LANE
Community College ℠

2016 – 2017
Career Technical Programs

Health Professions Division
541.463.5617

lanecc.edu

Health Information Management

Program Coordinator Shelley K. Williams, BA, RN, RHIT

Purpose This program prepares individuals to work in the field of health information management (HIM). HIM is a diverse yet evolving field that incorporates medicine, management, finance, information technology and law into one dynamic career path. Graduates will be prepared to manage paper and electronic medical records, collect, aggregate, analyze, summarize and disseminate individual and aggregate clinical data. HIM professionals also protect and control the security and quality of records as well as supervise data entry and technical maintenance personnel. The HIM program includes instruction in: clinical and biomedical science data and information requirements; database management; data coding and validation; information security; quality control; health information content and structure; medical business procedures; legal requirements, as well as HIM professional standards.

Learning Outcomes Upon completion of this degree, the student will:
- apply critical and creative thinking, problem solving, and effective inter-professional communication skills related to health information management.
- apply principles of healthcare privacy, confidentiality, legal, ethical issues and data security.
- apply quantitative and qualitative methodologies to process healthcare information.
- demonstrate knowledge of dynamic healthcare delivery systems and regulatory environments.
- demonstrate knowledge of healthcare billing, coding and reimbursement policies.
- demonstrate knowledge of healthcare terminology and medical conditions.
- evaluate, use, and integrate information technology to support medical decision making and processes.
- demonstrate the application of information technology in the him environment.
- demonstrate the principles of leadership and management in the him environment.

Admission Information Students are admitted three times per year (fall, winter, spring). Admission is restricted and is based on a program application. Please consult *classes.lanecc.edu/course/view.php?id=31269&section=1*

Advising & Counseling Advising and counseling is available in Building 1, Room 103. E-mail *HIMprogram@lanecc.edu*

Cooperative Education (Co-op) Coop is required for students admitted to the HIM Program. Students must complete 3 credits hours (minimum) of on-the-job work experience related to their education and career goals. Additionally students must complete 4 credit hours of PPE (professional practice experience) cooperative education during the second of their two year program. PPE may be on site at a clinical/medical facility or completed online using virtual lab scenarios. Through coop and PPE, students connect theory and practice, develop skills, expand career knowledge, and make contacts for the future. Work schedules and work sites vary. Enrollment into Cooperative Education and PPE require instructor and Program Coordinator approval. Contact the HRT/HIM Cooperative Coordinator for additional information. Chuck Fike, Bldg 19, 541.463.5203.

Job Openings Projected through 2020
Lane County: 12
Statewide: 142

Wages
Lane County: hourly average: $17.73, annual average $39,661
Statewide: hourly average $19.47, annual average $41,070

Costs Estimated based on 2015-16 Oregon resident tuition and fees. Consult Lane's website for updated tuition and fees for prerequisite and program courses. Prerequisite costs will vary for transfer students.

Books	$1,600
Certification, Licensure, Exams, Physicals..........................	$500
Computers/Internet Service..	$1,100
Resident Tuition and General Student Fees........................	$10,792

Course fees may change during the year. See the online credit class schedule for fees assigned to courses.

Course Requirements
1. Prerequisites are required for some courses. See course descriptions.
2. All BT, CIS, CS, HO, HIM, HIT, MTH, COMM, and WR courses must be completed with a letter grade, not P/NP, and must be passed with a grade of "C" or better to satisfy program requirements.
3. HO 150 and HO 152 or their equivalents must be completed within the last five years (of application date).
4. Computer science course or its equivalent (CS 120) must be completed within the last five years (of application date).
5. All Coding and Billing courses or their equivalents (HO 114, HO 112, HIT 222, HIM 270, etc.) must be completed within the last five years (of application date).
6. Completion of BI 231, 232, and 233 with a "C" or higher is an acceptable equivalent for HO 150 and HO 152.

Admission Prerequisites

HO 100 Medical Terminology 1..	3
HO 110 Medical Filing and Records Management...............	3
HO 150 Human Body Systems 1..	3
HO 152 Human Body Systems 2..	3
Choice of:..	4
CS 120 Concepts of Computing: Information Processing	
CIS101 - Computer Fundamentals, or BT120 MS Word	
Choice of:..	4
WR 121 Intro to Academic Writing or higher	
WR 121_H Introduction to Academic Writing-Honors or higher	
MTH 052 Math for Introductory Physical Science	
or higher.. ..	4

First Year	**Fall**
HI 101 Introduction to Health Care and	
Public Health in the US..	4
HI 107 Working with Health IT Systems	4
HIM 120 Introduction to Health Information Management	3
HIT 154 Introduction to Medical Science	3
HO 112 Medical Insurance Procedures................................	3

Health Information Management

	Winter
Choice of:	4
COMM 218 Interpersonal Communication	
COMM 219 Small Group Discussion	
SOC 204 Introduction to Sociology	
SOC 205 Social Stratification and Social Systems	
SOC 206 Institutions and Social Change	
HIT 160 Practice Management	3
HIT 222 Reimbursement Methodologies	3
HO 114 Medical Coding Procedures	3
HO 220 Legal and Ethical Aspects of Healthcare	3
	Spring
HI 111 Working with and Maintenance of Electronic Health Records Systems	4
HIM 183 Introduction to Health Information Systems	4
HIT 207 EHR for the Provider Office	3
Social Science Course Students Choice	3
Choice of:	4
WR 122 Composition: Style and Argument or higher	
WR 122H or higher	
Second Year	**Fall**
CIS 125D Software Tools 1: Databases	4
HIM 200 Healthcare Statistics	3
HIM 206 Co-op Ed: Employment in Healthcare: HIM Seminar	2
HIM 241 Health Information Management Applications 1	4
HIM 270 ICD Coding	4
	Winter
HIM 230 Quality Improvement in Healthcare	3
HIM 242 Health Information Management Applications 2 .	4
HIM 271 ICD-10 Coding 2	4
HIM 273 CPT Coding 1	4
	Spring
BA 278 Leadership & Team Dynamics	4
HIM 275 CPT Coding 2	4
HIM 280 Co-op Ed: Health Information Management	3
HO 153 Introduction to Pharmacology	3

Health Information Management

Offered by the Health Professions Division, 541.463.5617

One-Year Certificate of Completion

Program Coordinator Shelley K. Williams, BA, RN, RHIT, 541.463.5182, *williamSSK@lanecc.edu*

Purpose Prepares graduates for entry level careers in medical records, health information management, medical billing, and medical transcription. Health Record Technicians organize and manage demographic, coded, and billing data by ensuring its quality, accuracy, accessibility, and security. They communicate with physicians and other healthcare professionals to clarify diagnoses or to obtain additional information as needed to meet billing, payment, and regulatory requirements. Health Record Technicians may assist with improving electronic health records (EHR) software usability

Learning Outcomes Upon completion of this certificate, the student will:
- demonstrate ability to organize, input, process, analyze, secure, and distribute healthcare information.
- demonstrate the organization, analysis, and evaluation of health record content for completeness and accuracy.
- demonstrate knowledge of abstracting health records and assigning standardized codes to diagnoses and procedures to accurately meet reporting needs and processing claims for insurance reimbursement.
- apply principles of healthcare privacy, confidentiality, legal, ethical issues and data security.
- demonstrate knowledge of healthcare terminology and medical conditions.
- demonstrate knowledge of healthcare delivery systems and regulatory environments.
- demonstrate knowledge of utilizing library and valid internet resources for research, projects, and to maintain a level of expertise in his or her field of study.
- apply critical and creative thinking, problem solving, and effective inter-professional communication skills related to health information management.

Admission Information Consult *classes.lanecc.edu/course/view.php?id=31269&section=1*

Advising & Counseling See the Counseling and Advising Center, or e-mail *HIMProgram@lanecc.edu*

Cooperative Education (Co-op) Co-op is required for students admitted to the HRT Program. Students must successfully complete 3 credit hours (minimum) of on-the-job work experience related to their educational and career goals. Through Co-op, students connect theory and practice, develop skills, expand career knowledge, and make contacts for the future. Work schedules and work sites vary. Students are required to complete a minimum of two terms of their program course work prior to registering for HRT Co-op. Contact the HRT Cooperative Coordinator, Chuck Fike, Bldg. 19, 541.463.5203.

Job Openings Projected through 2020
Lane County: 14; Statewide: 136

Wages
Lane County hourly average $17.73; annual average $39,661
Oregon hourly average $19.47; annual average $41,070

Costs (Estimates based on 2014-15 data for full-time students. Students attending part-time will incur additional term fees. Consult Lane's website for updated tuition and fees.)

Books	$1,775
Differential Fees*	$234
Program Specific Fees	$228
Resident Tuition and General Student Fees	$5,396
Total Estimated Cost	$7,633

*This is the total of all the differential fees attached to the courses in this program. These fees and other course fees may change during the year. See the online credit class schedule for fees assigned to courses.

Gainful Employment Disclosure
Standard Occupational Classification: 29-2071.00
Go to the Department of Labor's O*Net website for a profile of this occupation:

Medical Records and Health Information Technicians *Onetonline.org/link/summary/29-2071.00*

Or check on these O*Net Related Occupations:

Insurance Claims Clerks *onetonline.org.link/summary/43-9041.00*

In academic year 2014-15, 7 students completed this certificate. The program is designed to take 4 terms, or about 15 months of study to complete.

Lane Community College is committed to protecting student privacy and does not publish this rate for fewer than 10 graduates.

For privacy reasons under FERPA, loan information is not disclosed for programs with fewer than 10 graduates in the reported year.

Explanation of costs: *lanecc.edu/esfs/credit-fees-and-expenses*

Course Requirements
1. Prerequisites are required for some courses. See course descriptions.
2. Completion of BI 231, 232, and 233 with a 'C' or better is an acceptable equivalent for HO 150 and HO 152.

3. Completion with a grade of 'C' or better of 3-course series HIM 270, HIM 273, and HIM 275 may be substituted for HO 114 Introduction to Coding.

4. Computer Science course (CS 120 or CIS 101) must be completed within last five years.

5. All BT, CIS, CS, HO, HIM, HIT, MTH, COMM, and WR courses must be completed with a letter grade, not P/NP, and must be passed with a grade of 'C' or better to satisfy program requirements. Other courses may be completed with a 'Pass' or

6. Coding and Billing courses (HO 112, HIT 222, HO 114) must be completed within last five years.

7. Computer Science course (CS 120 or CIS 101) must be completed within last five years.

Admission Prerequisites

HO 100 Medical Terminology 1..	3
HO 110 Medical Filing and Records Management..............	3
HO 150 Human Body Systems 1.. .	3
HO 152 Human Body Systems 2..	3
Choice of:..	4
CS 120 Concepts of Computing: Information Processing	
CIS101 - Computer Fundamentals, or BT120 MS Word	
Choice of:..	4
WR 121 Intro to Academic Writing or higher	
WR 121_H Introduction to Academic Writing-Honors or higher	
MTH 052 Math for Introductory Physical Science	
or higher.. ..	4

Fall

HI 101 Introduction to Health Care and Public	
Health in the US	4
HI 107 Working with Health IT Systems	4
HIM 120 Introduction to Health Information Management	3
HIT 154 Introduction to Medical Science	3
HO 112 Medical Insurance Procedures.................................	3

Winter

HIM 206 Co-op Ed: Employment in Healthcare:	
HIM Seminar...	2
HIT 160 Practice Management..	3
HIT 207 EHR for the Provider Office	3
HIT 222 Reimbursement Methodologies.............................	3
HO 114 Medical Coding Procedures	3
HO 220 Legal and Ethical Aspects of Healthcare	3

Spring

HI 111 Working with and Maintenance of Electronic	
Health Records Systems...	4
HIM 183 Introduction to Health Information Systems	4
Choice of:	4
COMM 218 Interpersonal Communication	
COMM 130 Business and Professional Communication	
COMM 219 Small Group Discussion	
SOC 204 Introduction to Sociology	
SOC 205 Social Stratification and Social Systems	
SOC 206 Institutions and Social Change	
HIM 280 Co-op Ed: Health Information Management	
12 Credit(s) Max	3

Directed Electives

BA 278 Leadership & Team Dynamics................................	
CIS 125D Software Tools 1: Databases	4
HI 111 Selecting, Implementing, and Customizing	
EHR Systems	3
HI 208 Installation and Implementation of Health IT	
HIM 200 Healthcare Statistics...	3
HIM 230 Quality Improvement in Healthcare	3
HIM 241 Health Information Management	
Applications 1	4
HIM 242 Health Information Management	
Applications 2	4
HIM 270 ICD-10 Coding 1	4
HIM 271 ICD-10 Coding 2	4
HIM 273 CPT Coding 1..	4

HIM 275 CPT Coding 2...	4
HIM 280 Co-op Ed: Health Information Management	
HO 153 Intro to Pharmacology	3

Basic Health Care

Offered by the Health Professions Division, 541.463.5617

Career Pathway Certificate

Program Coordinator Shelley K. Williams, BA, RN, RHIT, 541-463-5182, *williamssk@lanecc.edu*

Purpose This career pathway certificate teaches the basic skills needed for employment in an entry level position in a health care setting. The outcomes include practice responsible and confidential communications and apply an understanding of health care laws and ethics are required in health care practice , work in a professional manner in the health care environment, understand and apply medical terminology appropriately, describe the anatomy and physiology of the various systems of the body, demonstrate basic computer skills and, recognize the scope of work the student is legally allowed to perform with their level of training. The certificate is fully embedded in the Health Records Technology certificate and multiple other Lane programs. It is designed for positions in health care such as patient transport, medical receptionist, environmental support, food services, and physical therapy aide. There is no application requirement for this certificate.

Learning Outcomes The graduate will:
- understand the requirements to work as a professional in a health care environment.
- demonstrate basic computer skills.
- apply the principles and privacy and security based on laws and professional ethics required in health care practices.
- demonstrate ability to use medical terminology appropriately, including abbreviations, acronyms, spelling, and pronunciation.
- demonstrate knowledge on the basics of human anatomy and physiology.
- demonstrate professional written and verbal communications in a responsible and confidential manner.
- demonstrate intellectually informed, appreciative, and understanding of various cultures, histories, as marked by class, race, gender, ethnicity, religion, nationality, sexual orientation, and other manifestations of difference.

Admission Information There is no application requirement for this certificate.

Advising & Counseling For assistance with requirements, please go to Counseling and Advising in building 1, room 103 or e-mail HIMProgram@lanecc.edu

Course Requirements

1. Prerequisites may be required for some courses. See course descriptions.

2. Completion of BI 231, 232, and 233 with a 'C ' or better is an acceptable equivalent for HO 150 and HO152.

3. All courses must be completed with a letter grade, not P/NP, and must be passed with a grade of 'C ' or better to satisfy program requirements.

Admission Prerequisites

HO 100 Medical Terminology 1	3
HO 110 Medical Filing and Records Management	3
HO 150 Human Body Systems 1..	3
HO 152 Human Body Systems 2..	3
MTH 052 Math for Introductory Physical Science	
or higher..	4
Choice of:...	4
WR 121 Intro to Academic Writing or higher	
WR 121_H Introduction to Academic Writing-Honors or higher	
Choice of:	4
CS 120 Concepts of Computing: Information Processing	
CIS101 Computer Fundamentals, or BT120 MS Word	

Health Information Management

Medical Coding

Offered by the Health Professions Division, 541.463.5617

Career Pathway Certificate

Program Coordinator Shelley K. Williams, RN, RHIT, 541.463.5182, *williamSSK@lanecc.edu*

Purpose A coding specialist is an individual who reviews and analyzes health records to identify relevant diagnoses and procedures for distinct patient encounters. The coding specialist is responsible for translating diagnostic and procedural phrases utilized by health care providers into coded form. The translation process requires interaction with the health care provider to ensure that the terms have been translated accurately. The coded information that is a product of the coding process is then utilized for reimbursement purposes, in the assessment of clinical care, to support medical research activity, and to support the identification of health care concerns critical to the public at large.

A coding specialist must have a thorough understanding of the content of the medical record in order to be able to locate information to support or provide specificity for coding. The coding specialist must also be highly trained in anatomy and physiology of the human body and disease processes in order to understand the etiology, pathology, symptoms, signs, diagnostic studies, treatment modalities, and prognosis of diseases and procedures to be coded.

Learning Outcomes The student who successfully completes all Medical Coding requirements will:
- demonstrate knowledge of anatomy and physiology of the human body and disease processes.
- demonstrate understanding of the etiology, pathology, symptoms, signs, diagnostic studies, treatment modalities, and prognosis of diseases and procedures to be coded.
- demonstrate knowledge of abstracting health records and assigning standardized codes to diagnoses and procedures to accurately meet reporting needs and processing claims for insurance reimbursement.
- apply principles of healthcare privacy, confidentiality, legal, ethical issues, and data security.
- demonstrate the organization, analysis, and evaluation of health record content for completeness and accuracy.
- appreciate diversity, differing beliefs, value systems, and individual opinions.
- demonstrate knowledge and adherence to HIPAA regulations.
- effectively engage in written and oral communication between patients and other health professionals.

Admission Information Application and admission into the Health Records Technology Program is required. Admission and Application information is found on the web at: *classes.lanecc.edu/course/view.php?id=31269&section=1*

Advising & Counseling For assistance in meeting program or application requirements, please go to Counseling and Advising in building 1, room 103 or e-mail HIMProgram@lanecc.edu

Cooperative Education (Co-op) Co-op is required for students admitted to the HRT Program. Students must successfully complete 3 credit hours (minimum) of on-the-job work experience related to their educational and career goals. Through Co-op, students connect theory and practice, develop skills, expand career knowledge, and make contacts for the future. Work schedules and work sites vary. Students are required to complete a minimum of two terms of their program course work prior to registering for HRT Co-op. Contact the HRT Cooperative Coordinator, Chuck Fike, Bldg. 19, 541.463.5203.

Job Openings Projected through 2020

Lane County: 12

Oregon: 142

Wages

Lane County hourly average - $17.73; annual average - $39,661

Oregon hourly average - $19.47; annual average - $41,070

Course Requirements
1. Prerequisites are required for some courses. See course descriptions.
2. All BT, CIS, HO, HIM, HIT, MTH, COMM, and WR courses must be completed with a letter grade, not P/NP, and must be passed with a grade of "C" or better to satisfy program requirements. Other courses may be completed with a 'Pass' or g
3. Completion of BI 231, 232, and 233 with a 'C' or better is an acceptable equivalent for HO 150 and HO152.
4. All billing courses (HO112, HIT222) must be completed within five years of program completion.

Admission Prerequisites

HO 100 Medical Terminology 1	3
HO 110 Medical Filing and Records Management	3
HO 150 Human Body Systems 1	3
HO 152 Human Body Systems 2	3
Choice of:	4
CS 120 Concepts of Computing: Information Processing	
CIS101 - Computer Fundamentals, or BT120 MS Word	
Choice of:	4
WR 121 Intro to Academic Writing or higher	
WR 121_H Introduction to Academic Writing-Honors or higher	
MTH 052 Math for Introductory Physical Science	
or higher	4

Fall

HIM 270 ICD-10 Coding 1	4
HO 112 Medical Insurance Procedures	3
HO 220 Legal and Ethical Aspects of Health Care	3
HIM 120 Intro to Health Information Management	3
HIM 154 Introduction to Health Information Management	3

Winter

HIM271 ICD-10 Coding 2	4
HIM273 CPT Coding 1	4
COOP206 Co-op Ed: Internship Seminar	2
HIT222 Reimbursement Methodologies	3

Spring

HIM275 CPT Coding 2	4
Choice of	4
COMM 218 Interpersonal Communication	
COMM 130 Business and Professional Communication	
COMM 219 Small Group Discussion	
SOC 204 Introduction to Sociology	
SOC 205 Social Stratification and Social Systems	
SOC 206 Institutions and Social Change	
HO153 Pharmacology	3
HIM 280 Co-op Ed: Health Information Management	
12 Credit(s) Max	3