Health Information Technology A.S.
Admission Packet

Revised Sep 2013

Contact Information:
Donna Shumway, Program Director
850-484-2213
dshumway@pensacolastate.edu

Health Programs Admissions Office
850-484-2210
healthprograms@pensacolastate.edu

This program is accredited by the Commission on the Accreditation of Health Informatics and Information Management (CAHIIM) in collaboration with the American Health Information Management Association (AHIMA). Last Revision 9/10/1 3

Health Information Technology Program (AS)

Health information technology is a dynamic career choice, students 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 and maintain complete and accurate hospital reports on patients. They review records for accurate documentation, code all patient data into computers, and work closely with the health care team. 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.

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

FREQUENTLY ASKED QUESTIONS

Q: What are some typical tasks in this career?
- Keeping and maintaining permanent medical records of patients in a health care delivery system

- Insuring the quality, accuracy and completeness of patient's healthcare records and healthcare data.

- Assigning a code number to medical diagnoses, medical procedures (X-ray and testing) related to patients' conditions and treatments for reimbursement research, and planning.

- Supervising coding and other data management areas.

- Compiling statistics for clinical data management functions.

- Maintain computer applications to store and retrieve patient's records

- Assessing and analyzing patient data to improve patient care and control healthcare costs.

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

Q: What are other occupations available in this field?

- Clinical Coding Specialist

- Clinical Documentation Improvement

- Health Information Coordinator/Abstractor

- Health Data Analyst

- Release of Information Technician

- Performance Improvement and Compliance

- Records Technical Specialist

- Insurance Claims Analyst

- Physician Practice Manager

- Privacy Officer

Q: What is the degree progression?
The Medical Information Coder Certificate awards 34 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 one year as an inpatient coder before sitting for the Certified Coding Specialist (CCS) exam offered by the American Health Information Management Association (AHIMA).

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).

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.

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

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 ahima.org).

A career in HIM 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**

Pensacola State College's job placement rates for 2011-12 (last reported year) is 90-100 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 are the entrance 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:

Pre-Requisites for acceptance into the 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 I* .(Category I)…………………………………...3**
- **CGS 1570 Computer Concepts and Applications* …………………………………3**
- **MAT 1105 College Algebra or higher*(Category IV)...…………. …………………...3**

Q: What are the testing requirements for this program?
Students must be assessed for appropriate placement in courses and may provide ACT, SAT, ASSET, or MAPS scores for placement.

Q: What is the Recommended Curriculum Sequence?

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 I* …………………….(Category I)…………………………………...3
- CGS 1570 Computer Concepts and Applications* …………………………………………………………3
- MAT 1105 College Algebra or higher*………….. . …….(Category IV..)…………………………………<u>3</u>

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First Year

Term I – Fall

HIM1000C***	Introduction to Health Information Management/Content and Structure…………………	3
HSC1531	Medical Terminology………………………………………………………………….	3
BSC 1080	Essentials of Anatomy and Physiology I… ……………………………………………	3
BSC 1080L	Essentials of Anatomy and Physiology Lab……………………………………………	1
___-____*	Social/ Behavior Sciences (Category III)……………………………………………	3
	TOTAL……………………………………………………………	**13**

Term II – Spring

HSC 2550	Pathophysiology……………………………………………………………………	3
HIM2214C***	Health Data Management……………………………………………………..	2
HSC2641	Health Care Law…………………………………………………………………..	3
HIM1442	Pharmacology……………………………………………………………………	2
___ - ___*	Humanities/Fine Arts (Category II)…………………………………………………	3
SPC 1006C	Basic Speaking and Listening	1
	TOTAL………………………………………………………………….	**14**

Term III Summer

HIM1800***	Health Information Technology Professional Practice I…………………	2

Second Year

Term I – Fall

HIM2229C	Introduction to Coding and Classification Systems……………………………………...3	
HIM2620***	Medical Statistics and Financial Applications……………………………………………	3
HIM2512***	Healthcare Management and Supervision………………………………………….......	3
HIM2810***	Health Information Technology Professional Practice II…………………………………..2	
PHI 2600*	Ethics (Category V) ………………………………………………………………….......	3
	TOTAL……………………………………………………………..	**14**

Term II – Spring

HIM2253C	Outpatient Reimbursement Methodologies (CPT Coding)……………. ……………..	3
HIM2653C***	Medical Informatics and Health Information Technologies……………………………… 3	
HIM2500C***	Performance Improvement in Healthcare …………………………… ………………..	2
HIM2284C	Intermediate Coding and Classification Systems …… …………………………………	3
HIM 2820L***	Health Information Technology Professional Practice III……………………………….....2	
	TOTAL………………………………………………………………….	**13**

Term III

HIM2932	Special Topics in Health Information Technology…………………………………	2
HIM 2285C	Advanced Coding and Classifications Systems	3
		5
	TOTAL PROGRAM CREDITS……………………………………………………	**70**

The courses with identified categories meet general education requirements.
*Electives based on general education distribution requirements.

*** *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.*

Q: What is the estimated cost of the program?
Tuition: 70 Credits $104.58 – in state. Alabama $105.58

Additional Expenses (approximate):
Books …………………………………………………… $1000
Other student fees (such as application fee, laboratory fees, etc.) $199
Drug Screen and Background Check…………………………..$96
Immunizations and Physical ………………………………… $70
Total Program Cost - $8685.60

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 health-related program application and submit to an Admissions Office on the Warrington campus.
6. _____ Take pre-requisite courses stated above for program.

PENSACOLA STATE COLLEGE
REQUEST FOR OFFICIAL TRANSCRIPT

TO: REGISTRAR

_____
Name of High School, College, or University

_____
Address of School

_____
City   State
          Zip Code

Please forward an official transcript of my academic work:

_____   College transcript
_____   High School Record (showing graduation date or date of withdrawal)
_____   General Education Development Test Scores (GED)
_____   Transient Student Form/Letter of Good Standing (for non-degree transient
students)

Mail transcript to: **Admissions Office:**
                                 Pensacola State College
                                 1000 College Boulevard
                                 Pensacola, FL 32504-8998

The following information is furnished to assist you in locating my records:

Name:_____

Name used when attending the institution above:_____

Birth Date:_____Student Number:_____

Date of Graduation:_____

Current Address:_____

_____
          City   State   Zip Code

If there is a fee for this service, please bill me at the address above.

Student's Signature:_____ Date:_____

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)](#)