NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
H. Martin Lancaster, President

February 9, 2006

RESPONSE DEADLINE: February 21, 2006

MEMORANDUM

TO: Select Chief Academic Officers

FROM: Delores A. Parker, Vice President
Academic and Student Services

SUBJECT: Requested Revisions for Health Information Technology (A45360)

The System Office has received a request to revise the Health Information Technology (A45360) curriculum standard and the following courses contained in the *Combined Course Library*:

HIT 110 Health Info Orientation
HIT 112 Health Law & Ethics
HIT 114 Record Systems/Standards
HIT 122 Directed Practice I
HIT 124 Directed Practice II
HIT 210 Health Care Statistics
HIT 212 Coding/Classification I
HIT 214 Coding/Classification II
HIT 216 Quality Management
HIT 218 Management
HIT 220 Computers in Health Care
HIT 222 Directed Practice III
HIT 224 Directed Practice IV
HIT 280 Professional Issues

Attached is a form requesting your approval or disapproval of the proposed changes. ***Please complete and return the form to Jennifer Frazelle by February 21, 2006.*** You may fax your response to (919) 807-7164. Once the responses have been received at the System Office, the courses will be presented to the Curriculum Review Committee for action at their March meeting. If the course revisions are approved, the curriculum standard will then be presented to the State Board for consideration.

Thank you for your prompt attention to this matter. If you have questions, please contact Jennifer Frazelle at (919) 807-7120 or frazellej@ncccs.cc.nc.us.

DAP/jf
Attachments
c: Select Presidents
Sharon J. Tanner
Jennifer Frazelle

S06-007
E-Mail

MAILING ADDRESS: 5016 MAIL SERVICE CENTER ~ RALEIGH, NC 27699-5016
Street Address: 200 West Jones ~ Raleigh, NC 27603 ~ 919-807-7100 ~ Fax 919-807-7164

Class Lab Clinical Credit

Course Revision Requests
Health Information Technology

HIT 110 **~~Health Info Orientation~~ Fundamentals of HIM** 2 0 0 2
Prerequisites: None
Corequisites: None

This course introduces ~~h~~Health ~~i~~Information ~~m~~Management (HIM) and its role in ~~health care~~ healthcare delivery systems. ~~Emphasis is placed on the role and responsibilities of health information professionals in a variety of settings.~~ Topics include external standards, regulations, and initiatives; payment and reimbursement systems and healthcare providers and disciplines. Upon completion, students should be able to demonstrate an understanding of health information management and ~~health care~~ healthcare organizations, professions, and trends.

HIT ~~112~~ 114 **Health Law ~~&~~ and Ethics** 3 0 0 3
Prerequisites: None
Corequisites: None

This course covers ~~the impact of legal issues on health information management and provides an overview of the judicial system and~~ legislative and regulatory processes, legal terminology, and professional-related and practice-related ethical issues. Topics include confidentiality; privacy and security policies, procedures and monitoring; release of information policies and procedures; ~~record retention, authentication, informed consent, subpoenaed information, security of computerized health information, liability, and legislative trends~~ and professional-related and practice-related ethical issues. Upon completion, students should be able to ~~respond appropriately to requests for health information~~ apply policies and procedures for access and disclosure of Protected Health Information and apply and promote ethical standards.

HIT ~~114~~ 112 **~~Record Systems/Standards~~ Health Data Sys/Standards** 2 3 0 3
Prerequisites: None
Corequisites: None

This course covers basic concepts and techniques for managing and maintaining health ~~record~~ data systems. Topics include ~~health record content, qualitative analysis, format, record control, storage, retention, forms design/control, indices and registers, and numbering and filing systems~~ structure and use of health information including collection tools, data sources and sets, storage and retrieval, quality and integrity of healthcare data. Upon completion, students should be able to ~~demonstrate an understanding of health record systems, including their maintenance and control~~ monitor and apply organization-wide health data documentation guidelines and comply with regulatory standards.

		Class	Lab	Clinical	Credit
HIT 122	~~**Directed Practice I**~~ **Prof Practice Exp I**	0	0	3	1
Prerequisites:	None				
Corequisites:	None				

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

HIT 124	~~**Directed Practice II**~~ **Prof Practice Exp II**	1	0	3	2
Prerequisites:	None				
Corequisites:	None				

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

HIT 210	~~**Health Care**~~ **Healthcare Statistics**	~~3~~ 2	2	0	4 ~~3~~
Prerequisites:	MAT 110 or MAT 115 or MAT 140				
Corequisites:	None				

This course covers maintenance, compilation, analysis, and presentation of ~~health care~~ healthcare statistics and research protocols and techniques. Topics include basic statistical principles, ~~morbidity and mortality, commonly computed hospital rates, uniform reporting requirements, and selection and construction of data displays~~ indices, databases, registries, vital statistics, descriptive statistics, research protocol monitoring, Institutional Review Board processes, and knowledge-based research techniques. Upon completion, students should be able to ~~calculate morbidity, mortality, and commonly computed hospital rates; comply with inform reporting requirements; and analyze/present statistical data~~ apply, interpret, and present healthcare statistics and utilize research techniques to gather and interpret healthcare data.

HIT 212	~~**Coding/Classification I**~~ ICD-9-CM Coding	3	3	0	4
Prerequisites:	None				
Corequisites:	None				

This course ~~is the first of a two-course sequence which provides a foundation in coding and classification systems in a variety of health care settings~~ covers ICD-9-CM diagnostic and procedural coding according to the guidelines of the Cooperating Parties. Emphasis is placed on ~~ICD-9-CM~~ coding conventions and rules, methodology and sequencing, data sets, documentation requirements, data retrieval ~~information indexing and retrieval,~~ quality control, and use of coding resources. Upon completion, students should be able to apply coding principles to correctly assign ICD-9-CM diagnostic and surgical codes.

		Class	Lab	Clinical	Credit
HIT 214	~~**Coding/Classification II**~~ **CPT/Other Coding Systems**	1~~3~~	3	0	4~~2~~
Prerequisites:	HIT 212				
Corequisites:	None				

This course ~~is the second of a two-course sequence which continues the study of coding and classification systems in a variety of health care settings~~ covers application of principles and guidelines of CPT/HCPCS coding. Topics include clinical classification/nomenclature ~~and coding~~ systems ~~emphasizing~~ such as: ~~ICD-9-CM, HCPCS/CPT-4, reimbursement/billing systems, encoders/groupers, case mix management, and coding's relationship to managed care.~~ SNOMED, DSM, ICD-O and the use of encoders. Upon completion, students should be able to apply coding principles to correctly assign ~~ICD-9-CM and HCPCS/CPT-4 codes and apply systems to optimize reimbursement~~ CPT/HCPCS codes.

HIT 215	**Reimbursement Methodology**	1	3	0	2
Prerequisites:	None				
Corequisites:	None				

This course covers reimbursement methodologies used in all healthcare settings as they relate to national billing, compliance, and reporting requirements. Topics include prospective payment systems, billing process and procedures, chargemaster maintenance, regulatory guidelines, reimbursement monitoring, and 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 215 is a new course request. A vote is not required for a new course. Course proposal is included for informational purposes only.)

HIT 216	**Quality Management**	1~~2~~	3~~2~~	0	2~~3~~
Prerequisites:	~~None~~ HIT 112				
Corequisites:	None				

This course introduces principles of quality assessment and improvement, and utilization, risk, and case management, ~~and risk management~~ in ~~health care~~ healthcare. Topics include~~ the c~~Continuous ~~q~~Quality ~~i~~Improvement, ~~philosophy, including tools, data analysis/application, and related committee functions;~~ utilization, ~~management and~~ risk and case management processes, data analysis/reporting techniques, credentialing, regulatory quality monitoring requirements, and outcome measures and monitoring. ~~and credentialing, accreditation and regulation~~. Upon completion, students should be able to ~~apply performance improvement techniques, analyze/display data, apply level of care criteria, and participate in risk management activities.~~ abstract, analyze, and report clinical data for facility-wide quality management/performance improvement programs and monitor compliance measures.

		Class	Lab	Clinical	Credit
HIT 218	**~~Management~~ Mgmt Principles in HIT**	3	0	0	3
Prerequisites:	None				
Corequisites:	None				

This course covers organizational management ~~and supervision principles~~ concepts as applied to ~~health care~~ healthcare settings. Topics include roles/functions of teams/committees, leadership, communication and interpersonal skills, designing and implementing orientation/training programs, monitoring workflow, performance standards, revenue cycles, and organizational resources. ~~Emphasis is placed on problem-solving and communication skills related to planning, organization, directing, controlling, and budgeting.~~ Upon completion, students should be able to apply management, leadership, and supervisory concepts ~~and supervision principles~~ to various ~~health care~~ healthcare settings.

HIT 220	**Computers in ~~Health Care~~ Healthcare**	1	2	0	2
Prerequisites:	HIT 112 and CIS 110 or CIS 111				
Corequisites:	None				

This course covers ~~basic computer system architecture, file structure, and design for health care settings~~ electronic health information systems and their design, implementation, and application. Topics include ~~system analysis, design, security, and selection for a variety of hardware environments~~ voice recognition and imaging technology, information security and integrity, data dictionaries, modeling, and warehousing to meet departmental needs. Upon completion, students should be able to ~~design, implement, evaluate, and maintain automated information systems in health care~~ apply policies/procedures to facilitate electronic health records and other administrative applications.

HIT 222	**~~Directed Practice III~~ Prof Practice Exp III**	0	0	6	2
Prerequisites:	None				
Corequisites:	None				

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

HIT 224	**~~Directed Practice IV~~ Prof Practice Exp IV**	1	0	6	3
Prerequisites:	None				
Corequisites:	None				

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

		Class	Lab	Clinical	Credit
HIT 226	**Principles of Disease**	3	0	0	3
Prerequisites:	BIO 166 or BIO 169				
Corequisites:	None				

This course covers disease etiology and organ system involvement, including physical signs and symptoms, prognoses, and common complications and their management. Topics include basic microbiology, basic pharmacology, and principles of disease. Upon completion, students should be able to relate disease processes to etiology, physical signs and symptoms, prognosis, and common complications and their management.
(Course to remain as currently listed.)

HIT 280	**Professional Issues**	2	0	0	2
Prerequisites:	HIT 212				
Corequisites:	~~HIT 214~~ None				

This course provides a comprehensive discussion of topics common to the health information profession. Emphasis is placed on application of professional competencies, job search tools, and preparation for the certification examination. Upon completion, students should be able to demonstrate competence in entry-level domains~~, tasks, and subtasks~~ and subdomains for health information technologies.

PROPOSED
CURRICULUM STANDARD

Effective Term
~~*Fall 1997*~~
~~*[1997*03]*~~
Summer 2006
*[2006*02]*

Curriculum Program Title **Health Information Technology** Code A45360

Concentration **(not applicable)**

Curriculum Description

The Health Information Technology curriculum provides individuals with the knowledge and skills to process, analyze, abstract, compile, maintain, manage, and report health information.

Students will supervise departmental functions; classify, code, and index diagnoses and procedures; coordinate information for cost control, quality management, statistics, marketing, and planning; monitor governmental and non-governmental standards; facilitate research; and design system controls to monitor patient information security.

Graduates of this program may be eligible to write the national certification examination to become a Registered Health Information Technician (RHIT). Employment opportunities include hospitals, rehabilitation facilities, nursing homes, health insurance organizations, outpatient clinics, physicians' offices, hospice, and mental health facilities.

Curriculum Requirements*

I. **General Education.** Degree programs must contain a minimum of 15 semester hours including at least one course from each of the following areas: humanities/fine arts, social/behavioral sciences, and natural sciences/mathematics. Degree programs must contain a minimum of 6 semester hours of communications. Diploma programs must contain a minimum of 6 semester hours of general education; 3 semester hours must be in communications. General education is optional in certificate programs.

II. **Major Hours**. AAS, diploma, and certificate programs must include courses which offer specific job knowledge and skills. Work experience, including cooperative education, practicums, and internships, may be included in a degree or diploma program up to a maximum of 8 semester hours and in a certificate program up to a maximum of 2 semester hours. *(see back of page for Major Hours requirements)*

III. **Other Required Hours.** A college may require other subjects or courses to complete graduation requirements. These requirements may include electives, orientation, study skills courses, or other graduation requirements.

	AAS	**Diploma**	**Certificate**
Minimum General Education Hours	15	6	0
Minimum Major Hours	49	30	12
Other Required Hours	0-7	0-4	0-1
Total Semester Hours Credit in Program	**64-76**	**36-48**	**12-18**

Major Hours

A. Core. The subject/course core is comprised of subject areas and/or specific courses which are required for each curriculum program. A diploma program offered under an approved AAS program standard or a certificate which is the highest credential level awarded under an approved AAS program standard must include a minimum of 12 semester hours credit derived from the subject/course core of the AAS program.

B. Concentration *(if applicable).* A concentration of study must include a minimum of 12 semester hours credit from required subjects and/or courses. The majority of the course credit hours are unique to the concentration. The required subjects and/or courses that make up the concentration of study are in addition to the required subject/course core.

C. Other Major Hours. Other major hours must be selected from prefixes listed on the curriculum standard. A maximum of 9 semester hours credit may be selected from any prefix listed, with the exception of prefixes listed in the core or concentration. Work experience, including cooperative education, practicums, and internships, may be included in associate in applied science degree and diploma curriculum programs up to a maximum of 8 semester hours credit and in certificate programs up to a maximum of 2 semester hours credit.

Health Information Technology A45360

				AAS	Diploma	Certificate
Minimum Major Hours Required				**49 SHC**	**30 SHC**	**12 SHC**
A. CORE				~~**46-53 SHC**~~ **42-49 SHC**	~~**35 SHC**~~ **25 SHC**	
*Courses required for the diploma are designated with **						
REQUIRED COURSES:						
	HIT	110	Fundamentals of HIM	2 SHC		
*	HIT	112	Health Data Sys/Standards	3 SHC		
*	HIT	114	Health Law and Ethics	3 SHC		
	HIT	210	Healthcare Statistics	3 SHC		
*	HIT	212	ICD-9-CM Coding	4 SHC		
*	HIT	214	CPT/Other Coding Systems	2 SHC		
	HIT	216	Quality Management	2 SHC		
	HIT	280	Professional Issues	2 SHC		
*	MED	121	Medical Terminology I	3 SHC		
*	MED	122	Medical Terminology II	3 SHC		
*	BIO	271	Pathophysiology	3 SHC *or*		
*	HIT	226	Principles of Disease	3 SHC		
REQUIRED SUBJECT AREAS:						
ANATOMY & PHYSIOLOGY. Select one sequence:						
	BIO	165	Anatomy and Physiology I	4 SHC *&*		
	BIO	166	Anatomy and Physiology II	4 SHC *or*		
	BIO	168	Anatomy and Physiology I	4 SHC *&*		
	BIO	169	Anatomy and Physiology II	4 SHC		
MANAGEMENT. Select one:						
	BUS	135	Principles of Supervision	3 SHC		
	BUS	137	Principles of Management	3 SHC		
	HIT	218	Mgmt Principles in HIT	3 SHC		
DIRECTED PRACTICE. Select 1-8 SHC:						
	HIT	122	Prof Practice Exp I	1 SHC		
*	HIT	124	Prof Practice Exp II	2 SHC		
*	HIT	222	Prof Practice Exp III	2 SHC		
	HIT	224	Prof Practice Exp IV	3 SHC		
B. CONCENTRATION *(Not applicable)*						
C. OTHER MAJOR HOURS						
To be selected from the following prefixes:						
BIO, BUS, CIS, COE, CSC, CTS, DBA, HIT, HSC, MED, OST, and **SPA						
*** This prefix is limited to a maximum of 3 SHC*						

College Recommendation Form
Health Information Technology Courses

Rationale of Requesting College for Revision: The Commission on Accreditation of Health Informatics and Information Management (CAHIIM) is the national accrediting agency for Health Information Technology (HIT) and has updated the HIM entry-level competencies to coincide with the changes in healthcare. A *GAP Analysis* was performed. As a result of the *Gap Analysis*, the HIT Program Directors from across North Carolina determined the need for the proposed revisions.

We have reviewed the proposed changes and recommend the adoption of the change for:

HIT 110	Yes: _____	No:_____	Decline to Vote: _____
HIT 112	Yes: _____	No:_____	Decline to Vote: _____
HIT 114	Yes: _____	No:_____	Decline to Vote: _____
HIT 122	Yes: _____	No:_____	Decline to Vote: _____
HIT 124	Yes: _____	No:_____	Decline to Vote: _____
HIT 210	Yes: _____	No:_____	Decline to Vote: _____
HIT 212	Yes: _____	No:_____	Decline to Vote: _____
HIT 214	Yes: _____	No:_____	Decline to Vote: _____
HIT 216	Yes: _____	No:_____	Decline to Vote: _____
HIT 218	Yes: _____	No:_____	Decline to Vote: _____
HIT 220	Yes: _____	No:_____	Decline to Vote: _____
HIT 222	Yes: _____	No:_____	Decline to Vote: _____
HIT 224	Yes: _____	No:_____	Decline to Vote: _____
HIT 280	Yes: _____	No:_____	Decline to Vote: _____

Please list any reasons for <u>not</u> recommending revision(s):

_____
_____
_____
_____

If the Curriculum Review Committee (CRC) approves the proposed revisions to the HIT courses; the curriculum standard will be automatically revised to reflect the changes to core courses.

In addition to the course changes, the college has proposed the addition of the option of *BIO 271 Pathophysiology* to the curriculum standard (see attached). This proposed revision would require the action of the State Board.

We have reviewed the proposed revision to the attached Health Information Technology (A45360) curriculum standard and:

_____ **Recommend the Curriculum Standard Revision (addition of BIO 271 option)**

_____ **Do <u>Not</u> Recommend the Curriculum Standard Revision (addition of BIO 271 option) for the following reason(s):**
_____
_____

_____ **Decline to Vote**

College: _____

Signature of President: _____ **Date:** _____

Please return both pages of this form by **February 21, 2006** to:

Jennifer Frazelle, Director
Program Services
NC Community College System
5016 Mail Service Center
Raleigh, NC 27699-5016
Fax Number: (919) 807-7164