**LTC** *LAKESHORE TECHNICAL COLLEGE*

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

## ABOUT THE PROGRAM

This field is where healthcare meets the cutting edge of technology! Health Information Technicians are specialists in great demand! The HIM professionals can expect to be in high demand as the health sector expands into the century. In fact, the Bureau of Labor Statistics cites health information technology as one of the fastest growing occupations in the U.S. Health Information Technicians contribute to the quality of care by collecting, analyzing, and reporting healthcare data. This requires knowledge of disease, treatments, computer systems, and organizational skills.

## 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

## ADMISSIONS STEPS

• Work with Admissions Specialist to:
  - Submit application and $30 fee
  - Complete an assessment for placement (Accuplacer or ACT)
  - Submit official transcripts (high school and other colleges)
  - Complete Background Check and $16 Processing Fee
  - Complete Health Requirements
• Meet with Program Advisor/Counselor to discuss program details
  - Complete Functional Ability Statement of Understanding Form

## APPROXIMATE COSTS

• $132 per credit (resident)
• $198 per credit (out-of-state resident)
• Other fees vary by program (books, supplies, materials, tools, uniforms, health related exams, etc.) Visit gotoltc.edu/payingforcollege for details.

## PLACEMENT SCORES

Accuplacer/ACT scores will be used to develop your educational plan. Contact your program advisor/counselor for details.

## CAREER AND EDUCATION ADVANCEMENT OPPORTUNITIES

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

## CONTACT

Naomi Cerda, Admissions Specialist
920.693.1851 • naomi.cerda@gotoltc.edu

| Catalog No. | Class Title | Credit(s) |
|---|---|---|
| **Term 1** | | |
| 10154120 | Computer Concepts | 3 |
| 10501101 | Medical Terminology | 3 |
| 10501102 | Health Insurance and Reimbursement | 3 |
| 10806189 | Basic Anatomy | 3 |
| 10801196 | Oral/Interpersonal Communication | 3 |
| | | **15** |
| **Term 2** | | |
| 10530182 | Human Disease for the Health Professions | 3 |
| 10530184 | CPT Coding | 3 |
| 10530106 | Intro to the US Health System | 3 |
| 10530178 | Healthcare Law & Ethics | 2 |
| 10103131 | Excel 2013 - Level 1 | 1 |
| 10801195 | Written Communication | 3 |
| | | **15** |
| **Term 3** | | |
| 10530197 | ICD Diagnosis Coding | 3 |
| 10154121 | Database Concepts | 2 |
| 10154152 | Database Application | 1 |
| 10530187 | Clinical Information Management | 4 |
| 10809198 | Introduction to Psychology | 3 |
| 10809196 | Introduction to Sociology | 3 |
| | | **16** |
| **Term 4** | | |
| 10530193 | Healthcare Quality Management | 2 |
| 10530199 | ICD Procedure Coding | 2 |
| 10530177 | Healthcare Stats & Research | 2 |
| 10530195 | Applied Coding | 2 |
| 10809172 | Introduction to Diversity Studies | 3 |
| 10809166 | Introduction to Ethics: Theory & Application | 3 |
| | | **14** |
| | | **TOTAL 60** |

*Curriculum and Program Acceptance requirements are subject to change.*
*Program start dates vary; check with your advisor/counselor for details.*

The **Hire** in
**HIGHER EDUCATION**

2014-15

**APPLIED CODING**...prepares students to assign ICD and CPT/HCPCS codes supported by medical documentation with intermediate level of proficiency. Students will prepare appropriate physician queries in accordance with compliance guidelines and will assign codes to optimize compliance with federal regulations and reimbursement. COREQUISITES: 10530197 ICD Diagnosis Coding and 10530199 ICD Procedure Coding and 10530184 CPT Coding and 10501102 Health Insurance and Reimbursement or 10510102 Health Insurance and Reimbursement

**BASIC ANATOMY**...examines concepts of anatomy and physiology as they relate to health careers. Learners correlate anatomical and physiological terminology to all body systems.

**CLINICAL INFORMATION MANAGEMENT**...prepares learners for work with health information in various health care delivery systems and within a health information department. It prepares learners to retrieve data from health credits. Professional ethics, confidentiality and security of information are emphasized. It introduces learners to the use and structure of health care data elements, data sets, data standards, their relationships to primary and secondary record systems and health information processing.

**COMPUTER CONCEPTS**...introduces the learner to the basic concepts and terminology of a computer system hardware and software; applied skills include: managing computer data files; protecting against computer viruses; creating simple web pages; producing electronic word documents, spreadsheets and presentations; investigating current employment trends; and examining techniques of systems analysis & design, programming languages and database systems.

**CPT CODING**...prepares learners to assign CPT codes, supported by medical documentation, with entry-level proficiency. Learners apply CPT instructional notations, conventions, rules, and official coding guidelines when assigning CPT codes to case studies and actual medical record documentation. COREQUISITE: 10530182 Human Diseases for Hlth Professions or 31509302 Human Body in Hlth & Disease and 10501102 Hlth Ins and Reimbursement or 10510102 Hlth Ins and Reimbursement and CONDITION: 315302 Medical Coding Specialist or 305302 Medical Coding Specialist program requirements met

**DATABASE APPLICATION**...is a project-based course in which learners will build and implement a relational database application utilizing the principles of sound database design acquired in the Database Concepts course. Learners will define the functionality's, implement, build and populate the database, document the database project, and demo their project. PREREQUISITE: 10154121 Database Concepts

**DATABASE CONCEPTS**...prepares the learner to differentiate among the primary DBMS components; determine the difference in data models; use Query By Example and relational algebra; develop SQL statements; apply principles of database integrity, security and normalization; reconstruct poorly designed table structures; develop a relational database design using data requirement analysis and specification methods; and examine additional DBMS functions.

**EXCEL 2013 - LEVEL 1**...introduces the student to creating, modifying and formatting worksheets; entering formulas and functions; working with charts; and developing multiple-sheet workbooks. This course is offered in a self-paced format.

**HEALTH INSURANCE AND REIMBURSEMENT**...introduces the learner to Federal, state, and private health insurance plans and managed care systems; and surveys the coding, submission and processing cycle of claims, as well as reimbursement methods used by payers. It provides application of information to ambulatory settings, pharmacies, hospitals, and long term care.

**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.

**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.

**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.

**HUMAN DISEASE FOR THE HEALTH PROFESSIONS**...focuses on the common diseases of each body system as encountered in all types of health care settings by health professionals. Emphasis is placed on understanding the etiology (cause), signs and symptoms, diagnostic tests, and treatment (including pharmacologic) or each disease. COREQUISITES: 10501101 Med Term or CONDITION: 101064 Med Trans Spec program requirements met and 10806103 Body Struc & Func or CONDITON: 311067 Medical Transcription program requirements met and 10806103 Body Structure and Function

**ICD DIAGNOSIS CODING**...prepares students to assign ICD diagnosis codes supported by medical documentation with entry level proficiency. Students apply instructional notations, conventions, rules, and official coding guidelines when assigning ICD diagnosis codes to case studies and actual medical record documentation. COREQUISITES: 10530182 Human Diseases for the Health Professions and 10501102 Health Insurance and Reimbursement or 10510102 Health Insurance and Reimbursement

**ICD PROCEDURE CODING**...prepares students to assign ICD procedure codes supported by medical documentation with entry level proficiency. Students apply instructional notations, conventions, rules, and official coding guidelines when assigning ICD procedure codes to case studies and actual medical record documentation. COREQUISITES: 10530182 Human Diseases for the Health Professions and 10501102 Health Insurance and Reimbursement or 10510102 Health Insurance and Reimbursement

**INTRODUCTION TO DIVERSITY STUDIES**...is a course that draws from several disciplines to reaffirm the basic American values of justice and equality by teaching a basic vocabulary, a history of immigration and conquest, principles of transcultural communication, legal liability and value of aesthetic production to increase the probability of respectful encounters among people. In addition to an analysis of majority/minority relations in a multicultural context, the topics of ageism, sexism, gender differences, sexual orientation, the disabled and the American Disability Act (ADA) are explored. Ethnic relations are studied in global and comparative perspectives. COREQUISITE: 10838105 Intro Reading and Study Skills or equivalent

**INTRODUCTION TO ETHICS: THEORY AND APPLICATION**...provides a basic understanding of the theoretical foundations of ethical thought. Diverse ethical perspectives will be used to analyze and compare relevant issues. Students will critically evaluate individual, social and/or professional standards of behavior, and apply a systematic decision-making process to these situations. COREQUISITE: 10838105 Intro Reading and Study Skills or equivalent

**INTRODUCTION TO PSYCHOLOGY**...introduces students to a survey of the multiple aspects of human behavior. It 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. It directs the student to an insightful understanding of the complexities of human relationships in personal, social, and vocational settings. COREQUISITE: 10838105 Intro Reading and Study Skills 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: 10838105 Intro Reading and Study Skills or equivalent

**INTRO TO THE US HEALTH SYSTEM**...introduces the learner to the US Health Services system including, organization and management structure, the health care workforce, and financing health services. The delivery system will be explored including health promotion and disease prevention, primary, secondary and tertiary care, long term and palliative care and the care of special populations. Health policy, issues of access, and quality of care is interwoven throughout the course.

**MEDICAL TERMINOLOGY**...focuses on the component parts of medical terms, including prefixes, suffixes, and word roots. Spelling, definition, and pronunciation will enhance student learning as students practice formation, analysis, and reconstruction of medical terms. Medical terminology will come "alive" through an introduction to operative, diagnostic, therapeutic and symptomatic terminology of all body systems, as well as systemic and surgical terminology. Students will explore the Greek and Latin origins of medical terms and commonly used abbreviations.

**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: 10838105 Intro Reading and Study Skills or equivalent

**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. PREREQUISITE: 10831103 Intro to College Wrtg equivalent and COREQUISITE: 10838105 Intro Rdg & Study Skills or equivalent