

Program Planning Guide

Health Information Technology, Certificate in Electronic Health Records (C45360-ER)

See the College Catalog for details regarding: Limited Enrollment Curriculum; Entrance Standards; Required Admissions Criteria and Requirements for Acceptance. <http://www.cccc.edu/curriculum/majors/hit/>

Program Length: 2 semesters

Career Pathway Options: Associate in Applied Science in Health Information Technology, Diploma, Certificate(s)

Program Site(s): Harnett Health Sciences (Online/Evening)

Suggested Course Schedule:	Hours				Grade	Semester	Notes
	Class	Lab	Clinical	Credit			
1st Semester (Fall)							
CIS 110	Introduction to Computers	2	2	0	3		
HIT 110	Intro to Healthcare & HIM	3	0	0	3		
HIT 114	Health Data Sys/Standards	2	3	0	3		
		7	5	0	9		
2nd Semester (Spring)							
HIT 221	Lifecycle of EHR	2	2	0	3		
HIT 215	Revenue Cycle Management	1	3	0	2		
HIT 220	Electronic Health Records	1	2	0	2		
		4	7	0	7		

Total Semester Hours Credit: 16

Course Descriptions:

CIS 110 Introduction to Computers 2-2-0-3

This course introduces computer concepts, including fundamental functions and operations of the computer. Topics include identification of hardware components, basic computer operations, security issues and use of software applications. Upon completion, students should be able to demonstrate an understanding of the role and function of computers and use the computer to solve problems. This course has been approved for transfer under the CAA and ICAA as a general education course in Mathematics (Quantitative).

HIT 110 Intro to Healthcare & HIM 3-0-0-3

This course introduces healthcare settings and the Health Information Management (HIM) professional's role in healthcare delivery systems. Topics include health information management operations in compliance with standards, regulations, and accrediting body initiatives; healthcare providers and disciplines; and electronic health records (EHRs). Upon completion, student should be able to demonstrate an understanding of health information management and healthcare organizations, professions, and trends.

HIT 114 Health Data Sys./Standards 2-3-0-3

This course covers concepts and techniques for managing and maintaining all health record formats including electronic health records (EHR). Topics include structure and use of health information including data collection and analysis, data sources/sets, archival systems, as well as quality and integrity of healthcare data. Upon completion, students should be able to determine compliance of health record content and governance standards within the health organization.

HIT 215 Revenue Cycle Management 1-3-0-2

This course covers the revenue cycle management process used in all healthcare settings as they relate to national billing, compliance, and reporting requirements. Topics include clinical documentation improvement, prospective payment systems, billing processes and procedures, chargemaster maintenance, regulatory guidelines, fraud and abuse, reimbursement monitoring, compliance strategies and reporting. Upon completion, students should be able to perform data quality reviews to validate code assignment and comply with reimbursement and reporting requirements.

HIT 220 Electronic Health Records 1-2-0-2

This course covers EHR systems, design, implementation and application. Topics include EHR, Informatics, information governance, health information exchange (HIE), speech & imaging technology, information/network security & integrity, data dictionaries, modeling and warehousing. Upon completion, students should be able to facilitate usage of electronic health record systems and other technologies.

HIT 221 Lifecycle of EHR 2-2-0-3

This course covers the concepts and features of an electronic health record (EHR) system in integrated delivery networks. Topics include administrative and clinical functions such as patient management, privacy and security aspects, clinical documentation and reporting, coding and billing, data management and analytics, CDSS and quality improvement, and implementation of electronic health record systems. Upon completion, students should be able to understand the principles of an EHR and how to utilize EHR software to improve the quality and efficiency of operations in healthcare.