

**NEW PROGRAM PROPOSAL FORM**

**Sponsoring Institution(s):** East Central College

**Program Title:** Health Information Technology

**Degree/Certificate:** Associate of Applied Science (**AAS**)

One Year Certificate

**Options:** \_\_\_\_\_

**Delivery Site(s):** East Central College, Main Campus Union, Missouri

Rolla site, Rolla Technical Center

**CIP Classification:** 51.0707

**Implementation Date:** Fall 2010

**Cooperative Partners:**

**Expected Date of First Graduation:** Spring 2012

**AUTHORIZATION**

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## **PROGRAM CHARACTERISTICS AND PERFORMANCE GOALS**

**East Central College**  
1964 Prairie Dell Road  
Union, MO 63084

**Program Name: Health Information Technology, AAS**  
**Health Information Technology, Certificate of Specialization**

CIP Code: 51.0707 (Health Information Technology)

Date: June 30, 2010

### **Student Preparation**

- **Any special admissions procedures or student qualifications required for this program which exceed regular university admissions, standards, e.g., ACT score, completion of core curriculum, portfolio, personal interview, etc. Please note if no special preparation will be required.**

East Central College is an open admission, comprehensive community college. All students, at entry to the college, complete a series of placement tests. Results of the tests guide admissions staff in placement of students in appropriate coursework. Students seeking an AAS or Certificate in Health Information Technology will complete this battery of tests and be placed accordingly. No special entry process or qualification is required.

- **Characteristics of a specific population to be served, if applicable.**

Not applicable.

### **Faculty Characteristics**

- **Any special requirements (degree status, training, etc.) for assignment of teaching for this degree/certificate.**

Faculty teaching in the Health Information Technology program must meet one or both of the following special requirements:

A faculty member who might serve as the program director must be certified as a Registered Health Information Administrator or Registered Health Information Technician and must have a minimum of a baccalaureate degree. Program faculty

qualifications should include baccalaureate degree, expertise in the content area taught and knowledge of educational strategies. Faculty must also have work experience in the field.

Any other faculty teaching coursework in the program must have a minimum of a baccalaureate degree in Health Information Technology or related field and demonstrate current knowledge in course content through appropriate professional development activities. Coding course instructors and content developers for the professional course content must possess an AHIMA recognized credential: RHIA, RHIT, CCS, CCS-P, CCA or AAPC recognized CPC credential. Faculty must also have work experience in the field.

- **Estimated percentage of credit hours that will be assigned to full time faculty. Please use the term "full time faculty" (and not FTE) in your descriptions here.**

Full time faculty will teach a minimum of 50% of the credit hours in the program. The specialty nature of much of the coursework in Health Information Technology will require strategic use of adjuncts in specialty areas (i.e. Legal Aspects of Healthcare). The college anticipates that full time faculty, with the appropriate credentials, will teach the core program offerings in the degree and certificate and rely on adjuncts in specialty areas as described.

- **Expectations for professional activities, special student contact, teaching/learning innovation.**

All students completing the program will participate in both a Capstone course and a Professional Practice Experience course. These activities will help students know the profession in a direct way, as well as experience the work environment, work load and particular experiences and activities. In addition, the program expectation is that students are prepared for and sit for the appropriate Certification Exams in the field (i.e. CPC, CCA, CCS or CCS-P).

### **Enrollment Projections**

- **Student FTE majoring in program by the end of five years.**

Please see Student Enrollment Projection information below.

- **Percent of full time and part time enrollment by the end of five years.**

It is anticipated that full time enrollment will approximate 60% and part time will be 40%. With the current unemployment figures and student enrollments among adults seeking retraining, the college expects enrollment that is higher among full time students for at least the first two to three years of the program.

Please see the Student Enrollment Projection information below for enrollment projection details.

**STUDENT ENROLLMENT PROJECTIONS**

Year	1	2	3	4	5
Full Time	12	16	24	28	36
Part Time	10	10	16	20	30
Total	22	26	40	48	66

**Student and Program Outcomes**

- **Number of graduates per annum at three and five years after implementation.**

East Central College anticipates the following number of graduates:

End of three years: 24  
 End of five years: 30

- **Special skills specific to the program.**

East Central College anticipates student acquisition of the following skills: Students will learn to perform and manage the medical and health insurance operations in a medical office, health care facility, health maintenance organization or insurance provider. Students will also learn to plan, design, and manage systems, processes and facilities used to collect, store, secure, retrieve, analyze and transmit medical records and other health information. Students will also prepare for the certification exams.

- **Proportion of students who will achieve licensing, certification, or registration.**

Faculty anticipate that 90% of the students completing the program, degree or certificate, will take at least one of the AHIMA certification exams. The goal of the program is to produce Certified Coders (i.e. CPC, CCA, CCS or CCS-P).

- **Performance on national and/or local assessments, e.g., percent of students scoring above the 50th percentile on normed tests; percent of students achieving minimal cut-scores on criterion-referenced tests. Include expected results on assessments of general education and on exit assessments in a particular discipline as well as the name of any nationally recognized assessments used.**

Students completing the AAS, Health Information Technology, will be expected to test using WorkKeys at program completion. In particular, students completing the program will be expected to test above the 50th percentile on both the Reading for Information and Applied Mathematics portions of the test.

In addition, students completing the program will be eligible to sit for the American Health Information Management Association (AHIMA), American Academy of Professional Coders (AAPC) and the National Center for Competency Testing

(NCCT) certification exams, which will lead to certified coders. The college will be expected to meet (90% pass rates within one year of program completion) minimal pass rates on the certification exams as it seeks program accreditation.

- **Placement rates in related fields, in other fields, unemployed.**

East Central College anticipates placing 100% of its graduates from the program in work specific to the skills or a closely related field. Using the 180 day follow up of graduates, the college will review initial placements and survey employers regarding skills acquired and employer satisfaction.

- **Transfer rates, continuous study.**

East Central College awards the Associate of Applied Science degree as a workforce preparation degree. Students seeking to transfer to a baccalaureate program in Health Information Technology or a related field may wish to pursue an Associate of Arts degree with selected coursework as electives. The college will pursue appropriate articulation agreements with institutions who award such a degree and maintain this information for students.

### **Program Accreditation**

- **Institutional plans for accreditation, if applicable, including accrediting agency and timeline. If there are no plans to seek specialized accreditation, please provide reasons.**

East Central College will seek AAS Degree program accreditation through the Commission on Accreditation for Health Informatics (CAHIIM) and the Coding Certificate program through the American Health Information Management Association (AHIMA) Approval Committee for Certificate Programs (ACCP). Program accreditation standards require that the program be in place, managed by a full time faculty member with appropriate credentials and that the first set of graduates from the program have taken an entry level coding certification exam.

### **Alumni and Employer Survey**

- **Expected satisfaction rates for alumni, including timing and method of surveys**
- **Expected satisfaction rates for employers, including timing and method of surveys**

East Central College has formed an advisory board to assist in the ongoing curriculum and program development work. The advisory board will be a resource to the college in determining satisfaction rates among employers. Surveys and other assessment tools will be administered to alumni following the program assessment plan. East Central College anticipates that both alumni and employers will report an average or above average satisfaction rate with the program, program faculty,

career preparation skills, job placement, and other criteria relating to the program. The college uses this information to improve programs and program offerings.

### **Market Demand**

Programming in Health Information Technology (HIT) supports the healthcare professions by providing trained professionals to manage, analyze, organize, and deliver much needed patient and industry healthcare data.

In addition to the technical training required, students will also learn about patient records and information systems, their ethical use and confidentiality of the information.

Trained professionals fill positions such as medical healthcare coder, health insurance specialists and hospital data support. Agencies hiring such professionals include hospitals, medical offices, patient support service agencies and other related healthcare industries.

The Missouri Economic Research and Information Center (MERIC, [www.missourieconomy.org](http://www.missourieconomy.org)) lists Medical Records and Health Information Technicians as a Missouri Hot Job and predicts that in the time period 2006-2016 Missouri will have nearly 2,000 additional openings.

In both Franklin County and Phelps County, and their respective regions, no program of study in HIT, medical coding or hospital coding exists. Students regularly inquire about this program of student, and regional healthcare providers frequently express interest in such programming.

### **Business and Industry Partners**

ECC has long enjoyed support from the local and regional healthcare industry. These key contacts will assist the college in program development, advisory committee work and initial placement of students. Feedback from the healthcare industry will be vital as the program matures beyond the pilot phase

Regional partners to support program design include:

Missouri Baptist Hospital      Sullivan MO  
St. John's Mercy Hospital      Washington MO  
Phelps Country Regional Medical Center      Rolla MO  
St. John's Mercy Medical Group      Rolla MO  
Patients First Medical Group      Washington MO

## **PROGRAM STRUCTURE**

### **AAS Health Information Technology**

Total credits required for graduation: 68 credit hours

**Residency requirements, if any:**

The East Central College residency requirement for the AAS degree requires that students complete 15 of the last 30 credit hours in the degree program at East Central College; within those 15 credit hours must be two courses taken from the major/degree area

**General education:**

**Courses (specific courses OR distribution area and credits):**

FS	1001 Student Success	1
HS	1113 Medical Terminology I	3
PE	1081 Intro to Fitness & Wellness	1
CS	1013 Intro Comp Info or CS1003	3
EN	1223 English Comp I	3
BI	1802 Intro to Human A&P	2
BI	1812 Intro to Human A&P Lab	2
PS	1203 US Govt: Nat & State	3
	Humanities Requirement	3
MT	1303 Intermediate Algebra	3
Total, General Education Requirement		24 Credits

**Major requirements:**

New	Intro to Health Info Tech/Behavior	3
New	Legal Aspects of Healthcare	2
New	Insurance Billing & Reimbursement	3
New	Electronic Healthcare Records	3
New	Introduction to Pharmacology	3
New	Basic Principles of Disease	2
New	Diagnostic Coding Systems	3
New	Procedure Coding Systems	3
New	Coding Practice & Capstone	1
New	Healthcare Mgmt & Supervision	3
New	Healthcare Quality Management	3
New	Health Information Mgmt Update	3
New	Alternative Healthcare Systems	3
New	Health Information Management Statistics	3
New	HIT Capstone	3
New	HIT Professional Practice Experience	3
Total, Major Requirements		44 Credits

Free elective credits: 0

## Semester by Semester Outline

<b>Fall</b>		<b>Cr Hrs</b>
FS	1001 Student Success	1
HS	1113 Medical Terminology I	3
PE	1081 Intro to Fitness & Wellness	1
CS	1013 Intro Comp Info or CS1003	3
EN	1223 English Comp I	3
New	Intro to Health Info Tech/Behavior	3
		<b>Total 14</b>

<b>(Summer)</b>		<b>Cr Hrs</b>
BI	1802 Intro to Human A&P	2
BI	1812 Intro to Human A&P Lab	2
New	Legal Aspects of Healthcare	2
		<b>Total 6</b>

<b>Spring</b>		<b>Cr Hrs</b>
New	Insurance Billing & Reimbursement	3
New	Electronic Healthcare Records	3
New	Introduction to Pharmacology	3
New	Basic Principles of Disease	2
New	Diagnostic Coding Systems	3
New	Procedure Coding Systems	3
New	Coding Practice & Capstone	1
		<b>Total 18</b>

<b>Fall</b>		<b>Cr Hrs</b>
New	Healthcare Mgmt & Supervision	3
MT	1303 Intermediate Algebra	3
New	Healthcare Quality Management	3
New	Health Information Mgmt Update	3
PS	1203 US Govt: Nat & State	3
	Humanities Requirement	3
		<b>Total 18</b>

<b>Spring</b>		<b>Cr Hrs</b>
New	Alternative Healthcare Systems	3
New	Health Information Management Statistics	3
New	HIT Capstone	3
New	HIT Professional Practice Experience	3
		<b>Total 12</b>

**Total AAS Health Information Technology Program Credits 68 Cr Hrs**

## PROGRAM STRUCTURE

### One year Certificate, Health Information Technology

Total credits required for graduation: 38 credit hours

FS	1001 Student Success	1
HS	1113 Medical Terminology I	3
PE	1081 Intro to Fitness & Wellness	1
CS	1013 Intro Comp Info or CS1003	3
EN	1223 English Comp I	3
New	Intro to Health Info Tech/Behavior	3
BI	1802 Intro to Human A&P	2
BI	1812 Intro to Human A&P Lab	2
New	Legal Aspects of Healthcare	2
New	Insurance Billing & Reimbursement	3
New	Electronic Healthcare Records	3
New	Introduction to Pharmacology	3
New	Basic Principles of Disease	2
New	Diagnostic Coding Systems	3
New	Procedure Coding Systems	3
New	Coding Practice & Capstone	1
		<b>Total 38</b>

### One year Certificate, Health Information Technology Semester by Semester Outline

<b>Fall</b>		<b>Cr Hrs</b>
FS	1001 Student Success	1
HS	1113 Medical Terminology I	3
PE	1081 Intro to Fitness & Wellness	1
CS	1013 Intro Comp Info or CS1003	3
EN	1223 English Comp I	3
New	Intro to Health Info Tech/Behavior	3
		<b>Total 14</b>

<b>(Summer)</b>		<b>Cr Hrs</b>
BI	1802 Intro to Human A&P	2
BI	1812 Intro to Human A&P Lab	2
New	Legal Aspects of Healthcare	2
		<b>Total 6</b>

<b>Spring</b>		<b>Cr Hrs</b>
New	Insurance Billing & Reimbursement	3
New	Electronic Healthcare Records	3
New	Introduction to Pharmacology	3
New	Basic Principles of Disease	2
New	Diagnostic Coding Systems	3

New	Procedure Coding Systems	3
New	Coding Practice & Capstone	1
	<b>Total</b>	<b>18</b>

**Certificate Total 38 Cr Hrs**

**Course Descriptions for Program Courses**

**NEW HT 1XX3**

Introduction to Health Information Technology (3)

This is an Internet-based, Hybrid or classroom course designed to give the student a working knowledge of healthcare delivery systems; the health information profession; purpose of the medical record; the systems and processes for collecting, maintaining and disseminating health information; numbering, retention and storage of medical information; forms control and design; indexes and registers; documentation requirements; regulatory requirements of healthcare organization, accrediting and licensing agencies, and computerized information management systems utilized by health information management departments. The course also includes an introduction to healthcare behavior concepts. Health Information Technology students enrolling in this course are required to complete a criminal background check. *Prerequisite: None*

**NEW HT 1xx2**

Legal Aspects of Health Information (2)

This is an Internet-based, Hybrid or classroom course that covers laws, regulations and standards affecting the management of healthcare; management of the content of the health record; data accuracy, security, privacy and confidentiality issues. The course includes an in-depth study of the Health Insurance Portability and Accountability Act (HIPAA). *Prerequisite: None.*

**NEW HT 1xx3**

Introduction to Pharmacology (3)

This is an Internet-based, Hybrid or classroom introductory course that discusses basic concepts of drug therapy and will concentrate on major drug classifications, as they relate to specific body systems. Program recommendation: BI 1802 Intro Human Anatomy & Physiology or BI 1203 Intro Life Science. *Prerequisites and/or co-requisites: None.*

**NEW HT 1xx2**

Basic Principles of Disease (2)

This is an Internet-based, Hybrid or classroom designed to introduce students to altered physiologic concepts affecting individuals and the biologic basis for disease. It is

designed for students or practitioners in nursing or other allied health professions who wish to increase their understanding of the changes occurring in physiology due to an abnormality. Program recommendation: BI 1802 Intro Human Anatomy & Physiology or BI 1203 Intro Life Science. *Prerequisite and/or co-requisites: None.*

### **NEW HT 1xx3**

#### **Diagnostic Coding Systems (3)**

This is an Internet-based, Hybrid or classroom course that provides the student the purpose and use of the ICD-9-CM classification system. Topics include coding conventions, coding principles, and CMS official coding guidelines (inpatient). Students will be required to assign ICD-9-CM codes to diagnosis/procedure statements, case abstracts, and patient records. Program recommendation: BI 1802 & BI 1812 Intro Human Anatomy & Physiology Lab or BI 1203 Intro Life Science, HS 1113 Medical Terminology or related work experience. *Prerequisites and/or co-requisites: None.*

### **NEW HT 1xx3**

#### **Procedure Coding Systems (3)**

This is an Internet-based, Hybrid or classroom course that prepares students for positions in a physician's office or other medical facility. The focus of this class is learning the coding rules for the Current Procedural Terminology (CPT), and Level I (HCPCS) coding systems and then applying the rules to code patient services. Students will need CPT and HCPCS Level II manuals for the course. Program recommendation: BI 1802 & Bi1812 Intro Human Anatomy & Physiology Lab or BI 1203 Intro Life Science, HS 1113 Medical Terminology or related work experience. *Prerequisites and/or co-requisites: None.*

### **NEW HT 1xx3**

#### **Electronic Healthcare Records (3)**

This is an Internet-based, Hybrid or classroom course designed to give the student a working knowledge of computerized information management systems utilized by health information management departments. Program recommendation: Legal Aspects of Health Information, Diagnostic Coding Systems, Procedure Coding Systems or related work experience. *Prerequisites and/or co-requisites: None.*

### **NEW HT 1xx3**

#### **Insurance Billing and Reimbursement (3)**

This is an Internet-based, Hybrid or classroom course that provides theory and hands on/skill application of the principles and practice of insurance and reimbursement processing. It includes the assignment and reporting of codes for diagnoses and procedures/services; completion of CMS-1450 and CMS-1500 claims for inpatient, outpatient, emergency department, and physician office encounters; and the review of inpatient and outpatient cases to identify issues of fraud and abuse. Textbook cases and redacted patient records will be used to code diagnoses/services/procedures and complete claims. Inpatient and outpatient reimbursement will be determined and source documents interpreted (e.g. explanation of benefits, Medicare Summary Notices, and so on).

Program recommendation: BI 1802 & BI 1812 Intro Human Anatomy & Physiology Lab or BI 1203 Intro Life Science, HS 1113 Medical Terminology, Diagnostic Coding Systems, Procedural Coding Systems or related work experience. *Prerequisites and/or co-requisites: None.*

### **NEW HT 1xx1**

#### **Professional Coding Practice-Capstone (1)**

This is a 40 clock hour, Field Based PPE or Virtual PPE to provide the student with coding practice experiences in a hospital, physician's office, clinic or other healthcare setting. Virtual PPE may include review presentations from coding specialist guest speakers either pre-recorded or live. Virtual PPE must include practicum hours, onsite or campus laboratory, to focus on building speed and accuracy using paper and scanned medical records. This is the first of two PPE courses for students completing the HIM AAS degree program. *Prerequisites and/or co-requisites: This is the final course in the HIT/MIT certificate program. All other health information technology certificate courses must be completed or currently enrolled before this course is taken. This includes the requirement that all students pass AHIMA's coding examination and pass an ECC comprehensive HIT/MIT certificate program exit examination.*

### **NEW HIT 2xx3**

#### **Health Information Management Update (3)**

This is an Internet-based or Hybrid course that consists of review and discussion of current trends, regulations and best practices occurring that effect health information in today's healthcare. Such as: RAC's, MAC's, Red Flag Rule, PHR, Medical Identity Theft, ICD-10, HiTech Act and Transcription and Speech Recognition in today's patient record to name a few. These topics will change as new areas of interest develop. *Prerequisites and/or co-requisites: HT 1xx1 Professional Coding Practice-Capstone.*

**NEW HIT 2xx3****Alternative Healthcare Systems (3)**

This is an Internet-based or Hybrid course that provides the student an introduction to alternative healthcare facilities to include record requirements, coding regulations, accreditation agencies, primary and specialty care physician practices, role of non-physician providers and reimbursement for these facilities. These facilities will include long term care, rehabilitation, hospice, home health, respite, psychiatric, skilled nursing, cancer data registry, specialty hospital (cancer, pediatric) and rural health clinics.

Students will be required to assign ICD-9-CM codes to diagnosis/procedure statements, case abstracts, and patient records. Acute care reimbursement systems (MS-DRG's and APC's) as well as ICD-10 will also be covered. One class assignment will be devoted to Healthcare ethics. Writing assignments will be used to reinforce concepts. *Prerequisites and/or co-requisites: HT 1xx1 Professional Coding Practice-Capstone.*

**NEW HT 2xx3****Health Information Management Statistics (3)**

This is an Internet-based or Hybrid course on basic hospital and healthcare statistics including the sources, definitions and calculation of common rates and percentages. Computerized and manual methods of collection, computation, and presentation of statistical data. Review of regulatory, accreditation, and vital statistics reporting. Recommendation: MT 1303 Intermediate Algebra. *Prerequisites and/or co-requisites: HT 1xx1 Professional Coding Practice-Capstone.*

**NEW HT 2xx3****Healthcare Quality Management (3)**

This is an Internet-based or Hybrid course that is a study of contemporary management methodologies. The main topics studied include: different management philosophies, evolution of Total Quality Management, management functions, management's environment, the strategic planning process, organizational structures, and application of problem solving tools. The study will inform manager or worker what the individual can do to better assist organizations to compete in the global marketplace. *Prerequisites and/or co-requisites: HT 1xx1 Professional Coding Practice-Capstone.*

**NEW HT 2xx3****Healthcare Management and Supervision (3)**

This is an Internet-based or Hybrid course that studies the different behaviors in organizations. The course will assist the student in becoming more sensitive to human behavior, anticipate problems before they occur, and resolve problems if they have already occurred. This study will assist the student as a manager or worker in getting along with others, both inside and outside of the organization. *Prerequisites and/or co-requisites: HT 1xx1 Professional Coding Practice-Capstone.*

**NEW HT 2xx3****Health Information Technology Capstone (3)**

This course is designed to provide students with the skills for seeking employment (to manage their careers effectively). Topics covered include conducting a job search; interviewing techniques; employment, correspondence; acquiring web based skills; and resume; and portfolio development for job search, and career advancement. Students will also demonstrate technology and academic proficiencies. *Prerequisites and/or co-requisites: HT 1xx1 Professional Coding Practice-Capstone and pass a comprehensive HIM program exit examination. The course should be taken the last semester prior to graduation.*

### **NEW HT 2xx3**

#### Health Information Technology Professional Practice Experience-PPE (3)

This is a 160 clock hour, hands-on supervised learning experience (PPE) with affiliated facilities designed to give students a clinical experience in assembly, analysis, filing of health records, master patient index, introduction to coding, data entry and abstracting, record storage and retrieval, birth certification, tracking systems, cancer registry, ambulatory, long term care, mental health records, medical staff/hospital committee functions, legal aspects, quality and risk management, utilization review, management and supervision, ICD-9-CM coding and DRG assignment, healthcare statistics, electronic health records, billing and insurance. *Prerequisites and/or co-requisites: This is the final course in the health information management program. All Health Information Management courses must be completed or currently enrolled before this course is taken. This includes the requirement that all students pass AHIMA's coding examination and pass a comprehensive health information management program exit examination.*

### **HS 1113**

#### Medical Terminology I (3)

An introduction to medical terminology focusing on the building and understanding of anatomical and pathological terms through identification and interpretation of roots, prefixes and suffixes. Students will pronounce, spell, define and interpret text on basic terms used in reporting on body systems, medical specialties, disease and procedural activities. The course will address basic medical terminology and abbreviations.

Prerequisites: None

**BI 1802**

Intro Hum Anat & Phys Lec (2)

A survey of the structure and function of the human body. The micro and macroscopic structure and the function of each system will be reviewed. The course is intended for students enrolled in an allied health program. The integument, skeletal, muscular, nervous, endocrine, circulatory, digestive, respiratory, urinary and reproductive system will be studied. Two lectures and two lab periods per week and the laboratory session will support the lecture activity. **Prerequisite: Appropriate placement score to enter EN 1223 or EN 1233. Co requisite: BI 1812**

**BI 1812**

Intro Hum Anat & Phys Lab (2)

A survey of the structure and function of the human body. The micro and macroscopic structure and the function of each system will be reviewed. The course is intended for students enrolled in an allied health program. The integument, skeletal, muscular, nervous, endocrine, circulatory, digestive, respiratory, urinary and reproductive system will be studied. Two lectures and two labs per week and the laboratory session will support the lecture activity. Prerequisite: **Appropriate placement score to enter EN 1223 or EN 1233. Co requisite: BI 1802**

