



Information Technology - Health Care (233)

Associate of Applied Science

ABOUT OUR PROGRAM

Many courses in this program are based in Highland's individualized Office Technology Lab. The lab is staffed at all times with an instructor to assist students with course work. Students are able to proceed through many courses at their own pace and at times that are convenient to both the traditional student and the person wishing to train for a new field or upgrade skills. Candidates for the degree must choose an emphasis area for their specialty.

NATURE OF WORK AND EMPLOYMENT

Every time a patient receives health care, a record is maintained of the observations, medical or surgical interventions, and treatment outcomes. This record includes information that the patient provides concerning his or her symptoms and medical history, the results of examinations, reports of x-rays and laboratory tests, diagnoses, and treatment plans. Medical records and health information technicians organize and evaluate these records for completeness and accuracy.

Medical records and health information technicians usually work a 40-hour week. Some overtime may be required. In hospitals – where health information departments often are open 24 hours a day, 7 days a week – technicians may work day, evening, and night shifts. Medical records and health information technicians work in pleasant and comfortable offices. This is one of the few health occupations in which there is little or no direct contact with patients. Because accuracy is essential in their jobs, technicians must pay close attention to detail. Technicians who work at computer monitors for prolonged periods must guard against eyestrain and muscle pain.

SPECIAL CONSIDERATIONS

A workplace experience is encouraged and may be made available.

PROGRAM CONTACTS

Call Highland at 815-235-6121 for the following program contacts:

- Scott Anderson, Dean of Business & Technology
- Denise Johnson, Information Systems Faculty
- Vicki Schulz, Student Advisor



Required Technical Courses

48/49 Sem. Hours

| | | | | |
|----|------|------|---|-----|
| ^ | ACCT | 105 | Elements of Accounting | |
| | | -or- | | 3/4 |
| ^* | ACCT | 213 | Financial Accounting | |
| * | BMAC | 142 | Electronic Calculator | 1 |
| * | BUSN | 121 | Introduction to Business | |
| | | -or- | | 3 |
| * | BUSN | 124 | Introduction to Small Business | |
| * | BUSN | 125 | Mathematics of Business (or BUSN 221 or MATH 111 or above) | 3 |
| * | INFT | 115 | Introduction to the World Wide Web | 1 |
| * | INFT | 122 | Introduction to Windows | 1 |
| * | INFT | 131 | Beginning Microsoft Word | 1 |
| * | INFT | 132 | Intermediate Microsoft Word | 1 |
| * | INFT | 133 | Advanced Microsoft Word | 1 |
| * | INFT | 135 | PowerPoint | 1 |
| | ITHC | 101 | Medical Terminology I | 1 |
| * | ITHC | 102 | Medical Terminology II | 1 |
| * | ITHC | 103 | Medical Terminology III | 1 |
| * | ITHC | 220 | Anatomy for Information Technology | 3 |
| * | OFFT | 161 | Proofreading | 1 |
| * | OFFT | 162 | Pre-Transcription Skills | 1 |
| * | OFFT | 255 | Office Procedures | 4 |
| | | | Select courses from emphasis area | 20 |

Required Related Courses

14/15 Sem. Hours

| | | | | |
|---|------|------|--|-----|
| * | BUSN | 141 | Business Communications (or COMM 101 or ENGL 121) | 3 |
| * | COMM | 214 | Business and Technical Communications (or ENGL 122) | 3 |
| | BUSN | 225 | Personal Finance (or ECON 111 or ECON 112) | 3 |
| | SPCH | 191 | Fundamentals of Speech Communication | 3 |
| | PSY | 160 | Psychology of Human Relations | |
| | | -or- | | 2/3 |
| * | PSY | 161 | Introduction to Psychology | |

Total Hours

62/64

* Course has a prerequisite. See course descriptions.

^ Knowledge of Microsoft Excel is recommended for this course.



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Medical Transcription Emphasis

ABOUT OUR PROGRAM

The program prepares the student for entry-level employment as a medical transcriptionist in hospitals, clinics, doctors' offices, and other medical facilities utilizing dictating and transcribing equipment. The program involves science-based courses in anatomy and medical terminology.

NATURE OF WORK AND EMPLOYMENT

The medical transcriptionist transcribes dictated orders and records for patients' permanent files. The student must possess skills and knowledge in science and terminology and have the ability to work with a variety of styles and preferences in dictating. The work is very important to the establishment of a smooth and error-free record-keeping process that is critical to the medical and medical-related fields. This program prepares versatile employees who are able to accept higher levels of responsibility.

| Required Courses | | | 20 Sem. Hours |
|-------------------------|-----|------------------------------------|---------------|
| * INFT | 140 | Beginning Excel` | 1 |
| * INFT | 145 | Beginning Access | 1 |
| OFFT | 151 | Keyboarding/Formatting I | 4 |
| * ITHC | 155 | Medical Transcription | 2 |
| * OFFT | 156 | Keyboarding Speed and Accuracy | 1 |
| * ITHC | 157 | Advanced Medical Transcription I | 1 |
| * ITHC | 158 | Advanced Medical Transcription II | 1 |
| * ITHC | 159 | Advanced Medical Transcription III | 1 |
| * OFFT | 163 | Machine Transcription I | 1 |
| * OFFT | 164 | Machine Transcription II | 1 |
| Electives from any area | | | 6 |

Medical Coding Emphasis

ABOUT OUR PROGRAM

The Medical Coding Program is designed to prepare individuals to understand coding principles, guidelines, medical terminology and regulatory changes for coding. The program is designed to offer a wide variety of learning experiences including classroom lecture and observation in a hospital setting.

NATURE OF WORK AND EMPLOYMENT

Medical coders are professionals skilled in classifying medical data from patient records. These coders review patients' records and assign numeric codes for each diagnosis and procedure. Coding accuracy is highly important to health care organizations because of its impact on revenues and describing health outcomes. Numerous career opportunities exist in hospitals, physician offices, clinics, home health agencies and other health care settings. Graduates are eligible to take the national medical coding exams for certification.

| Required Courses | | | 20 Sem. Hours |
|-------------------------|-----|-------------------------------------|---------------|
| INFT | 105 | Basic Keyboarding I | 1 |
| * INFT | 180 | Introduction to Information Systems | 3 |
| * ITHC | 201 | Medical Coding | 4 |
| * ITHC | 205 | Advanced Medical Coding | 2 |
| * OCED | 290 | Office Practicum (Observation) | 1 |
| -or- | | | 1 |
| Any INFT or OFFT | | | |
| Electives from any area | | | 9 |

