# COLLIN COLLEGE
## Curriculum Outline

**AAS - Health Information Management** FICE CODE: 023614 CIP 51.0707

| PREREQUISITES | | | Lec | Lab | Ext | Cont | Hours |
|---|---|---|---|---|---|---|---|
| ENGL | 1301 | Composition I | 3 | 1 | 0 | 64 | 3 |
| HITT | 1305 | Medical Terminology I | 3 | 0 | 0 | 48 | 3 |
| PHIL | 2306 | Introduction to Ethics | 3 | 0 | 0 | 48 | 3 |
| PSYC | 2301 | General Psychology<br>(Moved from First Year/Second Semester) | 3 | 0 | 0 | 48 | 3 |
| ~~HPRS~~ | ~~1271~~ | ~~Introduction to the Healthcare System~~ | ~~2~~ | ~~0~~ | ~~0~~ | ~~32~~ | ~~2~~ |
| ~~HPRS~~ | ~~1310~~ | ~~Introduction to Pharmacology~~ | ~~3~~ | ~~0~~ | ~~0~~ | ~~48~~ | ~~3~~ |
| ~~HPRS~~ | ~~2301~~ | ~~Pathophysiology~~ | ~~3~~ | ~~0~~ | ~~0~~ | ~~48~~ | ~~3~~ |
| | | **Total Hours** | 12 | 1 | 0 | 208 | 12 |

**FIRST YEAR**

| First Semester | | | Lec | Lab | Ext | Cont | Hours |
|---|---|---|---|---|---|---|---|
| BIOL | 2404 | Human Anatomy and Physiology Basic<br>(Moved from First Year/Second Semester) | 3 | 4 | 0 | 112 | 4 |
| HITT | 1301 | Health Data Content and Structure<br>(Moved from Second Year/First Semester) | 2 | 2 | 0 | 64 | 3 |
| HITT | 2471 | Pharmacology and Pathophysiology | 3 | 3 | 0 | 96 | 4 |
| HPRS | 2232 | Health Care Communications<br>(Moved from Second Year/Third Semester) | 2 | 0 | 0 | 32 | 2 |
| | | **Total Hours** | 10 | 9 | 0 | 304 | 13 |

| Second Semester | | | Lec | Lab | Ext | Cont | Hours |
|---|---|---|---|---|---|---|---|
| HITT | 1311 | Health Information Systems<br>(Moved from Second Year/First Semester) | 2 | 2 | 0 | 64 | 3 |
| HITT | 1345 | Health Care Delivery Systems<br>(Moved from Second Year/Second Semester) | 2 | 2 | 0 | 64 | 3 |
| HITT | 1341 | Coding and Classification Systems | 2 | 3 | 0 | 80 | 3 |
| HUMA | 1301 | Introduction to the Humanities [1] | 3 | 0 | 0 | 48 | 3 |
| PHED/DANC | | Any Activity Course ~~[1]~~ [2] | 0 | 3 | 0 | 48 | 1 |
| ~~PHIL~~ | ~~2303~~ | ~~Introduction to Formal Logic [2]~~ | ~~3~~ | ~~0~~ | ~~0~~ | ~~48~~ | ~~3~~ |
| ~~SPCH~~ | ~~1321~~ | ~~Business and Professional Communication [3]~~ | ~~3~~ | ~~0~~ | ~~0~~ | ~~48~~ | ~~3~~ |
| | | **Total Hours** | 9 | 10 | 0 | 304 | 13 |

**CONTINUED**

# COLLIN COLLEGE
## Curriculum Outline


**SECOND YEAR**

| **First Semester** | | | Lec | Lab | Ext | Cont | Hours |
|---|---|---|---|---|---|---|---|
| HITT | 1160 | Clinical I - Health Information / Medical Record Technology (Moved from Second Year/First Semester) | 0 | 0 | 3 | 48 | 1 |
| ~~HITT~~ | ~~1255~~ | ~~Health Care Statistics~~ | ~~1~~ | ~~2~~ | ~~0~~ | ~~48~~ | ~~2~~ |
| HITT | 1353 | Legal and Ethical Aspects of Health Information | 3 | 0 | 0 | 48 | 3 |
| HITT | 2339 | Health Information Organization and Supervision (Moved from Second Year/Third Semester) | 2 | 2 | 0 | 64 | 3 |
| HITT | 2346 | Advanced Medical Coding (Moved from Second Year/Third Semester) | 2 | 3 | 0 | 80 | 3 |
| HITT | 2435 | Coding and Reimbursement Methodologies | 3 | 3 | 0 | 96 | 4 |
| ~~HPRS~~ | ~~2321~~ | ~~Medical Law and Ethics for Health Professionals~~ | ~~3~~ | ~~0~~ | ~~0~~ | ~~48~~ | ~~3~~ |
| ~~POFM~~ | ~~1300~~ | ~~Basic Medical Coding~~ | ~~2~~ | ~~3~~ | ~~0~~ | ~~80~~ | ~~3~~ |
| | | **Total Hours** | 10 | 8 | 3 | 336 | 14 |

| **Second Semester** | | | Lec | Lab | Ext | Cont | Hours |
|---|---|---|---|---|---|---|---|
| ~~HITT~~ | ~~1342~~ | ~~Ambulatory Coding~~ | ~~2~~ | ~~3~~ | ~~0~~ | ~~80~~ | ~~3~~ |
| HITT | 2249 | RHIT Competency Review (Moved from Second Year/Third Semester) | 2 | 0 | 0 | 32 | 2 |
| ~~HITT~~ | ~~2343~~ | ~~Quality Assessment and Performance Improvement~~ | ~~2~~ | ~~2~~ | ~~0~~ | ~~64~~ | ~~3~~ |
| HITT | 2361 | Clinical II - Health Information / Medical Records Technology ~~4~~ [3] (Moved from Second Year/Third Semester) | 0 | 0 | 16 | 256 | 3 |
| HITT | 2443 | Quality Assessment and Performance Improvement | 3 | 3 | 0 | 96 | 4 |
| ~~MDCA~~ | ~~1343~~ | ~~Medical Insurance / Billing~~ | ~~2~~ | ~~2~~ | ~~0~~ | ~~64~~ | ~~3~~ |
| SPCH | 1321 | Business and Professional Communication [4] (Moved from First Year/Second Semester) | 3 | 0 | 0 | 48 | 3 |
| | | **Total Hours** | 8 | 3 | 16 | 432 | 12 |

| ~~**Third Semester**~~ | ~~Lec~~ | ~~Lab~~ | ~~Ext~~ | ~~Cont~~ | ~~Hours~~ |
|---|---|---|---|---|---|
| ***GRAND TOTAL*** | ***49*** | ***31*** | ***19*** | ***1584*** | ***64*** |

**1** May substitute ARTS 1301, ARTS 1303, ARTS 1304, ARTS 1313, DANC 2303, DRAM 1310, DRAM 2361, DRAM 2362, ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL 2342, ENGL 2343, ENGL 2351, FREN 2303, FREN 2304, HIST 2311, HIST 2312, HIST 2321, HIST 2322, HUMA 1305, MUSI 1306, MUSI 1307, PHIL 1301 or PHIL 2307

**2** May substitute DANC 1101, DANC 1110, DANC 1111, DANC 1141, DANC 1142, DANC 1145, DANC 1146, DANC 1147, DANC 1148, DANC 1151, DANC 1152, DANC 2141, DANC 2142, DANC 2145, DANC 2146, DANC 2147, DANC 2148, DANC 2151, DANC 2152, PHED 1100, PHED 1102, PHED 1104, PHED 1106, PHED 1111, PHED 1112, PHED 1114, PHED 1115, PHED 1116, PHED 1117, PHED 1118, PHED 1120, PHED 1121, PHED 1123, PHED 1125, PHED 1126, PHED 1127, PHED 1129, PHED 1130, PHED 1131, PHED 1136, PHED 1137, PHED 1140, PHED 1147 or PHED 1148

~~**2** May substitute ARTS 1301, ARTS 1303, ARTS 1304, ARTS 1313, DANC 2303, DRAM 1310, DRAM 2361, DRAM 2362, ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL 2342, ENGL 2343, ENGL 2351, FREN 2303, FREN 2304, HIST 2311, HIST 2312, HIST 2321, HIST 2322, HUMA 1301, HUMA 1305, MUSI 1306, MUSI 1307, PHIL 1301, PHIL 2306 or PHIL 2307~~

~~**3** May substitute SPCH 1311 or SPCH 1315~~

3 HITT 2361 is the Capstone course

4 May substitute SPCH 1311 or SPCH 1315

# COLLIN COLLEGE
## Curriculum Outline

**Certificate - Medical Coding and Billing** FICE 023614 CIP 51.0713

**PREREQUISITES**

| | | | Lec | Lab | Ext | Contact | Credit |
|---|---|---|---|---|---|---|---|
| BIOL | 2404 | Human Anatomy and Physiology Basic | 3 | 4 | 0 | 112 | 4 |
| HITT | 1305 | Medical Terminology I | 3 | 0 | 0 | 48 | 3 |
| HITT | 2471 | Pharmacology and Pathophysiology | 3 | 3 | 0 | 96 | 4 |
| ~~HPRS~~ | ~~1271~~ | ~~Introduction to the Healthcare System~~ | ~~2~~ | ~~0~~ | ~~0~~ | ~~32~~ | ~~2~~ |
| ~~HPRS~~ | ~~1310~~ | ~~Introduction to Pharmacology~~ | ~~3~~ | ~~0~~ | ~~0~~ | ~~48~~ | ~~3~~ |
| ~~HPRS~~ | ~~2301~~ | ~~Pathophysiology~~ | ~~3~~ | ~~0~~ | ~~0~~ | ~~48~~ | ~~3~~ |
| | | | 9 | 7 | 0 | 256 | 11 |

**FIRST YEAR**

First Semester

| | | | Lec | Lab | Ext | Contact | Credit |
|---|---|---|---|---|---|---|---|
| HITT | 1301 | Health Data Content and Structure | 2 | 2 | 0 | 64 | 3 |
| HITT | 1311 | Health Information Systems | 2 | 2 | 0 | 64 | 3 |
| HITT | 1341 | Coding and Classification Systems | 2 | 3 | 0 | 80 | 3 |
| ~~POFM~~ | ~~1300~~ | ~~Basic Medical Coding~~ | ~~2~~ | ~~3~~ | ~~0~~ | ~~80~~ | ~~3~~ |
| | | **Total Hours** | 6 | 7 | 0 | 208 | 9 |

Second Semester

| | | | Lec | Lab | Ext | Contact | Credit |
|---|---|---|---|---|---|---|---|
| ~~HITT~~ | ~~1342~~ | ~~Ambulatory Coding~~ | ~~2~~ | ~~3~~ | ~~0~~ | ~~80~~ | ~~3~~ |
| HITT | 2346 | Advanced Medical Coding (Capstone) | 2 | 3 | 0 | 80 | 3 |
| HITT | 1353 | Legal and Ethical Aspects of Health Information | 3 | 0 | 0 | 48 | 3 |
| HITT | 2435 | Coding and Reimbursement Methodologies | 3 | 3 | 0 | 96 | 4 |
| ~~HPRS~~ | ~~2321~~ | ~~Medical Law and Ethics for Health Professionals~~ | ~~3~~ | ~~0~~ | ~~0~~ | ~~48~~ | ~~3~~ |
| ~~MDCA~~ | ~~1343~~ | ~~Medical Insurance/Billing~~ | ~~2~~ | ~~2~~ | ~~0~~ | ~~64~~ | ~~3~~ |
| | | **Total Hours** | 8 | 6 | 0 | 224 | 10 |

~~Third Semester~~

| | | | ~~Lec~~ | ~~Lab~~ | ~~Ext~~ | ~~Contact~~ | ~~Credit~~ |
|---|---|---|---|---|---|---|---|
| ~~HITT~~ | ~~2245~~ | ~~Coding Certification Exam Review (Capstone)~~ | ~~2~~ | ~~0~~ | ~~0~~ | ~~32~~ | ~~2~~ |
| | | ~~**Total Hours**~~ | ~~**2**~~ | ~~**0**~~ | ~~**0**~~ | ~~**32**~~ | ~~**2**~~ |
| | | ***GRAND TOTAL*** | ***23*** | ***20*** | ***0*** | ***688*** | ***30*** |

Note: Students may take HITT 2245, after completing this certificate, to better prepare for the certification exam.

# COLLIN COLLEGE

## DIVISION OF HEALTH SCIENCES AND EMERGENCY SERVICES

## HEALTH INFORMATION MANAGEMENT COURSE SYLLABUS

Course Information

**Course Number:** HITT 1341

**Course Title:** Coding and Classification Systems

**Course Description:** Fundamentals of coding rules, conventions, and guidelines using clinical classification systems. The student is recommended to complete BIOL 2404 prior to registering for this course, but not required. Lab required.

**Course Credit Hours:** 3
Lecture Hours: 2
Lab Hours: 3

**Prerequisite:** HITT 1305

**Corequisite:** HITT 1301

**Student Learning Outcomes:** Upon successful completion of this course, students should be able to do the following:

1. Apply nomenclatures and classification systems and assign codes. (SCANS: F1, F2, F6, F7, F8, F10, F11, F12, F13, F15, F16, C1, C11, C12, C13, C14)
2. Abstract information from health records for appropriate code validation. (SCANS: F1, F2, F6, F7, F8, F10, F11, F12, F13, F15, F16, C1, C11, C12, C13, C14)
3. Apply decision-making skills to ensure proper sequencing. (SCANS: F1, F2, F6, F7, F8, F10, F11, F12, F13, F15, F16, C1, C11, C12, C13, C14)
4. Apply diagnosis/procedure codes using ICD-10-CM for principle and secondary diagnoses and procedures. (SCANS: F1, F2, F6, F7, F8, F10, F11, F12, F13, F15, F16, C1, C11, C12, C13, C14)
5. Differentiate between the applications of ICD, CPT, DSM, E&M and procedural groupings such as DRG, APC and SNOMED. (SCANS: F1, F2, F6, F7, F8, F10, F11, F12, F13, F15, F16, C1, C11, C12, C13, C14)
6. Determine proper documentation for medical necessity. . (SCANS: F1, F2, F6, F7, F8, F10, F11, F12, F13, F15, F16, C1, C11, C12, C13, C14)
7. Identify discrepancies between coded data and supporting documentation. (SCANS: F1, F2, F6, F7, F8, F10, F11, F12, F13, F15, F16, C1, C11, C12, C13, C14,C16)

8. Apply and assign the correct ICD-10-CM codes in accordance with Official Guidelines for Coding and Reporting relating to diseases, conditions, factors influencing health status and contact with health services (SCANS: F1, F2, F6, F7, F8, F10, F11, F12, F13, F15, F16, C1, C11, C12, C13, C14)
9. Explain the importance of the Standards of Ethical Coding. (SCANS: F1, F2, F6, F7, F8, F10, F11, F12, F13, F15, F16, C1, C11, C12, C13, C14)

**Secretary's Commission on the Acquisition of Necessary Skills (SCANS)-** SCANS skills are a group of foundational skills and workplace competencies that the Secretary's Commission on the Acquisition of Necessary Skills established as vitally important for workplace success in the 21st century. In Collin's workforce programs, the SCANS skills are developed and reinforced throughout the curriculum to provide students with an opportunity to hone these skills/competencies in the context of their education. Over the course of an entire degree program, the successful student is expected to demonstrate all of the SCANS skills and competencies as part of their education. The SCANS Foundation Skills and Workplace Competencies are described at: http://www.collin.edu/academics/programs/Workforce_SCANS_Skills_Syllabi_Code_Key.pdf

**Withdrawal Policy:** See the current *Collin Registration Guide* for last day to withdraw.

**Collin College Academic Policies:** See the current *Collin Student Handbook*

**Americans with Disabilities Act Statement:** Collin College will adhere to all applicable federal, state and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to contact the ACCESS office, SCC-D140 or 972.881.5898 (V/TTD: 972.881.5950) to arrange for appropriate accommodations. See the current *Collin Student Handbook* for additional information.

**COLLIN COLLEGE**

**DIVISION OF HEALTH SCIENCES AND EMERGENCY SERVICES**

**HEALTH INFORMATION MANAGEMENT COURSE SYLLABUS**

Course Information

**Course Number:** HITT 1345

**Course Title:** Health Care Delivery Systems

**Course Description:** Examination of delivery systems including organization, financing, accreditation, licensure, and regulatory agencies. This course covers alternative health care delivery systems. Lab required. ~~Major Requirement: AAS – Health Information Management.~~

**Course Credit Hours:** 3
Lecture Hours: 2
Lab Hours: 2

~~**Prerequisite:** HITT 1301~~

**Student Learning Outcomes:** Upon successful completion of this course, students will be able to do the following:

- Identify components and functions of multiple health care delivery systems to include accreditation, licensure, regulations, payment, and reimbursement systems (SCANS: F1, F2, F10, F12, F15, C11, C12, C13, C14, C15, C16, C17)
- Describe routine institutional statistics (SCANS: F1, F2, F10, F12, F15, C11, C12, C13, C14, C15, C16, C17)
- Interpret health care data (SCANS: F1, F2, F4, F5, F6, F7, F9, F10, F12, F13, F15, F16, C1, C11, C12, C13, C14, C15, C16, C17)
- Prepare health care data for presentation purposes (SCANS: F1, F2, F4, F5, F6, F7, F9, F10, F12, F13, F15, F16, C1, C11, C12, C13, C14, C15, C16, C17)
- Evaluate reliability and validity of health care data (SCANS: F1, F2, F4, F5, F6, F7, F9, F10, F12, F13, F15, F16, C1, C11, C12, C13, C14, C15, C16, C17)

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**COLLIN COLLEGE**

**DIVISION OF HEALTH SCIENCES AND EMERGENCY SERVICES**

**HEALTH INFORMATION MANAGEMENT COURSE SYLLABUS**

Course Information

**Course Number:** HITT 1353

**Course Title:** Legal and Ethical Aspects of Health Information

**Course Description:** Concepts of privacy, security, confidentiality, ethics, health care legislation, and regulations relating to the maintenance and use of health information.

**CourseCredit Hours:** 3
Lecture Hours: 3

**Student Learning Outcomes:** Upon successful completion of this course, the student should be able to do the following:

1. Apply local, state, and federal standards and regulations for the control and use of health information. (SCANS: F1, F2, F10, F15, C1, C11, C12, C13, C14, C15)
2. Demonstrate appropriate health information disclosure practices. (SCANS: F1, F2, F6, F7, F8, F10, F11, F15, C1, C11, C12, C13, C14, C15, C17)
3. Identify and discuss ethical issues in health care. (SCANS: F1, F2, F10, F11, F15, C1, C11, C12, C13, C14)

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**COLLIN COLLEGE**

**DIVISION OF HEALTH SCIENCES AND EMERGENCY**

**HEALTH INFORMATION MANAGEMENT COURSE SYLLABUS**

Course Information

**Course Number:** HITT 2346

**Course Title**: Advanced Medical Coding

**Course Description:** Advanced concepts of ICD and CPT coding rules, conventions, and guidelines in complex case studies. Investigation of government regulations and changes in health care reporting. Electronic encoder use covered and information regarding ICD-10. Lab required.

**Course Credit Hours:** 3
Lecture Hours: 2
Lab Hours: 3

**Prerequisites:** BIOL 2404, HITT 1305 ~~(or SRGT 1301)~~ and HITT 1341 ~~POFM 1300~~

**Student Learning Outcomes:** Upon successful completion of this course, students should be able to do the following:

1. Analyze health records to assign principal/secondary diagnoses and procedures. (SCANS: F1, F2, F7, F8, F11, F16, F12, F13, F15, F16, C1, C11)
2. Assign the reimbursement methodologies. (SCANS: F1, F2, F7, F8, F11, F13, F16, C11)

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# COLLIN COLLEGE

## DIVISION OF HEALTH SCIENCES AND EMERGENCY SERVICES

## HEALTH INFORMATION MANAGEMENT SYLLABUS

Course Information

**Course Number:** HITT 2435

**Course Title:** Coding and Reimbursement Methodologies

**Course Description:** Advanced coding techniques with emphasis on case studies, health records, and federal regulations regarding prospective payment systems and methods of reimbursement. The student is recommended to complete BIOL 2404 prior to registering for this course, but not required. Lab required.

**Course Credit Hours:** 4
Lecture Hours: 3
Lab Hours: 3

**Prerequisite:** HITT 1341

**Student Learning Outcomes:** Upon successful completion of this course, the student should be able to do the following:

1. Sequence codes according to established guidelines and standards. (SCANS: F1, F2, F6, F7, F8, F10, F11, F15, F16, C1, C11, C12, C13, C14)
2. Apply reimbursement methodologies. (SCANS: F1, F2, F6, F7, F8, F10, F11, F15, F16, C1, C11, C12, C13, C14)
3. Assign codes using appropriate rules, principles, guidelines and conventions. (SCANS: F1, F2, F6, F7, F8, F10, F11, F15, F16, C1, C11, C12, C13, C14)
4. Apply procedure codes using CPT/HCPCS and ICD 10 CM for diagnoses codes for ambulatory coding. (SCANS: F1, F2, F6, F7, F8, F10, F11, F15, F16, C1, C11, C12, C13, C14)
5. Identify the basics of health insurance, and types of plans such as fee for service, managed care, capitation, etc. (SCANS: F1, F2, F7, F8, F10, F11, C1, C11, C12, C13, C14)
6. Describe the process of the health insurance claim form. (SCANS: F1, F2, F7, F8, F10, F11, F12, F13, F15, F16, C1, C11, C12, C13, C14, C15, C16)
7. Identify insurance payment procedures and time limits. (SCANS: F1, F2, F7, F8, F10, F11, C1, C11, C12, C13, C14)

8. Describe the use and importance of the Charge Description Master (CDM) and maintenance (SCANS: F1, F2, F7, F8, F10, F11, C1, C11, C12, C13, C14, C15, C16)
9. Identify and understand the different Prospective Payment Systems including diagnostic and procedural groups for healthcare providers (MS-DRGS, APCs, RUGS, HH-PPS, SNOMED-CT, RBRVUs) (SCANS: F1, F2, F7, F8, F10, F11, F12, F13, F15, F16, C1, C11, C12, C13, C14, C15, C16)

**Secretary's Commission on the Acquisition of Necessary Skills (SCANS)-** SCANS skills are a group of foundational skills and workplace competencies that the Secretary's Commission on the Acquisition of Necessary Skills established as vitally important for workplace success in the 21st century. In Collin's workforce programs, the SCANS skills are developed and reinforced throughout the curriculum to provide students with an opportunity to hone these skills/competencies in the context of their education. Over the course of an entire degree program, the successful student is expected to demonstrate all of the SCANS skills and competencies as part of their education. The SCANS Foundation Skills and Workplace Competencies are described at:
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# COLLIN COLLEGE

## DIVISION OF HEALTH SCIENCES AND EMERGENCY SERVICES

## HEALTH INFORMATION MANAGEMENT SYLLABUS

Course Information

**Course Number:** HITT 2443

**Course Title**: Quality Assessment and Performance Improvement

**Course Description:** Study of quality standards and methodologies in the health information management environment. Topics include licensing, accreditation, compilation and presentation of data in statistical formats, quality management and performance improvement functions, utilization management, risk management, and medical staff data quality issues. Approaches to assessing patient safety issues and implementation of quality management and reporting through electronic systems. Lab required.

**Course Credit Hours:** 4
Lecture Hours: 3
Lab Hours: 3

**Placement Assessment:** Placement in MATH 1314

**Prerequisites:** HITT 1301

**Student Learning Outcomes:** Upon successful completion of this course, students should be able to do the following:

1. Monitor compliance with governmental and organizational regulations and accreditation standards. (SCANS: F1, F2, F10, F12, F15, C11, C12, C13, C14, C15, C16, C17)
2. Use tools to perform quality assessment and improvement. (SCANS: F1, F2, F10, F12, F15, C11, C12, C13, C14, C15, C16, C17)
3. Identify potential risk management issues. (SCANS: F1, F2, F10, F12, F15, C11, C12, C13, C14, C15, C16, C17)
4. Coordinate utilization and resource management functions. (SCANS: F1, F2, F10, F12, F15, C11, C12, C13, C14, C15, C16, C17)
5. Assist in medical staff quality improvement functions. (SCANS: F1, F2, F10, F12, F15, C11, C12, C13, C14, C15, C16, C17)
6. Prepare statistical reports to support healthcare information and department operations and services. (SCANS F1, F2, F10, F11, F12, F13, F15, F16, C1, C11, C13, C16)

7. Formulate statistics that meet medical and administrative reporting needs and requirements of government regulatory and voluntary agencies. (SCANS: F1, F3, F7, F8, F10, F11, C1, C11, C14)
8. Analyze health care statistics, vital statistics, descriptive statistics, data validity, and reliability. (SCANS: F1, F3, F7, F8, F10, F11, C1, C11, C14)
9. Assess methods of healthcare data. (SCANS: F1, F2, F10, F12, F15, F16, C14)
10. Utilize appropriate methods of data display. (SCANS: F1, F2, F3, F8, F10, F11, C11, C12, C14)

**Secretary's Commission on the Acquisition of Necessary Skills (SCANS)-** SCANS skills are a group of foundational skills and workplace competencies that the Secretary's Commission on the Acquisition of Necessary Skills established as vitally important for workplace success in the 21st century. In Collin's workforce programs, the SCANS skills are developed and reinforced throughout the curriculum to provide students with an opportunity to hone these skills/competencies in the context of their education. Over the course of an entire degree program, the successful student is expected to demonstrate all of the SCANS skills and competencies as part of their education. The SCANS Foundation Skills and Workplace Competencies are described at:
http://www.collin.edu/academics/programs/Workforce_SCANS_Skills_Syllabi_Code_Key.pdf

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**Collin College Academic Policies:** See the current *Collin Student Handbook*

**Americans with Disabilities Act Statement:** Collin College will adhere to all applicable federal, state and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to contact the ACCESS office, SCC-D140 or 972.881.5898 (V/TTD: 972.881.5950) to arrange for appropriate accommodations. See the current *Collin Student Handbook* for additional information.

**COLLIN COLLEGE**

**DIVISION OF HEALTH SCIENCES AND EMERGENCY SERVICES**

**HEALTH INFORMATION MANAGEMENT SYLLABUS**

Course Information

**Course Number:** HITT 2471

**Course Title:** Pathophysiology and Pharmacology

**Course Description:** Study of the pathology and general health management of diseases and injuries across the life span. Topics include etiology, symptoms, and the physical & psychological reactions to diseases and injuries. A study of drug classifications, actions, therapeutic uses, adverse effects, routes of administration, and calculation of dosages.

**Course Credit Hours:** 4
Lecture Hours: 3
Lab hours: 3

**Student Learning Outcomes:** Upon the successful completion of this course, the students will be able to:

1. Identify the important concepts related to human disease and their drug therapies. (SCANS: F1, F2, F9, F10, C1, C11, C12, C13, C14)
2. Define key terminology relevant to human diseases and disorders. (SCANS: F1, F2, C1, C11, C12, C13, C14)
3. Identify signs and symptoms, diagnostic tests, and therapies to common human diseases and disorders. (SCANS: F1, F2, F9, F10, C1, C11, C12, C13, C14)
4. Describe specific common human diseases, disorders, and therapies. (SCANS: F1, F2, F6, F8,F9, F10, C1, C11, C12, C13, C14)
5. State the effects of aging on specific body systems. (SCANS: F1, F2, F9, F10, C1, C11, C12, C13, C14)
6. Correctly spell and pronounce common terminology related to human diseases and pharmaceuticals. (SCANS: F4, F5. C1).
7. Distinguish between local, systemic, therapeutic, allergic, and side effects of drugs. (SCANS: F1, F2, F9, F10, F11, F12, C1, C11, C12, C13, C14)
8. Identify routes of administration and describe their advantages and disadvantages. (SCANS: F1, F2, F9, F10, C1, C11, C12, C13, C14)
9. Distinguish between local, systemic, therapeutic, allergic, and side effects of drugs. (SCANS: F1, F2, F9, F10, F11, F12, C1, C11, C12, C13, C14)

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# Program Outcomes
# and
# Course Alignment

**Program Name** ___AAS – Health Information Management_____

**Program Outcomes ▼**

| Program Learning Outcomes | Measure | Standard | Course(s) where it will be assessed |
|---|---|---|---|
| 1 Apply concepts learned in foundation Health Information Management courses, to successfully complete the Registered Health Information Technician exam. | Mock RHIT exam, a national exam administered by the American Health Information Management Association (AHIMA). | Meet or exceed the pass rate of 75%. | HITT 2249 |
| 2 Develop an awareness of professional policies and procedures, including communication and professionalism. | Evaluation from Clinical site.<br>Portfolio from Clinical course | Meet or exceed the pass rate of 75% | HITT 2361<br>HPRS 2232 |
| 3 Apply appropriate ICD10, HCPCS, CPT coding guidelines when selecting codes for clinical encounters. | Mock RHIT exam, a national exam administered by the American Health Information Management Association (AHIMA). | Meet or exceed the pass rate of 75% | HITT 2249 |
| 4 Given a Health Information Management scenario, apply critical thinking and problem solving skills appropriately. | Create a Compliance Plan. | Meet or exceed the pass rate of 75% | HITT 1353 |

# Program Outcomes
# and
# Course Alignment

**Program Map ▼**

| Program Courses | Program Outcome 1 | Program Outcome 2 | Program Outcome 3 | Program Outcome 4 |
|---|---|---|---|---|
| HITT-1305 | I,E,P | | | I,E,P |
| PHIL-2306 | | I,E,P | | |
| HITT-1301 | I,E,P | I,E,P | | I,E,P |
| HITT-2471 | I,E,P | I,E,P | | I,E,P |
| HPRS-2232 | | I,E,P | | I,E,P |
| HITT-1311 | I,E,P | I,E,P | | I,E,P |
| HITT-1345 | I,E,P | I,E,P | | E,P |
| HITT-1341 | | I,E,P | I, E, P, A | I,E,P |
| HITT-1160 | | E,P | | P |
| HITT-1353 | I,E,P,A | I,E,P,A | | I,E,P,A |
| HITT-2339 | P,A | P,A | | P,A |
| HITT-2346 | P,A | P,A | I,E,P,A | P,A |
| HITT-2435 | I,E,P,A | I,E,P,A | I,E,P,A | I,E,P,A |
| HITT-2249 | A | A | A | A |
| HITT-2361 | A | A | | A |
| HITT-2443 | I,E,P,A | I,P,E,A | | I,P,E,A |

I=Introduced P=Practiced E=Emphasized A=Assessed