

Health Information Technology AAS DEGREE

Program Overview

Health Information Technicians play a vital role in the health care industry by participating in the creation, completion, distribution and retention of medical record documentation according to policies and procedures outlined by several regulating bodies such as the Joint Commission on Accreditation of Healthcare Organization (JCAHO) and Medicare.

Individuals enrolled in the program will obtain a broad body of knowledge that will allow them to become employed in many capacities within a health information department. Some of the positions include such tasks as: release of information, various registries, incomplete chart room, processing of medical documentation, coding and abstracting, and may include supervisory or leadership roles based on skill and ability. Students who successfully complete the Health Information Technology degree are allowed to sit for the national examination given by the American Health Information Management Association to become a Registered Health Information Technician upon successful completion of the examination.

Career Opportunities

Graduates of the Health Information Technology degree will find positions in various health care settings such as private physician offices, clinics, specialty clinics, hospitals, long-term care facilities, and rehabilitation facilities. Employment can also be found in government offices, the insurance industry, dental and chiropractic clinics, and information technology suppliers.

Program Outcomes

1. Graduates will apply policies and procedures to assure the accuracy of health information.
2. Graduates will use specialized software in the completion of HIM processes such as record tracking, release of information, coding, grouping, registries, billing, and quality improvement.
3. Graduates will apply procedure codes using ICD-10 PCS & CM and CPT/HCPCS.
4. Graduates will apply policies and procedures to comply with the changing regulations among various payment systems for healthcare services.
5. Graduates will possess a knowledge base which will allow them to find employment in the health care industry.
6. Graduates of a Commission on Accreditation of Health Informatics and Information Management accredited Health Information Technology program are eligible to apply to write the American Health Information Management Association, Registered Health Information Technician (RHIT) certificate examination.

Information is subject to change.
This Program Requirements Guide is not a contract.

Program Faculty

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Part-time/Full-time Options

This program can be completed by using a combination of day, evening, and Saturday courses. Part-time and full-time options are available; costs will vary depending on part-time or full-time enrollment.

Program Requirements

- Check off when completed
- All classes must be successfully completed with grade "C" or better.

Course	Cr
<input type="checkbox"/> BTEC 1421 Business Information Applications 1	3
<input type="checkbox"/> BUSN 1480 Business Career Resources	1
<input type="checkbox"/> MEDS 1420 Health Information Foundations	3
<input type="checkbox"/> MEDS 1470 Anatomy & Physiology/Medical Office	3
<input type="checkbox"/> MEDS 1480 Medical Terminology	3
<input type="checkbox"/> MEDS 1560 Computerized Health Information	3
<input type="checkbox"/> MEDS 1562 Billing and Reimbursement	2
<input type="checkbox"/> MEDS 1570 Human Disease	3
<input type="checkbox"/> MEDS 2430 Pharmacology for the Medical Office	2
<input type="checkbox"/> MEDS 2432 Alternative Health Record Systems	2
<input type="checkbox"/> MEDS 2434 Legal and Ethical Aspects of Health Information	2
<input type="checkbox"/> MEDS 2440 Supervision of Health Information	2
<input type="checkbox"/> MEDS 2461 ICD-10-CM Coding	3
<input type="checkbox"/> MEDS 2462 ICD-10-PCS Coding	4
<input type="checkbox"/> MEDS 2470 CPT-4 Coding	3
<input type="checkbox"/> MEDS 2480 Advanced Coding	3
<input type="checkbox"/> MEDS 2510 Quality Management and Health Statistics	3
<input type="checkbox"/> MEDS 2590 HIT Internship/Capstone Project	3
Subtotal	48

General Education/MnTC Requirements

Refer to the Minnesota Transfer Curriculum Course List for each Goal Area

<input type="checkbox"/> Goal 1: Communication	7
ENGL 1711 Composition 1 – 4 cr	
SPCH XXXX – 3 cr	
<input type="checkbox"/> Goal 3 or Goal 4	3
Goal 3: Natural Sciences OR	
Goal 4: Mathematical/Logical Reasoning	
<input type="checkbox"/> Goal 5: History, Social Science and Behavioral Sciences	3
<input type="checkbox"/> Goal 6: Humanities and Fine Arts	3
General Education Requirements	16

Total Program Credits 64

The Health Information Technology AAS Degree Program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (www.cahim.org).



Program Start Dates

Fall

Application Deadline

Application deadline is February 2, 2018

Course Sequence

The course sequence listed on the back of this guide is recommended for a full-time student. Not all courses are offered each semester

Transfer Opportunities

Saint Paul College has a transfer articulation agreement between the following program and post-secondary institutions for the baccalaureate degree programs listed below.

For more information please go to www.saintpaul.edu/Transfer.

Health Information Technology AAS

- BS Health Information Management College of St. Scholastica
- BS Healthcare and Human Service Management Saint Mary's University-Twin Cities Campus
- BS Health Information Management Herzing University
- BA Health Care Administration Concordia University, St. Paul
- BA Individualized Studies Metropolitan State University

See back of this guide for Course Sequence

Minimum Program Entry Requirements

Students entering this program must meet the following minimum program entry requirements:

Reading: Score of 78+ or grade of "C" or better in READ 0722

Writing: Score of 78+ on Reading Comprehension or grade of "C" or better in ENGL 0922

Arithmetic: Score of 52+

Keyboarding Skills: Minimum of 40 WPM with 3 errors or less or a grade of "C" or better in BTEC 1400.

Computer Skills: Basic computer skills such as word processing, spreadsheets, and Internet usage or a grade of "C" or better in BTEC 1418.

Assessment Results and Prerequisites: Students admitted into Saint Paul College programs may need to complete additional courses based on assessment results and course prerequisite requirements. Certain MATH, READ, and ENGL courses have additional prerequisites.

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Health Information Technology AAS DEGREE *(continued)*

Course Sequence

The course sequence below is for a full-time student. Students taking fewer courses must meet with faculty advisor to develop a program schedule before registration.

All classes must be successfully completed with grade of "C" or better.

Fall Semester (Year 1)

MEDS 1420 Health Information Foundations	3
MEDS 1470 Anatomy & Physiology/Medical Office	3
MEDS 1480 Medical Terminology	3
Goal 1: ENGL 1711 Composition 1	3
Goal 1: SPCH XXXX	4
Total Semester Credits	16

Spring Semester (Year 1)

MEDS 1570 Human Disease	3
MEDS 2430 Pharmacology for the Medical Office	2
MEDS 2461 ICD-10-CM Coding	3
MEDS 2462 ICD-10-PCS Coding	4
MEDS 2470 CPT-4 Coding	3
Total Semester Credits	15

Fall Semester (Year 2)

MEDS 1560 Computerized Health Info.	3
MEDS 1562 Billing and Reimbursement	2
MEDS 2432 Alternative Health Record Systems	2
MEDS 2434 Legal Aspects of Health Information	2
MEDS 2480 Advanced Coding	3
Goal 3: Natural Sciences	
OR Goal 4: Mathematical/Logical Reasoning	3
Total Semester Credits	15

Spring Semester (Year 2)

BUSN 1480 Business Career Resources	1
BTEC 1421 Bus Info Apps 1	3
MEDS 2440 Supervision of Health Information	2
MEDS 2510 Quality Management and Health Statistics	3
MEDS 2590 HIT Internship/Capstone Project	3
Goal 5: History, Social Sciences, and Behavioral Sciences	3
Goal 6: Humanities and Fine Arts	3
Total Semester Credits	18

Total Program Credits 64

Application Process

After completion of the Saint Paul College application and admission process, students interested in the Health Information Technology Degree must submit a completed Application to Health Information Technology Degree form and meet the following criteria:

Completion of the following required General Education courses:

- Goal 1: ENGL 1711 Composition 1
- Goal 1: SPCH XXXX

Complete the following required courses with a "C" or better:

- MEDS 1420 Health Information Foundations
- MEDS 1470 Anatomy/Physiology/Medical Office
- MEDS 1480 Medical Terminology

Admission into the Program

Applying by the application deadline (listed on the application) does not guarantee admission to the Health Information Technology Program.

Being admitted to Saint Paul College does not imply admission into the Health Information Technology Program.

The Health Information Technology Admissions Committee will review each application on the basis of overall academic ability, GPA of college level courses, assessment scores, and meeting the above criteria. Notification of acceptance into the Health Information Technology Program will be sent by mail 6-weeks after the application deadline stated on the Health Information Technology Program Application form.

Students admitted into the Health Information Technology Program must meet with program faculty advisor to complete documentation to enter the program.