Health Information Technology: Certificate of Competence

Description

The Certificate of Competence in Health Information Technology (HIT) develops a foundation in records and information management for a medical facility and the health information technology profession. Students completing the certificate will have the skills and knowledge necessary to assist in maintaining accurate and timely medical data in clinics, hospitals, and other health care organizations. The certificate will lead to job opportunities as patient access clerks, physician office clerks, registrars, registration clerks, and ward clerks.

Program Learning Outcomes

Upon completion of the program, students will be able to do the following:

- Apply problem-solving skills and health care knowledge to address customer, patient, or organizational needs.
- Use computer and other office technology tools to accomplish administrative responsibilities in maintaining a secured information system while adhering to workplace policies and procedures and government laws.
- Use basic medical coding methodology and patient record guidelines to accurately process documents through the document life cycle.

Contact Information

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Program: Health Information Technology

Type: Certificate of Competence (CO)

Required Courses

<table>
<thead>
<tr>
<th>Item #</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>BUS 101</td>
<td>Business Information Systems</td>
<td>3</td>
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<tr>
<td>HIT 101</td>
<td>Healthcare Delivery Systems</td>
<td>3</td>
</tr>
<tr>
<td>HIT 102</td>
<td>Health Data, Records, and Documentation</td>
<td>3</td>
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<tr>
<td>HLTH 110</td>
<td>Medical Terminology</td>
<td>2</td>
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<tr>
<td>BIOL 130</td>
<td>Anatomy and Physiology</td>
<td>4</td>
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<tr>
<td>BIOL 130L</td>
<td>Anatomy and Physiology Lab</td>
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Sub-Total Credits: 16

Total credits: 16