

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 *Online*

Coding and Reimbursement Track

This degree track is online.

Quality information is essential to all aspects of today's healthcare system. Health Information Management (HIM) 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. HIM professionals play a critical role in maintaining, collecting and analyzing the data that doctors, nurses and other healthcare providers rely on to deliver quality healthcare. They are experts in managing patient health information and medical records, administering computer information systems and coding the diagnosis and procedures for healthcare services provided to patients. Health information management (HIM) professionals work in 40 different settings under 125 different job titles. They often serve in bridge roles, connecting clinical, operational, and administrative functions.

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

- 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.
- Actively apply the reimbursement policies and procedures in the use of clinical data, issues and systems and perform data quality reviews to validate code assignments as well as the completion of the UB02 and CMS1500.
- Collect, compute, analyze, interpret, and present statistical data related to healthcare services, including quality management, utilization management, risk management, medical research, disease registries, clinical indices.
- Apply legal principles, policies, regulations and standards for the control, use, and dissemination of healthcare information.
- Use software applications and technology in the completion of Health Information Management processes.
- 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.
- Participate in the planning, design, selection, implementation, integration, testing, evaluation, and support for EHRs.
- Use appropriate electronic or imaging technology for data/record storage.
- Query and generate reports to facilitate information retrieval using appropriate software.

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. 21st Floor, Chicago, IL 60601-5800, 312-233-1100

HEALTH INFORMATION TECHNOLOGY • CODING AND REIMBURSEMENT TRACK

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

Online Program

May 1, 2017

Course No	Course Title	Credits	OTM, TAG, CT ² approved course	Term(s) Offered	Pre-Requisites
FIRST SEMESTER (Fall)					
ENG 1000	English Composition I	3	X	All	OIS1240 or concurrent or placement
SCI 1100	Basic Anatomy and Physiology	4		FA	ALH1110 or concurrent
OIS 1240	Computer Application	3	X	All	Placement and OIS1200
ALH 1110	Medical Terminology	3	X	All	None
HIT 1200	Health Records Management I (1/Lab)	2		All	Dept. Approval
SECOND SEMESTER (Spring)					
HIT 1301	Clinical Classifications ICD-10-CM/PCS (2/Lab)	4		FA, SP	HIT1200
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
THIRD SEMESTER (Summer)					
ENG 1400	Oral Communications	3	X	All	ENG 1000
HIT 2500	Health Information Mgmt & Data Governance	3		SP, SU	HIT1200
HIT 1500	Advanced Clinical Classification Systems (1/Lab)	3		SU	HIT1301
HIT 1900	HIT Professional Practice I (8/Lab)	1		SU	Dept. Approval
FOURTH SEMESTER (Fall)					
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
MTH 1240	Statistics	3		All	Placement or MTH0910 or TMT1110 or BUS1100; and, currently with MTH0940
FIFTH SEMESTER (Spring)					
HIT 2301	HIT Statistical Analysis (1/Lab)	2		SP	HIT2100 and OIS 1240
HIT 2400	HIT Quality Assessment (2/Lab)	2		SP	HIT2100
PSY 1100	General Psychology	3	X	All	None
HIT 2900	HIT Professional Practice II (8/Lab)	2		SP	Dept. Approval
MGT 1400	Intro to Management	3		All	None
Credit Hour Total		62			