

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.

Program Outcomes

Students who complete this program of study will be able to:

- Apply computing knowledge appropriate to the medical office environment.
- Solve problems in the medical office environment.
- Demonstrate professional behavior and ethical conduct.
- Demonstrate appropriate social and communication skills.
- Utilize data to help in the decision making process.

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, Vice President of Business, Technology, and Community Programs
- Carol Engelkens, Information Systems Faculty
- Beth Groshans, Student Advisor

Required Tech. Courses 48/49 Credit 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 Rel. Courses 14/15 Credit 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 Credit Hours =

62/64

* Course has a prerequisite. See course description.

^ Knowledge of Microsoft Excel is recommended for this course.

Of the available General Education courses required for this program, at least three credits need to be completed with a Diversity designation (see advisor).