

HEALTH INFORMATION TECHNOLOGY PROGRAM

Cypress College 9200 Valley View Cypress, California 90630-5897 (714) 484-7270

Associate Degree Health Information Technology (Program Code: 1S03788)

Certificate in Health Information Technology (Program Code: 1C03788)



Health Information Technology courses prepare individuals to become health information managers. Health information technicians are members of the health care team who assure health record documentation is consistent with professional standards and licensure requirements. To accomplish this, health information technicians monitor and track information documented in both paper-based and electronic health records -- the medical history, physical examination, progress notes, laboratory and radiology reports. Interacting with physicians, administrators, nurses and health care providers, health information technicians quantify, manage and interpret health record data needed for crucial medical and financial decisions. Health information technicians function as patient advocates in safeguarding the confidentiality of protected health information pursuant to the Health Insurance Portability and Accountability Act (HIPAA).

To fulfill these responsibilities, health information technicians develop a broad range of skills. Their clinical knowledge base is essential when reading and interpreting the medical record for coding and abstracting health care data. Processing health information requires knowledge of computers and computer applications. In safeguarding medical information, health information technicians become familiar with legal issues associated with the delivery of patient care. Health information technicians develop managerial skills working as supervisors and directors of health information departments. Health information managers demonstrate leadership and management of health information in all formats: paper, scanned, or computerized forms and are a critical component of the electronic health record (EHR) workforce.

Most (60%) health information managers work in health care facilities where they organize, analyze, and generate health data for treatment, reimbursement, planning, quality assessment, and research. Other employers of health information managers include medical group practices, government agencies, insurance companies, utilization management organizations, cancer centers, consulting firms, and managed care organizations. Health information managers work in sales and marketing positions for companies that design and implement health information technology systems.

THE DEMAND: The United States Department of Labor Statistics project Medical Record and Health Information Technicians will grow faster than the national average with an 18% increase by 2016. Technicians are needed to assist in the implementation and use of electronic health records. Growth is expected in physician offices, home health, outpatient care centers, and long term care facilities. Cancer registrars are expected to grow. Experienced Medical/Clinical Coders will be in great demand. The aging of the U.S. population, the growing need for health care, increasing government regulations, new payment programs and government initiatives to implement the national health information infrastructure and electronic health records are trends that are spurring the growth of health information technology and management. Visit <http://www.healthinformationcareers.com> to learn more about careers in health information management.

<p>Accreditation Status: Cypress College is accredited by the Commission on Accreditation of Health Informatics And Information Management Education http://www.CAHIIM.org Graduates with the Associate Degree in Health Information Technology are eligible to take the national certification examination for the Registered Health Information Technician http://www.ahima.org</p>
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Minimum Standards for Enrollment: High school graduation or completion of the General Education Development (GED) test with a minimum score of 45 on high school proficiency tests.

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Enrollment Procedures for AS Degree/Certificate in Health Information Technology:

1. Students may enroll in either the fall, spring or summer sessions.
2. Apply online to Cypress College at <http://www.cypresscollege.edu>
3. Students must furnish all documents and transcripts to Health Science Counseling Office.

Required Curriculum: Transferability of health information coursework is determined by the individual receiving college. To earn an Associate Degree students must complete: (1) All major course requirements with a minimum grade of "C"; (2) 25 units of General Education Graduation Requirements; (3) cultural diversity and reading requirements; (4) any elective courses to complete a minimum of 60 units; and (5) have a minimum GPA of 2.0. At least 50% of all major coursework must be completed at Cypress College. Required prerequisites should be taken prior to enrolling in Health Information Technology courses.

To earn an Associate Degree, students must complete (1) all major course requirements with a minimum of "C"; (2) 25 units of General Education Graduation requirements; (3) the cultural diversity and reading requirements; (4) any elective courses to complete a minimum of 60 units; and (5) have a minimum GPA of 2.0. At least 50% of all major course work must be completed at Cypress College.

Associate Degree Health Information Technology (Program Code: 1S03788)					
Certificate in Health Information Technology (Program Code: 1C03788)					
Required Course		Units	Required Courses		Units
Summer Session 1			Semester 3		
HS 145C	Survey of medical Terminology	3	HI 103C	Health Care Statistics	3
CIS 101C	Intro to Keyboarding/MS Word	3	HI 203C	Medical Quality Management	2
CIS 111C	Computer Information Systems	3	HI 214C	CPT/Ambulatory Care Coding	3
	Semester 1		HI 105C*	Directed Practice I –3 Hour lecture & 4 hrs/ week in facility	4
HI 100C	Trends in Health Care	2		Total Units for Semester 3	12
HI 101C	Health Information Science	3	Semester 4		
BIOL 210C	Anatomy and Physiology	5	HI 220C	Advanced Coding For Prospective Payment	3
ENGL 100C	College Writing	3	HI 225C	Information Technology	3
			HI 110C	Medical Insurance Billing	3
	Total Units for Semester 1	13	HI 205C*	Directed Practice II 3 Hr lecture & 4 hrs/week in facility	4
HI 102C	Legal Aspects of Health Care	2	HI 245C	Coding Skills Lab	1
HI 115C	Medical Staff Services Science	3		Total Units for Semester 4	14
HS 147C	Survey of Disease	3			
HI 204C	ICD-9-CM Coding	3			
	Total Units for Semester 2	11			

*This course includes a non-paid laboratory experience. Before students are assigned to a hospital they must complete medical history and physical examination and a criminal background check.

Associate Degree Medical Staff Services Science (Program Code: 1S07836) **Certificate in Medical Staff Services Science (Program Code: 1C07836)**

Medical Staff Services Professionals are experts in provider credentialing and privileging, medical staff organization, accreditation and regulatory compliance, and provider relations in the diverse healthcare industry. They credential and monitor ongoing competence of the physicians and other practitioners who provide patient care services in the organization. They serve as professional administrative assistants coordinating activities of the organized medical staff and serving as liaison between the Medical Staff, Nursing Staff, and Hospital Administration within parameters established by the Chief Executive Officer of the Hospital. Medical Staff Services Professionals assist the medical staff in fulfilling its major responsibility to monitor the quality of patient care delivered by all members of the organized medical staff. This exciting position offers top management interfacing with boards of directors, medical staff leaders and hospital executive management.

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After three years work experience, one is eligible to write the examination offered by the National Association of Medical Staff Services to become a Certified Professional Medical Services Manager. A second credential is for those who specialize in provider credentialing, the Certified Provider Credentialing Specialist (CPCS). Please visit <http://www.namss.org> for current eligibility requirements for the CPMSM and CPCS examinations.

Minimum Standards for Enrollment: High school graduation or completion of the General Education Development (GED) test with a minimum score of 45 on high school proficiency tests.

Application Procedures:

1. Students may enroll in either the fall, spring or summer sessions.
2. Apply online to Cypress College at <http://www.cypresscollege.edu>.
3. Students must furnish all documents and transcripts indicating minimum standards to the counseling office.

To earn an Associate Degree, students must complete (1) all major course requirements with a minimum of “C”; (2) 25 units of General Education Graduation requirements; (3) the cultural diversity and reading requirements; (4) any elective courses to complete a minimum of 60 units; and (5) have a minimum GPA of 2.0. At least 50% of all major course work must be completed at Cypress College.

Required Curriculum: It is recommended that the three required prerequisite courses be taken prior to enrolling in the Health Information Technology courses. Required courses are listed in suggested sequence.

Associate Degree Medical Staff Services Science (Program Code: 1S07836)					
Certificate in Medical Staff Services Science (Program Code: 1C07836)					
Required Course		Units	Required Course		Units
Summer 1			Semester 3		
CIS 111C	Computer Information Systems	3	CIS 250C	Word Processing	2
HS 145C	Survey of Medical Terminology	3	MGT 266C	Human Relations in Business	3
	Semester 1		MGT 262C Or MGT 67C	Principles of Management Principles of Supervision	3 (3)
CIS 102C	Document Formatting – MS Word	3	HS 147C	Survey of Disease	3
HI 101C	Health Information Science	3		Total Units for Semester 3	11
HI 100C	Trends in Health Care Delivery	2	Semester 4		
ENGL100C	College Writing	3	HI 215C	Medical Staff Services Science	2
	Total Units for Semester 1	11	HI 225C	Information Technology	3
			HI 203C	Medical Quality Management	2
	Semester 2		*HI 299	Independent Study	2
HI 115C	Medical Staff Services Science	3		Total Units for Semester 4	9
HI 102C	Legal Aspects of Health Care	2			
BIOL 210C	Anatomy and Physiology	5			
	Total Units for Semester 2	10			

*This course is a non-paid lab-oratory experience. Before students are assigned to a hospital they must complete medical history and physical examination and a criminal background check.

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Health Information Coding Certificate (Program Code: 1C07837)

Because coding is at the heart of both healthcare reimbursement and clinical data analysis, this extremely important aspect of health information management requires a highly trained and accurate professional.

This certificate program prepares the individual to assign codes to diagnoses, symptoms and procedures using the International Classification of Diseases, Ninth Revision, Clinical Modification ICD 9-CM and procedures according to Current Procedural Terminology CPT. Most third party payers, including the federal government and private insurance companies, require submission of coded data as part of the hospital and/or physician billing process. Diagnoses and procedures codes are needed for comparing and tracking diseases, clinical research, statistical reporting, market data and health care planning and policy-making. Individuals skilled in ICD 9-CM and CPT coding are employed as coders for hospitals, physician offices, quality improvement organizations, health maintenance organizations, ambulatory care facilities, skilled nursing facilities, consulting firms, insurance companies, or medical billing firms.

In addition to a high school diploma or equivalent, solid coding education and three years hospital inpatient coding experience are recommended prior to taking the Certified Coding Specialist (CCS) examination offered by the American Health Information Management Association. <http://www.ahima.org>

Minimum Standards for Enrollment: High school graduation or completion of the General Education Development (GED) test with a minimum score of 45 on high school proficiency tests.

Enrollment Procedures for AS Degree/Certificate in Health Information Technology:

1. Students may enroll in either the fall, spring or summer sessions.
2. Apply online to Cypress College at <http://www.cypresscollege.edu>
3. Students must furnish all documents and transcripts to Health Science Counseling Office.

Health Information Coding Certificate Program Code: 1C07837					
Required Course		Units	Required Course		Units
Semester 1			Semester 3		
HI 101C	Health Information Science	3	HI 214C	CPT/Ambulatory Care Coding	3
HS 145C	Survey of Medical Terminology	3	HI 220C	Advanced Coding for Prospective Payment	3
BIOL 210C	Anatomy & Physiology	5	HI 110C	Medical Insurance Billing	3
HI 100C	Trends in Health Care Delivery	2	HI 245C	Coding Skills Lab	2
	Total Units for Semester 1	13	HI 299C	Independent Study	1
Semester 2			Total Units for Semester 3		
CIS 111C	Computer Information Systems	3			
HS 147C	Survey of Disease	3			
HI 204C	ICD-9-CM Coding	3			
HI 245C	Coding Skills Lab	1			
	Total Units for Semester 2	10		Total Program Units	35

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Medical Insurance Billing Specialist Certificate (Program Code: 1C12170)

The Medical Insurance Billing Specialist Program prepares students for employment as a medical insurance billing specialist. In processing insurance claims for health care providers, the medical insurance specialist assists both the health care provider and the patient organize, file, and negotiate health insurance claims of all types. Their primary goals are to assist the consumer in obtaining maximum benefits as well as to tell the patient what checks to write to providers to make sure there is no overpayment. Medical Insurance Specialists work in a variety of health delivery settings: physician offices, ambulatory medical groups, hospitals, ambulatory surgery centers, insurance companies, and managed care organizations.

To earn a certificate, complete the required courses as listed with a minimum grade of "C". At least 50% of all course work must be completed at Cypress College. Upon successful completion of the required curriculum, the student will receive a certificate of completion from Cypress College.

Medical Insurance Billing Specialist Certificate Program Code: 1C12170					
Required Course		Units	Required Course		Units
Semester 1			Semester 2		
CIS 101C	Intro to Keyboarding/MS Word	3	HI 204C	ICD-9-CM Coding	3
HS 145C	Survey of Medical Terminology	3	HI 214C	CPT/Ambulatory Care Coding	3
HI 101C	Health Information Science	3	HI 110C	Medical Insurance Billing	3
BIOL 160C	Integrated Medical Science	3	Total Units for Semester 2		9
CIS 111C	Computer Information Systems	3			
Total Units for Semester 1		15	Total Program Units		24

Medical Record Clerk Certificate (Program Code: 1K07839)

The Medical Record Clerk Certificate prepares individuals to perform entry-level clerical tasks in a Medical Record/Health Information Department of hospitals. Students will demonstrate competency in processing admissions and discharges, assembling health records, analyzing health records for deficiencies, and filing methods. Individuals interested in this certificate program are encouraged to schedule an appointment with the Health Information Technology Program counselor.

To earn a certificate, complete the required courses as listed with a minimum grade of "C". At least 50% of all course work must be completed at Cypress College.

Medical Record Clerk Certificate (Program Code: 1K07839)		
Required Course		Units
HS 145C	Survey of Medical Terminology	3
HI 101C	Health Information Science	3
CIS 111C	Computer Information Systems	3
CIS 101C	Intro to Keyboarding/MS Word	3
*HI 299C	Independent Study	2
*This course is a non-paid laboratory experience. Before students are assigned to a hospital they must complete medical history and physical examination and a criminal background check.		
Total Units Required		14
Elective		
HI 102C	Legal Aspects of Health Care	2

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Health Care Management and Supervision Certificate (Program Code: 1K00041)

This certificate program prepares students to work in the health care field in a management and supervisory capacity. Preparing students to work in a variety of health care delivery settings, including physicians' offices, hospitals, health maintenance organizations, and insurance companies, the certificate focuses on the leadership, motivation, organization and planning, and other skills needed to manage or supervise others. Created for students with allied health credentials or general business or office experience, this certificate is designed to help students gain entry into the health care field, to move into supervisory positions, and/or to advance in their current positions. Required courses are listed in numeric sequence.

Health Care Management and Supervision Certificate (Program Code: 1K00041)		
Required Course		Units
HI 100C	Trends in Health Care Delivery	2
HI 102C	Legal Aspects of Health Care	2
HI 115C	Medical Staff Services Science	3
MGT 262C	Principles Management	3
MGT 266C	Human Relations in Business	3
MGT 267C	Principles of Supervision	3
Total Units Required		16

Health Care Marketing and Sales Certificate (Program Code: 1K00042)

This certificate program provides students with the necessary knowledge and skills to work in the health care field in a marketing or sales capacity. Preparing students to work in a variety of health care delivery settings, including physician offices, hospitals, health maintenance organizations, and insurance companies, the certificate focuses on such areas as sales and customer service, marketing research advertising, public relations, and community outreach. It is designed to help students gain entry into the health care marketing and sales field and/or to advance in their current positions.

To earn a certificate, complete the required courses as listed with a minimum grade of "C". At least 50% of all course work must be completed at Cypress College. Required courses are listed in numeric sequence.

Health Care Marketing and Sales Certificate (Program Code: 1K00042)		
Required Course		Units
HI 100C	Trends in Health Care Delivery	2
HI 102C	Legal Aspects of Health Care	2
HI 115C	Medical Staff Services Science	3
MKT 222C	Principles of Selling	3
MKT 103C	Principles of Advertising	3
MKT 208C	Principles of Marketing	16
Total Units Required		2

