the two year Associate in Science (AS) degree in Health Information Technology. The Medical Information Coder offers advanced coding concepts for inpatient coding and outpatient coding. It is suggested that the student work for at least one year as an inpatient coder before sitting for the Certified Coding Specialist (CCS) exam offered by the American Health Information Management Association (AHIMA).

**Q: What are the entry requirements for this program?**

A high school diploma or GED, High school and college transcripts, and students must maintain a 2.0 in all courses in the program.

In addition, applicants must complete the following:

**Entry requirements for acceptance into the Health Information Technology program include:**

In order to establish candidacy for the program, these three classes must be completed with a “C” or better before entrance into the Program:

ENC 1101	English Composition	3 credits
CGS 1570	Computer Concepts and Applications	3 credits
MAC 1105	College Algebra or higher	3 credits

**Q: What are the testing requirements for this program?**

None

**Q: What is available beyond graduation?**

Graduates of an accredited associate degree program are eligible to take the national examination, offered by the American Health Information Management Association (AHIMA), for certification as a Registered Health Information Technician (RHIT). Most employers prefer to hire RHITs. After gaining one to two years of work experience, a medical coder may take the national examination to become a Certified Coding Specialist (CCS). Other RHITs with training and inclination toward management may become a supervisor in a large health facility or even a department director in a smaller facility.

Some RHITs may choose to continue their education to become a Registered Health Information Administrator (RHIA). This may be done by entering a four-year university bachelor's degree program or by enrolling in an external degree program accredited by CAHIIM. These programs typically offer online, weekend, or summer classes and are generous in accepting credits from local universities and colleges in courses like management or technology. **To transfer associate degree credits to the bachelor's degree is it advisable to contact the university you want to attend to inquire about what college credits will be accepted for their bachelor's degree towards the HIM or HIA progression.** An RHIA is often a department director in larger facilities, director of a HIM healthcare network, or a consultant for a large healthcare network.

**Q: What is the career outlook for this field?**

Constantly evolving regulations and technologies allow for lifelong learning and continued professional development. As healthcare advances, health information provides the patient data needed to successfully navigate the changes. As a result, health information professionals can expect to be in high demand as the health sector continues to expand. Demand is on the rise at all levels of education and credentialing. There are approximately 12,000 to 50,000 new jobs anticipated by 2017, and the Bureau of Labor Statistics cites medical records and health information technicians as one of the 20 fastest growing occupations in the US. HIM was even named the #4 top major in a recent [US News and World Report](#) article. Reference: (AHIMA website: <http://ahima.org>)

For more information on career opportunities please visit the Career Pathways on the AHIMA website for further career progression and opportunities at the [Career and Student Center on the AHIMA Website:](#)

**Go to** [Career and Student Center](#)

Pensacola State College's job placement rates for 2013-14 (last reported year) is 90 percent. Pensacola State College placement rates are based upon those graduates who are (1) working in their field of training, (2) in the military, and (3) continuing their education and not currently seeking employment.

**Q: What is the recommended curriculum sequence?**

**Pre-requisite Courses (9 hours)**

**The following courses MUST be completed, with a C or better, prior to enrolling in any core courses in the Health Information Technology Program:**

ENC 1101C	English Composition I	3 cc
CGS 1570	Computer Concepts and Applications	3 cc
MAC 1105	College Algebra	3 cc

**Semester I Fall (13 hours)**

HIM 1000C	Introduction to Health Information Management	3 cc
HSC 1531	Medical Terminology	3 cc
BSC 1080	Essentials of Anatomy and Physiology	3 cc
BSC 1080L	Essentials of Anatomy and Physiology Laboratory	1 cc
— —	Social Sciences Elective	3 cc

**Semester II Spring (14 hours)**

HSC 2550	Pathophysiology	3 cc
HIM 2214C	Health Data Management	3 cc
HSC 2641	Health Care Law	3 cc
HIM 1442	Pharmacology	2 cc
CIS 1350	Security Awareness	3 cc

**Semester III Summer (2 hours)**

HIM 1800	Health Information Management Professional Practice I	2 cc
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*HIM 1800: Certain courses are offered only once a year, therefore it is important that you work with your advisor to determine the most effective course plan and sequencing for graduation from the program.*

**Semester IV Fall (14 hours)**

HIM 2229C	Introduction to Coding and Classification	3 cc
HIM 2620	Medical Statistics and Financial Applications	3 cc
HIM 2512	Health Information Management and Supervision	3 cc
HIM 2810	Health Information Management Professional Practice II	2 cc
PHI 2600	Ethics	3 cc

*HIM 2620, HIM 2512, and HIM 2810: Certain courses are offered only once a year, therefore it is important that you work with your advisor to determine the most effective course plan and sequencing for graduation from the program.*

**Semester V Spring (13 hours)**

HIM 2253C	Outpatient Reimbursement Methodologies (CPT Coding)	3 cc
HIM 2653C	Medical Informatics and Health Information Technologies	3 cc
HIM 2500C	Performance Improvement in Healthcare	2 cc
HIM 2284C	Intermediate Coding and Classification Systems	3 cc
HIM 2820L	Health Information Technology Professional Practice III	2 cc

*HIM 2653C, HIM 2500C, and HIM 2820L: Certain courses are offered only once a year, therefore it is important that you work with your advisor to determine the most effective course plan and sequencing for graduation from the program.*

**Semester VI (5 hours)**

HIM 2932	Special Topics in Health Information Management	2 cc
HIM 2285C	Advanced Coding and Classifications Systems	3 cc

**TOTAL: 70**

**Q: What is the estimated cost of the program?**

Expenses	Florida Residents	Alabama Residents	Out-of-State
Pensacola State College Application Fee (first-time students)	\$ 30.00	\$ 30.00	\$ 30.00
Tuition – 70 credits Per credit hour: \$104.58 Florida Resident \$114.58 Alabama Resident \$419.76 Out-of-State	\$7,320.60	\$8,020.60	\$29,383.20
Lab Fees (includes drug and background screens, online learning modules, etc.)	\$ 295.00	\$ 295.00	\$ 295.00
Books	\$1,000.00	\$ 1,000.00	\$ 1,000.00
Physical examination and immunizations	Varies	Varies	Varies
<b>PROGRAM TOTAL COST (approximate)</b>	<b>\$8,645.60</b>	<b>\$9,345.60</b>	<b>\$30,708.20</b>

*\*Fees may vary and are subject to change*

**FINANCIAL AID**

Students requiring financial assistance are directed to the Office of Financial Aid and Veterans Affairs (OFA & VA) (850) 484-2349 for information on numerous grants, and scholarships available. Short-term loans are available at registration. Inquiries should be directed to the Student Affairs Office on the Warrington Campus. Students needing assistance for an education are encouraged to seek every avenue of financial aid available for that purpose. Financial counseling, as well as help with the application process, is available. Students needing financial assistance must contact the Financial Aid offices as soon as the need is determined.

**STUDENT CHECKLIST FOR APPLICATION PROCESS**

Date when completed:

1. \_\_\_\_\_ Complete and submit the Pensacola State College application (\$30) for general admission.
2. \_\_\_\_\_ Complete the Florida Residency Affidavit (if applicable).
3. \_\_\_\_\_ Request high school transcripts
4. \_\_\_\_\_ Request all college transcripts
5. \_\_\_\_\_ Complete the Application for Health Related Programs and submit to an Admissions Office on the Warrington campus.
6. \_\_\_\_\_ Successfully complete entry requirements as stated above for program.

## **Student Resources**

### **Request Transcripts Online**

- [Request Transcripts Forms](#)

### **Apply for the HIT AS Program**

- [Health Related Programs Application](#)

### **College Applications and Forms**

- [College Applications and Forms](#)

### **Professional Resources**

- [AHIMA- Your Professional Organization](#)
- [Career and Student Center](#)
- [The AHIMA Foundation for Excellence](#)
- [Join AHIMA- Student Membership](#)
- [Florida Health Information Management Association \(FHIMA\)](#)

*This publication is to provide general career and program information and is not to be construed as a contract between the student and Pensacola State College. The student is encouraged to work close with counselors and the department to verify the appropriateness of courses for registration.*

## Contact Information

Department	Telephone Number	Significance
Allied Health Department Dr. Christa Ruber <a href="mailto:cruber@pensacolastate.edu">cruber@pensacolastate.edu</a>	(850) 484-2308	
Health Information Technology – AS and Medical Office Coder Biller – CT Program Director		Students are strongly advised to meet with the Program Director to discuss program-specific issues.
Health Related Programs Admissions Office Warrington Campus <a href="mailto:healthprograms@pensacolastate.edu">healthprograms@pensacolastate.edu</a>	(850) 484-2210	Information and application packets are available for all health-related programs.
Admissions/Registrar Warrington Campus Pensacola Campus Milton Campus	(850) 484-2270 (850) 484- 1602 (850) 484- 4410	Submit College application for admission at any of the PSC campuses. The Registrar’s Office will verify transcripts and documents are received.
Testing Centers Warrington Campus Pensacola Campus	(850) 484- 1076 (850) 484-1656	Register for entrance test, TEAS V AH, TABE, etc.
Academic Counseling Offices Warrington Campus Pensacola Campus Milton Campus	(850) 484-2270 (850) 484- 1660 (850) 484- 4410	It is recommended that applicants contact an academic counselor/advisor for detailed information on program requirements.
Academic Counseling Offices Warrington Campus Pensacola Campus Milton Campus	(850) 484-2349 (850) 484- 1680 (850) 484- 4410	Discuss financial support available.