



# Program Planning Guide

## Medical Coding and Billing, Diploma (D45360)

The Health Information Technology curriculum is designed to provide individuals with the technical knowledge and skills to process, analyze, maintain, and report health information data in compliance with legal, accreditation, licensure and certification standards.

Course work includes diagnosis and procedure coding/classification systems, privacy and security strategies, health informatics, data analytics and use, revenue cycle management, regulatory compliance, and organizational leadership.

Employment opportunities include hospitals, rehabilitation facilities, nursing homes, health insurance organizations, outpatient clinics, physicians' offices, hospice and mental health facilities.

**Program Length:** 3 semesters

**Program Sites:** Harnett Health Sciences (Online/Evening) required day hours during Professional Practice Courses

**Career Pathway Options:** Associate in Applied Science in Health Information Technology, Diploma, Certificate(s)

| Suggested Course Schedule    |                                | Class     | Lab      | Clinical | Credits   | Notes:   |
|------------------------------|--------------------------------|-----------|----------|----------|-----------|--|
| <b>1st Semester (Fall)</b>   |                                |           |          |          |           |  |
| ACA 122                      | College Transfer Success       | 0         | 2        | 0        | 1         |  |
| CIS 110                      | Introduction to Computers      | 2         | 2        | 0        | 3         |  |
| BIO 163                      | Basic Anatomy & Physiology     | 4         | 2        | 0        | 5         | 16 Week (Section LCA for HIT)                    |
| ENG 111                      | Writing & Inquiry              | 3         | 0        | 0        | 3         |  |
| HIT 110                      | Intro to Healthcare & HIM      | 3         | 0        | 0        | 3         | 1 <sup>st</sup> 8 Week                           |
| MED 121                      | Medical Terminology I          | 3         | 0        | 0        | 3         | 1 <sup>st</sup> 8 Week or 2 <sup>nd</sup> 8 Week |
| <b>Total Semester Hours</b>  |                                | <b>15</b> | <b>6</b> | <b>0</b> | <b>18</b> |  |
| <b>2nd Semester (Spring)</b> |                                |           |          |          |           |  |
| HIT 226                      | Pathophysiology & Pharmacology | 2         | 3        | 0        | 3         | 1 <sup>st</sup> 8 Week                           |
| HIT 114                      | Health Data Systems/Standards  | 2         | 3        | 0        | 3         | 2 <sup>nd</sup> 8 Week                           |
| MED 122                      | Medical Terminology II         | 3         | 0        | 0        | 3         | 1 <sup>st</sup> 8 Week or 2 <sup>nd</sup> 8 Week |
| HIT 211                      | Diagnosis Coding & Reporting   | 2         | 3        | 0        | 3         | 16 Week  |
| HIT 213                      | Inpatient Procedure Coding     | 1         | 3        | 0        | 2         | 16 Week  |



|  |                                 |           |           |          |           |                        |
|--|---------------------------------|-----------|-----------|----------|-----------|------------------------|
| HIT 124  | Professional Practice Exp II +  | 0         | 0         | 3        | 1         | 2 <sup>nd</sup> 8 Week |
| HIT 215  | Revenue Cycle Management        | 1         | 3         | 0        | 2         | 2 <sup>nd</sup> 8 Week |
|  | <b>Total Semester Hours</b>     | <b>11</b> | <b>15</b> | <b>3</b> | <b>17</b> |                        |
| <b>3rd Semester (Summer)</b>                                   |                                 |           |           |          |           |                        |
| HIT 112  | Health Law and Ethics           | 3         | 0         | 0        | 3         | 1 <sup>st</sup> 8 Week |
| HIT 214  | Outpatient Procedure Coding     | 1         | 3         | 0        | 2         | 8 Week (Summer)        |
| HIT 222  | Professional Practice Exp III + | 0         | 0         | 6        | 2         | 8 Week (Summer)        |
|  | <b>Total Semester Hours</b>     | <b>4</b>  | <b>3</b>  | <b>6</b> | <b>7</b>  |                        |
| <b>Total Semester Hours Credit Required for Graduation: 45</b> |                                 |           |           |          |           |                        |



## Course Descriptions

### **ACA 122 College Transfer Success**

Semesters Offered: FA/SP/SU

This course provides information and strategies necessary to develop clear academic and professional goals beyond the community college experience. Topics include the CAA, college policies and culture, career exploration, gathering information on senior institutions, strategic planning, critical thinking, and communications skills for a successful academic transition. Upon completion, students should be able to develop an academic plan to transition successfully to senior institutions. This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.

### **BIO 163 Basic Anatomy & Physiology**

Semesters Offered: FA/SP

This course provides a basic study of the structure and function of the human body. Topics include a basic study of the body systems as well as an introduction to homeostasis, cells, tissues, nutrition, acid-base balance, and electrolytes. Upon completion, students should be able to demonstrate a basic understanding of the fundamental principles of anatomy and physiology and their interrelationships. This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.

### **CIS 110 Introduction to Computers**

Semesters Offered: FA/SP/SU

This course introduces computer concepts, including fundamental functions and operations of the computer. Topics include identification of hardware components, basic computer operations, security issues and use of software applications. Upon completion, students should be able to demonstrate an understanding of the role and function of computers and use the computer to solve problems. This course has been approved for transfer under the CAA and ICAA as a general education course in Mathematics (Quantitative).

### **ENG 111 Writing and Inquiry**

Semesters Offered: FA/SP/SU

*Prerequisites: ENG 002 P1 grade or Corequisite ENG 011*

This course is designed to develop the ability to produce clear writing in a variety of genres and formats using a recursive process. Emphasis includes inquiry, analysis, effective use of rhetorical strategies, thesis development, audience awareness, and revision. Upon completion, students should be able to produce unified, coherent, well developed essays using standard written English. This course has been approved for transfer under the CAA and ICAA as a universal general education transfer component (UGETC) course in English Composition.

### **HIT 110 Intro to Healthcare & HIM**

Semesters Offered: FA/SP

This course introduces healthcare settings and the Health Information Management (HIM) professional's role in healthcare delivery systems. Topics include health information management operations in compliance with standards, regulations, and accrediting body initiatives; healthcare providers and disciplines; and electronic health records (EHRs). Upon completion, student should be able to demonstrate an understanding of health information management and healthcare organizations, professions, and trends.

### **HIT 112 Health Law and Ethics**

Semesters Offered: FA/SP

This course covers the study of the judicial, legislative, and regulatory standards applicable to health care and health information processes. Topics include legal terminology, Confidentiality, privacy, security, access and disclosure of health information, ethical implications, data stewardship, and the integrity of the legal health record. Upon Completion, students should be able to apply policies, procedures, and ethical standards in compliance with external forces.

**HIT 114 Health Data Systems/Standards**

Semesters Offered: FA/SP

This course covers concepts and techniques for managing and maintaining all health record formats including electronic health records (EHR). Topics include structure and use of health information including data collection and analysis, data sources/sets, archival systems, as well as quality and integrity of healthcare data. Upon completion, students should be able to determine compliance of health record content and governance standards within the health organization.

**HIT 124 Prof Practice Exp II**

Semesters Offered: FA/SU

This course provides supervised clinical experience in healthcare settings. Emphasis is placed on practical application of curriculum concepts to the healthcare setting. Upon completion, students should be able to apply health information theory to healthcare facility practices.

**HIT 211 Diagnosis Coding & Reporting**

Semesters Offered: FA/SP

This course covers diagnostic coding and sequencing utilizing the current version of the ICD code set for inpatient, outpatient, and ambulatory care settings. Emphasis is placed on the rules and conventions of the ICD official coding guidelines in relation to anatomy, physiology, and disease processes. Upon completion, students should be able to accurately assign and sequence diagnosis codes in compliance with the ICD official coding guidelines for reporting statistical data, patient outcomes, and reimbursement methodologies.

**HIT 213 Inpatient Procedure Coding & Reporting**

Semesters Offered: FA/SP

This course covers the application of coding guidelines as applied to the reporting of inpatient procedures. Emphasis is placed on the rules and conventions of the ICD-PCS code set utilizing the index and tables, in relation to anatomy and physiology, to assign principal and secondary procedure codes in hospital inpatient settings. Upon completion, students should be able to accurately assign procedural codes according to the official ICD-PCS coding guidelines and evaluate compliance with regulatory requirements and reimbursement methodologies.

**HIT 214 Outpatient Procedure Coding/Reporting**

Semesters Offered: FA/SP/SU

*Prerequisite: HIT 211*

This course covers application of coding and reporting standards as they apply to Current Procedural Terminology (CPT) guidelines and principles. Emphasis is placed on application of the coding guidelines, in relation to anatomy and physiology, for ambulatory healthcare settings. Upon completion, students should be able to assign CPT/HCPCS procedural codes according to official guidelines and evaluate compliance with regulatory requirements and reimbursement methodologies.

**HIT 215 Revenue Cycle Management**

Semesters Offered: FA/SP

This course covers the revenue cycle management process used in all healthcare settings as they relate to national billing, compliance, and reporting requirements. Topics include clinical documentation improvement, prospective payment systems, billing processes and procedures, chargemaster maintenance, regulatory guidelines, fraud and abuse, reimbursement monitoring, compliance strategies and reporting. Upon completion, students should be able to perform data quality reviews to validate code assignment and comply with reimbursement and reporting requirements.

**HIT 222 Prof Practice Exp III**

Semesters Offered: FA/SP

This course provides supervised and/or simulated health information technology clinical experience in healthcare settings. Emphasis is placed on practical application of HIM functions and core curriculum concepts. Upon completion, students should be able to apply health information theory to healthcare facility practices.

**HIT 226 Pathophysiology & Pharmacology**

Semesters Offered: FA/SP/SU

Prerequisite: BIO 163 or BIO 166 or BIO 169

This course covers principles of disease and the associated pharmacological treatments. Emphasis is placed on physical signs and symptoms, prognoses, common complications, and therapeutic options. Upon completion, students should be able to relate disease processes to physical signs and symptoms, prognosis, common complications, and their management.

**MED 121 Medical Terminology I**

Semesters Offered: FA/SP/SU

This course introduces prefixes, suffixes, and word roots used in the language of medicine. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.

**MED 122 Medical Terminology II**

Semesters Offered: FA/SP/SU

*Prerequisite: MED 121*

This course is the second in a series of medical terminology courses. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.