

Table of Contents

Introduction	3
SCTCC Mission, Vision, Values, Outcomes.....	3
Introduction to the Health Information Field.....	4
HIT & Medical Coding Program Mission and Program Outcomes.....	4
AHIMA’s Code of Ethics.....	4
Preparing For Online Programs.....	5
Diploma or AAS Degree... What’s the Difference?.....	6
Career Choices.....	7
Textbooks and Required Materials, Software Fees.....	7
Software Used In The Program	7
Registration.....	7
Part Time Students.....	8
Academic Standards	8
Repetition of Courses.....	9
Professional Conduct.....	9
Student Advising.....	9
Professional Practice Experiences.....	10
Academic Review.....	11
Application for Graduation.....	11
Exit survey and Contact Information after graduation.....	11
Articulation Agreement.....	11
Professional Organizations.....	12
Academic Integrity.....	12
Statement of Accommodations.....	13
Student Handbook Signoff.....	14
Appendix A: Health Information Technology AAS Program Planner.....	15
Appendix B: Medical Coding Diploma Program Planner.....	16
Appendix C: HIT Associate Degree Competencies/Curriculum Alignment.....	17

Introduction

Welcome to the Health Information Technology and Medical Coding programs at St. Cloud Technical & Community College (SCTCC). It is truly an exciting time to be at SCTCC as our college continues to grow and many changes are being put in place to benefit our students. It is our goal to provide you with the knowledge, aptitude, skills and tools that will ensure your success as a student.

By choosing Health Information Technology and/or Medical Coding, you are right where healthcare meets the cutting edge of technology. You are in the middle of the action whether you work in a hospital, clinic, nursing home, insurance company, or other health setting. Health information is one of the fastest growing industries in the U.S. and it is expected to continue growing for at least the next five to ten years.

As a student in this program, you will be working with an excellent and dedicated group of instructors. We welcome you to SCTCC and look forward to your growth as you complete your degree. If you have any questions or concerns regarding your program, feel free to contact the faculty listed below. Good luck in your academic pursuits.

Lynn Zormeier, RHIA email: lzormeier@sctcc.edu
Tracy Dilly, RHIT email: tdilly@sctcc.edu

We also have several adjunct instructors that work in health care facilities and insurance companies who teach on an as-needed basis. Their working knowledge of the content they teach helps give you an exceptional education!

SCTCC Mission Statement:

We provide the education, training, and support necessary for equitable participation in our society, economy and democracy.

SCTCC Vision:

We are a community of learners rooted in meaningful relationships where everyone belongs and thrives.

SCTCC Shared Beliefs:

- Education empowers individuals and transforms generations.
- Every individual has intrinsic value and every voice deserves to be heard.
- Our differences enrich our community.
- An antiracist and antidiscrimination ethos is necessary for advancing social justice and equity.
- It is our responsibility to ensure equitable outcomes for our students. Each student can succeed.
- Innovation, flexibility, and life-long learning are critical for our community to thrive.
- Mutually accountable relationships built on trust are essential for our success.
- Community partnerships strengthen and sustain us.

SCTCC Outcomes for Students:

- Demonstrate personal and social accountability
- Think critically
- Communicate Effectively
- Understand social & global perspectives
- Apply knowledge

Introduction to the Health Information Field

A degree in Health Information Technology or Medical Coding prepares you for work in which you are responsible for the quality, safety and efficiency of information within the healthcare system. The exchange of clear, accurate health information is essential as health records become digital. Our goal is to ensure every graduate is prepared to participate in the workforce upon graduation. We prepare students to serve others through patient registration, medical coding, billing, pre-authorization and referrals, and the sharing of patient information in a legally compliant manner.

Mission of Programs:

We provide equitable preparation to students for successful careers as health information professionals working in business, technology and healthcare through comprehensive industry supported education and training.

Health Information Technology and Medical Coding Program Outcomes for Students

- Comply with health information content standards
- Adhere to HIPAA privacy and security guidelines for health information
- Manage data utilizing health information technologies
- Assess revenue cycle management processes
- Apply legal processes that impact health information management
- Demonstrate organizational management and leadership skills

Health Information Professionals' Code of Ethics

All graduates from the HIT AAS degree program and Medical Coding program are HIT Professionals. Below is the American Health Information Management Association (AHIMA) Code of Ethics for all Health Information Professionals:

1. Advocate, uphold and defend the individual's right to privacy and the doctrine of confidentiality in the use and disclosure of health information.
2. Put service and the health and welfare of persons before self-interest and conduct themselves in the practice of the profession so as to bring honor to themselves, their peers, and the profession.

3. Preserve, protect, and secure personal health information in any form or medium and hold in the highest regard the contents of the records of a confidential nature, taking into account the applicable statutes and regulations.
4. Refuse to participate in or conceal unethical practices or procedures.
5. Advance health information management knowledge and practice through continuing education, search, publications, and presentations.
6. Recruit and mentor students, peers and colleagues to develop and strengthen the professional workforce.
7. Represent the profession accurately in public.
8. Perform honorably health information association responsibilities, either appointed or elected, and preserve the confidentiality of any privileged information made known in any official capacity.
9. State truthfully and accurately their credentials, professional education, and experiences.
10. Facilitate interdisciplinary collaboration in situations supporting health information practices.
11. Respect the inherent dignity and worth of every person.¹

Preparing For Our Online Programs

A pre-requisite for any online program is ensuring students have a PC (laptop or desktop) that functions correctly and has consistent access to high-speed internet. Assignment due dates are outlined at the beginning of the course to ensure students are able to plan for alternative solutions if their internet goes out, or if their PC breaks down. Additionally, the college computer lab is open during college hours, and there are several public locations that offer free Wi-Fi. A Windows-based system is necessary to ensure all program functionalities are consistent for all students. Students have found that Chromebooks or Apple computers do not have the functionality needed for the software programs used in our courses.

Students are required to complete the general orientation session for the college and take the Accuplacer tests, which will identify any courses that must be completed prior to registering for core and general education classes. A Reading Comprehension score of 78 is needed to enter the programs. A Math QAS score of 260 is needed to take the Goal 4 Statistics course required for the AAS degree. Students who do not test at the levels needed for entry into the program or into Statistics may still qualify by successfully completing the required developmental Reading

¹ American Health Information Management Association Code of Ethics, <http://bok.ahima.org/doc?oid=105098#.Wbbg8rKGPIU>, retrieved on 09/11/17.

Comprehension and/or Math course(s).

It is important for students coming into the program to have a basic understanding of computers and the internet in order to be successful in an online program. Students should also learn how SCTCC's system Desire To Learn (D2L Brightspace) works prior to starting classes. There are training courses available at the college or students can contact an advisor and receive a tutorial video.

Online Attendance: Attendance (participation in class) is the main key to success in any course. To be in attendance, students are to complete all assigned readings, watch assigned lectures and video recordings, and complete all activities and assignments. You should plan to be in the D2L course multiple times each week. In addition, being present means you check your school email account at least every other day. If you don't participate by handing in homework for 2 full weeks without communicating to your instructor to make a plan for progress, the instructor is required by SCTCC policy to withdraw the student from the course with a grade of FW (see implications for this below).

Course Time Expectations: For each credit a student takes, they should expect to spend 3 hours of time each week to read the textbook and review all learning content posted, watch the lectures, study, and complete homework. As an example, a 3-credit class will likely take approximately 9 hours to fully learn and understand the content. This time will vary depending on the student's previous knowledge, how fast they learn, and the practice they need to become proficient at new skills. Some instructors may not allow late work without a doctor's note, or may allow 1 or 2 late assignments, so it's important to manage your time well.

Diploma or AAS Degree... What's the Difference?

The Medical Coding Diploma is "nested" into the HIT AAS Degree. This means that all credits earned in the Diploma are transferrable directly into the AAS degree. Many students start with the Diploma, and immediately go on to finish their AAS degree. With the Medical Coding Diploma, you may be hired in the business office of a facility doing coding or billing, or at a health insurance company analyzing health care claims. While the diploma is not an accredited program, you will have the minimum requirements completed to sit for the AHIMA national CCA (Certified Coding Associate) exam. Additional studying on your own for the exam or on-the-job experience as a coder is recommended. Upon passing the CCA, you will have the credential CCA after your name. Some facilities hire coders and billers with or without the CCA credential. Others require the RHIT credential, which requires completion of the HIT AAS degree and successful completion of the RHIT examination. After the 2nd semester of the Coding Diploma program, you will want to decide if you want to continue and earn your AAS degree. You can complete both!

The HIT AAS Program is an accredited program, meaning upon graduation you are eligible to sit for the AHIMA national RHIT (Registered Health Information Technician) exam. Upon passing the RHIT exam, you will have the credentials RHIT after your name. Some facilities require an RHIT to work in certain positions in their Health Information Department. The credential is becoming more and more sought after by hiring managers, and they are having a hard time finding candidates with this credential. This means it's valuable to have! With that being said, many entry-level positions do not require it, so you can start working while you're still in school, before you get credentialed, to gain

experience in the office setting. HIT AAS graduates are also qualified to sit for other HIM credentials, such as Certified Coding Associate (CCA), Certified Coding Specialist (CCS) and Certified Coding Specialist-Physician based (CCS-P).

Career Choices

Graduates from our HIT program work at a variety of organizations including hospitals, clinics, insurance companies, state agencies, law firms, nursing homes, dental clinics, cancer registries, chiropractors, and even technical colleges.

There is a wide variety of career choices in the Health Information industry. They include Chart Analysts, Release of Information Specialists, Scanning & Filing Clerks, Abstractors, Claims Adjudication Specialists, Auditors, Data Analysts, Privacy Officers, Compliance Specialists, Coders, HIM Managers, HIM instructors, and many more!

Textbooks and Required Materials

Students will need to have their textbooks, access codes, computers and internet access on the first day of class. We begin many classes by registering for the software used in the class. You will need to have Microsoft Office (available free to SCTCC students) and you will want to have anti-virus software. Other software used in the program may be purchased.

Textbooks: The SCTCC bookstore stocks all required textbooks for classes. The cost per class for textbooks varies; however, an estimate would be approximately \$200 per course (more for coding classes). Textbooks can be purchased online by the book vendor at a lower cost if the student does not depend on Financial Aid to pay for the books, but students must ensure they have the correct ISBN, and, if access codes are necessary, the books must be purchased NEW WITH ACCESS CODE.

Some textbooks, code books and software are used in multiple classes so it's important to keep all books purchased for courses or ask your advisor prior to selling them.

Software Used in The Program

Because graduates will be heavily utilizing different software systems found in Electronic Health Records (EHRs) upon graduation, the program has integrated two software simulations into the curriculum to give students hands-on experience. Many courses also utilize textbooks with software access codes for a more applied experience, so students will be required to purchase NEW books that include an unused access code, learn how the software is used, and contact the software's vendor if they have technical issues in getting the software to work. This provides excellent experience for our students, as they will be required to work through software issues on the job after they graduate.

Registration

Once you have been accepted to the program, you will meet with an advisor from the Advising Center to give you information about financial aid, the bookstore, and other important things to prepare you for registration. Then you will meet with your Program Advisor during an Advising/Registration session OR you'll view a video of the session if you signed up after the session, to learn about program policies and expectations, and to discuss your program pathway and register for classes. It is important to take the HITM courses in the order they are listed on the program planner to ensure success in the courses.

The Medical Coding Diploma includes 44 credits and takes approximately 3 full-time semesters (not including Summer) to complete if all listed courses are taken each semester (13-18 credits per semester).

The Health Information Technology (HIT) Associate in Applied Science (A.A.S.) degree includes 64 credits and takes approximately 4 full-time semesters (not including Summer) to complete if all listed courses are taken each semester (15-18 credits per semester).

Part Time Students

If the full-time credit load is not feasible, it may take longer than the projected time noted above, and you may need to attend college during the summer to complete General Education courses or Internship.

It is important to note that the courses used in both programs follow the accreditation requirements for the AAS Degree, and the curriculum requirements we are required to teach may change every four years. Because of this, students must commit to going to college at least half time, by taking at least 2-3 courses each semester in order to finish within 4 years. Contact your Program Advisor to create a plan to complete the program in a timely manner.

*If curriculum offerings change, advisors will notify students during advising sessions to ensure students take the courses before the end-date. It is the student's responsibility to sign up for the advising sessions every semester.

Academic Standards

To successfully complete the HITM technical courses in the program, academic grades must be 80% or better. In the health programs such as Health Information Technology and Medical Coding, 80% is equivalent to earning a C. The BUSM 1290 course within the Medical Coding Diploma must be passed with a C (70%). The grading scale for all HITM courses is as follows:

- A = 100% - 94%
- B = 93% - 87%
- C = 86% - 80%
- D = 79% - 73%
- F = 72% and below

Repetition of Courses

A student in the HIT or Medical Coding program who earns a “W,” “D,” “FW” or “F” in any course is considered to be making unsatisfactory progress in the program. If a student earns a grade of “W,” “D,” “FW” or “F” in a course, they may attempt the course a second time. If a grade of “W,” “D,” “FW” or “F” is earned on the second attempt, the student will be dismissed from the program. It is possible for a student to drop a course and not receive a “W” if they drop on or before the set drop date. A student who earns a grade of “W,” “D,” “FW” or “F” in 3 different courses throughout the program will be dismissed from the program.

Because of this, it is important to communicate with your instructor before you fall behind. We are here to help you stay on track and be successful in the program.

If there are extenuating circumstances surrounding your situation, you may file a petition for review for possible reinstatement into the program. Contact the Program Director for information.

Professional Conduct

Professional conduct and communication are key factors when working with providers, insurance companies, coworkers and patients in the health information industry. Students enrolled in the Health Information Technology or Medical Coding program are expected to practice professional conduct according to the Health Information Professionals Code of Ethics (see pages 4-5), and SCTCC’s Student Code of Conduct:

<https://www.sctcc.edu/sites/default/files/policies/S3.26%20Student%20Code%20of%20Conduct.pdf>

- It is the policy of the Health Information Technology and Medical Coding programs to prohibit any and all participants from posting any medical or personally identifiable information, images or negative comments regarding an instructor, clinical site, patients, or anything that could be considered a threat or harassing statement on any social networking site or message board.
- Students are prohibited from posting assignments or using answers on internet sites such as Course Hero, as well as using programs such as AI and ChatGPT to complete assignments.
- Communications and interactions with faculty, classmates, and individuals, including at professional practice sites and on social media are expected to be professional and courteous.

Students who do not display professional conduct as outlined above will be given one warning and may be dismissed from the program.

Student Advising

Each student in the program is assigned a full-time instructor as an advisor. It is the student’s responsibility to contact their advisor(s) prior to Advising Day each semester to set up a meeting to discuss their program plan and obtain their access code for registration for the next semester. Advisors discuss progress in classes, academic barriers and give guidance on appropriate class load as well as class sequencing for progression through the program.

Professional Practice Experiences (P.P.E.)

The PPE course is a 2-credit Internship course consisting of 100 hours on site, or 50 hours on site and 50 hours of “virtual PPE” assignments. The student must have at least 24 HITM credits completed before beginning their PPE and passed all HITM core courses with a “C” or better before beginning their PPE. Tuition must be paid before the PPE begins.

Internship sites: Students are required to use their job seeking skills to find an internship site in their local area with the guidance of the PPE Coordinator, although some locations prefer to set up internships through the PPE Coordinator. Every effort will be made to place the student in their local area, however for reasons beyond the control of the college, the student may have to drive outside of their local area to complete their internship. If a student is not actively pursuing an internship, or actively communicating with the instructor for placement, they will receive an FW in the course before the drop date. If a student is unable to find an internship location and refuses to complete hours at the site that the PPE Coordinator has found for the student, they will receive an F in the course.

Background Check: The HIT program requires all students to have a clean criminal background prior to being placed at an internship site. If you have any concern in this matter, please meet with the PPE Coordinator as soon as possible. The background check is an additional fee (approximately \$55 in MN and may vary by state). Students seeking internships in states other than Minnesota will be required to complete a background check for the state in which the internship site is located. Some facilities require the student to complete a national background study.

In addition to a background check, PPE sites have various requirements prior to interning. Most require vaccination records, a flu shot and a recent 2-stage Mantoux. If you are a student without access to your vaccine records, you may need to have a titer done at your medical doctor. Some sites require drug testing, which is also an additional cost (usually around \$40), and most of them have you complete HIPAA Privacy orientation. It is important to look for an internship site well before the semester begins, because a contract between the site and SCTCC must be in place before the student can begin internship hours. These may take up to three months or more to complete. Some sites have lengthy “onboarding” processes that can take several weeks. PPE hours may be extended into the following semester if the facility is unable to schedule all hours during the semester the student is registered for the internship. The student will receive an “IP” (In Progress) grade and will be expected to complete the hours the following semester. If the hours and activities are not completed before the last day of the following semester, the student will receive an F and will need to retake the class.

During the internship hours, the student will be under the guidance of the PPE site supervisor learning about the many facets of the healthcare facility. Students will complete an internship journal/packet/project to outline their experience. Prior to completion of the experience, the student, site supervisor, and internship instructor meet to discuss the experience. As an alternative to the site visit, the site supervisor and the internship instructor may hold a phone interview. A formal evaluation is completed and reviewed with the student. The days and times that students are at their PPE site vary depending on the site’s requirements and the student’s classes. All hours must be under the direct supervision of the PPE supervisor. This means PPE hours are not usually available on

weekends or evenings. PPE hours are unpaid and are looked upon as a learning experience.

Students will be required to follow the PPE site's rules and regulations, as well as AHIMA's Code of Ethics for all Health Information Professionals during their internship. If a site supervisor feels that progress is unsatisfactory and requests dismissal from their facility, the student will earn an F in the course.

Academic review

The instructors review each individual student's progress at least weekly. Should areas of concern arise, they will be discussed with the Program Director. The following elements are reviewed: academic progress, skills acquisition and development, attendance issues, personal issues that may be interfering with progress in the program, and/or legal and ethical issues as identified during the PPE. In the event that there is concern about a student regarding any of these areas, an instructor or the program director will meet with the student to discuss necessary steps to take toward improvement and success in the program.

Application for graduation

It is the student's responsibility to apply for graduation upon registering for their last semester of classes. The application form is available on the SCTCC website. Upon completion of this form and submission to Registration, the student's coursework is matched to the HIT or Coding program criteria. Any deficiencies will be communicated to the student via letter. It is the student's responsibility to check with Registration or with their Advisor to be sure all criteria have been met.

Contact information after graduation

As each graduate has lifetime placement services available at the SCTCC Career Services, it is crucial that contact information such as phone numbers and addresses are kept current. It is also wise for the student to contact HIT instructors if they are looking for a position after graduation. Often HIT instructors become aware of positions even before they are placed on the college website. If the graduate would like a reference from an instructor, it is the graduate's responsibility to convey this to the instructor and sign a release of information form prior to any contact from a potential employer.

Articulation Agreement

An articulation agreement between SCTCC and The College of St. Scholastica exists, which allows all credits from our Health Information Technology program to transfer into their Health Information Management B.S. degree. For information on how to determine which programs within Minnesota State Colleges and Universities have articulation agreements, consult the website:

http://www.mntransfer.org/students/plan/s_agreements.php

The College of St. Scholastica has a fully accredited, online Health Information Management Bachelor's Program, which affords SCTCC students an opportunity to continue their studies. As The College of St. Scholastica's Bachelor's Program is fully accredited, students completing that program

would be eligible to sit for the RHIA examination.

Professional Organizations

American Health Information Management Association (AHIMA) and Minnesota Health Information Management Association (MHIMA): Professional organizations off-campus include the AHIMA, and the state chapter MNHIMA. Applicable web sites are www.mnhima.org and www.ahima.org. MHIMA has regional meetings, and students are encouraged to attend these meetings. The region of MHIMA that includes the St. Cloud area is Region D. AHIMA offers student memberships at a reduced rate. Student membership is required at the beginning of the program and highly encouraged through the duration of the program, as member-only resources are used during courses. The cost to students is approximately \$50 per year. This membership is valuable to students as AHIMA also publishes a variety of the textbooks used in the program, and facilitate the RHIT Exam. Student members receive a reduced rate on AHIMA products purchases.

American Academy of Professional Coders (AAPC): Another networking and educational forum for students is the American Academy of Professional Coders (AAPC). AAPC members are part of a growing organization meeting regularly in over 400 local chapters, annual national and regional conferences and online member forums. This community is a great asset to the AAPC members, who gain benefits from the combined knowledge, experience and power of the organization for everything from coding help to securing employment. AAPC has a network of more than 500 local chapters across the United States, all within the umbrella of a non-profit organization, the AAPC Chapter Association. All AAPC members belong to a local chapter and are entitled to attend local chapter meetings to obtain low-cost or free CEUs, network with peers, learn of jobs or advertise job openings, and promote the health care industry locally. AAPC local chapters also provide facilities and proctors for AAPC exams, enabling exams to be taken almost anywhere in the country. The website for AAPC is www.aapc.com

Academic Integrity

Because the programs are offered online only, it is important for students to understand the importance of being honest when it comes to their homework and test submissions. Students are in this program to learn the content well enough to perform in an entry-level health information job, and to sit for a credential exam at the end of the program to earn a credential, not just to get the degree. Students will have to prove their understanding of the concepts taught in this program when taking the CCA, CPC, or RHIT exam, and when they secure a job in the industry. Therefore, it is in the student's best interest to take the time to understand content, practice coding, and research concepts to ensure that they fully prepared for the credentialing exams and employment. Students are expected to do their own homework and take tests without using books when required.

Academic integrity is highly valued at St. Cloud Technical & Community College and throughout higher education. Maintaining academic integrity is the responsibility of every member of the college community: faculty, staff, administrators and students. Academic integrity requires students to refrain from engaging in or tolerating acts including, but not limited to, submitting false academic records, cheating, plagiarizing, altering, forging, or misusing a college academic record; acquiring or using test

materials without faculty permission; acting alone or in cooperation with another to falsify records or to obtain dishonest grades, honors, or awards.

Any violation of the St. Cloud Technical & Community College's Academic Integrity Policy S3.28 is considered a disciplinary offense and will be subject to the policies of this instructor, entrance into the Academic Integrity Database, and possible disciplinary action as outlined in the Academic Integrity Procedure S3.28.1. Students accused of academic dishonesty may appeal the decision. Students may review the Academic Integrity process and access the Academic Integrity Appeal Form at www.sctcc.edu/academic-integrity.

Statement of Accommodations

St. Cloud Technical & Community College is committed to supporting students with disabilities in obtaining, understanding, and advocating for equitable and inclusive access in all aspects of their education and campus life. It is the role of Accessibility Services to provide and/or arrange reasonable accommodations to qualified students who have a disability (or have acquired a disability) during any point of their tenure at SCTCC. Accommodations are established through collaboration between students, Accessibility Services, faculty, and staff to empower students to pursue their academic goals free from barriers while upholding the integrity of the academic experience.

Disabilities take on several forms including but not limited to mental health, cognitive, learning, behavioral, chronic health/systemic, and physical.

If you have a disability (or think you may have a disability) contact Accessibility Services at 320-308-5064 or acc@sctcc.edu to establish an accommodation plan.

It is the responsibility of the student requesting accommodations to provide their instructor with their accommodation plan via email. It is encouraged that students with approved accommodations connect with their instructor as soon as they are able in order to proactively discuss how reasonable accommodation will be implemented in class and/or to address any concerns regarding emergency procedures. Students may submit their plan to faculty at any time during the semester, but accommodations cannot be retroactively applied.

More information and guidelines are available at www.sctcc.edu/accessibility.

This handbook is available in alternate formats upon request by contacting Accessibility Services at 320-308-5757 or 1-800-222-1009. TTY users may call MN Relay Service at 711 to contact the college. Discrimination against individuals on the grounds of disability is prohibited.

St. Cloud Technical and
Community College
HIT Program

Handbook Signoff

This page will be collected in your first semester during your HITM 1210 Health Information Foundations course.

I, _____(print name), have received and have read the contents of St. Cloud Technical & Community College Health Information Technician & Medical Coding Handbook.

I understand/agree to all of the following:

I understand the time commitment for courses and the grading scale

I understand the requirements regarding PPE Placement

I understand the policies under Repetition of Courses.

I understand the policy regarding Professional Conduct.

I agree to maintain a student membership to AHIMA while enrolled in the program.

I understand I must complete the program in the timeframe outlined under Part Time Students.

Student Signature _____

Date _____

Appendix A: Health Information Technology AAS Program Planner

Health Information Technology					
					Academic Year: 2023-2024
Major: Health Information Technology A.A.S.					Credits: 64
Course #	Course Title	Prerequisites	Credits	Semester: Fall (F), Spring (S), Summer (SS)	Grade
Program Pre-Requisite: Reading Comprehension 78/250					
Students are expected to have general functional knowledge of Word, Excel and Powerpoint to be successful in this program.					
Suggested Technical and General Education Semester I					
HITM 1210	Health Information Foundations		2	F, S	
HITM 1228	Administrative Medical Terminology		3	F, S	
HITM 1244	Anatomy and Physiology for Health Informator	Pre/Co: HITM 1228	4	F, S	
HITM 1230	Pathophysiology & Pharmacology	Pre/Co: HITM 1228	4	F, S	
MnTC Goal Area 1	Written Communications Recommended ENGL 1303		3	F, S, SS	
			Semester Total	16	
Suggested Technical and General Education Semester II					
HITM 1220	Legal Aspects of HIM		3	F, S	
HITM 1227	ICD-CM Coding	HITM 1230	3	F, S	
HITM 1226	CPT Coding	HITM 1244 and 1230	3	F, S	
HITM 1240	Computerized Health Information		3	F, S	
MnTC Goal Area 4	Math 1351 Statistics		4	F, S, SS	
			Semester Total	16	
Suggested Technical Studies Semester III					
HITM 2200	Quality Management of Health Information		3	F, S	
HITM 2210	Medical Billing and Reimbursement		3	F, S	
HITM 1236	ICD-PCS Coding	HITM 1244	3	F, S	
HITM 2215	HIT Management and Supervision		3	F	
HITM 2231	Healthcare Statistics		2	F	
MnTC Goal Area 1	Oral Communications		3	F, S, SS	
			Semester Total	17	
Suggested Technical Studies Semester IV					
HITM 2224	Advanced Medical Coding	HITM 1226, 1227, Co-Req 2210, 1236	3	F, S	
HITM 2240	Health Data Analytics	Math 1351 or equiv	3	S	
HITM 2244	HIT Capstone	Last Semester	1	F, S	
HITM 2209	HIT Professional Practice Experience*	Instructor Approval	2	F, S, SS	
MnTC Goal Area 2 or 6	Critical Thinking or Humanities Recommendations CRTK 1300, PHIL 1320		3	F, S, SS	
MnTC Goal Area 5 or 7	Diversity or Social Sciences Recommended DVRS 1304, PSYC 1304		3	F, S, SS	
			Semester Total	15	
			Total Credits	64	
*Students who completed BUSM 1290 can take this course for 1 credit					

Appendix B: Medical Coding Diploma Program Planner

<h1>Medical Coding</h1>					
Name:			Academic Year: 2023-2024		
Medical Coding Diploma			Credits:		
Course #	Course Title	Prerequisites	Credits	Semester: Fall SP, Spring (S), Summer (SS)	Grade
Program Pre-Requisite: Reading Comprehension					
Students are expected to have general functional knowledge of Word, Excel and Powerpoint to be successful in this program.					
Suggested Technical and General Education Semester I					
HITM 1210	Health Information Foundations		2	F, S	
HITM 1228	Administrative Medical Terminology		3	F, S	
HITM 1244	Anatomy & Physiology for Health Information	Pre/Co: HITM 1228	4	F, S	
HITM 1230	Pathophysiology & Pharmacology	Pre/Co: HITM 1228	4	F, S	
Semester Total			13		
Suggested Technical and General Education Semester II					
HITM 1220	Legal Aspects of HIM		3	F, S	
HITM 1227	ICD-CM Coding	HITM 1230	3	F, S	
HITM 1226	CPT Coding	HITM 1230 and 1244	3	F, S	
HITM 1240	Computerized Health Information		3	F, S	
MnTC Goal Area	7 or 5 Human Diversity, Social Sciences Rec: DVRS 1304		3	F, S, SS	
MnTC Goal Area 1	Written Communications Rec: Engl 1303		3	F, S, SS	
Semester Total			18		
Suggested Technical Studies Semester III					
HITM 2200	Quality Management of Health Information		3	F, S	
HITM 2210	Medical Billing and Reimbursement		3	F, S	
HITM 1236	ICD-PCS Coding	HITM 1244	3	F, S	
HITM 2224	Advanced Medical Coding	HITM 1226, 1227, Co-Req 2210, 1236	3	F, S	
BUSM 1290	Job Seeking/Keeping Skills		1	F, S	
Semester Total			13		
Total Credits			44		

Appendix C: HIT Associate Degree Competencies / Curriculum Alignment

Competency	Courses
I.1. Describe health care organizations from the perspective of key stakeholders.	HITM 1210
I.2. Apply policies, regulations, and standards to the management of information.	HITM 1210 HITM 2200
I.3. Identify policies and strategies to achieve data integrity.	HITM 2240 HITM 1240
I.4. Determine compliance of health record content within the health organization.	HITM 1210 HITM 1220 HITM 2200
I.5. Explain the use of classification systems, clinical vocabularies, and nomenclatures.	HITM 1240
I.6. Describe components of data dictionaries and data sets.	HITM 1240 HITM 2200
I.6. DM Evaluate data dictionaries and data sets for compliance with governance standards.	HITM 2240 HITM 1240
II.1. Apply privacy strategies to health information.	HITM 1220
II.2. Apply security strategies to health information.	HITM 1220 HITM 1240 HITM 2209
II.3. Identify compliance requirements throughout the health information life cycle.	HITM 1210 HITM 1220 HITM 1240
III.1. Apply health informatics concepts to the management of health information.	HITM 1210
III.2. Utilize technologies for health information management.	HITM 1240 HITM 1226
III.3. Calculate statistics for health care operations.	HITM 2230
III.4. Report health care data through graphical representations.	HITM 2240 HITM 2230
III.5. Describe research methodologies used in health care.	HITM 2240 HITM 2230 HITM 2200
III.6. Describe the concepts of managing data.	HITM 1240
III.7. Summarize standards for the exchange of health information.	HITM 1240 HITM 2210
III.6. DM Manage data within a database system.	HITM 2240 HITM 1240
III.7. DM Identify standards for exchange of health information.	HITM 1210 HITM 2240 HITM 1240
IV.1. Validate assignment of diagnostic and procedural codes and groupings in accordance with official guidelines.	HITM 1227 HITM 1226 HITM 1235
IV.2. Describe components of revenue cycle management and clinical documentation improvement.	HITM 1210 HITM 1227 HITM 1226 HITM 1236 HITM 2200
IV.3. Summarize regulatory requirements and reimbursement methodologies.	HITM 1210

IV.1. RM Determine diagnosis and procedure codes and groupings according to official guidelines.	HITM 2224 HITM 1226 HITM 1227 HITM 1236
IV.2. RM Evaluate revenue cycle processes.	HITM 1210 HITM 2244
IV.3. RM Evaluate compliance with regulatory requirements and reimbursement methodologies.	HITM 2210 HITM 2224 HITM 1226 HITM 2200
V.1. Apply legal processes impacting health information.	HITM 1220
V.2. Demonstrate compliance with external forces.	HITM 2209 HITM 1220
V.3. Identify the components of risk management related to health information management.	HITM 1220 HITM 2209 HITM 2200
V.4. Identify the impact of policy on health care.	HITM 2210 HITM 2200
VI.1. Demonstrate fundamental leadership skills.	HITM 2215 HITM 2224 HITM 2209
VI.2. Identify the impact of organizational change.	HITM 2200 HITM 2215
VI.3. Identify human resource strategies for organizational best practices.	HITM 2209 HITM 2200 HITM 2215
VI.4. Utilize data-driven performance improvement techniques for decision making.	HITM 2230 HITM 2200
VI.5. Utilize financial management processes.	HITM 2215
VI.6. Examine behaviors that embrace cultural diversity.	HITM 2215 HITM 2209
VI.7. Assess ethical standards of practice.	HITM 1220 HITM 1227 HITM 1226 HITM 1236 HITM 2224
VI.8. Describe consumer engagement activities.	HITM 1210 HITM 1240
VI.9. Identify processes of workforce training for health care organizations.	HITM 2215
Evidence of Knowledge: Pathophysiology & Pharmacology	HITM 1230
Evidence of Knowledge: Anatomy and Physiology	HITM 1244
Evidence of Knowledge: Medical Terminology	HITM 1228
Evidence of Knowledge: Computer Concepts and Applications	All Courses
Evidence of Knowledge: Math Statistics	HITM 2230 HITM 2240