

## **HEALTH INFORMATION TECHNOLOGY**

**Biological and Health Sciences Division, Room C140,  
(847) 543-2042**

The field of health information provides a wide variety of professional opportunities in the health care industry. Health information is a unique profession that combines facets of medicine, data management, and information technology, giving graduates the background to work in a range of health care settings. Courses in medical terminology, anatomy and physiology, and medical science lay the foundation for the program, which focuses on collecting, maintaining, retrieving, and analyzing the health information of patients. Students also learn the legal aspects of health information, statistics, coding and reimbursement methods, health care quality improvement techniques, as well as health records management.

Graduates of CLC's Health Information Technology Program include coding professionals, health information department managers, cancer registrars, nursing home consultants, quality improvement specialists, medical billers, transcriptionists, and medical office managers, among others. Work settings include hospitals, HMOs, physicians' offices, clinics, insurance companies, professional associations, nursing homes, and medical billing services.

For students interested in health care, but not direct patient care, health information technology prepares students for a satisfying and rewarding career in health care and related fields.

To complete an AAS, students must meet the General Requirements on page 93. In addition, students should select General Education electives (\*) from those listed on page 94. All course prerequisites must be met.

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## **HEALTH INFORMATION TECHNOLOGY (Associate in Applied Science) Plan 21HM**

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### **Accreditation and Certification**

The Health Information Technology Program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). Graduates of the program are eligible to apply to write for the certification examination of the American Health Information Management Association for the designation RHIT (Registered Health Information Technician).

### **Admission to the Program**

Interested students may take HIT 111, 112, 113, 115, 117, 118, 119, and 215 prior to being admitted to the program; however, the number of students admitted to the Professional Practice Experience (HIT 212 and HIT 213) each year is limited. Therefore, a screening procedure is used to select the academically best qualified from those who request consideration. Preference will be given to residents of Community College District 532 (and community colleges with which CLC has a Joint Educational Agreement). Students who live outside of CLC's district but are eligible for in-district tuition because they are employed by a district employer are NOT considered residents of the district for purposes of selection into the program. Students should seek admission to the Health Information Technology Program the year prior to enrolling in HIT 212. (e.g., If you expect to take HIT 212 in Fall 2011, apply by February 2010.) DO NOT APPLY for admission to the program unless you are planning on enrolling in HIT 212 in the fall of next year. If you are accepted into the program and do not enroll in HIT 212 as scheduled, CLC will attempt to accommodate the schedule change but there is no guarantee you will be permitted to enroll in HIT 212 in subsequent years. Please review the admission requirements that are listed below.

1. Attend a Health Information Technology Information Meeting. Attendance date must be no more than two years prior to the screening deadline of the year for which you are applying. Call the division office at (847) 543-2042 or check the CLC Web site at [www.clcillinois.edu/health](http://www.clcillinois.edu/health) for meeting information.
2. Submit the following records to the Admission and Records Office:
  - a. Application for admission to the college.
  - b. Official transcript/test results (sent to the Admission and Records Office directly from the appropriate institution):
    1. Your record from the last high school you attended. Your date of graduation must appear on the transcript. If you did not or will not graduate from high school, you must submit your official GED test results.

**OR**

2. Your college or university (must be regionally accredited) record documenting completion of an associate degree or bachelor degree. The transcript must indicate which degree you were awarded and the date.

- c. Official transcripts (sent directly to CLC from the appropriate institution) from any previous college(s) (must be regionally accredited) showing course work relevant to the Health Information Technology Program.
  - d. Results of the HOBET (Health Occupations Basic Entrance Test).
  - e. Current Health Information Technology Request for Screening form.
3. Minimum Selection Criteria. Your official transcripts and records must show that you satisfy all of the following criteria:
- a. High school graduate or equivalent.
  - b. Language proficiency and basic algebra readiness.
  - c. Cumulative GPA of 2.0 or above for any credit courses completed at CLC.
  - d. Completion of the Health Occupations Basic Entrance Test (HOBET).

Note: Applicants may take the Health Occupations Basic Entrance Test (HOBET) only twice per screening year. It may be taken once between January 1st and June 30th, and once between July 1st and December 31st. Test scores in excess of this limit will not be considered for screening purposes. Please contact the Testing Center at (847) 543-2076 for test dates and times. Test scores more than five years old will not be considered.

**Screening deadline: The first Wednesday in February.**

Students who are selected for the program are required to undergo a background check and a urine drug screen. The results of the background check and drug screen may result in the student losing their seat in the program. The costs are borne by the student.

Students who are selected for the program are required to attend a mandatory orientation session. Failure to attend the mandatory orientation session may result in the student losing their seat in the program and the next qualified student on the list will be selected in his/her place.

Students must earn a grade of “C or better” in all HIT courses.

**Required General Education Coursework .....16-20**

BIO 111	Human Form and Function <b>or</b>	
BIO 244	Anatomy and Physiology I <b>and</b>	
BIO 245	Anatomy and Physiology II	4-8
CMM 111	Communication Skills <b>or</b>	
CMM 121	Fundamentals of Speech <b>or</b>	
CMM 122	Business and Professional Speaking <b>or</b>	
CMM 123	Dynamics of Small Group Discussion <b>or</b>	
CMM 128	Interviewing Practices	3
ENG 120	Technical Composition I <b>or</b>	
ENG 121	English Composition I	3
	Humanities or Fine Arts Elective*	3
	Social Science Elective*	3

**Required Health Information Technology**

<b>Coursework</b>			<b>41</b>
HIT 111	Medical Terminology		3
HIT 112	Health Care Delivery Systems		2
HIT 113	Ethical/Legal Aspects of Medical Records		2
HIT 115	Health Data Content and Structure		3
HIT 117	Basic CPT Coding		3
HIT 118	Basic ICD-9-CM Coding		3
HIT 119	Pharmacology		1
HIT 172	Health Statistics and Registries		2
HIT 212	Professional Practice Experience in Health Information I		4
HIT 213	Professional Practice Experience in Health Information II		2
HIT 214	Organization and Supervision		2
HIT 215	Medical Science		3
HIT 217	Health Information Systems and Data Literacy		3
HIT 218	Seminar in Health Information		2
HIT 219	Quality Management and Performance Improvement		2
HIT 271	Advanced Coding		2
HIT 272	Reimbursement Systems in Healthcare		2

**Additional Required Coursework .....9**

AOS 112	Computer Basics/Software Applications <b>or</b>	
CIT 120	Introduction to Computers	3
CIT 111	Comprehensive Spreadsheets <b>or</b>	
CIT 112	Comprehensive Database <b>or</b>	
CIT 119	Introduction to Office Software	3
	Elective	3

**Total Hours for AAS Degree.....66-70**

HIT 217 and HIT 219 will be offered in the spring of 2010 and 2012 ONLY.

HIT 172 and HIT 214 will be offered in the spring of 2011 and 2013 ONLY.

Students should seek the advice of the HIT faculty for course scheduling every semester.

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**MEDICAL TRANSCRIPTION  
(Certificate) Plan 21MH**

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Medical transcriptionists transcribe medical reports dictated by physicians and other health care professionals. These reports include operative reports, pathology reports, history and physical examinations, and other reports. Transcriptionists must have an extensive knowledge of medical terminology, anatomy, medications, and the vocabulary related to the diagnosis and treatment of disease. Accuracy and speed in word processing is also required. Medical transcriptionists are employed by hospitals, physicians offices and transcription services.

## Associate in Applied Science and Career Certificates

Many of the courses may be applied to the Health Information Technology associate degree program if the student desires to progress in the future to become a Registered Health Information Technician (RHIT).

Students must earn a grade of “C or better” in all HIT courses.

AOS	113	Comprehensive Word Processing.....	3
AOS	172	Business English.....	3
AOS	175	Keyboarding Speed and Accuracy Building <i>or</i>	
AOS	178	Intermediate Keyboarding.....	2-3
BIO	111	Human Form and Function <b>or</b>	
BIO	244	Anatomy and Physiology I <b>and</b>	
BIO	245	Anatomy and Physiology II .....	4-8
HIT	111	Medical Terminology .....	3
HIT	112	Health Care Delivery Systems .....	2
HIT	114	Medical Transcription.....	2
HIT	115	Health Data Content and Structure .....	3
HIT	116	Advanced Medical Transcription .....	3
HIT	119	Pharmacology .....	1
HIT	174	Professional Practice Experience in Medical Transcription .....	1
HIT	215	Medical Science .....	3

**Total Hours for Certificate .....30-35**

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### MEDICAL BILLING SPECIALIST (Certificate) Plan 21HN

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Medical billers play a critical role in the financial aspects of a physician’s practice. They report the patient’s diagnosis and the services rendered to that patient using special medical codes. These codes are included on the bills submitted to insurance companies, managed care plans, and Medicare. Medical billers need to have extensive knowledge of medical terminology, coding, and insurance procedures. Medical billers are employed by physicians, clinics, and billing services.

Many of the courses may be applied to the Health Information Technology associate degree program if the student desires to progress in the future to become a Registered Health Information Technician (RHIT).

A student must earn a grade of “C or better” in all HIT courses.

AOS	112	Computer Basics/Software Applications <i>or</i>	
CIT	119	Introduction to Office Software <i>or</i>	
CIT	120	Introduction to Computers .....	3
BIO	111	Human Form and Function <b>or</b>	
BIO	244	Anatomy and Physiology I <b>and</b>	
BIO	245	Anatomy and Physiology II .....	4-8
HIT	111	Medical Terminology .....	3
HIT	117	Basic CPT Coding .....	3
HIT	118	Basic ICD-9-CM Coding .....	3
HIT	119	Pharmacology .....	1
HIT	171	Insurance Procedures for the Medical Office .....	3

**Total Hours for Certificate .....20-24**

For more information on recommended courses or program specific advising, contact faculty members Ellen Anderson at (847) 543-2867, Margaret Kyriakos at (847) 543-2879 or the Biological and Health Sciences division at (847) 543-2042.