**Program Objectives/Course Descriptions**

Health Information Management- 1337-05

At the completion of training, the student will be able to:

* Electronically record data for collection, storage, analysis, retrieval, and reporting
* Organize and maintain data for clinical databases and registries
* Use classification software to assign clinical codes for reimbursement and data analysis
* Implement use of EHR as applies to patient registration, billing, reimbursement, clinical/procedure coding, and insurance follow-up

Certifications offered:

* Certified Revenue Cycle Specialist/Professional
* Certified Coding Associate/Specialist

### DESCRIPTION OF COURSES – 1337-05

**Microsoft Word 2016:** Course covers Core Skills required to meet training objectives with working with text, paragraphs, documents, managing files, using tables, pictures, and charts. This course is computer-based learning using Microsoft Office and keyboard software. The total contact hours for course are **24** hours classroom and **14** hours lab.

**Microsoft Excel 2016:** Course covers Core Skills required to meet training objectives for students to learn how to work with cells, files, formatting worksheets, page setup & printing, worksheets & workbooks, formula & functions, and using charts & objects. This course is computer-based learning using Microsoft Office and keyboarding software. The total contact hours for course are **24** hours classroom and **14** hours lab.

**Keyboarding I:** Program teaches the fundamentals of keyboarding with assessments, fun games, and challenges. The total contact hours for course are **24** hours classroom and **14** hours lab.

**Medical Terminology I:** Classroom training covering fundamentals of medical terminology. This includes the study of prefixes, suffixes and roots. Course includes detail study of anatomy and physiology. Students have class assignments, homework, practice exams and a comprehensive exam at the completion of course (Mid-Term). The textbook for this course is Chabner Medical Terminology 7th Edition published by Elsevier Saunders. The total contact hours for course are **30** hours of lab.

**Medical Terminology II:** Classroom training covering the Body Structures and Functions. Students will learn the many changes that are occurring in today’s health science and medical fields. The multiskilled health practitioner (MSHP) of today must know the structure and functions of each body system as well as the common diseases. All diseases and disorders content are integrated within each chapter of textbook. Students are introduced to ICD-10 CM coding directed by a Certified HIM instructor to begin the process of learning how to apply coding conventions and guidelines for inpatient/outpatient diagnoses and inpatient procedures. The textbook used for this course covers PowerPoint presentations from Body Structures & Functions 11th Edition published by Delmar Cengage Learning. Students will use in‑house ICD 10 CM/PCS coding books for classroom exercises. The total contact hours for course are **40** hours classroom and **25** hours lab.

**Health Information Documentation:** Course provides an intense overview of the health care delivery system its origins and structure. Students will discuss careers in the field of Health Information Management. The course will progress to the different health care settings such as hospitals, outpatient care, home care, and managed care. Students will learn patient record and filing systems with the ability to abstract records confidentially using established federal, state, and local HIPAA guidelines. Students will learn the aspects to coding and reimbursement related to the health care reimbursement system. The course is designed to prepare students for certification covering the revenue cycle subject matter including patient access, billing, credit/collections and revenue cycle management. AAHAM offers certification for institutions (hospitals, health systems) and professional (physician, clinic) setting. The textbook for this course is American Association of Healthcare Administrative Management – AAHAM Study Guide. The total contact hours for the course are **40** hours classroom and **25** hours lab.

**Electronic Health Management:** This course covers the use and management of medical records either manually or electronically. Every medical facility generates a large amount of information. Students will learn the primary purposes of the medical record in an ambulatory setting: 1). Provide a base for managing patient care, 2). Provide interoffice and intraoffice communication as necessary, 3). Determine any patterns that surface to signal the provider of patient needs, 4). Serve as a basis for legal information necessary to protect providers, staff, and patients, 5). Provide clinical data for research. Student will receive Health IT training in the electronic medical record (EMRs) as it relates to laboratory, reception, and clinical components in a total practice management system. The textbook used for this course is Comprehensive Medical Assisting published by Delmar Cengage Learning. Textbook includes DVDs, CDs, and internet access for additional case studies and lab. The total contact hours for course are **40** hoursclassroom and **25** hours lab.

**International Classification of Diseases/Procedures, Clinical Modification ( ICD -10 CM/PCS):** The International Classification of Diseases/Procedures, Clinical Modification course is based on the official version of the World Health Organization 10th Revision, International Classification of Diseases (ICD-10). The course is designed for the classification of morbidity and mortality information for statistical purposes and for the indexing of hospital records by disease and operations, for data storage and retrieval. Effective October 1, 2014 ICD-10 CM/PCS will be fully implemented and ICD-10 CM will become a *legacy coding system- which means it will be used to archive data but will no longer be supported or updated by the ICD-10 CM Coordination and Maintenance Committee.* Consequently, students will be trained on GEMs to begin using ICD-10 CM/PCS*.* ICD-10 CM will be used to code diagnoses (Volumes 1 & 2 ICD-9 CM). ICD-10-PCS will be used to code inpatient procedures (Volume 3 ICD-10 CM). The textbook used for this course is ICD-9 CM Volumes 1, 2, & 3, ICD-10 CM, ICD-10 PCS, and Understanding Health Insurance11th Edition-A Guide to Billing and Reimbursement published by Delmar Cengage Learning. Students will use coding textbooks in lab setting in classroom and they are issued a UHI textbook. The total contact hours for this course are **36** hours classroom lecture and **20** hours lab.

**Current Procedural Terminology (CPT-4):** This course provides training in the listing of descriptive terms used to identify codes for reporting medical services and procedures. CPT provides a uniform language that describes medical, surgical, and diagnostic services to facilitate communication among providers, patients, and insurers. Students are taught the various levels of Evaluation Management (EM) codes and the importance of the selection of CPT modifiers which further clarifies services and procedures that have been altered. The textbooks used for this course is CPT-4 published by *Optum* and *AMA*. Students will use CPT coding manual in lab setting in classroom. The total contact hours for the course are **24** hours of classroom lecture and **20** hours of lab.

**HCPCS Level II:** This course provides students with training with the standardized language for reporting professional services, procedure, supplies, and equipment. HCPCS Level II (national codes) was created to describe common medical services and supplies not classified in CPT (Level I). HCPCS Level II codes identify services performed by physicians and nonphysicians (e.g. nurse practitioners and speech therapists), ambulance companies, and durable medical equipment (DME) companies (e.g. prosthetics and orthotics). The textbook used for this course is the HCPCS Level II published by Optum. The total contact hours are **6 c**lassroom and **6** hours lab.

**Revenue Cycle Management (RCM):** This course provides students with training in the process that manages claims processing, payments and revenue generation. It entails using technology to keep track of the claims process at every point of its life, so the healthcare provider doing the billing can follow the process and address any issues, allowing for a steady stream of revenue. Students will learn the process use to track claims in the system to make sure payments are collected and addressing denied claims to increase revenue to providers. RCM encompasses everything from determining patient insurance eligibility and collecting co-pays to properly coding claims using ICD-10 CM/PCS. Students are taught the importance of time management and efficiency as elements of RCM, and a physician’s or hospital’s choice of an Electronic Medical Record (EMR) can be largely centered on how their RCM is implemented. The textbooks used for this course includes AAHAM Study Guide, UHI 12th Edition, Electronic Health Record-Elsevier, and Using the Electronic Health Record-Cengage Learning. The total contact hours are **24** classroom and **12** hours lab.

**Coding For Medical Necessity:** Classroom training in coding for medical necessity. Students will be taught how to select diagnoses and procedures/services from a case and link procedures/services with the diagnosis code that justifies the medical necessity for performing it. Students will be provided case scenarios and patient reports to determine diagnoses and procedures/services to be coded, as well as medical necessity issues. The textbook used for this course is UHI 12th Edition. The total contact hours are **24** hours classroom and **12** hours lab.

**Certification Training Preparation:** Course provides students with certification training in the AAHAM and AHIMA certifications of Revenue Cycle Specialist/Professional and Coding Associate/Specialist. Students complete a rigorous 12 weeks of intense review of the Technical Certification Guide for each certification. Quizzes and tests have prepared with mock examinations and other skills building practices and exercises. Exercises include completion of CMS 1500 and UB-04 claim forms, medical science, health data, clinical classification systems, billing and reimbursement, inpatient/outpatient coding, revenue cycle management, and insurance follow-up/credit & collections. The training module includes textbooks and software (AAHAM and for the CCA/CCS Examination published by AHIMA). The total contact hours for course are **36** hours classroom and **46** hours lab.

**Job Placement Assistance (JPA):** Students will receive job placement assistance (classroom) training designed to help students identify potential employers for employment or externship. JPA covers a 5 module curriculum including goal setting, resume writing, interview skills, employment application, and professional ethics. The total contact hours for course are **35** hours classroom and **27** hours lab.

**Lab:** Lab encompasses every course offered under each program with additional case studies to be completed as a requirement in program completion and evaluation. Students will gain access through Internet passwords and access codes. Course completion will be monitored through an enrollment management system by faculty to provide online assistance, completion verification, and any additional services on a as needed basis.

**Externship:** Students are required to complete **240** hours of on-the‑job experience prior to graduation (externship) at hospitals, physicians’ practices, out-patient care facilities or other health related facilities, such as, law offices, insurance companies, or other health vendor establishments. Students must have documented proof of externship received with performance evaluation signed. **Please note: Externships are earned during classroom/lab training.** Students much exhibits the characteristics of ***Professionalism –*** *Attitude/Self Esteem, Communication, Conflict Management, Customer Service, Diversity Awareness, Leadership, Managing Change, Productivity, Professional Ethics, Team-Building, and Telephone Skills for the Healthcare Setting* to meet candidacy for institutional referral. Student individual externships are accepted provided that proof of completion (Externship Evaluation) is performed.