



# Discover

## Schoolcraft College

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### Health Information Technology

Are you fascinated by the world of health care? Like to deal with data and details? Comfortable around a computer? Then Health Information Technology may be the career for you.

At Schoolcraft, you can study for a one-year certificate that will prepare you for immediate employment translating diagnostic and procedural phrases used by healthcare providers into coded form. Or you can move on to an associate degree that combines more in-depth coursework and lab experience with clinical rotations that let you practice what you've learned in a hospital, clinic, doctor's office or other healthcare setting.

After completing the degree program, you'll be ready to sit for the Registered Health Information Technician examination.

Schoolcraft's certificate and degree programs are accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

Schoolcraft also offers Medical Assisting. See our catalog or website for details.

### FREQUENTLY ASKED QUESTIONS

#### What Does a CODING SPECIALIST Do?

#### What Does a HEALTH INFORMATION TECHNICIAN DO?

Using international standards, a Coding Specialist assigns codes to each diagnosis and procedure given to individual patients and records them for billing and insurance purposes. A Health Information Technician compiles and maintains the medical records of patients to document their conditions and treatments and to provide data for research studies.

#### What Characteristics Do I Need To Work In This Field?

You must be detail-oriented, accurate, and able to maintain a patient's confidentiality to succeed. Good communications skills are also a must.

#### Where Could I Find a Job?

Coding Specialists and Technicians are typically employed in hospitals and also in nursing homes, doctors' offices, clinics, and health maintenance organizations.

#### What Is My Employment Outlook?

Employment opportunities for Coding Specialists and Technicians are expected to grow faster than the average for all occupations through the year 2020.

#### Related Websites

American Health Information Management Association: [www.ahima.org](http://www.ahima.org)

Health Source Partners: [www.healthresource.org](http://www.healthresource.org)

American Federation of Teachers/Healthcare Division: [www.aft.org](http://www.aft.org)

#### For More Information

Visit [www.schoolcraft.edu](http://www.schoolcraft.edu) where you can view course and program information, schedule a campus tour, apply for admission, register for courses, and request more information.

Contact the Admissions and Enrollment Center at 734-462-4426 with additional questions.

### employment

#### JOB TITLES & MEDIAN SALARIES OR HOURLY RATES

Coding Specialist  
\$30,940 (Michigan)

Medical Records Technician  
\$30,940 (Michigan)

## Program Requirements 2012-2013 CATALOG

### HEALTH INFORMATION TECHNOLOGY ASSOCIATE DEGREE

Schoolcraft program code # AAS.00153

The Health Information Technology program will prepare the student to be a Health Information Technician. The technician is responsible for performing tasks related to the use, analysis, validation, presentation, abstracting, coding, storage, security, retrieval, quality measurement and control of healthcare data in a medical record and/or computer-based patient record.

The program coordinates classroom, laboratory and off-campus experience in a variety of healthcare facilities, such as acute care hospital, ambulatory care center, mental health facility and other health related facilities. The off-campus activities include supervised, professional practice assignments. The student gains experience in applying knowledge to technical procedures in health information systems.

The Health Information Technician is detail oriented and recognizes the business aspects of healthcare. The technician will have a strong interest in activities, such as assisting medical staff in evaluating the quality of healthcare, safeguarding the confidentiality of medical records and utilizing healthcare data.

Health Information Technology courses should be taken in accordance with prerequisites; a minimum grade of 2.0 is required. Graduates are eligible to take the Registered Health Information Technician (RHIT) examination. The program is designed for the full-time or part-time student.

All courses are not offered each semester. Students should work with the Counseling Center to set up a schedule that will work for them. Students who satisfactorily complete all College Requirements qualify for an Associate in Applied Science Degree.

**This program requires a special admissions process. Contact the Admissions and Enrollment Center at 734-462-4426 or [admissions@schoolcraft.edu](mailto:admissions@schoolcraft.edu) to complete an application.**

### SAMPLE SCHEDULE OF COURSES

#### ADMISSION PREREQUISITES

BIOL 236*	Human Anatomy and Physiology	5
HIT 104	Medical Terminology	4
CIS 120	Software Applications	3
HIT 109	Principles of Health Information Management	3
		<b>15</b>

#### FIRST YEAR Fall Semester

HIT 113	Human Diseases	3
HIT 112	Basic Laboratory and Diagnostic Tests	2
HIT 114	Pharmacology for Health Professionals	2
ENG 101	English Composition I	3
MATH 101	Business Mathematics	3
		<b>13</b>

#### Winter Semester

HIT 111	ICD-9-CM Classification	3
HUM 106	Introduction to Art and Music	1
ENG 102	English Composition 2	3
HIT 158	Clinical Affiliation 1	2
HIT 116	Legal Aspects of Health Information	2
		<b>11</b>

#### Spring/Summer Session

PSYCH 153	Human Relations	3
HIT 216	Healthcare Delivery Systems	2
		<b>5</b>

### SECOND YEAR Fall Semester

HIT 210	Healthcare Statistics for Health Information Management	3
HIT 217	Quality Management in Health Care	2
HIT 222	Basic Ambulatory Coding	3
HIT 256**	Clinical Affiliation 2	2
HIT 232	Computer Applications in Healthcare	2
		<b>12</b>

### Winter Semester

HIT 240	Healthcare Reimbursement Methodologies	2
HIT 219	Organization and Management	2
HIT 233	Intermediate ICD-9-CM Coding	3
HIT 234	Intermediate Ambulatory Coding	3
HIT 258**	Clinical Affiliation 3	2
		<b>12</b>

**PROGRAM TOTAL 68 CREDITS**

### ELECTIVE (OPTIONAL)

HIT 213	Health Information Technology Seminar	1
HIT 230**	ICD-9-CM Coding Practicum	2
HIT 231**	Ambulatory Coding Practicum	2

\* Students desiring transfer credit should substitute BIOL 237 & BIOL 238. BIOL 101 is a prerequisite to BIOL 236 and the BIOL 237-238 sequence. Please review and follow all course prerequisites. Students planning to transfer should take the following courses: POLS 105, PSYCH 201, HUM 106 and MATH 111.

\*\* Contact HIT faculty to consider substitution.

Students planning to transfer should check the transfer institution's requirements/guides or discuss their options with a counselor or advisor. Number of credits may vary depending on the course selection.

For more information on accreditation please contact:

Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM)  
233 N. Michigan Ave., Suite 2150  
Chicago, Illinois 60611-5519  
312-233-1131

[www.cahiim.org](http://www.cahiim.org)

### IMPORTANT NOTE:

**Due to federal delay in the implementation of ICD-10-CM/PCS, ICD-10 courses will not be offered in the 2012-2013 academic year as stated in the 2012-13 catalog. The HIT and Coding Programs will revert to 2011-2012 curriculum with ICD-9-CM being the main classification system taught. That change is reflected in this guide.**

# HEALTH INFORMATION TECHNOLOGY

## HEALTH—CODING SPECIALIST CERTIFICATE

Schoolcraft program code # 1YC.00240

The Coding Specialist Program will prepare a student to review and analyze health records to identify relevant diagnoses and procedure for patient services in the inpatient, ambulatory and/or ancillary setting. The student will practice translating diagnostic and procedural phrases utilized by healthcare providers into coded form.

In the program, students apply the following skills:

- Coding of inpatient diagnoses and procedures using International Classification of Diseases (ICD-9-CM).
- Coding of ambulatory setting procedures and services using Current Procedural Terminology (CPT).
- Reading and interpreting health record documentation to identify all diagnoses and procedures that affect the current inpatient stay/outpatient encounter visit.
- Applying approved coding guidelines to assign and sequence the correct diagnosis; applying procedure codes for hospital inpatient and outpatient services.

Minimum grade of 2.0 is required for progression to the next Health Information Technology course. A minimum grade of 2.0 is required for the basic science course.

The coder can be employed in hospital departments such as health information services (medical records), quality management, professional fee services, radiology, emergency room, outpatient/ambulatory surgery, ancillary services, and specialty physician clinics. Coders also work as independent contractors, consultants and trainers. The coding professional is employed by insurance companies, government agencies, health maintenance organizations and other facilities involved with various aspects of the reimbursement process of health claims.

The curriculum in the Coding Specialist Program will allow the student to select the Health Information Technology Associate Degree Program as a career path. Students who satisfactorily complete the Program courses qualify for a Certificate of Program completion.

**This program requires a special admissions process. Contact the Admissions and Enrollment Center at 734-462-4426 or [admissions@schoolcraft.edu](mailto:admissions@schoolcraft.edu) to complete an application.**

### IMPORTANT NOTE:

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## SAMPLE SCHEDULE OF COURSES

FIRST YEAR		Fall Semester		
BIOL 236*	Human Anatomy and Physiology . . . . .			5
HIT 104	Medical Terminology . . . . .			4
HIT 109	Principles of Health Information Management . . . . .			3
				<b>12</b>
		Winter Semester		
HIT 113	Human Diseases . . . . .			3
HIT 111	ICD-9-CM Classification . . . . .			3
				<b>6</b>
SECOND YEAR		Fall Semester		
HIT 112	Basic Laboratory and Diagnostic Tests . . . . .			2
HIT 114	Pharmacology for Health Professionals . . . . .			2
HIT 222	Basic Ambulatory Coding . . . . .			3
				<b>7</b>
		Winter Semester		
HIT 233	Intermediate ICD-9-CM Coding . . . . .			3
HIT 234	Intermediate Ambulatory Coding . . . . .			3
				<b>6</b>
		Spring Session		
HIT 230	ICD-9-CM Coding Practicum . . . . .			2
HIT 231	Ambulatory Coding Practicum . . . . .			2
				<b>4</b>

### PROGRAM TOTAL 35 CREDITS

\* Students desiring transfer credit should substitute BIOL 237 & BIOL 238. BIOL 101 is a prerequisite to BIOL 236 and the BIOL 237–238 sequence. Please review and follow all course prerequisites.

All courses may be applied toward the Associate of General Studies Degree.

**Go to [www.schoolcraft.edu/academicprograms](http://www.schoolcraft.edu/academicprograms) to see the Gainful Employment Disclosure which includes additional information about this program, such as program costs, student graduation rates, and the median debt of students who complete the program.**

Virtually any program at Schoolcraft College can be a transfer program if you plan to continue at a four-year institution to earn a bachelor's degree in your major. Visit [www.schoolcraft.edu/transfer](http://www.schoolcraft.edu/transfer) for information about transfer options. To ensure that the Schoolcraft courses you select are the specific ones required by the four-year college of your choice, be sure to consult regularly with your counselor/advisor.



