

HEALTH INFORMATION TECHNOLOGY MISSISSIPPI CURRICULUM FRAMEWORK

Program CIP: 51.0707- Medical Records Technology/Technician

2017



Published by:

Mississippi Community College Board
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Student Learning Outcomes are from the *Commission on Accreditation for Health Informatics and Information Management (CAHIIM) Curriculum Report* by CAHIIM, 2016, Chicago, IL. Copyright 2016. Reprinted with permission.

The Office of Curriculum and Instruction (OCI) was founded in 2013 under the Division of Workforce, Career, and Technical Education at the Mississippi Community College Board (MCCB). The office is funded through a partnership with The Mississippi Department of Education (MDE), who serves as Mississippi's fiscal agent for state and federal Career and Technical Education (CTE) Funds. The OCI is tasked with developing statewide CTE curriculum, programming, and professional development designed to meet the local and statewide economic demand.

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NATIONAL CERTIFICATION & STANDARDS

American Health Information Management Association (AHIMA)

The American Health Information Management Association (AHIMA) is the premier association of health information management (HIM) professionals worldwide. Serving 52 affiliated component state associations and more than 103,000 health information professionals, it is recognized as the leading source of "HIM knowledge," a respected authority for rigorous professional education and training.

Founded in 1928 to improve health record quality, AHIMA has played a leadership role in the effective management of health data and medical records needed to deliver quality healthcare to the public.

For more information, please visit www.ahima.org.

Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM)

CAHIIM is an independent accrediting organization whose Mission is to serve the public interest by establishing and enforcing quality Accreditation Standards for Health Informatics and Health Information Management (HIM) educational programs.

For more information, please visit www.cahiim.org.

Registered Health Information Technician (RHIT®)

Professionals holding the RHIT credential are health information technicians who:

- Ensure the quality of medical records by verifying their completeness, accuracy, and proper entry into computer systems.
- Use computer applications to assemble and analyze patient data for the purpose of improving patient care or controlling costs.
- Often specialize in coding diagnoses and procedures in patient records for reimbursement and research. An additional role for RHITs is cancer registrars - compiling and maintaining data on cancer patients.

With experience, the RHIT credential holds solid potential for advancement to management positions, especially when combined with a bachelor's degree.

Although most RHITs work in hospitals, they are also found in other healthcare settings including office-based physician practices, nursing homes, home health agencies, mental health facilities, and public health agencies. In fact, RHITs may be employed in any organization that uses patient data or health information, such as pharmaceutical companies, law and insurance firms, and health product vendors.

For more information, please visit <http://www.ahima.org/certification/RHIT>.

INDUSTRY JOB PROJECTION DATA

The Medical Records and Health Information Technicians require an Associate Degree. There is expected to be an 14.15% increase in occupational demand at the regional level and the state level and 7.94% increase at the national level. Median annual income for this occupation is \$28,080 at the state level. A summary of occupational data from www.swib.ms.gov/DataCenter/ is displayed below:

Table 1: Education Level

Program Occupations	Education Level
MEDICAL RECORDS & HEALTH INFORMATION TECHNICIANS	ASSOCIATE DEGREE

Table 2: Occupational Overview

	Region	State	United States
2014 Occupational Jobs	2607	2607	2607
2024 Occupational Jobs	2976	2976	2976
Total Change	369	369	369
Total % Change	14.15%	14.15%	14.15%
2014 Median Hourly Earnings	\$13.50	\$13.50	\$13.50
2014 Median Annual Earnings	\$28,080.00	\$28,080.00	\$28,080.00
Annual Openings	36	36	36

Table 3: Occupational Breakdown

Description	2014 Jobs	2024 Jobs	Annual Openings	2014 Hourly Earnings	2014 Annual Earnings 2,080 Work Hours
MEDICAL RECORDS & HEALTH INFORMATION TECHNICIANS	2607	2976	36	\$13.50	\$28,080.00

Table 4: Occupational Change

Description	Regional Change	Regional % Change	State % Change	National % Change
MEDICAL RECORDS & HEALTH INFORMATION TECHNICIANS	369	14.15%	14.15%	7.94%

ARTICULATION

Articulation credit from Secondary Healthcare and Clinical Services to Postsecondary Health Information Technology will be awarded upon implementation of this curriculum by the college. The course to be articulated is Medical Terminology (HIT 1213) with the stipulation of passing the MS-CPAS2.

Articulated Secondary Program	Postsecondary Program	Articulated Postsecondary Course
S2015 Healthcare and Clinical Services (CIP:51.0000)	Health Information Technology (CIP:51.0707)	HIT 1213- Medical Terminology

TECHNICAL SKILLS ASSESSMENT

Colleges should report the following for students who complete the program with a career certificate, technical certificate, or an Associate of Applied Science Degrees for technical skills attainment. To use the approved Alternate Assessment for the following programs of study, colleges should provide a Letter of Notification to the Director of Career Technical Education at the MS Community College Board. Please see the following link for further instructions: <http://www.mccb.edu/wkfEdu/CTDefault.aspx>.

CIP Code	Program of Study	
51.0707	Health Information Technology	
	Standard Assessment	Alternate Assessment
	American Health Information Management Association (AHIMA) Registered Health Information Technician (RHIT) Examination	Colleges in candidacy status will make contact with the Career and Technical Education Director regarding alternate assessment approval.

ONLINE AND BLENDED LEARNING OPPORTUNITIES

Course content includes lecture and laboratory semester credit hours. Faculty members are encouraged to present lecture related content to students in an online or blended learning environment. Training related to online and blended learning will be available to faculty members through the MS Community College Board.

INSTRUCTIONAL STRATEGIES

Instructional strategies for faculty members implementing the curriculum can be found through the Office of Curriculum and Instruction's professional development.

ASSESSMENT STRATEGIES

The Office of Curriculum and Instruction's professional development offer assessment strategies to faculty members implementing the curriculum. Additionally, standards were included in course content when appropriate.

RESEARCH ABSTRACT

In the spring of 2017, the Office of Curriculum and Instruction (OCI) met with the different industry members who made up the advisory committees for the Health Information Technology program. An industry questionnaire was used to gather feedback concerning the trends and needs, both current and future, of their field. Program faculty, administrators, and industry members were consulted regarding industry workforce needs and trends.

Industry advisory team members from the college involved with this program were asked to give input related to changes to be made to the curriculum framework. Specific comments related to soft skills needed in this program include having a positive attitude, being at work every day and on time, and having reading and writing skills to complete work orders and other forms. Occupation-specific skills stated include knowing how to communicate with the customers, basic math skills, troubleshooting with customer concerns, and understanding the importance of confidentiality.

This revision included the addition of HIT 2644 Advanced Coding and HIT 2921 Certification Fundamentals for HIT. Since the CPT program has been phased out, CPT 1133 Fundamentals of Microcomputer Applications has been replaced with IST 1263 Microsoft Office Applications. Also, instructors have been given an option of teaching two Coding courses or three Coding courses as long as the credit hours equal ten (10). See chart below for additional changes.

2010 Curriculum Framework	2017 Curriculum Framework
HIT 1413 Pathophysiology I	HIT 2253 Pathophysiology & Pharmacology I
HIT 2212 Pharmacology	
HIT 2423 Pathophysiology II	HIT 2453 Pathophysiology & Pharmacology II
HIT 2212 Pharmacology	

REVISION HISTORY:

2010, Revised Research and Curriculum Unit, Mississippi State University

2017, Revised, Office of Curriculum and Instruction, Mississippi Community College Board

PROGRAM DESCRIPTION

The Health Information Technology program is a 2-year technical program leading to an associate degree that prepares the individual to work in hospitals and other health care settings managing health information in paper and electronic format. Health Information Technology combines a profession in health care with information technology. Health Information technicians maintain, collect, and analyze data crucial to the delivery of quality patient care.

When accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM), the Health Information Technology program prepares graduates to write the national accreditation examination for the Registered Health Information Technician.

HEALTH INFORMATION COURSES

Course Number	Course Name	Semester Credit Hours	SCH Breakdown			Total Hours	Program Certifications
			Lecture	Lab	Clinical		
HIT 1114	Health Record Systems	4	3	2	0	75	AHIMA Registered Health Information Technician (RHIT) Examination
HIT 1213	Medical Terminology	3	3	0	0	45	
IST 1263	Microsoft Office Applications*	3	2	2	0	60	
HIT 2123	Alternate Care Systems	3	2	2	0	60	
HIT 1323	Health Care Law and Ethics	3	3	0	0	45	
HIT 2253	Pathophysiology & Pharmacology I	3	3	0	0	45	
HIT 2913	Computers in Health Care	3	2	2	0	60	
	Coding Systems Course Sequence**	10					
HIT 2453	Pathophysiology & Pharmacology II	3	3	0	0	45	
HIT 2142	Electronic Health Records	2	2	0	0	30	
HIT 2512	Professional Practice Experience I	2	0	0	6	90	
HIT 2133	Health Statistics	3	3	0	0	45	
HIT 2713	Health Care Supervision	3	3	0	0	45	
HIT 2812	Performance Improvement Techniques	2	1	2	0	45	
HIT 2522	Professional Practice Experience II	2	0	0	6	90	
HIT 2633	Reimbursement Methodologies	3	3	0	0	45	
HIT 2921	Certification Fundamentals for HIT	1	0	2	0	30	
	TOTAL	53					

* Microcomputer Applications (CSC 1123), Business Management and Microcomputer (BAD 2533), or Survey of Microcomputer Applications (CPT 1323) may be taken instead of Microsoft Office Application (IST 1263)/ Fundamentals of Microcomputer Applications (CPT 1113).

Option 1**	Course Name	Semester Credit Hours	Lecture	Lab	Clinical	Total Hours
HIT 2915	Coding Systems I	5	3	4	0	105
HIT 2625	Coding Systems II	5	3	4	0	105
	TOTAL	10				

Option 2**	Course Name	Semester Credit Hours	Lecture	Lab	Clinical	Total Hours
HIT 2414	Introduction to Coding	4	3	2	0	75
HIT 2543	Intermediate Coding	3	2	2	0	60
HIT 2643	Advanced Coding	3	2	2	0	60
	TOTAL	10				

General Education Core Courses

To receive the Associate of Applied Science Degree, a student must complete all of the required coursework and a minimum of 15 semester hours of General Education Core. The courses in the General Education Core may be spaced out over the entire length of the program so that students complete some academic and Career Technical courses each semester or provided primarily within the last semester. Each community college will specify the actual courses that are required to meet the General Education Core Requirements for the Associate of Applied Science Degree at their college. The Southern Association of Colleges and Schools (SACS) Commission on Colleges Standard 2.7.3 from the Principles of Accreditation: Foundations for Quality Enhancement¹ describes the general education core.

Section 2.7.3 In each undergraduate degree program, the institution requires the successful completion of a general education component at the collegiate level that (1) is substantial component of each undergraduate degree, (2) ensures breadth of knowledge, and (3) is based on a coherent rationale. For degree completion in associate programs, the component constitutes a minimum of 15 semester hours or the equivalent. These credit hours are to be drawn from and include at least one course from the following areas: humanities/fine arts, social/behavioral sciences, and natural science/mathematics. The courses do not narrowly focus on those skills, techniques, and procedures specific to a particular occupation or profession.

Course Number	Course Name	Semester Credit Hours	SCH Breakdown		Total Contact Hours	Program Certifications
			Lecture	Lab		
	Humanities/Fine Arts	3				
	Social/Behavioral Sciences	3				
	Anatomy & Physiology I	4				
	Anatomy & Physiology II	4				
	Other academic courses per local community college requirements for AAS degree	1				
	TOTAL	15				

**** Anatomy & Physiology I & II are required supporting body of knowledge for CAHIIM.**

¹

Southern Association of Colleges and Schools Commission on Colleges. (2012). *The principles of accreditation: Foundations for quality enhancement*. Retrieved from <http://www.sacscoc.org/pdf/2012PrinciplesOfAcrcditation.pdf>

COURSE DESCRIPTIONS

Course Number and Name: HIT 1114 Health Record Systems

Description: This course is an introduction to health record systems including an overview of health data structure, content and standards, health-care information requirements and standards, and health-care delivery systems.

Hour Breakdown:

Semester Credit Hours	Lecture	Lab	Contact Hours
4	3	2	75

Prerequisite: Instructor Approved

Student Learning Outcomes:

1. Analyze the documentation in the health record to ensure it supports the diagnosis and reflects the patient's progress, clinical findings, and discharge status.
2. Verify the documentation in the health record is timely, complete, and accurate.
3. Identify a complete health record according to organizational policies, external regulations, and standards.
4. Differentiate the roles and responsibilities of various providers and disciplines, to support documentation requirements, throughout the continuum of healthcare.
5. Apply policies and procedures to ensure the accuracy and integrity of health data.
6. Collect and maintain health data.
7. Identify and use secondary data sources.
8. Validate the reliability and accuracy of secondary data sources.
9. Analyze policies and procedures to ensure organizational compliance with regulations and standards.
10. Collaborate with staff in preparing the organization for accreditation, licensure, and/or certification.
11. Adhere to the legal and regulatory requirements related to health information management.

CAHIIM Standard

Health Record Content and Documentation
Data Governance
Data Management
Secondary Sources
Release of Information
Health Information Technologies

Course Number and Name: HIT 1213 Medical Terminology

Description: This course is a study of medical language relating to the various body systems including diseases, procedures, clinical specialties, and abbreviations. In addition to term definitions, emphasis is placed on correct spelling and pronunciation.

Hour Breakdown:

Semester Credit Hours	Lecture	Lab	Contact Hours
3	3	0	45

Prerequisite: Instructor Approved

Student Learning Outcomes:

1. Recognize and discuss word components, terms, procedures, and abbreviations related to the various body systems.
 - a. Identify combining forms, suffixes, and prefixes related to the various body systems.
 - b. Identify and discuss disease terms related to the various body systems.
 - c. Identify diagnostic imaging, clinical, surgical, and laboratory procedures related to the various body systems.
 - d. Identify abbreviations related to the various body systems.
 - e. Define, spell, pronounce, and use terms related to the various body systems.

CAHIIM Standard

Supporting Body of Knowledge

Course Number and Name: HIT 1323 Health Care Law and Ethics

Description: This course is a study of the principles of law as applied to health information systems with emphasis on health records, release of information, confidentiality, consents, and authorizations.

Hour Breakdown:

Semester Credit Hours	Lecture	Lab	Contact Hours
3	3	0	45

Prerequisite: Instructor Approved

Student Learning Outcomes:

1. Apply healthcare legal terminology.
2. Identify the use of legal documents.
3. Apply legal concepts and principles to the practice of HIM.
4. Apply confidentiality, privacy and security measures and policies and procedures for internal and external use and exchange to protect electronic health information.
5. Apply retention and destruction policies for health information.
6. Apply system security policies according to departmental and organizational data/information standards.
7. Apply policies and procedures surrounding issues of access and disclosure of protected health information.
8. Comply with ethical standards of practice.
9. Evaluate the consequences of a breach of healthcare ethics.
10. Assess how cultural issues affect health, healthcare quality, cost and HIM.
11. Identify potential abuse or fraudulent trends through data analysis.

CAHIIM Standard

Health Law
Data Privacy, Confidentiality & Security
Release of Information
Ethics

Course Number and Name: HIT 2253 Pathophysiology and Pharmacology I

Description: This course covers structural and functional changes caused by disease in tissues and organs, clinical manifestations, and principles of treatment with emphasis on general concepts and diseases affecting the body as a whole. In addition, common medications used to treat disease processes will be addressed.

Hour Breakdown:

Semester Credit Hours	Lecture	Lab	Contact Hours
3	3	0	45

Prerequisite: Instructor Approved

Student Learning Outcomes:

1. Discuss general concepts of disease and principles of diagnosis.
2. Classify the structure and function of cells and tissues in health and disease.
3. Identify the inflammation process and its role in disease and injury.
4. Discuss cell-mediated and humoral immunity.
5. Discuss the role of pathogenic microorganisms and animal parasites in disease.
6. Recognize communicable diseases' transmission and control.
7. Identify congenital and hereditary diseases' causes and manifestations.
8. Discuss the types and characteristics of neoplasms, principal modalities of treatment, and incidence and survival rates for various types of malignant tumors.
9. Identify abnormalities of blood coagulation and circulatory disturbances.
10. Indicate common medications used to treat major disease processes in each body system.

CAHIIM Standard

Supporting Body of Knowledge

Course Number and Name: HIT 2123 Alternate Care Systems

Description: This course is a study of health record systems in alternative settings; cancer program records; medical staff organization; and regulatory, accreditation, and licensure standards.

Hour Breakdown:

Semester Credit Hours	Lecture	Lab	Contact Hours
3	2	2	60

Prerequisite: Instructor Approved

Student Learning Outcomes:

1. Analyze the documentation in the health record to ensure it supports the diagnosis and reflects the patient’s progress, clinical findings, and discharge status.
2. Verify the documentation in the health record is timely, complete, and accurate.
3. Identify a complete health record according to, organizational policies, external regulations, and standards.
4. Differentiate the roles and responsibilities of various providers and disciplines, to support documentation requirements, throughout the continuum of healthcare.
5. Collect and maintain health data.
6. Identify and use secondary data sources.
7. Validate the reliability and accuracy of secondary data sources.
8. Analyze policies and procedures to ensure organizational compliance with regulations and standards.
9. Collaborate with staff in preparing the organization for accreditation, licensure, and/or certification.
10. Adhere to the legal and regulatory requirements related to the health information management.
11. Understand the importance of healthcare policy-making as it relates to the healthcare delivery system.
12. Describe the differing types of organizations, services, and personnel and their interrelationships across the health care delivery system.

CAHIIM Standard

Health Record Content and Documentation
Data Management
Secondary Data Sources
Regulatory
Strategic and Organizational Management

Course Number and Name: **HIT 2133** **Health Statistics**

Description: This course includes sources and use of health data, definitions of statistical terms, and computation of commonly used rates and percentages used by health-care facilities.

Hour Breakdown:

Semester Credit Hours	Lecture	Lab	Contact Hours
3	3	0	45

Prerequisite: Instructor Approved

Student Learning Outcomes:

1. Utilize basic descriptive, institutional, and healthcare statistics.
2. Analyze data to identify trends.
3. Explain common research methodologies and why they are used in healthcare.
4. Apply graphical tools for data presentations.

CAHIIM Standard

Data Management
Health Care Statistics
Research Methods

Course Number and Name: **HIT 2142 Electronic Health Records**

Description: This course covers the aspects of electronic health records (EHR) in the health-care environment. In addition, it explores implementation of EHR in various health-care settings.

Hour Breakdown:

Semester Credit Hours	Lecture	Lab	Contact Hours
2	2	0	30

Prerequisite: Instructor Approved

Student Learning Outcomes:

1. Utilize software in the completion of HIM processes.
2. Explain policies and procedures of networks, including intranet and Internet to facilitate clinical and administrative applications.
3. Explain the process used in the selection and implementation of health information management systems.
4. Explain current trends and future challenges in health information exchange.
5. Apply knowledge of database architecture and design.

CAHIIM Standard

Health Information Technologies
Information Management Strategic Planning
Health Information Exchange
Enterprise Information Management

Course Number and Name: **HIT 2414** **Introduction to Coding**

Description: This course provides a basic introduction on how to transform narrative descriptions of diseases and injuries into alphanumeric diagnostic ICD-10-CM codes and/or ICD-10-PCS. The course is designed to provide the student with knowledge of diagnostic and/or procedural coding applications and how they pertain to all aspects of medical care, research, data analysis, and financial implications.

Hour Breakdown:

Semester Credit Hours	Lecture	Lab	Contact Hours
4	3	2	75

Prerequisite: Instructor Approved

Student Learning Outcomes:

1. Apply diagnosis codes according to current guidelines.
2. Evaluate the accuracy of diagnostic coding.
3. Analyze current regulations and established guidelines in clinical classifications systems.

CAHIIM Standard

Classification Systems
Coding

Course Number and Name: HIT 2453 Pathophysiology and Pharmacology II

Description: This course is a continuation of Pathophysiology and Pharmacology I with emphasis on conditions relating to specific body systems, manifestations, and principles of treatment. In addition, common medications used to treat disease processes will be addressed.

Hour Breakdown:

Semester Credit Hours	Lecture	Lab	Contact Hours
3	3	0	45

Prerequisite: Instructor Approved

Student Learning Outcomes:

1. Discuss general concepts of disease and principles of diagnosis.
2. Classify the structure and function of cells and tissues in health and disease.
3. Identify the inflammation process and its role in disease and injury.
4. Discuss cell-mediated and humoral immunity.
5. Discuss the role of pathogenic microorganisms and animal parasites in disease.
6. Recognize communicable diseases' transmission and control.
7. Identify congenital and hereditary diseases' causes and manifestations.
8. Discuss the types and characteristics of neoplasms, principal modalities of treatment, and incidence and survival rates for various types of malignant tumors.
9. Identify abnormalities of blood coagulation and circulatory disturbances.
10. Indicate common medications used to treat major disease processes in each body system.

CAHIIM Standard

Supporting Body of Knowledge

Course Number and Name: HIT 2512 Professional Practice Experience I

Description: In this course, students rotate through health information management areas in hospitals and other health facilities for application of principles and procedural practice to attain competency. Specific content is dependent on placement in curriculum and site availability.

Hour Breakdown:

Semester Credit Hours	Lecture	Clinical	Contact Hours
2	0	6	90

Prerequisite: Instructor Approved

Student Learning Outcomes:

1. Apply diagnosis/procedure codes according to current guidelines.
2. Evaluate the accuracy of diagnostic and procedural coding.
3. Apply diagnostic/procedural groupings.
4. Evaluate the accuracy of diagnostic/procedural groupings.
5. Analyze the documentation in the health record to ensure it supports the diagnosis and reflects the patient's progress, clinical findings, and discharge status.
6. Verify the documentation in the health record is timely, complete, and accurate.
7. Identify a complete health record according to organizational policies, external regulations, and standards.
8. Differentiate the roles and responsibilities of various providers and disciplines, to support documentation requirements, throughout the continuum of healthcare.
9. Apply policies and procedures to ensure the accuracy and integrity of health data.
10. Collect and maintain health data.
11. Apply graphical tools for data presentations.
12. Identify and use secondary sources.
13. Validate the reliability and accuracy of secondary data sources.
14. Apply healthcare legal terminology.
15. Identify the use of legal documents.
16. Apply legal concepts and principles to the practice of HIM
17. Apply confidentiality, privacy and security measures and policies and procedures for internal and external use and exchange to protect electronic health information.
18. Apply retention and destruction policies for health information.
19. Apply system security policies according to departmental and organizational data/information standards.
20. Apply policies and procedures surrounding issues of access and disclosure of protected health information.
21. Utilize software in the completion of HIM processes.
22. Explain policies and procedures of networks, including intranet and internet to facilitate clinical and administrative applications.
23. Explain the process used in the selection and implementation of health information management systems.
24. Utilize health information to support enterprise wide decision support for strategic planning.
25. Explain analytics and decision support.
26. Apply report generation technologies to facilitate decision-making.
27. Utilize basic descriptive, institutional, and healthcare statistics.
28. Analyze data to identify trends.
29. Explain common research methodologies and why they are used in healthcare.
30. Explain usability and accessibility of health information by patients, including current trends and future challenges.

31. Explain current trends and future challenges in health information.
32. Apply policies and procedures to ensure the accuracy and integrity of health data both internal and external to the health system.
33. Apply policies and procedures for the use of data required in healthcare reimbursement.
34. Evaluate the revenue cycle management processes.
35. Analyze policies and procedures to ensure organizational compliance with regulations and standards.
36. Collaborate with staff in preparing the organization for accreditation, licensure, and/or certification.
37. Adhere to the legal and regulatory requirements related to the health information management.
38. Analyze current regulations and established guidelines in clinical classification systems.
39. Determine accuracy of computer assisted coding assignment and recommend corrective action.
40. Identify potential abuse or fraudulent trends through data analysis.
41. Identify discrepancies between supporting documentation and coded data.
42. Develop appropriate physician queries to resolve data and coding discrepancies.
43. Summarize health information related leadership roles.
44. Apply the fundamentals of team leadership.
45. Organize and facilitate meetings.
46. Recognize the impact of change management on processes, people and systems.
47. Utilize tools and techniques to monitor, report, and improve processes.
48. Identify cost-saving and efficient means of achieving work processes and goals.
49. Utilize data for facility-wide outcomes reporting for quality management and performance improvement.
50. Report staffing levels and productivity standards for health information functions.
51. Interpret compliance with local, state, federal labor regulations.
52. Adhere to work plans, policies, procedures, and resource requisitions in relation to job functions.
53. Explain the methodology of training and development.
54. Explain return on investment for employee training/development.
55. Summarize a collection methodology for data to guide strategic and organizational management.
56. Understand the importance of healthcare policy-making as it relates to the healthcare delivery system.
57. Describe the differing types of organizations, services, and personnel and their interrelationships across the health care delivery system.
58. Apply information and data strategies in support of information governance initiatives.
59. Utilize enterprise-wide information assets in support of organizational strategies and objectives.
60. Plan budgets.
61. Explain accounting methodologies.
62. Explain budget variances.
63. Comply with ethical standards of practice.
64. Evaluate the consequences of a breach of healthcare ethics.
65. Assess how cultural issues affect health, healthcare quality, cost, and HIM.
66. Create programs and policies that support a culture of diversity.
67. Summarize project management methodologies.
68. Explain vendor/contract management.
69. Apply knowledge of database architecture and design.

CAHIIM Domain

Data Content, Structure & Standards

Information Protection: Access, Disclosure, Archival, Privacy & Security

Informatics, Analytics and Data Use

Revenue Management

Compliance

Leadership

30. Explain usability and accessibility of health information by patients, including current trends and future challenges.
31. Explain current trends and future challenges in health information.
32. Apply policies and procedures to ensure the accuracy and integrity of health data both internal and external to the health system.
33. Apply policies and procedures for the use of data required in healthcare reimbursement.
34. Evaluate the revenue cycle management processes.
35. Analyze policies and procedures to ensure organizational compliance with regulations and standards.
36. Collaborate with staff in preparing the organization for accreditation, licensure, and/or certification.
37. Adhere to the legal and regulatory requirements related to the health information management.
38. Analyze current regulations and established guidelines in clinical classification systems.
39. Determine accuracy of computer assisted coding assignment and recommend corrective action.
40. Identify potential abuse or fraudulent trends through data analysis.
41. Identify discrepancies between supporting documentation and coded data.
42. Develop appropriate physician queries to resolve data and coding discrepancies.
43. Summarize health information related leadership roles.
44. Apply the fundamentals of team leadership.
45. Organize and facilitate meetings.
46. Recognize the impact of change management on processes, people and systems.
47. Utilize tools and techniques to monitor, report, and improve processes.
48. Identify cost-saving and efficient means of achieving work processes and goals.
49. Utilize data for facility-wide outcomes reporting for quality management and performance improvement.
50. Report staffing levels and productivity standards for health information functions.
51. Interpret compliance with local, state, federal labor regulations.
52. Adhere to work plans, policies, procedures, and resource requisitions in relation to job functions.
53. Explain the methodology of training and development.
54. Explain return on investment for employee training/development.
55. Summarize a collection methodology for data to guide strategic and organizational management.
56. Understand the importance of healthcare policy-making as it relates to the healthcare delivery system.
57. Describe the differing types of organizations, services, and personnel and their interrelationships across the health care delivery system.
58. Apply information and data strategies in support of information governance initiatives.
59. Utilize enterprise-wide information assets in support of organizational strategies and objectives.
60. Plan budgets.
61. Explain accounting methodologies.
62. Explain budget variances.
63. Comply with ethical standards of practice.
64. Evaluate the consequences of a breach of healthcare ethics.
65. Assess how cultural issues affect health, healthcare quality, cost, and HIM.
66. Create programs and policies that support a culture of diversity.
67. Summarize project management methodologies.
68. Explain vendor/contract management.
69. Apply knowledge of database architecture and design.

CAHIIM Domain

Data Content, Structure & Standards

Information Protection: Access, Disclosure, Archival, Privacy & Security

Informatics, Analytics and Data Use

Revenue Management

Compliance

Leadership

Course Number and Name: HIT 2543 Intermediate Coding

Description: This course is a continuation of Introduction to Coding. The course will continue to focus on how to transform narrative descriptions of diseases and injuries into alphanumeric diagnostic ICD-10-CM codes and also how to build ICD-10-PCS procedure codes. The course is designed to provide the student with knowledge of diagnostic and procedural coding applications and how they pertain to all aspects of medical care, research, data analysis, and financial implications. The student will practice coding guidelines by applying the ICD-10-CM and ICD-10-PCS codes to coding cases and scenarios using the code books and encoder software.

Hour Breakdown:

Semester Credit Hours	Lecture	Lab	Contact Hours
3	2	2	60

Prerequisite: Instructor Approved

Student Learning Outcomes:

1. Apply procedure codes according to current guidelines.
2. Evaluate the accuracy of procedural coding.
3. Apply diagnostic/procedural groupings.
4. Evaluate the accuracy of diagnostic/procedural groupings.
5. Utilize software in the completion of HIM processes.
6. Analyze current regulations and established guidelines in clinical classifications systems.
7. Determine accuracy of computer assisted coding assignment and recommend corrective action.
8. Identify discrepancies between supporting documentation and coded data.
9. Develop appropriate physician queries to resolve data and coding discrepancies.

CAHIIM Standard

Classification Systems
Health Information Technologies
Coding
Clinical Document Improvement

Course Number and Name: HIT 2615 Coding Systems I

Description: This course provides a basic introduction on how to transform narrative descriptions of diseases and injuries into alphanumeric diagnostic ICD-10-CM codes and/or ICD-10-PCS. The course is designed to provide the student with knowledge of diagnostic and/or procedural coding applications and how they pertain to all aspects of medical care, research, data analysis, and financial implications.

Hour Breakdown:

Semester Credit Hours	Lecture	Lab	Contact Hours
5	3	4	105

Prerequisite: Instructor Approved

Student Learning Outcomes:

1. Apply diagnosis/procedure codes according to current guidelines.
2. Evaluate the accuracy of diagnostic and procedural coding.
3. Apply diagnostic/procedural groupings.
4. Evaluate the accuracy of diagnostic/procedural groupings.
5. Utilize software in the completion of HIM processes.
6. Analyze current regulations and established guidelines in clinical classifications systems.
7. Determine accuracy of computer assisted coding assignment and recommend corrective action.
8. Identify discrepancies between supporting documentation and coded data.
9. Develop appropriate physician queries to resolve data and coding discrepancies.

CAHIIM Standard

Classification Systems
Health Information Technologies
Coding
Clinical Documentation Improvement

Course Number and Name: HIT 2625 Coding Systems II

Description: This course is a continuation of Coding Systems I. The course will continue to focus on how to transform narrative descriptions of diseases and injuries into alphanumeric diagnostic ICD-10-CM codes and also how to build ICD-10-PCS and/or CPT/HCPCS procedure codes. The course is designed to provide the student with knowledge of diagnostic and procedural coding applications and how they pertain to all aspects of medical care, research, data analysis, and financial implications. They will practice coding guidelines by applying the ICD-10-CM and ICD-10-PCS and/or CPT/HCPCS codes to coding cases and scenarios using the code books and encoder software.

Hour Breakdown:

Semester Credit Hours	Lecture	Lab	Contact Hours
5	3	4	105

Prerequisite: Instructor Approved

Student Learning Outcomes:

1. Apply diagnosis/procedure codes according to current guidelines
2. Evaluate the accuracy of diagnostic and procedural coding
3. Apply diagnostic/procedural groupings
4. Evaluate the accuracy of diagnostic/procedural groupings
5. Utilize software in the completion of HIM processes
6. Analyze current regulations and established guidelines in clinical classifications systems
7. Determine accuracy of computer assisted coding assignment and recommend corrective action
8. Identify discrepancies between supporting documentation and coded data
9. Develop appropriate physician queries to resolve data and coding discrepancies

CAHIIM Standard

Classification Systems
Health Information Technologies
Coding
Clinical Documentation Improvement

Course Number and Name: **HIT 2633 Reimbursement Methodologies**

Description: This course is designed to identify the uses of coded data and health information in reimbursement and payment systems appropriate to all health-care settings and managed care.

Hour Breakdown:

Semester Credit Hours	Lecture	Lab	Contact Hours
3	3	0	45

Prerequisite: Instructor Approved

Student Learning Outcomes:

1. Apply policies and procedures for the use of data required in healthcare reimbursement.
2. Evaluate the revenue cycle management processes.
3. Utilize software in the completion of HIM processes.
4. Describe the differing types of organizations, services, and personnel and their interrelationships across the health care delivery system.

CAHIIM Standard

Revenue Cycle and Reimbursement
Health Information Technologies
Strategic and Organizational Management

Course Number and Name: HIT 2643 Advanced Coding

Description: Students will receive instruction in CPT/HCPCS conventions, guidelines and coding principles. The student will practice coding guidelines by applying CPT/HCPCS codes to procedural coding cases and scenarios. introduction to coding with the Health Care Financing Administration’s Common Procedural Coding System (HCPCS) with emphasis on Current Procedural Coding (CPT); and review of current reimbursement mechanisms.

Hour Breakdown:

Semester Credit Hours	Lecture	Lab	Contact Hours
3	2	2	60

Prerequisite: Instructor Approved

Student Learning Outcomes:

1. Apply CPT/HCPCS codes according to current guidelines.
2. Evaluate the accuracy of CPT/HCPCS coding.
3. Apply ambulatory procedure groupings.
4. Evaluate the accuracy of ambulatory procedure groupings.
5. Utilize software in the completion of HIM processes.
6. Analyze current regulations and established guidelines in clinical classifications systems.
7. Identify discrepancies between supporting documentation and coded data.

CAHIIM Standard

Classification Systems
Health Information Technologies
Coding
Clinical Documentation Improvement

Course Number and Name: HIT 2713 Health Care Supervision

Description: This course includes basic principles of management and supervision with emphasis on the health information setting.

Hour Breakdown:

Semester Credit Hours	Lecture	Lab	Contact Hours
3	3	0	45

Prerequisite: Instructor Approved

Student Learning Outcomes:

1. Summarize health information related leadership roles.
2. Apply the fundamentals of team leadership.
3. Organize and facilitate meetings.
4. Recognize the impact of change management on processes, people and systems.
5. Report staffing levels and productivity standards for health information functions.
6. Interpret compliance with local, state, federal labor regulations.
7. Adhere to work plans, policies, procedures, and resource requisitions in relation to job functions.
8. Explain the methodology of training and development.
9. Explain return on investment for employee training/development.
10. Summarize a collection methodology for data to guide strategic and organizational management.
11. Understand the importance of healthcare policy-making as it relates to the healthcare delivery system.
12. Describe the differing types of organizations, services, and personnel and their interrelationships across the health care delivery system.
13. Apply information and data strategies in support of information governance initiatives.
14. Utilize enterprise-wide information assets in support of organizational strategies and objectives.
15. Plan Budgets.
16. Explain accounting methodologies.
17. Explain budget variances.
18. Summarize project management methodologies.
19. Create programs and policies that support a culture of diversity.
20. Utilize health information to support enterprise wide decision support for strategic planning.

CAHIIM Standard

Leadership Roles
Change Management
Human Resources Management
Training and Development
Strategic and Organizational Management
Financial Management
Project Management
Information Management Strategic Planning
Ethics

Course Number and Name: HIT 2812 Performance Improvement Techniques

Description: This course covers principles of performance improvement techniques in health-care facilities; trends in utilization and risk management; and the use of quality monitors in the health information department.

Hour Breakdown:

Semester Credit Hours	Lecture	Lab	Contact Hours
2	1	2	45

Prerequisite: Instructor Approved

Student Learning Outcomes:

1. Apply graphical tools for data presentations.
2. Utilize tools and techniques to monitor, report, and improve processes.
3. Identify cost-saving and efficient means of achieving work processes and goals.
4. Utilize data for facility-wide outcomes reporting for quality management and performance improvement.
5. Apply policies and procedures to ensure the accuracy and integrity of health data both internal and external to the health system.
6. Summarize health information related leadership roles.
7. Apply the fundamentals of team leadership.
8. Organize and facilitate meetings.
9. Explain analytics and decision support.
10. Analyze data to identify trends.

CAHIIM Standard

Data Management
Work Design and Process Improvement
Analytics and Decision Support
Health Care Statistics
Information Integrity and Data Quality
Leadership Roles

Course Number and Name: HIT 2913 Computers in Health Care

Description: This course is an overview of computer use in health-care facilities with an emphasis on applications for health information systems, including the electronic health record.

Hour Breakdown:

Semester Credit Hours	Lecture	Lab	Contact Hours
3	2	2	60

Prerequisite: Instructor Approved

Student Learning Outcomes:

1. Utilize software in the completion of HIM processes.
2. Explain policies and procedures of networks, including intranet and internet to facilitate clinical and administrative applications.
3. Explain the process used in the selection and implementation of health information management systems.
4. Utilize health information to support enterprise wide decision support for strategic planning.
5. Explain analytics and decision support.
6. Apply report generation technologies to facilitate decision-making.
7. Explain usability and accessibility of health information by patients, including current trends and future challenges.
8. Explain current trends and future challenges in health information.
9. Explain Vendor/Contract Management.
10. Apply knowledge of database architecture and design.

CAHIIM Standard

Health Information Technologies
Information Management Strategic Planning
Analytics and Decision Support
Health Information Exchange
Consumer Informatics
Vendor/Contract Management
Enterprise Information Management

Course Number and Name: HIT 2921 Certification Fundamentals for HIT

Description: This course is an in-depth study and review of material covered in the HIT curriculum. It is designed to prepare students for the national registry exam.

Hour Breakdown:

Semester Credit Hours	Lecture	Lab	Contact Hours
1	0	2	30
1	1	0	15

Prerequisite: Instructor Approved

Student Learning Outcomes:

1. Prepare students to register for the RHIT exam offered through AHIMA by passing a mock exam.
2. Review content in the following AHIMA Entry-Level Competencies to prepare for the RHIT examination:
 - Domain 1: Data Content, Structure & Standards
 - Domain 2: Information Protection: Access, Disclosure, Archival, Privacy & Security
 - Domain 3: Informatics, Analytics and Data Use
 - Domain 4: Revenue Management
 - Domain 5: Compliance
 - Domain 6: Leadership

RECOMMENDED TOOLS AND EQUIPMENT

Capitalized Items

1. Networked computer lab (1 per program with minimum 15 computers)
2. Computer tables/desks/workstations (minimum 15 per program)
3. Printer, laser (with classroom networking)
4. Data (LCD) projector and screen
5. Filing system, HIPAA compliant (minimum of 1 per program)

Non-Capitalized Items

1. Cabinet, file (4 per program)
2. Scanner (1 per program)
3. Anatomy visual aids (models, charts, etc.)

SOFTWARE

1. Microsoft Office Suite – Word, Access, Excel, PowerPoint, VISIO
2. Cancer Registry software
3. Encoder Software package
4. Health Information System Application packages (1 per computer)
5. Library search tools
6. Statistical

* Additional equipment may be needed as certification requirements change.

RECOMMENDED INSTRUCTIONAL AIDS

It is recommended that instructors have access to the following items:

1. Copier
2. DVD player
3. Smartboard
4. Webcam
5. Pen Tablet

CURRICULUM DEFINITIONS AND TERMS

- Course Name – A common name that will be used by all community colleges in reporting students
- Course Abbreviation – A common abbreviation that will be used by all community and junior colleges in reporting students
- Classification – Courses may be classified as the following:
 - Career Certificate Required Course – A required course for all students completing a career certificate.
 - Technical Certificate Required Course – A required course for all students completing a technical certificate.
 - Technical Elective – Elective courses that are available for colleges to offer to students.
- Description – A short narrative that includes the major purpose(s) of the course
- Prerequisites – A listing of any courses that must be taken prior to or on enrollment in the course
- Corequisites – A listing of courses that may be taken while enrolled in the course
- Student Learning Outcomes – A listing of the student outcomes (major concepts and performances) that will enable students to demonstrate mastery of these competencies

The following guidelines were used in developing the program(s) in this document and should be considered in compiling and revising course syllabi and daily lesson plans at the local level:

- The content of the courses in this document reflects approximately 75% of the time allocated to each course. The remaining 25% of each course should be developed at the local district level and may reflect the following:
 - Additional competencies and objectives within the course related to topics not found in the state framework, including activities related to specific needs of industries in the community college district
 - Activities that develop a higher level of mastery on the existing competencies and suggested objectives
 - Activities and instruction related to new technologies and concepts that were not prevalent at the time the current framework was developed or revised
 - Activities that include integration of academic and career–technical skills and course work, school-to-work transition activities, and articulation of secondary and postsecondary career–technical programs
 - Individualized learning activities, including work-site learning activities, to better prepare individuals in the courses for their chosen occupational areas
- Sequencing of the course within a program is left to the discretion of the local college. Naturally, foundation courses related to topics such as safety, tool and equipment usage, and other fundamental skills should be taught first. Other courses related to specific skill areas and related academics, however, may be sequenced to take advantage of seasonal and climatic conditions, resources located outside of the school, and other factors. Program must include a minimum of 15 semester hours of General Education Core Courses. The courses in the General Education Core may be spaced out over the entire length of the program so that students complete some academic and Career Technical courses each semester. Each community college specifies the actual courses that are required to meet the General Education Core Requirements for the Associate of Applied Science Degree at their college.
- In order to provide flexibility within the districts, individual courses within a framework may be customized by doing the following:

- Adding new student learning outcomes to complement the existing competencies and suggested objectives in the program framework
- Revising or extending the student learning outcomes
- Adjusting the semester credit hours of a course to be up 1 hour or down 1 hour (after informing the Mississippi Community College Board [MCCB] of the change)

Course Crosswalk Health Information Technology (CIP: 51.0707)

Note: Courses that have been added or changed in the 2017 curriculum are highlighted.

Existing			Revised		
2010 MS Curriculum Framework			2017 MS Curriculum Framework		
Course Number	Course Title	Hours	Course Number	Course Title	Hours
HIT 1114	Health Record Systems	4	HIT 1114	Health Record Systems	4
HIT 1213	Medical Terminology	3	HIT 1213	Medical Terminology	3
HIT 2123	Alternate Care Systems	3	HIT 2123	Alternate Care Systems	3
HIT 1323	Health Care Law and Ethics	3	HIT 1323	Health Care Law and Ethics	3
HIT 1413	Pathophysiology I	3			
			HIT 2253	Pathophysiology & Pharmacology I	3
HIT 2913	Computers in Health Care	3	HIT 2913	Computers in Health Care	3
HIT 2615	Coding Systems I	5	HIT 2615	Coding Systems I	5
HIT 2625	Coding Systems II	5	HIT 2625	Coding Systems II	5
			HIT 2414	Introduction to Coding	4
			HIT 2543	Intermediate Coding	3
			HIT 2643	Advanced Coding	3
HIT 2212	Pharmacology	2			
			HIT 2453	Pathophysiology & Pharmacology II	3
HIT 2423	Pathophysiology II	3			
HIT 2142	Electronic Health Records	2	HIT 2142	Electronic Health Records	2
HIT 2513	Professional Practice Experience I	3	HIT 2512	Professional Practice Experience I	2
HIT 2133	Health Statistics	3	HIT 2133	Health Statistics	3
HIT 2713	Health Care Supervision	3	HIT 2713	Health Care Supervision	3
HIT 2812	Performance Improvement Techniques	2	HIT 2812	Performance Improvement Techniques	2
HIT 2523	Professional Practice Experience II	3	HIT 2522	Professional Practice Experience II	2
HIT 2633	Reimbursement Methodologies	3	HIT 2633	Reimbursement Methodologies	3
			HIT 2921	Certification Fundamentals for HIT	1