Program Number 10-530-4
Associate Degree in Applied Science • Four Terms

ABOUT THE PROGRAM

Health Information professionals (HIM) are highly trained in the latest information management technology applications. They have an understanding of healthcare workflow processes, from large hospital systems to small physician practices, and are vital to the daily operation management of health information and electronic health records (EHR). They ensure a patient's health information is complete, accurate, and protected. The Bureau of Labor Statistics cites HIM as one of the fastest growing occupations in the US.

PROGRAM OUTCOMES

• Manage health data.
• Apply coding and reimbursement systems.
• Model professional behaviors and ethics.
• Maintain electronic applications to manage health information.
• Apply organizational management techniques.

CAREER AND EDUCATION ADVANCEMENT OPPORTUNITIES

LTC credits transfer to over 30 universities. For more information visit gotoltc.edu/future-students/transfer.

ADMISSIONS AND FIRST SEMESTER ENROLLMENT STEPS

 - Submit online application.
 - Complete a background check and pay for applicable processing fee.
 - Complete the online Student Success Questionnaire.
 - Complete Technical Standards form.
 - Read the program handbook and submit the signed signature page.
 - Schedule your 1st Time Program Counseling/Registration Session with your assigned program counselor to plan your first semester schedule, review your entire plan of study and discuss the results of the Student Success Questionnaire.
 Submit transcripts and test scores (optional, highly recommended): College transcripts, along with high school transcripts and test scores from within the last five years, used for course registration. Official transcripts needed for transferring college credit(s) and for financial aid purposes.

FUTURE SEMESTER ENROLLMENT STEPS

- Complete online Student Success Tutorial prior to registering for second semester.

APPROXIMATE COSTS

• $146.20 per credit tuition (WI resident) plus $8.77 per credit student activity fee. Material fee varies depending on course. Other fees vary by program. Visit gotoltc.edu/financial-aid/tuition-and-fees for details.

FINANCIAL AID

This program is eligible for financial aid. Visit gotoltc.edu/Financial-Aid or talk with your Admissions Advisor about how to apply for aid.

SPECIAL NOTE

Lakeshore Technical College's Health Information Management Associate degree program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIM).

This program is partially Competency-Based. Competency-Based Education (CBE) is learning at your own pace by mastering competencies through a combination of online work and in person demonstration of skills. Competency-Based courses are noted with an asterisk (*).

To complete the clinical portion of this program, site specific health and immunization documentation will be required.

CONTACT

LTC Admissions Advisor
920.693.1162 • Admissions@gotoltc.edu

Catalog No.	Class Title	Credit(s)
Term 1		
10501115	Medical Terminology - Part 1*	1
10501116	Medical Terminology - Part 2*	1
10501117	Medical Terminology - Part 3*	1
10103191	Word - Level 1*	1
10501107	Digital Literacy for Healthcare	2
10530182	Human Diseases for Health Professions	3
10530141	Introduction to the Healthcare System*	1
10530142	Introduction to the Medical Record*	1
10530143	Medical Record Processes*	1
10806189	Basic Anatomy OR 10806177 General Anatomy & Physiology (4 cr)	3
		15
Term 2		
10801195	Written Communication	3
10530164	Intro to Health Informatics	3
10809172	Introduction to Diversity Studies	3
10103121	Excel - Level 1*	1
10530178	Healthcare Law and Ethics	2
10530133	ICD Diagnosis Coding Part 1*	1
10530134	ICD Diagnosis Coding Part 2*	1
10530135	ICD Diagnosis Coding Part 3*	1
10103101	Access - Level 1*	1
		16
Term 3		
10530130	CPT Coding Part 1*	1
10530131	CPT Coding Part 2*	1
10530132	CPT Coding Part 3*	1
10809199	Introduction to Psychology	3
10530136	Introduction to PCS Coding*	1
10530137	Application of PCS Coding *	1
10530147	HIM/Coding Practicum Part 1*	1
10530148	HIM/Coding Practicum Part 2*	1
10801196	Oral/Interpersonal Communication	3
10809196	Introduction to Sociology	3
		16
Term 4		
10530138	Healthcare Revenue Mgmt: Payment Methodologies*	1
10530139	Healthcare Revenue Mgmt: Revenue Compliance*	1
10530140	Healthcare Revenue Mgmt: Revenue Cycle*	1
10530193	Healthcare Quality Management	2
10530177	Healthcare Stats & Research	2
10530194	HIM Organizational Resources	2
10530144	3M Coding System*	1
10530145	Find a Code Coding System*	1
10530146	Nuance Coding System*	1
10530192	HIM Practicum 2	2
		14
	TOTAL	**61**

Curriculum and program acceptance requirements are subject to change. Program start dates vary; check with your program counselor for details. The tuition and fees are approximate based on 2023-2024 rates and are subject to change prior to the start of the academic year.

3M CODING SYSTEM…prepares learner to utilize 3M Coding System to complete coding scenarios. COREQS: 10530131 CPT Coding Pt 2, 10530132 CPT Coding Pt 3, 10530134 ICD Diagnosis Coding Pt 2, 10530135 ICD Diagnosis Coding Pt 3, 10530137 App of PCS Coding

ACCESS-LEVEL 1…introduces students to the process of creating a database, building and populating a table, establishing table relationships, and creating queries, forms, and reports.

APPLICATION OF PCS CODING…prepares the learner to assign ICD-PCS procedure codes as they apply to all of the body systems and miscellaneous procedures. COREQUISITE: 10530136 Introduction to PCS Coding

BASIC ANATOMY…examines concepts of anatomy and physiology as they relate to health careers. Learners correlate anatomical and physiological terminology to all body systems. COREQUISITE: Reading placement assessment or equivalent

CPT CODING PART 1…prepares the learner to apply the rules of CPT Medical Coding as they relate to the format and conventions, evaluation and management, medicine, and ancillary services (lab/x-ray) and HCSPS.

CPT CODING PART 2…prepares the learner to apply the rules of CPT Medical Coding as they relate to digestive, urinary, reproductive, neurologic, and sensory systems. COREQUISITE: 10530130 CPT Coding Part 1

CPT CODING PART 3…prepares the learner to apply the rules of CPT Medical Coding as they relate to the integumentary, musculoskeletal, circulator, respiratory systems, and anesthesia. COREQUISITE: 10530131 CPT Coding Part 2

DIGITAL LITERACY FOR HEALTHCARE…focuses on use of technology in healthcare. Learners use common business software applications, including word processing, presentation, spreadsheet, and databases. Communication methods using technology are addressed. Learners gain experience with using the electronic health record (EHR). Healthcare EHR security issues, social media use, and digital healthcare resources are examined.

EXCEL - LEVEL 1…introduces the student to spreadsheet features such as creating, saving, editing, navigating, formatting worksheets; entering formulas and functions; working with charts; and developing multiple-sheet workbooks.

FIND A CODE CODING SYSTEM…prepares the learner to utilize Find a Code Coding System to complete coding scenarios. COREQUISITE: 10530144 3M Coding System

HC REV MANAGEMENT: PAYMENT METHODOLOGIES…prepares the learner to compare government and non-government payers and payment methodologies.

HC REV MANAGEMENT: REVENUE COMPLIANCE…prepares the learner to apply various payment methodologies while ensuring compliance with regulations and future trends. COREQUISITE: 10530138 HC Revenue Mgmt Payment Methodologies

HC REV MANAGEMENT: REVENUE CYCLE…prepares learner to conduct activities of and manage the revenue cycle. COREQ: 10530139 HC Revenue Mgmt Revenue Compliance

HEALTHCARE LAW & ETHICS…examines regulations for the content, use, confidentiality, disclosure, and retention of health information. An overview of the legal system and ethical issues are addressed. PREREQUISITE: 10530162 Foundations of HIM or 10530143 Medical Record Processes

HEALTHCARE QUALITY MANAGEMENT…explores the programs and processes used to manage and improve healthcare quality. Addresses regulatory requirements as related to performance measurement, assessment, and improvement, required monitoring activities, risk management and patient safety, utilization management, and medical staff credentialing. Emphasizes the use of critical thinking and data analysis skills in the management and reporting of data. PREREQ: 10530162 Fndtns of HIM or 10530143 Medical Record Processes

HEALTHCARE STATS & RESEARCH…explores the management of medical data for statistical purposes. Focuses on descriptive statistics, including definitions, collection, calculation, compilation, and display of numerical data. Vital statistics, registries, and research are examined. PREREQUISITE: 10103121 Excel - Level 1 and 10530162 Foundations of HIM or 10530143 Medical Record Processes

HIM ORGANIZATIONAL RESOURCES…examines the principles of management to include planning, organizing, human resource management, directing, and controlling as related to the health information department. PREREQUISITE: 10530162 Foundations of HIM or 10530143 Medical Record Processes

HIM PRACTICUM 2…applies previously acquired skills and knowledge and discussion of clinical situations. Prepares for the certification examination and pre-graduation activities. This is the second of a two-semester sequence of supervised technical and managerial clinical experiences in health care facilities. PREREQUISITE: 10530191 HIM/Coding Practicum 1 or 10530148 HIM/Coding Practicum Pt 2 and 10530162 Foundations of HIM or 10530143 Medical Record Processes and CONDITION: 105304 Health Information Mngmnt program reqs met

HIM/CODING PRACTICUM PART 1…prepares learner to evaluate the Patient Registration, Medical Coding, and Medical Claims process in a clinical setting. COREQS: 10530131 CPT Coding Pt 2, 10530132 CPT Coding Pt 3, 10530134 ICD Diagnosis Coding Pt 2, 10530135 ICD Diagnosis Coding Pt 3, 10530137 Application of PCS Coding

HIM/CODING PRACTICUM PART 2…prepares the learner to complete a Resume Preparation, Interview Process and Portfolio Project. COREQUISITES: 10530131 CPT Coding Part 2, 10530132 CPT Coding Part 3, 10530134 ICD Diagnosis Coding Part 2, 10530135 ICD Diagnosis Coding Part 3, 10530137 Application of PCS Coding

HUMAN DISEASE FOR HEALTH PROFESSIONS…prepares learners to interpret clinical documentation they will encounter in a variety of healthcare settings. Emphasis placed on understanding the common disorders and diseases of each body system to include the etiology (cause), signs and symptoms, diagnostic tests and results, and medical treatments and surgical procedures. COREQUISITES: 10501101 Med Term or 10501117 Med Term-Pt 3

ICD DIAGNOSIS CODING PART 1…prepares the learner to examine the rules of ICD classification systems and assign ICD diagnosis codes to infectious, endocrine, metabolic, digestive, respiratory systems, injuries, poisonings, and signs/symptoms.

ICD DIAGNOSIS CODING PART 2…prepares the learner to assign ICD diagnosis codes as they relate to neoplasms, nervous, eye, ear, genitourinary, pregnancy, perinatal, and congenital disorders. COREQUISITE: 10530133 ICD Diagnosis Coding Part 1

ICD DIAGNOSIS CODING PART 3…prepares learner to assign ICD diagnosis codes as they relate to blood, circulatory, behavioral/mental health, skin, musculoskeletal diseases, and miscellaneous factors influencing health care. COREQ: 10530133 ICD Diag Coding Pt 1

INTRO TO HEALTH INFORMATICS…emphasizes the role of information technology in healthcare through an investigation of the electronic health record (EHR), business, and health information software applications. Learners will develop skills to assist in enterprise information management and database architecture design and implementation. PREREQUISITES: 10530162 Foundations of HIM or 10530143 Medical Record Processes and 10501107 Digital Literacy for Healthcare

INTRODUCTION TO DIVERSITY STUDIES…introduces learners to the study of diversity from a local to a global environment using a holistic, interdisciplinary approach. Encourages self-exploration and prepares the learner to work in a diverse environment. In addition to an analysis of majority/minority relations in a multicultural context, the primary topics of race, ethnicity, age, gender, class, sexual orientation, disability, religion are explored. COREQUISITE: Reading placement assessment or equivalent

INTRODUCTION TO PCS CODING…prepares the learner to examine the rules of the ICD-PCS procedure coding classification system and assign codes that describe the root operation of the PCS classification system.

INTRODUCTION TO PSYCHOLOGY…introduces students to a survey of the multiple aspects of human behavior. Involves a survey of the theoretical foundations of human functioning in such areas as learning, motivation, emotions, personality, deviance and pathology, physiological factors, and social influences. Directs student to an insightful understanding of the complexities of human relationships in personal, social, and vocational settings. COREQUISITE: Reading placement assessment or equivalent

INTRODUCTION TO SOCIOLOGY…introduces students to the basic concepts of sociology: culture, socialization, social stratification, multi-culturalism, and the five institutions, including family, government, economics, religion, and education. Other topics include demography, deviance, technology, environment, social issues, social change, social organization, and workplace issues. COREQUISITE: Reading placement assessment or equivalent

INTRODUCTION TO THE HC SYSTEM…prepares the learner to evaluate various influences on the healthcare system such as external forces, types of organizations, and roles and responsibilities of healthcare providers.

INTRODUCTION TO THE MEDICAL RECORD…prepares the learner to demonstrate professional ethical standards while examining data collection tools and information governance. COREQUISITE: 10530141 Intro to the Healthcare System

MEDICAL RECORDS PROCESSES…prepares the learner to perform medical record processes and examine data sources while maintaining quality standards. COREQUISITE: 10530142 Intro to the Medical Record

MEDICAL TERMINOLOGY-PART 1…focuses on component parts of medical terms: prefixes, suffixes, and word roots. Students practice formation, analysis, and reconstruction of terms. Emphasis on spelling, definition, and pronunciation. Introduction to operative, diagnostic, therapeutic, and symptomatic terminology of integumentary, respiratory, and urinary systems, as well as systemic and surgical terminology.

MEDICAL TERMINOLOGY-PART 2…focuses on the component parts of medical terms: prefixes, suffixes, and word roots. Students practice formation, analysis, and reconstruction of terms. Emphasis on spelling, definition, and pronunciation. Introduction to operative, diagnostic, therapeutic, and symptomatic terminology of reproductive systems, cardiovascular system, and the lymphatic and immune systems as well as systemic and surgical terminology. COREQUISITE: 10501115 Medical Terminology-Part 1

MEDICAL TERMINOLOGY-PART 3…focuses on the component parts of medical terms: prefixes, suffixes, and word roots. Students practice formation, analysis, and reconstruction of terms. Emphasis on spelling, definition, and pronunciation. Introduction to operative, diagnostic, therapeutic, and symptomatic terminology of digestive, skeletal, muscular, sensory, nervous, and endocrine as well as systemic and surgical terminology. COREQUISITE: 10501116 Medical Terminology - Part 2

NUANCE CODING SYSTEM…prepares the learner to utilize Nuance Coding system to complete coding scenarios. COREQUISITE: 10530145 Find a Code Coding System

ORAL/INTERPERSONAL COMMUNICATION…provides students with the skills to develop speaking, verbal and nonverbal communication, and listening skills through individual speeches, group activities, and other projects. COREQUISITE: Reading placement assessment or equivalent

WORD - LEVEL 1…introduces the student to word processing features such as creating, saving, editing, navigating, and formatting the content of multi-page documents.

WRITTEN COMMUNICATION…teaches the writing process, which includes prewriting, drafting, revising, and editing. Through a variety of writing assignments, the student will analyze audience and purpose, research and organize ideas, and format and design documents based on subject matter and content. Keyboarding skills are required for this course. It also develops critical reading and thinking skills through the analysis of a variety of written documents. COREQUISITE: Writing placement assessment or equivalent AND Reading placement assessment or equivalent