Health Information Technology – Coding Certificate Program (30 credits)

TERM 1 – Spring or Summer Start	**Hours**	**Minimum *Grade***	**Notes**
BIO 115: Human Biology	4	C+	Satisfactory score on English Proficiency Test (reading comprehension and sentence skills) or a grade of C+ or better in English Composition
MED 105: Medical Terminology	3	C	
INF 101: Introduction to Information Technology	3	C	
Total hours subtotal	**10**		
TERM 2 – Fall Start		**Minimum Grade**	**Notes**
BIO 116: Introduction to Pathophysiology	3	C+	co-requisite BIO 117, HRS 104, HRS 109
BIO 117: Introduction to Pharmacology	3	C+	co-requisite BIO 116, HRS 104, HRS 109
HRS 104: ICD Coding Part I	3	C	Pre-requisite: MED 105
HRS 109: CPT Coding Part II	3	C	
Total hours subtotal	**12**		
TERM 3 – Winter Intersession	**Hours**	**Minimum Grade**	**Notes**
HRS 101: Insurance Reimbursement and Billing Procedures	2	C	
Total hours subtotal	**2**		
TERM 4 Spring	**Hours**	**Minimum Grade**	**Notes**
HRS 204: ICD Coding Part II	3	C	Pre-requisites: HRS 104
HRS 209: CPT Coding Part II	3	C	Pre-requisites: HRS 109
HRS 210: Clinical Data Analysis	3	C	pre-requisites: HRS 104, HRS 109
HMG 311: Legal & Ethical Issues in Healthcare	3	C	
HRS 220: Healthcare Data/Structure/Delivery Systems	4	C	Pre-requisites: HRS 101, HRS 104, HRS 109, HRS 204, HRS 209, HRS 210
Total hours subtotal	**16**		

HITC Course Descriptions

- **HRS101 (Insurance Reimbursement and Billing Procedures)** (online): Provides the student with the study of uses of coded data and health information in reimbursement and payment systems appropriate to all healthcare settings and managed care. It includes contemporary prospective payment systems and key health plans, charge master maintenance, and evaluation of fraudulent billing practices. Credits: 2
- **HRS104 (ICD Coding Part 1)** (class): Designed to provide the student with an understanding of coding basics and their accurate utilization. Emphasis is placed on coding diagnoses using the ICD-9 & ICD-10-CM systems. Use of official coding guidelines and reporting requirements are discussed. Review/discuss other diagnosis coding systems or code sets including DSM-IV, ICD-O are included. Competencies will be developed with coding exercises. Credits: 3
- **HRS 109 – (CPT Coding Part 1)** (class): The course will provide an in depth study of nomenclature and classification systems for CPT coding. It includes the principles and application of coding systems (ICD-9-CM Volume III and ICD-10-PCS, CPT 4, HCPCS) and procedural groupings. Credits: 3
- **HRS204 (ICD Coding Part 2)** (class): It provides an in depth study of nomenclature and classification systems for ICD coding. Coding compliance strategies, auditing, and reporting are discussed. Compare and contrast ICD-9-CM and ICD-10-CM code assignments and conventions. The course utilizes practical examples to reinforce coding principles and provides an introduction to computer applications related to coding. Credits: 3
- **HRS 209 – (CPT Coding Part 2)** (class): The course will provide an in depth study of the principles and application of coding systems (ICD-9-CM Volume III and ICD-10-PCS, CPT 4, HCPCS). Examples are used including professional fee billing examples in coding (Evaluation and Management services, etc. There are case studies and more complex code assignments using CPT and HCPCS Level II codes. Credit: 3
- **HRS210 (Clinical Data Analysis)** (class or online): Designed to provide the student with the tools needed to analyze clinical, administrative and financial data to allow for trending of data. The student will learn to understand and create detailed analytical reports in order to demonstrate trends in risk, reimbursement, long term planning. Create improved work flow to improve outcomes related to clinical data. To understand how the implementation of new electronic systems can improve work flow and outcomes. Credit: 3
- **HMG 311 – (Legal and Ethical Issues in Healthcare)** (online): This course is designed to give students and understanding of the legal and ethical issues, including relationships between employers/employees, physicians/employees (nurses, radiographers, etc.), service providers/patients, patients/third party payers, etc. Case studies will be used to help students understand the difficult, yet integral, relationships between all involved in the delivery of healthcare services. Credit: 3
- **HRS 220 (Healthcare Data/Structure/Delivery System)** (theory, lab and practicum): The course will allow the student to use and build from the knowledge and skills learned in HRS101, 104, 109, 204, 209 and 210. The HRS 220 course will provide the student with an understanding of the current healthcare environment and entities. The student will gain insight into all healthcare environments. The Virtual Lab and practicum will provide the student with coding practice in a hospital, physician's office, clinic or other health care setting. Credits: 4

Life Science Course(s):

- **BIO116 (Introduction to Pathophysiology)** (online): This course is designed to promote the understanding and application of fundamental disease processes and disabilities. General concepts of disease, including etiology, morphology and clinical significance are discussed. These concepts are applied in a systems oriented approach to disease processes and concepts of human genetics will be covered. Credits: 3
- **BIO 117 (Introduction to Pharmacology)** (online): This course introduces the student to the study of drug action-absorption, distribution, metabolism, excretion, drug classifications, most commonly prescribed drugs, matching drugs to common conditions and matching drugs to lab findings. Formulary descriptions and use are included. Credits: 3

Admission Criteria:

- Satisfactory score on English Proficiency Test (reading comprehension and sentence skills) or a grade of C+ or better in English Composition
- Satisfactory score on Arithmetic Proficiency Test or a grade of C+ or better in College Algebra
- Admission offered at St. Vincent's College is pending a successful health screening and background/security check.