

HEALTH INFORMATION TECHNOLOGY AND CANCER INFORMATION

The Health Information Technology (HIT) and Cancer Information Management (CIM) Department offers degrees and certificates in HIT, CIM, Medical Coding, and Data Analytics. Completion of these degrees and certificates prepares students to sit for national credentialing exams. The HIT and CIM programs are accredited and the Medical Coding program is nationally approved. These programs lead to various jobs in healthcare settings, including those in data management, revenue management, privacy and security, electronic health records, tumor registry and more.

These programs are all offered completely online. Students must have access to the Internet to enroll in these programs and must complete online orientation activities as the first assignment 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. For some programs, a professional directed practice, under the guidance of a clinical preceptor, is required at facilities as close as possible to each student's location. See the HIT/CIM Department website for more information, www.sbccc.edu/hit.

Planning a Program of Study

Continually updated program information is available at <http://www.sbccc.edu/HIT> (<http://www.sbccc.edu/HIT/>).

Programs of Study

Associate Degrees

- Cancer Information Management, Associate of Science (AS) (<https://catalog.sbccc.edu/academic-departments/health-information-technology-cancer-information/cancer-information-management-as/>)
- Health Information Technology, Associate of Science (AS) (<https://catalog.sbccc.edu/academic-departments/health-information-technology-cancer-information/health-information-technology-as/>)

Certificates of Achievement

- Cancer Information Management, Certificate of Achievement (C) (<https://catalog.sbccc.edu/academic-departments/health-information-technology-cancer-information/cancer-information-management-certificate-achievement/>)
- Healthcare Data Analytics, Certificate of Achievement (C) (<https://catalog.sbccc.edu/academic-departments/health-information-technology-cancer-information/healthcare-data-analytics-certificate-achievement/>)
- Medical Coding Specialist, Certificate of Achievement (C) (<https://catalog.sbccc.edu/academic-departments/health-information-technology-cancer-information/medical-coding-specialist-certificate-achievement/>)

Credit Courses

Health Information Technology (HIT)

HIT 101 Introduction to Health Information Management (3 Units)

Hours: 54 (54 lecture)

Introduction to the fundamental theories/practices of HIT, including health services organization and delivery; health data/record structure, content/standards; HIT functions/responsibilities; information systems, technologies/requirements; health information privacy/security.

Transfer Information: CSU Transferable

HIT 102 Legal Aspects Of Health Care (3 Units)

Corequisites: HIT 101.

Hours: 54 (54 lecture)

Prerequisite or 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.

Transfer Information: CSU Transferable

HIT 135 Basic Medical Terminology (3 Units)

Hours: 54 (54 lecture)

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.

Transfer Information: CSU Transferable

HIT 201 Pharmacology For Allied Health (2 Units)

Prerequisites: BMS 146.

Course Advisories: HIT 135.

Hours: 36 (36 lecture)

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 trade name medications.

Transfer Information: CSU Transferable

HIT 202 International Classification of Diseases, Diagnostic Coding (2 Units)

Prerequisites: HIT 135 and BMS 146 and HIT 101 and HIT 204 (HIT 204 may be taken concurrently).

Course Advisories: HIT 201.

Hours: 36 (36 lecture)

Beginning overview of nomenclature and classification systems, with focus on coding inpatient clinical information from medical records. Instruction in coding diagnoses, using International Classification of Diseases, sequencing and coding conventions. Coding software applications introduced.

Transfer Information: CSU Transferable

HIT 203 International Classification of Diseases, Procedural Coding (3 Units)

Prerequisites: HIT 135 and BMS 146 and HIT 101 and HIT 204.

Hours: 54 (54 lecture)

Overview, structure and organization of International Classification of Diseases, Procedure Classification System (ICD-10-PCS). Instruction in coding procedures per national coding guidelines. Coding software applications (Encoder) will be used, and coding instruction will entail coding from cases and health records.

Transfer Information: CSU Transferable

HIT 204 Basic Pathophysiology (3 Units)

Prerequisites: BMS 146.

Hours: 54 (54 lecture)

Introduction to the fundamentals of pathophysiology, focusing on essential concepts of physiologic changes and altered functions in the human body resulting from disease processes. Principles from A&P and chemistry provide the foundation for the study of pathophysiology, body systems, etiology and pathogenesis. Diagnostic procedures, preventative measures and current therapeutic regimens are explored.

Transfer Information: CSUGE Area B2, IGETC Area 5B, CSU Transferable, UC Transferable

HIT 205 Advanced Coding Applications (4 Units)

Prerequisites: HIT 202 and HIT 203 and HIT 210.

Course Advisories: HIT 255.

Hours: 72 (72 lecture)

Advanced medical coding for addressing more complex issues relating to ICD and HCPCS/CPT coding. Lectures and assignments focus on using case studies, graded discussions, written assignments, mock records and applying learning at a higher coding skill level. Computerized encoders and groupers emphasized.

Transfer Information: CSU Transferable

HIT 210 CPT Procedural Coding (3 Units)

Prerequisites: HIT 101 and HIT 135 and BMS 146.

Hours: 54 (54 lecture)

Beginning HCPCS/CPT coding class for ambulatory services coding related to facility and professional services, with overview of coding conventions, principles, regulatory guidance and coding software.

Transfer Information: CSU Transferable

HIT 220 HIM Statistics (2 Units)

Prerequisites: CIS 101 or COMP 101 and HIT 101 (may be taken concurrently).

Hours: 36 (36 lecture)

Introduction to healthcare statistics, including a review of mathematics, interpretation of healthcare statistical formulas, presentation of data and application of medical research tools. Use of statistics in relation to long-range healthcare planning and development, application of automated systems, integration of reports and registration of vital statistics.

Transfer Information: CSU Transferable

HIT 230 Alternative Delivery Systems (2 Units)

Prerequisites: HIT 101.

Course Advisories: COMP 101 and HIT 240.

Hours: 36 (36 lecture)

Introduction to Health Information Management practice in alternative healthcare delivery systems, including ambulatory, long-term and managed care, mental health, rehabilitation medicine, and hospice and home health. Focuses on regulatory and accreditation requirements, funding and reimbursement, transition to the EHR, and health data privacy and security.

Transfer Information: CSU Transferable

HIT 240 HC Quality Management (3 Units)

Prerequisites: HIT 101 and COMP 101 or CIS 101.

Course Advisories: HIT 255.

Hours: 54 (54 lecture)

Applies continuous healthcare quality management and performance improvement principles to the hospital setting, focusing on historical, theoretical, and practical applications and methodologies. Includes data collection and analysis; regulatory, accreditation and patient safety compliance; credentialing and utilization; and case and risk management.

Transfer Information: CSU Transferable

HIT 255 Medical Insurance and Reimbursement Methodologies (4 Units)

Prerequisites: HIT 102, 202 and 203 (all may be taken concurrently).

Course Advisories: HIT 210.

Hours: 72 (72 lecture)

Introduction to the basics of medical insurance billing. Current payment methodologies in the inpatient, hospital outpatient, and physician office settings. Focus on compliance with regulatory requirements and common billing practices.

Transfer Information: CSU Transferable

HIT 265 HIM Computer Applications (3 Units)

Prerequisites: HIT 101 and COMP 101 or CIS 101.

Hours: 54 (54 lecture)

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.

Transfer Information: CSU Transferable

HIT 275 HIT Practicum (4.5 Units)

Prerequisites: HIT 202 and HIT 203 and HIT 220 and HIT 240 and HIT 255 and HIT 265 and HIT 210.

Hours: 135 (54 lecture, 81 lab)

Limitation on enrollment: Health and Safety regulations. A physical examination and up-to-date immunizations are required at student's own expense. A background check and drug screen may be required at student's own expense by the practicum site. Supervised onsite experience performing CAHIIM-required HIT competencies for an affiliated healthcare organization. Clinical practice is conducted as a non-paid, laboratory experience and includes a partial virtual practicum.

Transfer Information: CSU Transferable

HIT 280 Medical Coding Practicum (1 Unit)

Prerequisites: HIT 202 and HIT 203 and HIT 210 and HIT 255.

Corequisites: Concurrent enrollment in HIT 205.

Limitations on Enrollment: Health and Safety regulations.

Hours: 54 (54 lab)

A physical examination and up-to-date immunizations are required at student's own expense, and a background check may be required at student's own expense by the practicum site. Capstone course for the Medical Coding Specialist Certificate program. Emphasizes the application of clinical classification systems and evaluation of coded and abstracted data. This seminar course has online assignments, projects, and can also be partially completed by going onsite to an acute care faculty. If going onsite, students are supervised and hold the status of learner. Students can also complete all course requirements in the online format.

Transfer Information: CSU Transferable

HIT 284 Coding Exam Preparation (3 Units)

Hours: 54 (54 lecture)

Review of principles of HIM documentation, coding reimbursement methodologies, compliance, and data quality to prepare medical coding certificate and medical coders for national coding certification examinations. Focus is on reviewing materials covered in the MCS Program, and on test-taking and studying techniques/strategies using mock test questions, discussion boards and other resources.

HIT 285 Registered Health Information Technician Exam Preparation (3 Units)

Hours: 54 (54 lecture)

In-depth review of HIM principles and applications to prepare HIT program graduates for the AHIMA National RHIT examination. Focus is on reviewing materials covered in the HIT Program, as well as test-taking and studying techniques. Students use links to mock test questions, discussion boards and other resources to prepare them for the national exam.

Cancer Information Management (CIM)**CIM 100 Cancer Registry Management I (3 Units)**

Hours: 54 (54 lecture)

Introduction to hospital-based and central cancer registries; legal issues; confidentiality; standard-setting organizations; types of cancer registries and other disease registries; data users, computer applications; quality control; and registry operations, including case ascertainment and registry files.

Transfer Information: CSU Transferable

CIM 125 Cancer Disease Management (4 Units)

Prerequisites: HIT 135 and BMS 146.

Corequisites: CIM 100.

Hours: 72 (72 lecture)

Overview of the oncology disease process, using principles from anatomy, physiology and chemistry; diagnostic and staging procedures (laboratory, pathology, imaging and surgery); Treatments (surgery, radiation, chemotherapy, immunotherapy, etc.); emphasis on the major sites of cancer; Overview of clinical trials/research protocols.

Transfer Information: CSU Transferable

CIM 150 Oncology Coding And Staging Systems (4 Units)

Prerequisites: CIM 125.

Hours: 72 (72 lecture)

Overview of oncology coding and staging systems (ICD-O-3, SSS2K, AJCC, the MP/H rules, and the Hematopoietic DB/Manual). Focus on coding clinical information from medical records; staging and extent of disease concepts used by physicians and cancer surveillance organizations; and the rules used to determine the number of primaries.

Transfer Information: CSU Transferable

CIM 201 Abstracting Principles And Practice I (3 Units)

Prerequisites: HIT 135.

Corequisites: CIM 125 Prior or concurrent enrollment in CIM 125.

Hours: 54 (54 lecture)

Identification/selection of appropriate clinical information from medical records for capture on the abstract, in a manner consistent with cancer registry regulatory core data requirements.

Transfer Information: CSU Transferable

CIM 202 Abstracting Principles And Practice II (3 Units)

Prerequisites: CIM 201.

Corequisites: Prior or concurrent enrollment in CIM 150.

Hours: 54 (54 lecture)

Application of the principles of cancer registry abstracting. Identification, selection, and recording of appropriate cancer-related information consistent with regulatory requirements. Manual quality control edits of abstracted information to assure timeliness, completeness and accuracy of data.

Transfer Information: CSU Transferable

CIM 225 Cancer Registry Management II (2 Units)

Corequisites: Prior or concurrent enrollment in CIM 100.

Hours: 36 (36 lecture)

Overview of management reports, cancer reporting to the central registry and the NCDB, survival analysis, clinical practice guidelines, uses of central cancer registry data, standard setters and professional organizations, central cancer registries, geographic information systems, federal and other types of registries, clinical trials, and cancer registries in other countries.

Transfer Information: CSU Transferable

CIM 250 Cancer Statistics And Epidemiology (3 Units)

Prerequisites: CIM 201.

Corequisites: CIM 202, prior or concurrently.

Hours: 54 (54 lecture)

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.

Transfer Information: CSU Transferable

CIM 275 CIM Practicum (4.5 Units)

Prerequisites: CIM 202 and 225 and 250.

Corequisites: HIT 240 prior to or concurrent.

Hours: 135 (54 lecture, 81 lab)

A comprehensive course providing a focused overview and instructional coaching and application of aspects of cancer registry operations including casefinding, abstracting, coding, staging, data analysis and usage, registry organization, follow-up, data quality insurance, and cancer program accreditation. This includes five competency assessments of five core competencies of casefinding, abstracting, coding and staging, analysis and data usage, follow-up and data quality assurance, and Cancer Program Accreditation. Competency is demonstrated by earning a certificate of competency on each competency-based assessment.

Transfer Information: CSU Transferable