Health Information Technology and Cancer Information Management

Opportunities in the health information field have expanded with changes in health care delivery, utilization and financing and with developments in information technology. The Health Information Technology and Cancer Information Management Department offers five exciting options to prepare for a health information career: (1) the Associate in Science in Health Information Technology; (2) the Associate in Science in Cancer Information Management; (3) the Certificate of Completion in Cancer Information Management; (4) the Certificate of Completion in Medical Coding Specialist; and (5) the Certificate of Completion in Medical Reimbursement Specialist. Programs 1 to 4 (above) are offered completely online; students enrolled in #5 (above), the Medical Reimbursement Specialist program, are required to take accounting in a face-to-face classroom or online elsewhere.

Students must have access to the Internet to enroll in these programs and must complete online orientation activities as the first class session of each course. Students must meet online technical requirements. Core elements of each online lecture course include successful completion of the course objectives using the Internet, textbooks, study materials and computer applications. Examinations are online. Professional directed practice, under the guidance of a clinical preceptor, is provided at facilities as close as possible to each student’s residence.

Health Information Technology

The Health Information Technology (HIT) Program prepares students for a career that places them right where the expanding arena of healthcare meets the cutting edge of technology. HIT professionals are the experts on patient data that doctors, nurses and other providers rely on to perform their jobs and which consumers need to manage their own healthcare. By maintaining, collecting, analyzing and securing health information, their work makes an important contribution to the delivery of quality care.

Graduates of the program are granted the Associate in Science Degree in Health Information Technology.

The program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM), in cooperation with the American Health Information Management Association. Graduates are eligible to take the national certifying exam to become a Registered Health Information Technician (RHIT).

Cancer Information Management

The Cancer Information Management (CIM) Program prepares students for positions with hospital-based and population-based cancer registries. Responsibilities typically include identification of reportable cancer cases; abstraction of pertinent cancer data from patient records and pathology, radiology and surgical reports; coding and staging primary site, histology and extent of disease; monitoring completeness, timeliness and quality of cancer data; performing cancer patient follow-up activities to identify second primaries, recurrence and spread of disease; reporting cancer data to health care officials, hospital administrators, physicians and regulatory organizations for use in cancer prevention and control; assisting the medical staff and epidemiologists in special studies and research; and supervising staff.

Graduates of this program who earn either the Certificate of Completion or the Associate in Science Degree in Cancer Information Management are eligible to take the national certifying exam to become a Certified Tumor Registrar (CTR). The program has been approved by the National Cancer Registrars Association.

Medical Coding Specialist

This completely online certificate program prepares students for a position as a medical coder in an acute care hospital, clinic or physician’s office, long-term care facility and other health care settings. Coders ensure that valid codes are applied to medical diagnoses and procedures to facilitate reimbursement, analysis of patient outcomes, and research.

The Medical Coding Specialist Certificate of Completion prepares students to sit for the national certification examination to become a Certified Coding Associate (CCA). The program is approved by the American Health Information Management Association.
Medical Reimbursement Specialist
This certificate program prepares students for positions in the billing departments of health care facilities. Medical Reimbursement Specialists are valuable members of medical financial management teams, ensuring that optimum reimbursement is obtained through coding, billing and collecting for all services rendered. Reimbursement professionals can also serve as resources to patients and families in understanding reimbursement coverage offered by insurance and/or managed care organizations. All classes are currently offered online except for Introduction to Accounting.

Department Offices
Health Information Technology & Cancer Information Management Programs (ext. 2851)
Health Technologies Counselors (ext. 2285)

Faculty/Staff
Kathleen Peterson, HIT/CIM Department Chair
(petersok@sbcc.edu)
April Fritz, CIM Coordinator (fritz@sbcc.edu)

Advisers/Counselor Liaison
Counselor Liaison: Gwyer Schuyler
(SS-128, ext. 2569)

Degrees & Certificates Awarded
Associate in Science
Health Information Technology
Cancer Information Management

Certificate of Completion
Medical Coding Specialist
Medical Reimbursement Specialist
Cancer Information Management

A.S. Degree: Health Information Technology

Department Requirements (45 units)
The following reflects the recommended sequence of courses.

Department requirements offered online by SBCC:

- HIT 135 — Basic Medical Terminology .........................3
- BMS 146* — Human Form and Function .......................3
- COMP 101 — Microsoft Office ..................................4
- HIT 101 — Intro. to Health Information Management ....3
- HIT 102 — Legal Aspects of Health Care ......................2
- HIT 204 — Basic Pathophysiology .............................3
- HIT 220 — Statistical Applications in Health Care .......2
- HIT 200 — Clinical Classif. Systems-ICD-9-CM Coding ....3
- HIT 201 — Pharmacology for Allied Health .................2
- HIT 210 — Clinical Classification Systems:
  CPT Procedural Coding ........................................3
- HIT 255+ — Medical Insurance and Reimbursement .......4
- HIT 240 — Clinical Quality Assessment Improvement ....3
- HIT 230 — Alternative Delivery Systems ....................2
- HIT 265 — HIM Computer Applications ......................2
- MGMT 101 — Introduction to Management .................3
- HIT 275# — Professional Directed Practice ..................3

* This requirement may be met by BMS 107 plus 108.
+ This requirement may be met by HIT 150 plus HIT 250.
# It is recommended that all HIT classes be completed before HIT 275 is begun. A background check may be required by the host facility.
### College Requirements
For complete information see “Graduation Requirements” in the Catalog Index.

### A.S. Degree: Cancer Information Management

#### Department Requirements (44 units)

*The following reflects the recommended sequence of courses.*

- **HIT 135** — Basic Medical Terminology ...........................................3
- **BMS 146*** — Human Form and Function ...........................................3
- **COMP 101** — Microsoft Office .........................................................4
- **CIM 100** — Registry Organization and Operations ............................3
- **HIT 101** — Introduction to Health Information Management .....................3
- **CIM 125** — Cancer Disease Management ...........................................4
- **CIM 201** — Abstracting Principles and Practice I .............................3
- **CIM 150** — Oncology Coding and Staging Systems .............................4
- **CIM 202** — Abstracting Principles and Practice II .............................3
- **CIM 225** — Cancer Patient Follow-up ..............................................2
- **CIM 250** — Cancer Statistics and Epidemiology ....................................3
- **HIT 240** — Clinical Quality Assessment Improvement ..........................3
- **MGMT 101** — Introduction to Management .........................................3
- **CIM 275#** — Professional Directed Practice .......................................3

*This requirement may be met by BMS 107 plus BMS 108.

# A background check may be required by the host facility.

### Certificate Requirements:

#### Medical Coding Specialist Certificate

#### Department Requirements (33 units)

*The following reflects the recommended sequence of courses.*

- **HIT 135** — Basic Medical Terminology ...........................................3
- **BMS 146*** — Human Form and Function ...........................................3
- **COMP 101** — Microsoft Office .........................................................4
- **HIT 101** — Intro. to Health Information Management ...........................3
- **HIT 204** — Basic Pathophysiology ...................................................3
- **HIT 200*** — Clinical Classification Systems-ICD-9-CM Coding ...............3
- **HIT 201** — Pharmacology for Allied Health .......................................2
- **HIT 210** — Clinical Classification Systems: CPT Procedural Coding .........3
- **HIT 255+** — Medical Insurance and Reimbursement ............................4
- **HIT 205** — Advanced Coding Applications .........................................4
- **HIT 280#** — Medical Coding Practicum ...........................................1

*This requirement may be met by BMS 107 plus BMS 108.

# A background check may be required by the host facility.

### College Requirements
For complete information see “Graduation Requirements” in the Catalog Index.

### Certificate of Completion:

#### Cancer Information Management

#### Department Requirements (44 units)

*The following reflects the recommended sequence of courses.*

- **HIT 135** — Basic Medical Terminology ...........................................3
- **BMS 146*** — Human Form and Function ...........................................3
- **COMP 101** — Microsoft Office .........................................................4
- **CIM 100** — Registry Organization and Operations ............................3
- **HIT 101** — Introduction to Health Information Management .....................3
- **CIM 125** — Cancer Disease Management ...........................................4
- **CIM 201** — Abstracting Principles and Practice I .............................3
- **CIM 150** — Oncology Coding and Staging Systems .............................4
- **CIM 202** — Abstracting Principles and Practice II .............................3
- **CIM 225** — Cancer Patient Follow-up ..............................................2
- **CIM 250** — Cancer Statistics and Epidemiology ....................................3
- **HIT 240** — Clinical Quality Assessment Improvement ..........................3
- **MGMT 101** — Introduction to Management .........................................3
- **CIM 275#** — Professional Directed Practice .......................................3

*This requirement may be met by BMS 107 plus BMS 108.

# A background check may be required by the host facility.

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*HIT 135 and BMS 146 or BMS 107 and BMS108 are prerequisites to HIT 200.
+HIT 150 plus HIT 250 will also satisfy this requirement.
#All other classes must be completed before HIT 280 is begun. A background check may be required by the host facility.

Certificate Requirements:

Medical Reimbursement Specialist Certificate

Department Requirements (30 units)

The following reflects the recommended sequence of courses.

HIT 135* — Basic Medical Terminology ...............................3
BMS 146* — Human Form and Function...........................3
COMP 101 — Microsoft Office .......................................4
ACCT 110# — Introduction to Accounting .........................4
HIT 101 — Intro. to Health Information Management .........3
HIT 204 — Basic Pathophysiology ..................................3
HIT 200* — Clinical Classification
   Systems-ICD-9-CM Coding ........................................3
HIT 210 — Clinical Classification
   Systems: CPT Procedural Coding ..................................3
HIT 255+ — Medical Insurance and Reimbursement ............4

*HIT 135 and BMS 146 or BMS 107 and BMS 108 are prerequisites to HIT 200.
+HIT 150 and HIT250 will also satisfy this requirement.
#ACCT 110 is not offered on-line at SBCC.

Planning a Program of Study
Continually updated program information is available at www.sbcc.edu/HIT/website.

Course Descriptions

Health Information Technology

HIT 101 — Introduction to Health Information Management
(3) F, S — CSU
Skills Advisories: Eligibility for ENG 110 or ENG 110H

Introduction to fundamental theories and practices of health information management, including content, access, retention, privacy, security and analysis of clinical records; application of standards and regulations for accreditation, certification and licensure; uniform data sets, manual and computerized applications, indices, registries; and transitioning to the electronic health record.

HIT 102 — Legal Aspects of Health Care
(2) F, S — CSU
Skills Advisories: Eligibility for ENG 110 or ENG 110H

Introduction to legal issues pertaining to healthcare, health information and the health record as a legal document. Patient privacy and confidentiality, patient rights, release of information, informed consents, advance directives, compliance, fraud and abuse, HIPAA and E-Health.

HIT 135 — Basic Medical Terminology
(3) F, S — CSU
Skills Advisories: Eligibility for ENG 110 or ENG 110H

Introduction to medical terminology for body structure, body systems and diagnostic work. Prefixes, suffixes, word roots and combined word forms. Includes instruction in spelling, definition, and pronunciation.

HIT 200 — Clinical Classification Systems
ICD-9-CM Coding
(3) F, S — CSU
Prerequisites: BMS 107 and BMS 108 and HIT 135 OR BMS 146 and HIT 135
Skills Advisories: Eligibility for ENG 110 or ENG 110H
Course Advisories: HIT 101 and HIT 204

Beginning coding class presenting overview of nomenclature and classification systems, with focus on coding inpatient clinical information from medical records. Introduction to International Classification of Diseases, Ninth Revision, Clinical Modification, with instruction in coding diagnoses and procedures, sequencing and coding conventions, review of complications and co-morbidities, and coding software applications.
HIT 201 — Pharmacology for Allied Health
(2) F, S — CSU
Skills Advisories: Eligibility for ENG 110 or ENG 110H
Introduction to pharmacology, basic pharmacological terminology and concepts, drug categories and their uses, mechanisms of drug action, dosage forms, routes of administration, and common generic and tradename medications.

HIT 204 — Basic Pathophysiology
(3) F, S — CSU
Prerequisites: BMS 107 and BMS 108 or BMS 109 or BMS 146
Skills Advisories: Eligibility for ENG 110 or ENG 110H
Introduction to the fundamentals of pathophysiology, with focus on essential concepts of physiologic changes and altered functions in the human body resulting from disease processes. Principles from anatomy, physiology and chemistry provide the foundation for the study of basic disease process concepts, body systems, etiology and pathogenesis of various disorders. Diagnostic procedures, preventative measures and current therapeutic regimens are explored.

HIT 205 — Advanced Coding Applications
(4) F, S — CSU
Prerequisites: HIT 200
Course Advisories: HIT 210 and HIT 250
Advanced coding class addressing complex issues related to the International Classification of Diseases, Ninth Revision, Clinical Modification (ICD-9-CM) and CPT/HCPCS coding. Class lectures and assignments focus on using actual medical records, and applying learning at a higher coding skill level. Computerized encoders and groupers emphasized.

HIT 210 — Clinical Classification Systems — CPT Procedural Coding
(3) F, S — CSU
Prerequisites: HIT 135
Skills Advisories: Eligibility for ENG 110 or ENG 110H
Course Advisories: HIT 101 and BMS 107 and BMS 108 or BMS 146
Beginning coding class presenting overview of alternative classification systems, with major focus on HCPCS/CPT ambulatory care coding.

HIT 220 — Statistical Applications in Health Care
(2) — CSU
Skills Advisories: MATH 4 and Eligibility for ENG 110 or ENG 110H
Introduction to terms relating to biostatistics and the computation of basic data elements used in health information departments, as well as other settings where health statistics are used. Use of statistics in medical research, long-range health care planning and development, application of automated systems, integration of reports and registration of vital statistics.

HIT 230 — Alternative Delivery Systems
(2) F, S — CSU
Prerequisites: HIT 101
Introduction to alternative healthcare delivery systems and professional practice. Organization and function of various health care facilities such as ambulatory care centers, long-term care facilities, home health, hospice, correctional health care and mental health. Overview of the differences in record format and content among various types of alternative care facilities. Evaluation of current issues facing alternative care facilities, such as funding, computerization, managed care, legislation and regulations.

HIT 240 — Clinical Quality Assessment Improvement
(3) F, S — CSU
Skills Advisories: Eligibility for ENG 110 or ENG 110H
Course Advisories: HIT 101 and HIT 250
Examines clinical quality improvement in health care, focusing on historical, theoretical and practical applications; methodologies for data collection, analysis and problem-solving; credentialing, utilization, risk management, and patient safety.

HIT 255 — Medical Insurance and Reimbursement
(4) F, S — CSU
Co-requisites: HIT 200
Skills Advisories: Eligibility for ENG 110 or ENG 110H
Course Advisories: HIT 101 and HIT 210
Introduction to the basics of medical insurance billing and current payment methodologies in the inpatient, hospital outpatient and physician office’s settings. Focus is on compliance with regulatory requirements and common billing practices.
HIT 265 — HIM Computer Applications  
(2) F, S — CSU  
Prerequisites: COMP 101 and HIT 101  
Skills Advisories: Eligibility for ENG 110 or ENG 110H  
Intermediate-level systems class focusing on computer applications in healthcare and health information management. Includes application of basic computer and communication concepts and technologies, systems development and analysis, work flow mapping, queries and reports for information retrieval, and migration to the electronic health record.

HIT 275 — Professional Directed Practice  
(3) F, S — CSU  
Prerequisites: HIT 200 and HIT 240  
Co-requisites: HIT 210 and HIT 250  
Limitation on Enrollment: Students must pass physical examination.  
Supervised experience in an affiliated healthcare organization focusing on direct application and validation of health information management principles and responsibilities. Focuses on release of information, assembly, analysis, information retention and retrieval, medical transcription, personnel administration, health statistics, coding and abstracting, confidentiality, privacy and security and quality assessment and improvement.

HIT 280 — Medical Coding Practicum  
(1) F, S — CSU  
Prerequisites: HIT 205 and HIT 210 and HIT 250  
Skills Advisories: Eligibility for ENG 100  
Supervised experience in an affiliated healthcare organization focusing on direct application and validation of clinical classification systems, coding, case mix analysis and use of coded and abstracted data, as well as coding patient care records. This course is open only to students enrolled in the SBCC Medical Coding Specialist Program in the student’s last semester of enrollment.

HIT 285 — Registered Health Information Technician Exam Preparation  
(3) F, S  
Course Advisories: HIT 275  
In-depth review of health information principles and applications to prepare Health Information Technology graduates for the American Health Information Management Association’s national RHIT examination. Focus is on reviewing materials covered in the HIT Program, as well as learning techniques in test-taking and studying for the examination. Students use links to mock test questions, discussion boards and other resources to prepare them for the national exam.

Course Descriptions

Cancer Information Management

CIM 100 — Registry Organization and Operations  
(3) F, S — CSU  
Skills Advisories: Eligibility for ENG 110 or ENG 110H  
Introduction to cancer registries: hospital-based and central registries; legal issues and confidentiality; standard-setting organizations; types of cancer registries and other disease registries; and data users. Registry operations, including case ascertainment and disease registry files.

CIM 125 — Cancer Disease Management  
(4) F, S — CSU  
Prerequisites: AH 120  
Course Advisories: BMS 100 or BMS 146  
Skills Advisories: Eligibility for ENG 110 or ENG 110H  
Introduction to the pathophysiology of cancer, using principles from anatomy, physiology and chemistry to provide a foundation for the study of oncology disease process. Diagnostic and staging procedures to include laboratory, pathology, radiography and surgical procedures; treatment modalities include surgery, radiation therapy, chemotherapy, immunotherapy and others, emphasizing the major sites of cancer; clinical trials and research protocols.

CIM 150 — Oncology Coding and Staging Systems  
(4) F, S — CSU  
Prerequisites: CIM 125  
Skills Advisories: Eligibility for ENG 110 or ENG 110H  
Oncology coding and staging systems, including a general overview of the International Classification of Diseases for Oncology nomenclature and classification system, with focus on coding clinical information from medical records. Coding diagnosis and procedures, sequencing and coding conventions. Staging and extent of disease concepts used by physicians and cancer surveillance organizations to determine treatment and survival.
CIM 201 — Abstracting Principles and Practice I
(3) F, S — CSU
Skills Advisories: Eligibility for ENG 110 or ENG 110H
Introduction to the principles of cancer registry abstracting. Identification and selection of appropriate clinical information from medical records in a manner consistent with cancer registry regulatory core data item requirements; recording, coding and staging site-specific cancer information and using manual and computerized applications.

CIM 202 — Abstracting Principles and Practice II
(3) F, S — CSU
Prerequisites: CIM 201
Skills Advisories: Eligibility for ENG 110 or ENG 110H
Application of the principles of cancer registry abstracting. Identification and selection of appropriate clinical information from medical records in a manner consistent with cancer registry regulatory core data item requirements; recording, coding and staging site-specific cancer information; and using manual and computerized applications. Quality control edits to abstracted information to assure timeliness, completeness and accuracy of data.

CIM 225 — Cancer Patient Follow-up
(2) F, S — CSU
Skills Advisories: Eligibility for ENG 110 or ENG 110H
Cancer patient follow-up methodology, confidentiality and ethical issues; identification of second primaries, recurrence and spread of disease; and survival data. Physician, patient and other follow-up resources and activities introduced.

CIM 250 — Cancer Statistics and Epidemiology
(3) F, S — CSU
Skills Advisories: MATH 100 and Eligibility for ENG 110 or ENG 110H
Introduction to cancer statistics, descriptive and analytic epidemiology, cancer surveillance, annual report preparation, presentation of cancer data and special studies. Use of cancer statistical data for marketing and strategic planning.

CIM 275 — Professional Directed Practice
(3) F, S — CSU
Co-requisites: CIM 202 and CIM 225 and CIM 250 and HIT 240
Skills Advisories: Eligibility for ENG 110 or ENG 110H
Limitation on Enrollment: Students must pass physical examination.
Practicum in cancer registries for hands-on experience in all aspects of registry organization and operation. Discussion focuses on directed practice activities. Supervised clinical experience in performing actual tasks in registry management, data collection processes, data utilization, computer applications, management, and quality assessment and improvement. Students are assigned to affiliated cancer agencies for supervised professional practice. Students have the status of learner and shall not be considered agency employees, nor do they replace agency staff. Clinical practice conducted as a non-paid, laboratory experience.