

## Application Process Limited Enrollment

To apply for acceptance into the Health Information Technology program, your application file should contain the following:

1. MTC Application for Admission and nonrefundable application fee.
2. American College Test (ACT) scores with a minimum composite score of 18, or successful completion of college-level required program courses with a minimum accumulative grade point average of 2.5 or higher.
3. Successful completion of the ACT or Basic Skills Assessment (Accuplacer) in reading, writing, and mathematics (algebra).
4. Final high school transcript (or GED results) and college transcripts (if applicable).
5. A minimum 2.5 accumulative grade point average (GPA) in high school or college-level courses (whichever is most recent).
6. Completed Health Information Technology application.
7. Completion of successful criminal background check.

If required, College Foundation courses are available to help you meet any specialized program admission requirements.

A complete listing of all requirements and policies/procedures for the program is available in the Health Information Technology Handbook.

## Degree Received

### Associate of Applied Science

Two-year (5 semesters) full-time degree schedule; mixture of core health information technology courses, medical, communications, and information technology; required professional practice experience provides professional development in the modern workplace; program can be completed on a part-time basis.

## To Learn More Visit

<http://www.mtc.edu/Health>

*Information subject to change without notice.*

## The Program – Health Information Technology – Clinical Health Informatics Track

Health informatics is defined “as the science of evaluating, implementing, and utilizing technology to manage all information related to the patient care delivery process: clinical, financial, technological, and enterprise. The field draws contributions from computer science, health information management, the clinical sciences, social and organizational influences, and business practices- University of Illinois-Chicago.” Students who complete designated coursework within Health Information Technology (HIT) associates of applied science degree are prepared to take the Certified Healthcare Technology Specialists Exams through the American Health Information Management Association and the CAHIIMS exams through the Healthcare Information and Management Systems. In addition, students can sit for the RHIT certification exam upon completion of this track and work in Health Information Management (HIM). Health Information Management is the body of knowledge and practice that ensures the availability of health information to facilitate real-time healthcare delivery and critical health-related decision making for multiple purposes across diverse organizations, settings, and disciplines.

## Students in the Health Information Technology program will learn to ...

- Select hardware and software and use software applications and technology in the completion of Health Information Management processes.
- Participate in the planning, design, selection, implementation, integration, testing, evaluation, and support for EHRs including the installation, usage and maintenance of the EHRs.
- Apply knowledge of database architecture and design (such as data dictionary) to meet departmental needs.
- Use appropriate electronic or imaging technology for data/record storage.
- Query and generate reports to facilitate information retrieval using appropriate software.
- Assess workflows
- Work with vendors
- Install and test systems
- Diagnose IT problems
- Train staff on systems
- Review health records and verify completeness, accuracy, and appropriateness of data and data sources according to requirements and standards.
- Code, classify, and index diagnoses and procedures for the purpose of reimbursement, standardization, retrieval and statistical analysis.
- Collect, compute, analyze, interpret, and present statistical data related to healthcare services, including quality management, utilization management, risk management, medical research, disease registries, and clinical indices.
- Apply legal principles, policies, regulations and standards for the control, use, and dissemination of healthcare information.
- Apply principles of supervision and leadership and the tools used to effectively manage human, financial, and physical resources.
- Recognize and problem-solve situations within the healthcare environment.
- Apply policies and procedures to the use of networks, including intranet and Internet applications to facilitate the electronic health record (EHR), personal health record (PHR), public health, and other administrative applications.

## Certification

MTC’s Health Information Technology Program is designed to prepare students for this ever-changing and constantly growing field. Within the program, students will cover a wide range of topics including health information management, medical terminology, the electronic health record, computer applications, health informatics, coding, healthcare statistics, healthcare reimbursement, continuous quality improvement, resource management, and legal issues. Students actively work with health information and receive hands-on experience with the newest technological innovations available.

The Health Information Technology associate degree program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). Graduates of the MTC program qualify for accreditation in the health information management field by passing the national certification examination requirements of the American Health Information Management Association (AHIMA). Upon successful completion of the examination, the graduate is awarded the credential of a registered health information technician (RHIT).

CAHIIM, 233 N. Michigan Ave. 21<sup>st</sup> Floor, Chicago, IL 60601-5800, 312-233-1100

# HEALTH INFORMATION TECHNOLOGY • CLINICAL HEALTH INFORMATICS TRACK

Associate of Applied Science Degree  
(Effective Academic Year 2017-18)

Online Program- Except CIT 1351

May 1, 2017

Course No	Course Title	Credits	OTM, TAG, CT <sup>2</sup> approved course	Term(s) Offered	Pre-Requisites
<b>FIRST SEMESTER (Fall)</b>					
CIT 1351	IT Essentials/A+ (1/Lab)	3		FA	OIS1200
SCI 1100	Basic Anatomy and Physiology	4		FA	ALH1110 or concurrent
HIT 1200	Health Records Management I (1/Lab)	2		All	Dept Approval
OIS 1240	Computer Applications	3	X	All	Placement and OIS1200
ALH 1110	Medical Terminology	3	X	All	None
<b>SECOND SEMESTER (Spring)</b>					
HIT 1301	Clinical Classifications ICD-10-CM/PCS	4		FA, Sp	HIT 1200
HIT 1302	Current Procedural Terminology	3		FA, Sp	HIT 1200
HIT 1400	Healthcare Reimbursement (1/Lab)	2	X	SP	HIT1200 or concurrent
ALH 1120	Human Diseases	3	X	SP	ALH1110
ENG 1000	English Composition I	3	X	All	OIS1240 or concurrent or placement
<b>THIRD SEMESTER (Summer)</b>					
HIT 1500	Advanced Clinical Classification Systems (1/Lab)	3		SU	HIT1301
ENG 1400	Oral Communications	3	X	All	ENG1000
MTH 1240	Statistics	3		SU	Placement or MTH0910 or TMT1110 or BUS1100; and, currently with MTH0940
<b>FOURTH SEMESTER (Fall)</b>					
HIT 2000	HIT Legal Issues (1/Lab)	2	X	FA	HIT1200
HIT 2100	Health Record Management II (2/Lab)	4		FA, SP	Dept Approval
HIT 2200	Health Information Tech Systems (1/Lab)	4		FA	HIT2100 or concurrent
MGT 2510	Project Management	3		FA, SP	OIS1240
<b>FIFTH SEMESTER (Spring)</b>					
HIT 2301	HIT Statistical Analysis (1/Lab)	2		SP	HIT2100 and OIS 1240
HIT 2400	HIT Quality Assessment (2 Lab)	2		SP	HIT2100 and OIS 1240
HIT 2500	Health Information Mgmt & Data Governance	3		SP, SU	HIT1200
HIT 2900	HIT Professional Practice II (8/Lab)	2		SP	Dept Approval
PSY 1100	General Psychology	3		All	None

**Credit Hour Total 64**

\* CIT 1351, IT Essentials/A+ IS not offered online.

\*\*CIS1351, IT Essentials/A+ Students are presented with the information required to sit for their COMPTia A+ certification exams. CIT1351 introduces the student to the main concepts behind computer hardware and software. Customer service and computer troubleshooting and repair are the primary focus of this course. 3 Cr. Hrs. Prerequisite: OIS1200 or successful completion of the Technology Skills Test (TST).

**Occupational Certification Opportunities:**

A+ Certification (submitted CAHIMS and CHTS to OBR on 5/30/14)