

### ABOUT THE PROGRAM

This field is where healthcare meets the cutting edge of technology! Health Information Technicians are specialists in great demand! The HIM professionals can expect to be in high demand as the health sector expands into the century. In fact, the Bureau of Labor Statistics cites health information technology as one of the fastest growing occupations in the U.S. Health Information Technicians contribute to the quality of care by collecting, analyzing, and reporting health care data. This requires knowledge of disease, treatments, computer systems, and organizational skills.

### PROGRAM OUTCOMES

- Manage health data.
- Apply coding and reimbursement systems.
- Model professional behaviors and ethics.
- Maintain electronic applications to manage health information.
- Apply organizational management techniques.

### CAREER AND EDUCATION ADVANCEMENT OPPORTUNITIES

LTC credits transfer to over 30 universities. For more information visit [gotoltc.edu/future-students/transfer](http://gotoltc.edu/future-students/transfer).

### PROGRAM ADMISSIONS STEPS

- Work with Career Coach to:
  - Submit application and \$30 fee.
  - Submit official transcripts (high school and other colleges).
  - Complete background check and \$16 processing fee.

### ENROLLMENT PROCESS

After you are admitted to your program you will meet with your Advisor to plan your first semester schedule, review your entire plan of study, discuss placement assessment results and complete any additional enrollment requirements. Enrollment requirements for this program's courses include:

- Complete an assessment for placement (Accuplacer or ACT).
- Complete health requirements.
- Complete Functional Ability Statement of Understanding form.
- Meet with your program's advisor.

### APPROXIMATE COSTS

- \$140 per credit (resident)
- Other fees vary by program (books, supplies, materials, tools, uniforms, health related exams, etc.) Visit [gotoltc.edu/financial-aid/tuition-and-fees](http://gotoltc.edu/financial-aid/tuition-and-fees) for details.

### FINANCIAL AID

This program is eligible for financial aid. Visit [gotoltc.edu/Financial-Aid](http://gotoltc.edu/Financial-Aid) or talk with your Career Coach about how to apply for aid.

### CONTACT

LTC Career Coach  
920.693.1162 • [CareerCoach@gotoltc.edu](mailto:CareerCoach@gotoltc.edu)

Catalog No.	Class Title	Credit(s)
<b>Term 1</b>		
10501101	Medical Terminology	3
10501102	Health Insurance and Reimbursement	3
10501107	Intro to Healthcare Computing	2
10801196	Oral/Interpersonal Communication	3
10809172	Introduction to Diversity Studies	3
10806189	Basic Anatomy OR 108061889OL	3
	Basic Anatomy (3 cr) OR 10806103	
	Body Structure and Function (3 cr) OR	
	10806177 General Anatomy & Physiology	
	(4 cr)	<b>17</b>
<b>Term 2</b>		
10530178	Healthcare Law & Ethics	2
10530182	Human Diseases for Health Professions	3
10530184	CPT Coding	3
10103131	Excel 2013 - Level 1	1
10809196	Introduction to Sociology	3
10801195	Written Communication	3
		<b>15</b>
<b>Term 3</b>		
10154121	Database Concepts	2
10154152	Database Application	1
10530187	Clinical Information Management	4
10530197	ICD Diagnosis Coding	3
10809198	Introduction to Psychology	3
10530196	HIM/Coding Practicum 1	2
		<b>15</b>
<b>Term 4</b>		
10530177	Healthcare Stats & Research	2
10530193	Healthcare Quality Management	2
10530195	Applied Coding	2
10530199	ICD Procedure Coding	2
10809166	Introduction to Ethics: Theory and Application	3
10530198	HIM Practicum 2	2
10530194	HIM Organizational Resources	2
		<b>15</b>
	<b>TOTAL</b>	<b>62</b>



**APPLIED CODING...**prepares students to assign ICD and CPT/HCPCS codes supported by medical documentation with intermediate level of proficiency. Students will prepare appropriate physician queries in accordance with compliance guidelines and will assign codes to optimize compliance with federal regulations and reimbursement. COREQUISITES: 10530197 ICD Diagnosis Coding and 10530199 ICD Procedure Coding and 10530184 CPT Coding and 10501102 Health Insurance and Reimbursement or 10510102 Health Insurance and Reimbursement

**BASIC ANATOMY...**examines concepts of anatomy and physiology as they relate to health careers. Learners correlate anatomical and physiological terminology to all body systems. COREQUISITE: 10838105 Intro Reading and Study Skills or Equivalent or Accuplacer Reading score of 74 or equivalent

**CLINICAL INFORMATION MANAGEMENT...**prepares learners for work with health information in various health care delivery systems and within a health information department. It prepares learners to retrieve data from health credits. Professional ethics, confidentiality and security of information are emphasized. It introduces learners to the use and structure of health care data elements, data sets, data standards, their relationships to primary and secondary record systems and health information processing.

**CPT CODING...**prepares learners to assign CPT codes, supported by medical documentation, with entry-level proficiency. Learners apply CPT instructional notations, conventions, rules, and official coding guidelines when assigning CPT codes to case studies and actual medical record documentation. COREQ: 10530182 Human Dis for Hlth Prof or 31509302 Human Body in Hlth & Disease and 10501102 Hlth Ins & Reimb or 10510102 Hlth Ins & Reimb and CONDITION: 315302 or 305302 Medical Coding Spec or 105304 Health Information Mgmt program requirements met

**DATABASE APPLICATIONS...**is a project-based course in which learners will build and implement a relational database application utilizing the principles of sound database design acquired in the Database Concepts course. Learners will define the functionality's, implement, build and populate the database, document the database project, and demo their project. COREQUISITE: 10154121 Database Concepts

**DATABASE CONCEPTS...**prepares the learner to differentiate among the primary DBMS components; determine the difference in data models; use Query By Example and relational algebra; develop SQL statements; apply principles of database integrity, security and normalization; reconstruct poorly designed table structures; develop a relational database design using data requirement analysis and specification methods; and examine additional DBMS functions.

**EXCEL 2013 - LEVEL 1...**introduces the student to creating, modifying and formatting worksheets; entering formulas and functions; working with charts; and developing multiple-sheet workbooks. This course is offered in a self-paced format.

**HEALTH INSURANCE AND REIMBURSEMENT...**introduces the learner to Federal, state, and private health insurance plans and managed care systems; and surveys the coding, submission and processing cycle of claims, as well as reimbursement methods used by payers. It provides application of information to ambulatory settings, pharmacies, hospitals, and long term care.

**HEALTHCARE LAW & ETHICS...**examines regulations for the content, use, confidentiality, disclosure, and retention of health information. An overview of the legal system and ethical issues are addressed.

**HEALTHCARE QUALITY MANAGEMENT...**explores the programs and processes used to manage & improve healthcare quality. Addresses regulatory requirements as related to performance measurement, assessment, and improvement, required monitoring activities, risk management & patient safety, utilization management, and medical staff credentialing. Emphasizes the use of critical thinking & data analysis skills in the management & reporting of data. COREQUISITE: 10530194 HIM Orgznl Resources

**HEALTHCARE STATS & RESEARCH...**explores the management of medical data for statistical purposes. Focuses on descriptive statistics, including definitions, collection, calculation, compilation, and display of numerical data. Vital statistics, registries, and research are examined. PREREQUISITE: 10103131 Excel 2013 - Level 1

**HIM ORGANIZATIONAL RESOURCES...**examines the principles of management to include planning, organizing, human resource management, directing, & controlling as related to the health information dept. COREQUISITE: 10530193 Healthcare Quality Mngmt

**HIM PRACTICUM 2...**applies previously acquired skills and knowledge and discussion of clinical situations. Prepares for the certification examination and pre-graduation activities. This is the second of a two-semester sequence of supervised technical and managerial/clinical experiences in health care facilities. PREREQUISITE: 10530196 HIM/Coding Practicum 1 and CONDITION: 105304 Health Information Management program requirements met

**HIM/CODING PRACTICUM 1...**applies previously acquired skills and knowledge by means of clinical experiences in the technical procedures of health record systems and discussion of clinical situations. COREQUISITES: 10530195 Applied Coding, 10530197 ICD Diagnosis Coding, 10530199 ICD Procedure coding, 10530184 CPT Coding, CONDITION: 315302 Medical Coding Specialist or 105304 Health Information Management program requirements met

**HUMAN DISEASE FOR HEALTH PROFESSIONS...**focuses on the common diseases of each body system as encountered in all types of health care settings by health professionals. Emphasis is placed on understanding the etiology (cause), signs and symptoms, diagnostic tests, and treatment (including pharmacological) of each disease. COREQUISITES: 10501101 Med Term or CONDITION: 101064 Med Trans Spec program requirements met and 10806103 Body Struc & Func or CONDITION: 311067 Medical Transcription program requirements met and 10806103 Body Structure and Function

**ICD DIAGNOSIS CODING...**prepares students to assign ICD diagnosis codes supported by medical documentation with entry level proficiency. Students apply instructional notations, conventions, rules, and official coding guidelines when assigning ICD diagnosis codes to case studies and actual medical record documentation. COREQUISITES: 10530182 Human Diseases for the Health Professions and 10501102 Health Insurance and Reimbursement or 10510102 Health Insurance and Reimbursement

**ICD PROCEDURE CODING...**prepares students to assign ICD procedure codes supported by medical documentation with entry level proficiency. Students apply instructional notations, conventions, rules, and official coding guidelines when assigning ICD procedure codes to case studies and actual medical record documentation. COREQUISITES: 10530182 Human Diseases for the Health Professions and 10501102 Health Insurance and Reimbursement or 10510102 Health Insurance and Reimbursement

**INTRO TO HEALTHCARE COMPUTING...**provides an introduction to basic computer functions and applications utilized in contemporary healthcare settings. Students are introduced to the hardware and software components of modern computer systems and the application of computers in the workplace. Emphasis is placed on the use of common software packages, operating systems, file management word processing, spreadsheet, database, Internet, electronic mail, and electronic health records (EHR).

**INTRODUCTION TO PSYCHOLOGY...**introduces students to a survey of the multiple aspects of human behavior. It involves a survey of the theoretical foundations of human functioning in such areas as learning, motivation, emotions, personality, deviance and pathology, physiological factors, and social influences. It directs the student to an insightful understanding of the complexities of human relationships in personal, social, and vocational settings. COREQUISITE: 10838105 Intro Reading and Study Skills or equivalent

**INTRODUCTION TO DIVERSITY STUDIES...**introduces learners to the study of diversity from a local to a global environment using a holistic, interdisciplinary approach. Encourages self-exploration and prepares the learner to work in a diverse environment. In addition to an analysis of majority/minority relations in a multicultural context, the primary topics of race, ethnicity, age, gender, class, sexual orientation, disability, religion are explored. COREQUISITE: 10838105 Intro Reading and Study Skills or equivalent

**INTRODUCTION TO ETHICS: THEORY AND APPLICATION...**provides a basic understanding of the theoretical foundations of ethical thought. Diverse ethical perspectives will be used to analyze and compare relevant issues. Students will critically evaluate individual, social and/or professional standards of behavior, and apply a systematic decision-making process to these situations. COREQUISITE: 10838105 Intro Reading and Study Skills or equivalent

**INTRODUCTION TO SOCIOLOGY...**introduces students to the basic concepts of sociology: culture, socialization, social stratification, multi-culturalism, and the five institutions, including family, government, economics, religion, and education. Other topics include demography, deviance, technology, environment, social issues, social change, social organization, and workplace issues. COREQUISITE: 10838105 Intro Reading and Study Skills or equivalent

**MEDICAL TERMINOLOGY...**focuses on the component parts of medical terms, including prefixes, suffixes, and word roots. Spelling, definition, and pronunciation will enhance student learning as students practice formation, analysis, and reconstruction of medical terms. Medical terminology will come "alive" through an introduction to operative, diagnostic, therapeutic and symptomatic terminology of all body systems, as well as systemic and surgical terminology. Students will explore the Greek and Latin origins of medical terms and commonly used abbreviations.

**ORAL/INTERPERSONAL COMMUNICATION...**provides students with the skills to develop speaking, verbal and nonverbal communication, and listening skills through individual speeches, group activities, and other projects. COREQUISITE: 10838105 Intro Reading and Study Skills or equivalent

**WRITTEN COMMUNICATION...**teaches the writing process, which includes prewriting, drafting, revising, and editing. Through a variety of writing assignments, the student will analyze audience and purpose, research and organize ideas, and format and design documents based on subject matter and content. Keyboarding skills are required for this course. It also develops critical reading and thinking skills through the analysis of a variety of written documents. PREREQUISITE: 10831103 Intro to College Wrtg equivalent and COREQUISITE: 10838105 Intro Rdg & Study Skills or equivalent