

HEALTH INFORMATION SYSTEMS

Programs offered from Health Information Systems are oriented toward students completing training with marketable skills for immediate entry into the workplace. Graduates of these programs can receive an Associate of Applied Science or a Certificate of Completion. The HIS Programs provide students with an education which both satisfies entry-level skill requirements and provide a foundation for career advancement. Curricula has been developed in cooperation with the Health Information Systems Advisory Committee, whose membership includes Health Information professionals from the San Antonio metropolitan area.

Health Information Systems Programs

- Health Information Technology/Technician (HITT)
- Health Information Technology (AAS)
- Health Information Specialist (Certificate of Completion)
- Documentation Coding Specialist (Certificate of Completion)
- Coding Specialist (Certificate of Completion)
- Medical Transcription (MRMT)
- General Medical Transcriptionist (Certificate of Completion)
- Specialty Medical Transcriptionist (Certificate of Completion)

See Health Information Technology and Medical Transcription for specific program curriculum.

Students pursuing careers in Health Information Systems programs must submit a formal application to the program prior to enrollment in any major course. All applicants must have a 12th grade reading and writing level for admission into the certificate of completion programs. All applicants must have a 12th grade reading, writing, and math level for admission into the Associate's degree program.

All students will be required to have a criminal background check and drug screening before final acceptance into any HIS program. Both **MUST** be completed prior to enrollment into the first semester of the program or prior to beginning first clinical rotation. Random drug screening can be requested at anytime deemed necessary by a clinical site, clinical instructor, or faculty member of a program. All students must understand that a clinical site may require drug screening prior to the start of each new semester. The individual cost for drug screens and criminal background check are the responsibility of the student. The appropriate forms needed to obtain the required drug screen and criminal background check will be provided by the program director.

All students are required to have up to date immunization on file with the program. Proof of immunizations must be submitted by the end of the first semester in the program or prior to beginning the first clinical. Immunizations must include:

DP	TB
MMR	Chicken Pox
Hepatitis A	
Hepatitis B	

A student transferring from another college must submit an official transcript. Courses taken ten(10) or more years prior to a student's last enrollment at the College will not count as semester credit hours towards the degree or certificate of completion.

Graduation, registration and certification are separate mechanisms and are the responsibility of the student. Students graduating with an AAS in HITT must complete at least fifteen (15) semester credit hours of HITT designated courses. Students graduating with an AAS in HITT must complete 25% of the coursework in residence.

All courses within each HIS program must be taken in sequence. Non-major courses can be taken any semester. All courses within the program curricula must be completed with a grade of “C” or better.

Health Information Systems also provides Allied Health Foundation courses that are open to any Allied Health or Nursing student with a reading and writing level of 12th grade. Courses are designed to introduce health related subject matter such as:

- Basic Medical Terminology
- Legal and Ethical Aspects of Health Information
- Computers in Healthcare

Further information regarding these Foundation courses can be obtained through the Allied Health Department.

HEALTH INFORMATION TECHNOLOGY/TECHNICIAN (HITT)

The Health Information Technology program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM) (www.cahiim.org).

As a Health Information Technician, you will work in a healthcare facility reviewing records for completeness, abstracting data, and classifying diagnoses and treatments. You will work with hospital statistics, quality control and resource management, and health information databases.

The program offerings include plans leading to an Associate of Applied Science and three Certificate of Completion options.

Graduates who obtain an Associate Degree will be able to write the national accreditation examination administered by the American Health Information Management Association (AHIMA - www.ahima.org). Upon successful completion of this exam, you will be a Registered Health Information Technician (RHIT). If you choose to continue your education, you may become a Registered Health Information Administrator (RHIA). Your Associate’s degree may count as part of a four year degree program at a senior institution.

Graduates who obtain a Certificate of Completion as a Documentation Coding Specialist will be eligible to write the national certifying examination administered by the American Health Information Management Association (AHIMA - www.ahima.org).

Students pursuing a major in Health Information Technology must submit a formal application prior to enrollment in any major course. This application is separate from the application prior to enrollment in any major course. This application is separate from the application for admission to the College. All applicants must have a 12th grade reading and writing level for admission into the certificate of completion programs. All applicants must have a 12th grade reading, writing and math level for admission into the Associate’s degree program.

All students will be required to have a criminal background check and drug screening before final acceptance into any HIS program. Both **MUST** be completed prior to enrollment into the first semester of the program or prior to beginning first clinical rotation. Random drug screening can be requested at anytime deemed necessary by a clinical site, clinical instructor, or faculty member of a program. All students must understand that a clinical site may require drug screening prior to the start of each new semester. The individual cost for drug screens and criminal background check are the responsibility of the student. The appropriate forms needed to obtain the required drug screen and criminal background check will be provided by the program director.

188 *St. Philip's College 2006-2008 Catalog*

All students are required to have up to date immunization on file with the program. Proof of immunizations must be submitted by the end of the first semester in the program or prior to beginning the first clinical. Immunizations must include:

DP	TB
MMR	Chicken Pox
Hepatitis A	
Hepatitis B	

A student transferring from another college must submit an official transcript. Courses taken ten(10) or more years prior to a student's last enrollment at the College will not count as semester credit hours towards the degree or certificate of completion.

Graduation, registration and certification are separate mechanisms and are the responsibility of the student. Students graduating with an AAS in HITT must complete at least fifteen (15) semester credit hours of HITT designated courses. Students graduating with an AAS in HITT must complete 25% of the coursework in residence.

All courses within each HIS program must be taken in sequence. Non-major courses can be taken any semester. All courses within the program curricula must be completed with a grade of "C" or better.

All major courses (HITT and HPRS) are offered only as an online option.

ASSOCIATE OF APPLIED SCIENCE
HEALTH INFORMATION TECHNOLOGY (2693)

TOTAL CREDIT HOURS REQUIRED: 69

	Major	Gen. Educ.	Elective
YEAR 1			
Prerequisite:			
HITT 1305 Medical Terminology -----			3
BIOL 2404 Human Anatomy and Physiology -----			4
First Semester			
ENGL 1301 Freshman Composition I -----			3
HITT 1301 Health Data Content and Structure -----			3
HITT 1311 Computers in Healthcare -----			3
HITT 1349 Pharmacology -----			3
HITT 2331 Advanced Medical Terminology -----			3
Second Semester			
MATH (Select one course)			
MATH 1373, 1314, 1374 -----			3
HITT 1345 Health Care Delivery Systems -----			3
HITT 1353 Legal & Ethical Aspects of Health Info. -----			3
HITT 1341 Coding & Classification Systems -----			3
HITT 1342 Ambulatory Coding -----			3
Third Semester			
HITT 1461 Clinical I -----			4
YEAR 2			
Fourth Semester			
HPRS 2301 Pathophysiology -----			3
HITT 1355 Health Care Statistics -----			3
HITT 2339 Health Information Organization and Supervision			3
HITT 2335 Coding and Reimbursement Methodologies -----			3
PSYCHOLOGY (Select one course)			
PSYC 2301, 2302 -----			3
Fifth Semester			
SPEECH (Select one course)			
SPCH 1321, 1311, 1318 -----			3
HITT 1391 Special Topics in Health Information Tech. -----			3
HITT 2261 Clinical II-Coding -----			2
HITT 2249 RHIT Competency Review -----			2
HITT 2343 Quality Assessment & Performance Imprvmt. ----			3
TOTAL CREDIT HOURS: -----			53 ----- 16

CERTIFICATE OF COMPLETION

HEALTH INFORMATION SPECIALIST (2694)

TOTAL CREDIT HOURS REQUIRED: 23-27

	Major	Gen. Educ.	Elective
Prerequisite:			
HITT 1305 Basic Medical Terminology-----	3		
BIOL 2404 Human Anatomy and Physiology OR			
*BIOL 2401 and BIOL 2402 -----			4 or 8
First Semester			
HITT 1311 Computers in Healthcare -----	3		
HITT 1301 Healthcare Data Content & Structure -----	3		
Second Semester			
ENGL 1301 Freshman Composition I -----		3	
HITT 1353 Legal & Ethical Aspects of Health Info. -----	3		
Third Semester			
HTT 1461 Clinical I -----	4		
TOTAL CREDIT HOURS: -----	16	7-11	

* Both must be completed in lieu of BIOL 2404 to satisfy program.

**CERTIFICATE OF COMPLETION
CODING SPECIALIST (2637)**

TOTAL CREDIT HOURS REQUIRED: 22-26

	Major	Gen. Educ.	Elective
Prerequisite:			
HITT 1305 Basic Medical Terminology-----	3		
BIOL 2404 Human Anatomy and Physiology OR			
*BIOL 2401 and BIOL 2402 -----			4 or 8
First Semester			
HITT 1311 Computers in Healthcare -----	3		
HITT 1349 Pharmacology -----	3		
HITT 2331 Advanced Medical Terminology -----	3		
Second Semester			
HITT 1341 Coding & Classification Systems -----	3		
HITT 1342 Ambulatory Coding -----	3		
TOTAL CREDIT HOURS: -----	18	4-8	

*Both must be completed in lieu of BIOL 2404 to satisfy program.

Graduates of the above certificate are prepared for an entry-level position. This requires basic knowledge and understanding of medical terminology: anatomy and physiology; disease process and treatment; and coding of diagnoses and procedures.

**CERTIFICATE OF COMPLETION
DOCUMENTATION CODING SPECIALIST (2703)**

TOTAL CREDIT HOURS REQUIRED: 30-38

	Major	Gen. Educ.	Elective
Prerequisite:			
HITT 1305 Medical Terminology -----	3		
BIOL 2404 Human Anatomy and Physiology OR			
BIOL 2401 and BIOL 2402 -----			4 or 8
First Semester			
HITT 1311 Computers in Healthcare -----	3		
HITT 1349 Pharmacology -----	3		
HITT 2331 Advanced Medical Terminology -----	3		
Second Semester			
HITT 1341 Coding and Classification Systems -----	3		
HITT 1342 Ambulatory Coding -----	3		
Third Semester			
HPRS 2301 Pathophysiology -----	3		
HITT 2335 Coding & Reimbursement Methodologies -----	3		
Fourth Semester			
HITT 2261 Clinical II-Coding -----	2		
TOTAL CREDIT HOURS: -----	26	-----	4-8

***Both must be completed in lieu of BIOL 2404 to satisfy program.**

Graduates of the above certificate are prepared for an intermediate level position. This requires in-depth knowledge of medical terminology; anatomy and physiology; disease processes and treatment. Documentation requirements to substantiate services provided for the following: Coding of diagnoses and procedures and reimbursement methods. Graduates of the above certificate may consider pursuit of national certifying exams administered by the American Health Information Management Association (www.ahima.org) (CCS and CCS-P) and/or American Academy of Professional Coders (www.aapc.com) (CPC and CPC-H).