

# Health Information Technology

9200 Valley View St.

Cypress, CA

90630-5897

(714) 484-7270

Health information professionals care for patients by managing their medical data. They ensure that a patient's health information is complete, accurate, and protected, yet readily available for healthcare providers when needed. There are three professional and academic areas of health information that you can learn: Health Information Management, Health Information Technology, and Health Informatics.



Health Information Technology

Division of  
Health Science

1. Health information management (HIM) is the practice of acquiring, analyzing, and protecting digital and traditional medical information vital to providing quality patient care.
2. Health information technology (Health IT) refers to the framework used to manage health information, and the exchange of health information in a digital format.
3. Health Informatics (HI) is a science that defines how health information is captured, transmitted and utilized.

Health information management professionals work in a variety of different settings and job titles. They often serve in roles to connect clinical, operational, and administrative functions. These professionals affect the quality of patient information and patient care at each point in the healthcare delivery cycle. Having skilled HIM professionals on staff ensures an organization has the right information available when and where it is needed while maintaining the highest standards of data integrity, confidentiality, and security.

Health information coding is the heart of both health care reimbursement and clinical analysis. This crucial aspect of health information management requires a highly trained and accurate professional who can assign numerical codes to diagnoses, symptoms, and procedures using the current diagnostic coding and procedure classification systems which include ICD-10-CM, ICD 10-PCS, and Current Procedural Terminology (CPT). Most third party payers, including the federal government and private insurers, require submission of diagnoses and procedure codes for the hospital and/or physician billing process. Diagnoses and procedure codes are needed for comparing and tracking diseases, clinical research, statistical reporting, market data, policymaking, and planning.

Professionals who work in health IT (information technology) focus on the technical side of managing health information, by using software and hardware to manage and store patient data. Health IT professionals usually have Information Technology backgrounds. They provide support for electronic health records and other systems that HIM professionals use to secure health information.

The program is accredited by the Commission on Accreditation of Health Informatics and Information Management Education (CAHIIM). Graduates of the Program are eligible to take the national examination leading to certification as a Registered Health Information Technician (RHIT).

## MINIMUM STANDARDS

1. Eligibility for admission to Cypress College,
2. Completion of ENGL 100 C with a grade of "C" or better or transcript showing course in progress,
3. Completion of CIS 111 C Computer Information Systems with a grade of "C" or better or transcript showing course in progress,
4. Completion of HS 145 C Survey of Medical Terminology with a grade of "C" or better or transcript showing course in progress, and
5. Eligibility for MATH 120 C Introduction to Probability and Statistics or transcript showing appropriate Math course in progress.

## APPLICATION PROCEDURE

1. Applications must be completed **online**. Please see the "How to Apply" link on the Health Science home page:  
  
<http://www.cypresscollege.edu/academics/divisions-special-programs/health-science/>
2. Applicants will be officially notified by email when they have satisfied the application procedure.
3. Qualified students are selected each spring and fall semester. Applicants may exceed the available seat space. Prioritization of qualified applicants will determine acceptance.
4. Applicants are responsible for submitting all documents (records, forms and transcripts) indicating that minimum standards and prerequisites have been met to the Health Science Applications Office.

## APPLICATION DEADLINES

### FALL ENROLLMENT

Applications and supporting documentation must be received between February and March

### SPRING ENROLLMENT

Applications and supporting documentation must be received between September and October

*Application deadlines may be extended depending on space available.*

### SUBMIT THE FOLLOWING IN PERSON OR VIA U.S. MAIL:

#### Health Science Applications Office

Health Science Building/TE3-217  
Cypress College  
9200 Valley View St.  
Cypress, CA 90630-5897

- Signature page of the application
- Copy of high school diploma, GED, High School Proficiency or college degree
- Official college transcripts
- Be prepared to present photo ID

## SELECTION PROCEDURES

Students will be selected using a point system based on the number of general education/graduation courses completed at the time of application. Criteria are subject to change. For information see a Health Science Counselor.

# HEALTH INFORMATION TECHNOLOGY

To earn an **Associate Degree**, students must complete:

1. All major course requirements with a minimum grade of "C";
2. 25 units of General Education Graduation Requirements with a "C" or better;
3. The cultural diversity and reading requirements;
4. Any elective courses to complete a minimum of 60 units;
5. Have a minimum GPA of 2.0; AND
6. Complete at least 50% of all major course work at Cypress College.

To earn a **certificate**, students must:

1. Document a minimum of an Associate Degree; AND
2. Complete all major course work with a minimum grade of "C;" AND
3. Complete at least 50% of all major course work at Cypress College.

## CURRICULUM (IN SUGGESTED SEQUENCE)

<u>Program Pre-Requisites</u>	<u>Units</u>
CIS 111C Computer Information Systems* . . . . .	3
HS 145C Survey of Medical Terminology. . . . .	3
ENGL 100C College Writing* . . . . .	4
[Eligibility for MATH 120C]. . . . .	<b>10 Units</b>

Additional General Education Graduation Requirements (see current catalog.)

Categories A through E; Cultural Diversity / Reading Proficiency 13-16 units

<u>Semester I</u>	<u>Units</u>
HI 100C Trends in Healthcare Delivery. . . . .	3
HI 101C Health Information Management. . . . .	3
BIO 210C Anatomy and Physiology* . . . . .	5
MATH 120C Intro to Probability and Statistics* . . . . .	4
	<b>15 Units</b>

**TOTAL UNITS REQUIRED      74-77**

<u>Semester II</u>	<u>Units</u>
HS 147C Survey of Disease	3
HI 102C Legal Aspects of Healthcare	3
HI 103C Healthcare Data Analysis	3
HI 114C Beginning ICD-10 Coding	3
	<b>12 Units</b>

**Notes:**

\* Meets Cypress College General Education Requirements for AA/AS Degree

\*\* This course is a non-paid laboratory experience. Students are assigned to a healthcare facility for 105 hours per course.

\*\*\*The coding skills lab can be taken with other coding courses in one unit increments.

<u>Semester III</u>	<u>Units</u>
HI 214C CPT/Ambulatory Care Coding. . . . .	3
HI 225C Information Technology. . . . .	3
HI 230C Directed Practice I. . . . .	3
HI 203C Medical Quality Management. . . . .	3
	<b>12 Units</b>

<u>Semester IV</u>	<u>Units</u>
HI 224C Advanced ICD-10 Coding. . . . .	3
CIS 236C Intro to Oracle: SQL and PL/SQL. . . . .	3
HI 245C***Coding Skills Lab. . . . .	2
HI 240C** Directed Practice II. . . . .	4
	<b>12 Units</b>

**TOTAL PROGRAM UNITS REQUIRED:      61 Units**

**Special requirements and expenses incurred by  
HEALTH INFORMATION TECHNOLOGY STUDENTS  
before assignment to clinical facilities / agencies**

This information is intended to assist those who are planning enrollment in the HIT program to prepare for educational expenses. In addition to enrollment fees PAYABLE AT REGISTRATION, the HIT student incurs additional expenses.

Professional practice experience sites are located throughout Riverside, Orange and Los Angeles counties. Professional practice experience assignments are scheduled during the day. The student will need reliable personal transportation to travel to assigned agencies at least one day a week in each professional practice course.

All enrolled students must meet the same health and safety standards required of agency employees in the contracted clinical facilities. For this reason, each student enrolled in the HIT program must complete specific requirements at his/her own expense prior to agency assignment. Information regarding the specific requirements in place at the time of initial enrollment into HIT Program is provided at a **mandatory orientation** scheduled for selected applicants each semester.

1. Physical examination with health clearance indicating good physical and mental health status with no physical limitations which include, but are not limited to, situations that would impede the ability to operate a computer keyboard; read a visual display terminal; and sit for a long period of time
2. Proof of current immunizations or immunity by titer
3. Testing for communicable diseases including, but not limited to, the following: tuberculosis, rubella, rubeola, varicella, hepatitis
4. Professional liability insurance
5. Clean background checks \*

**A CAREER IN HIM, HEALTH IT, OR HI IS RIGHT FOR YOU IF....**

- *You seek in a career that offers diverse opportunities*
- *You would like to work in health care, but not directly with patients*
- *You have an aptitude for science, management, law, and computers,*
- *You enjoy working with physicians, nurses, lawyers, administrators and executives, and*
- *You want a flexible career to work on your own, with others, or some of both.*

HIM programs incorporate the disciplines of medicine, management, finance, information technology, and law into one curriculum. Because of this unique mixture, HIM graduates can have a career in a variety of work settings across an array of healthcare environments.

**For more information, go to:**

<http://www.cypresscollege.edu/academics/divisions-special-programs/health-science/health-information-technology>

*\* The applicant must have no criminal record, or the board must determine that a past record poses no threat to the public and or the Federal Bureau of Investigation. The applicant must report on the application for licensures, any convictions or pleas of nolo contendere, even if the conviction was dismissed. Making false statement on an application regarding past conviction is cause for denial of a license, regardless of the nature of the crime or how long ago it occurred. Finger printing is required and checked through the Department of Justice and/or the Federal Bureau of Investigation.*