

# 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.

## Program Faculty

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 Kelly Dale kelly.dale@saintpaul.edu

## Part-time/Full-time Options

This program can be completed by using a combination of online, day, evening, and Saturday courses. Part-time and full-time options are available.

## 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
<b>Subtotal. . . . .</b>	<b>48</b>

General Education/MnTC Requirements	Cr
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 COMM 17XX – 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
<b>General Education Requirements . . . . .</b>	<b>16</b>

**Total Program Credits . . . . . 64**

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


## Program Start Dates

Fall

## Course Sequence

The course sequence listed on the back of this guide is recommended for a full-time student; however, this sequence is not required. Contact Program Faculty with questions.

*See back of this guide for Course Sequence, Admissions Info & Transfer Opportunities*



The Health Information Technology AAS Degree Program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education ([www.cahiim.org](http://www.cahiim.org)).

### 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+ or grade of "C" or better in MATH 0745

**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 for Full-Time Schedule

The following course sequence is recommended for full-time students. Students must consult with a program advisor to develop an educational program plan before registration.

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

#### First 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: COMM 17XX . . . . .	4
<b>Total Semester Credits</b> . . . . .	<b>16</b>

#### Second Semester (Year 1)

MEDS 1570 Human Disease . . . . .	3
MEDS 2430 Pharmacology for the Medical Office . . . . .	2
MEDS 2461 ICD-10-CM Coding (spring only) . . . . .	3
MEDS 2462 ICD-10-PCS Coding (spring only) . . . . .	4
MEDS 2470 CPT-4 Coding (spring only) . . . . .	3
<b>Total Semester Credits</b> . . . . .	<b>15</b>

#### Third Semester (Year 2)

BTEC 1421 Bus Info Apps 1 . . . . .	3
MEDS 1560 Computerized Health Information . . . . .	3
MEDS 2432 Alternative Health Record Systems (fall only) . . . . .	2
MEDS 2434 Legal Aspects of Health Information (fall only) . . . . .	2
MEDS 2480 Advanced Coding (fall only) . . . . .	3
Goal 3: Natural Sciences OR Goal 4: Mathematical/Logical Reasoning . . . . .	3
<b>Total Semester Credits</b> . . . . .	<b>16</b>

#### Fourth Semester (Year 2)

BUSN 1480 Business Career Resources . . . . .	1
MEDS 1562 Billing and Reimbursement (spring only) . . . . .	2
MEDS 2440 Supervision of Health Information (spring only) . . . . .	2
MEDS 2510 Quality Management and Health Statistics (spring only) . . . . .	3
MEDS 2590 HIT Internship/Capstone Project . . . . .	3
Goal 5: History, Social Sciences, and Behavioral Sciences . . . . .	3
Goal 6: Humanities and Fine Arts . . . . .	3
<b>Total Semester Credits</b> . . . . .	<b>17</b>

**Total Program Credits . . . . .64**

### Course Sequence for Part-Time Schedule

The following course sequence is recommended for part-time students. Students must consult with a program advisor to develop an educational program plan before registration.

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

#### First Semester (Year 1)

BTEC 1421 Bus Info Apps 1 . . . . .	3
MEDS1470 Anatomy & Physiology/Medical Office . . . . .	3
MEDS 1480 Medical Terminology . . . . .	3
<b>Total Semester Credits</b> . . . . .	<b>9</b>

#### Second Semester (Year 1)

MEDS 1420 Health Information Foundations . . . . .	3
MEDS 1570 Human Disease . . . . .	3
Goal 1: ENGL 1711 Composition 1 . . . . .	4
<b>Total Semester Credits</b> . . . . .	<b>10</b>

#### Third Semester (Year 2)

MEDS 1560 Computerized Health Information . . . . .	3
Goal 1: COMM: 17XX . . . . .	3
Goal 3: Natural Sciences OR Goal 4: Mathematical/Logical Reasoning . . . . .	3
MEDS 2430 Pharmacology for the Medical Office . . . . .	2
<b>Total Semester Credits</b> . . . . .	<b>11</b>

#### Fourth Semester (Year 2)

MEDS 1562 Billing and Reimbursement (spring only) . . . . .	2
MEDS 2461 ICD-10-CM Coding (spring only) . . . . .	3
MEDS 2462 ICD-10-PCS Coding (spring only) . . . . .	4
MEDS 2470 CPT-4 Coding (spring only) . . . . .	3
<b>Total Semester Credits</b> . . . . .	<b>12</b>

#### Fifth Semester (Year 3)

BUSN 1480 Business Career Resources . . . . .	1
Goal 5: History, Social Sciences, and Behavioral Sciences . . . . .	3
MEDS 2432 Alternative Health Record Systems (fall only) . . . . .	2
MEDS 2434 Legal Aspects of Health Information (fall only) . . . . .	2
MEDS 2480 Advanced Coding (fall only) . . . . .	3
<b>Total Semester Credits</b> . . . . .	<b>11</b>

#### Sixth Semester (Year 3)

MEDS 2440 Supervision of Health Information (spring only) . . . . .	2
MEDS 2510 Quality Management and Health Statistics (spring only) . . . . .	3
MEDS 2590 HIT Internship/Capstone Project . . . . .	3
Goal 6: Humanities and Fine Arts . . . . .	3
<b>Total Semester Credits</b> . . . . .	<b>11</b>

**Total Program Credits . . . . .64**

### Admission into the Program

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

All Health Information Technology students are required to complete an online orientation seminar to complete documentation prior to beginning any courses within the program of study.

Students admitted into the Health Information Technology Program are required to work with a faculty program advisor to arrange an educational program plan leading to graduation from the program.

Health Information Technology students are encouraged to communicate with their faculty program advisor prior to the start of each semester regarding their educational program plan. \*Failure to communicate with a faculty program advisor may lead to increased time to complete the degree.

### 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 [saintpaul.edu/Transfer](http://saintpaul.edu/Transfer).

#### Health Information Technology AAS

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