

START DATE(S): August and January	EFFECTIVE: AUGUST 2010
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HEALTH INFORMATION TECHNOLOGY: Program Outcomes

Associate Degree

Course Number	Course Title	Hrs./Week	Credits	Prerequisite(s)/Comments
August 2010				
103-102	Microsoft Office Suite	3	2	Computer proficiency required
150-101	PC, Networking & Security Basics	3	2	
501-101	Medical Terminology	3	3	
530-172	Healthcare Delivery Systems	2	2	
530-176	Health Data Management	3	2	Program student or certificate student, (530-172 and 530-181 or concurrent)
530-181	Introduction to the Health Record [weeks 1-8]	2	1	Program or certificate student
806-177	General Anatomy and Physiology OR	5	4	High School Chemistry with a "C" or better. (See Prepared Learner Guide)
806-189	Basic Anatomy (T)	3	3	
Total Semester Hrs./Week and Total Credits		19	15 cr.	
January 2011				
106-144	Intermed. Spreadsheet and Database Applications	3	2	103-102
530-178	Healthcare Legal and Ethical Issues	3	2	530-176
530-182	Human Diseases for the Health Professions (Internet only)	3	3	(501-101 and 806-177 or 806-189 or concurrent)
530-183	ICD-9-CM Coding	4	3	(501-101, 530-181, 530-182 and 806-177 or 806-189 or concurrent)
801-195	Written Communications	3	3	(See Prepared Learner Guide)
804-106	Introduction to College Mathematics	4	3	(See Prepared Learner Guide)
Total Semester Hrs./Week and Total Credits		20	16 cr.	
Summer 2011 (8 weeks)				
801-196	Oral/Interpersonal Communications	6	3	(See Prepared Learner Guide)
809-198	Introduction to Psychology OR	6	3	(See Prepared Learner Guide)
809-199	Psychology of Human Relations	6	3	(See Prepared Learner Guide)
Total Semester Hrs./Week and Total Credits		12	6 cr.	
August 2011				
530-177	Healthcare Statistics and Research	3	2	530-176 and 804-106
530-184	Current Procedural Terminology (CPT) Coding	4	3	(501-101, 530-181, 530-182 and 806-177 or 806-189 or concurrent)
530-185	Health Care Reimbursement	3	2	530-183 (530-184 or concurrent)
530-190	Healthcare Information Systems	4	3	106-144, 150-101, and 530-176
530-196	Professional Practice Experience I	7	3	530-178, (530-177, 530-183 and 530-184 or concurrent)
809-196	Introduction to Sociology OR	3	3	(See Prepared Learner Guide)
809-174	Social Problems	3	3	(See Prepared Learner Guide)
Total Semester Hrs./Week and Total Credits		24	16 cr.	
January 2012				
530-193	Healthcare Quality Management [Weeks 1-8]	6	2	530-177
530-194	HIM Organizational Resources [Weeks 1-8]	6	2	(530-193 or concurrent)
530-195	Applied Coding [Weeks 1-8]	6	2	530-183, (530-184 and 530-185 or concurrent)
530-198	Professional Practice Experience II [Weeks 9-16]	18	3	530-196 (530-190, 530-194, 530-195 or concurrent)
809-195	Economics OR	3	3	Suggest distance learning option. (See Prepared Learner Guide)
809-197	Contemporary American Society OR	3	3	Suggest distance learning option. (See Prepared Learner Guide)
809-172	Race Ethnic & Diversity	3	3	(See Prepared Learner Guide)
Total Semester Hrs./Week and Total Credits		21	12 cr.	

TOTAL CREDITS REQUIRED = 65

A GRADE OF "C" OR BETTER IS REQUIRED IN ALL COURSES

If a student does not enroll in any courses at CVTC for two or more consecutive semesters, the student will be required to reapply with Admissions. Students must abide by any changes in admission requirements and degree requirements.

Program students who interrupt their program for any reason must meet with a program counselor, apply to the Return list (R list), and will be admitted to core classes on a space available basis.



PROGRAM REQUIREMENTS

www.cvtc.edu - 1-800-547-2882

START DATE(S): August and January	EFFECTIVE: JANUARY 2011
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HEALTH INFORMATION TECHNOLOGY

Associate Degree

Course Number	Course Title	Hrs./Week	Credits	Prerequisite(s)/Comments
January 2011				
103-102	Microsoft Office Suite	3	2	Computer proficiency required
150-101	PC, Networking & Security Basics	3	2	
501-101	Medical Terminology	3	3	
530-172	Healthcare Delivery Systems	2	2	Pre-program or program student or certificate student
530-176	Health Data Management	3	2	Program student or certificate student, (530-172 and 530-181 or concurrent)
530-181	Introduction to the Health Record [Weeks 1-8]	2	1	Program or certificate student
806-177	General Anatomy and Physiology OR	5	4	High School Chemistry with a "C" or better, (See Prepared Learner Guide)
806-189	Basic Anatomy	3	3	
Total Semester Hrs./Week and Total Credits		19	15 cr.	
Summer 2011 (8 weeks)				
801-195	Written Communications	6	3	(See Prepared Learner Guide)
801-196	Oral/Interpersonal Communications	6	3	(See Prepared Learner Guide)
Total Semester Hrs./Week and Total Credits		12	6 cr.	
August 2011				
106-144	Intermed. Spreadsheet and Database Applications	3	2	103-102
530-178	Healthcare Legal and Ethical Issues	3	2	530-176
530-182	Human Diseases for the Health Professions (Internet only)	3	3	(501-101 and 806-177 or 806-189 or concurrent)
530-183	ICD-9-CM Coding	4	3	(501-101, 530-181, 530-182 and 806-177 or 806-189 or concurrent)
804-106	Introduction to College Mathematics	4	3	(See Prepared Learner Guide)
Total Semester Hrs./Week and Total Credits		17	13 cr.	
January 2012				
530-177	Healthcare Statistics and Research	3	2	530-176 and 804-106
530-184	Current Procedural Terminology (CPT) Coding	4	3	(501-101, 530-181, 530-182 and 806-177 or 806-189 or concurrent)
530-185	Health Care Reimbursement	3	2	530-183 (530-184 or concurrent)
530-190	Healthcare Information Systems	4	3	106-144, 150-101, and 530-176
530-196	Professional Practice Experience I	7	3	530-178, (530-177, 530-183 and 530-184 or concurrent)
Total Semester Hrs./Week and Total Credits		21	13 cr.	
Summer 2012 (8 weeks)				
809-196	Introduction to Sociology OR	6	3	(See Prepared Learner Guide)
809-174	Social Problems	6	3	(See Prepared Learner Guide)
809-198	Introduction to Psychology OR	6	3	(See Prepared Learner Guide)
809-199	Psychology of Human Relations	6	3	(See Prepared Learner Guide)
Total Semester Hrs./Week and Total Credits		12	6 cr.	
August 2012				
530-193	Healthcare Quality Management [Weeks 1-8]	6	2	530-177
530-194	HIM Organizational Resources [Weeks 1-8]	6	2	(530-193 or concurrent)
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809-195	Economics OR	3	3	Suggest distance learning option, (See Prepared Learner Guide)
809-197	Contemporary American Society OR	3	3	Suggest distance learning option, (See Prepared Learner Guide)
809-172	Race Ethnic & Diversity	3	3	(See Prepared Learner Guide)
Total Semester Hrs./Week and Total Credits		21	12 cr.	

TOTAL CREDITS REQUIRED = 65

A GRADE OF "C" OR BETTER IS REQUIRED IN ALL COURSES

If a student does not enroll in any courses at CVTC for two or more consecutive semesters, the student will be required to reapply with Admissions. Students must abide by any changes in admission requirements and degree requirements.

Program students who interrupt their program for any reason must meet with a program counselor, apply to the Return list (R list), and will be admitted to core classes on a space available basis.

10-530-1

Dept/Chair/PgmDir: MKONIK

Dean: SOLSON

Counselor: MTHIBODEAU

PgmAssist: SSIE

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10/09/09, 06/08/10

Health Information Technology Tips

Prepared Learner

Prepared Learner classes are designed to help students prepare for a variety of college-level academics, including reading, writing, math and science. Scores on the COMPASS® or ACT assessments will help us to determine if students need to take one or more Prepared Learner classes, to improve your skills in these areas before enrolling in certain General Education courses. Students must successfully complete each required Prepared Learner class with a grade of “C” or better before registering for certain General Education courses.

Review your Program Requirement Sheet carefully!

- Complete your prerequisites before enrolling in subsequent courses.

Transfer Credit

To transfer credits to CVTC students must submit an official transcript from the school the course(s) were completed.

To see what courses transfer to a public postsecondary institution in Wisconsin, go to the Transfer Information System at www.uwsa.edu/tis,

- Click on Credit Transfer Wizard
- Click on Course Wizard

Note: 806-189 Basic Anatomy will **NOT** transfer into most 4-year Health Information Management programs.

You must contact the college you wish to attend to find out exactly what they expect and when you should seek admission. The Transfer Information System does not include private colleges or out-of-state institutions.

Travel

This program includes professional practice experiences, which may require relocation and/or travel.

Criminal Background Check

This is a program requirement, but beyond that, there could be the possibility of being declined for program admission based on a criminal history. If a student is declined based on criminal background, they could be in a situation where they may not be able to finish the internship courses, and hence would not be able to graduate. If you have any significant problems with your criminal background, you need to contact one of the health program counselors as soon as possible to have the background evaluated.

Certification

The Health Information Technology program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). Upon successful completion of the program, graduates are eligible to write the national certification exam offered by the American Health Information Management Association (AHIMA) to earn the credential of a Registered Health Information Technician (RHIT). Visit the AHIMA website for more information at <http://www.ahima.org/certification/>.

Program Information

For additional information on the Health Information Technology program, visit the website at <http://www.cvtc.edu/pages/957.asp>.

Pre-Program Status Students

Pre-program Status Students

Students in pre-program status have been accepted into the college but not into the program. They may be taking courses before actual entry into the core courses because:

- core courses are filled to capacity
- students wish to begin General Studies and elective courses before core courses
- students are completing academic requirements

By completing courses ahead of time, students can decrease their credit load when they reach the very demanding program core courses. These courses are typically taken by pre-program students:

801-195 Written Communications

801-196 Oral Interpersonal Communications

**804-106 Introduction to College Mathematics

809-196 Introduction to Sociology or 809-174 Social Problems

809-198 Introduction to Psychology or 809-199 Psychology of Human Relations

809-195 Economics or 809-197 Contemporary American Society or 809-172 Race, Ethic & Diversity

806-177 General Anatomy and Physiology or 806-189 Basic Anatomy

103-102 Microsoft Office Suite

150-101 PC Networking & Security Basics

501-101 Medical Terminology

530-172 Healthcare Delivery Systems

*106-144 Intermediate Spreadsheet and Database Applications

*530-182 Human Diseases for the Health Professional

*Prerequisite required

**three years of high school college preparatory math with grades of B or better will substitute for this course. See a counselor to complete the substitution.

Students wanting to attend part-time should take all general education classes as a pre-program student. Students should remain pre-program until they are ready to enroll in all first semester program courses.

For additional coursework, students should meet with a program counselor or view the sheet of suggested health electives.