Florida Department of Education
Curriculum Framework

Program Title: **Health Information Technology**
Career Cluster: **Health Science**

AS	
CIP Number	1351070700
Program Type	College Credit
Standard Length	70 credit hours
CTSO	HOSA: Future Health Professionals
SOC Codes (all applicable)	29-2071 Medical Records and Health Information Technicians
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.stml

Purpose

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Health Science career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of Health Science career cluster.

This program is designed to prepare students for employment as Health Information Technicians, Medical Record Technicians SOC Code 29-2071 (Medical Records and Health Information Technicians), or to provide supplemental training for persons previously or currently employed in these occupations.

The content includes but is not limited to health information management, ethical and medico-legal aspects, computer information technology for health records, biomedical sciences, including anatomy and physiology, medical terminology, pharmacology and pathophysiology, health record science, computer applications, word processing, data base management, and spreadsheet, health data content, analysis and structure, statistics and data literacy, coding, clinical classification systems, reimbursement methodologies, quality assessment and performance improvement, health care delivery systems, indexing, organization and supervision, professional practice experience, and employability skills.

Additional Information relevant to this Career and Technical Education (CTE) program is provided at the end of this document.

Program Structure

This program is a planned sequence of instruction consisting of 70 credit hours.

Standards

After successfully completing this program, the student will be able to perform the following:

Standards 1-12 comprise the HIT Core:

01.0 Demonstrate an understanding of healthcare organizations and health occupations.
02.0 Demonstrate the ability to communicate and use interpersonal skills effectively.
03.0 Explore health informatics as an allied health profession.
04.0 Demonstrate an understanding of health data concepts.
05.0 Identify the functions of a health record.
06.0 Demonstrate an understanding of Health Information Technology.
07.0 Discuss classification systems, clinical vocabularies and terminologies.
08.0 Evaluate ethical issues in Health Information Professions.
09.0 Demonstrate compliance with laws, regulations, and standards that impact healthcare.
10.0 Apply policies, regulations, and standards to the management of information associated with treatment, payment, and operations (TPO).
11.0 Demonstrate computer knowledge and skills.
12.0 Demonstrate employability skills.

In addition, students will complete the objectives in one of the following specialization tracks:

Standards 13-20 must be completed by students specializing in the Medical Information Coder/Biller CCC or Medical Coder/Biller CCC or ATD Track:

13.0 Describe the anatomy and physiology of the human body.
14.0 Demonstrate proficiency in the application of medical terminology.
15.0 Demonstrate an understanding of the fundamentals of disease process in relationship to the human body, including pharmacology.
16.0 Demonstrate proficiency in the use of ICD and HCPCS/CPT coding systems, both manual and automated.
17.0 Perform coding complexities proficiently.
18.0 Explain the significance of health information services as it relates to the medical coder/biller.
19.0 Demonstrate professional and ethical behavior of a medical coder/biller.
20.0 Perform healthcare revenue cycle management processes.

Standards 21-29 must be completed by students specializing in the HealthCare Informatics Specialist CCC Track:

21.0 Examine the various informatics related disciplines.
22.0 Demonstrate ethical and legal principles with regard to the role of the informatics specialist.
23.0 Apply appropriate resources in healthcare informatics to retrieve and analyze relevant information.
24.0 Manage health data processes and systems.
25.0 Analyze healthcare statistics, including research and performance improvement.
26.0 Perform appropriate information technology and systems functions.
27.0 Perform project management principles and best practices.

28.0 Collaborate in the planning, design, selection, implementation, integration, testing, and support for health information systems.
29.0 Perform proficiently in the application and integration of healthcare informatics concepts and skills through practical lab experiences.

Standards 30-36 must be completed by students specializing in the Medical Record Transcribing/Healthcare Documentation - ATD Track:

30.0 Utilize appropriate medical and scientific terminology.
31.0 Apply concepts of disease, diagnosis, and treatment of the human body.
32.0 Apply rules of English grammar and punctuation.
33.0 Utilize medical references.
34.0 Apply healthcare documentation technology.
35.0 Perform functions specific to the medical transcription/healthcare documentation specialist.
36.0 Perform proficiently in the application of healthcare documentation/transcribing concepts and skills through practical lab experiences.

Students must complete at least one of the specialization tracks above and standards 37-38 to obtain the Health Information Technology A.S. degree.

37.0 Collaborate in the planning, design, selection, implementation, integration, testing, and support for health information systems.
38.0 Utilize organizational resources.

Florida Department of Education
Student Performance Standards

Program Title: **Health Information Technology**
CIP Number: **1351070700**
Program Length: **70 credits**
SOC Code(s): **29-2071**

Refer to Rule 6A-14.030 (4) F.A.C., for the minimum amount of general education coursework required in the Associate of Science (AS) degree. At the completion of this program, the student will be able to:	
01.0	Demonstrate an understanding of healthcare organizations and health occupations. – The student will be able to:
01.01	Discuss the evolution of healthcare.
01.02	Demonstrate an understanding of the infrastructure of healthcare in the United States.
01.03	Discuss healthcare regulatory agencies and organizations.
01.04	Recognize levels of education, credentialing requirements, employment opportunities, workplace environments, and career growth potential.
01.05	Differentiate the roles of various providers and disciplines throughout the continuum of healthcare and respond to their information needs.
02.0	Demonstrate the ability to communicate and use interpersonal skills effectively. – The student will be able to:
02.01	Develop basic speaking and active listening skills with meaningful feedback.
02.02	Develop basic observational skills and related documentation strategies in written and oral form.
02.03	Identify characteristics of successful and unsuccessful communication including barriers.
02.04	Respond to verbal and non-verbal cues.
02.05	Compose written communication including emails using correct spelling, grammar, formatting and confidentiality.
02.06	Demonstrate ability to create professional correspondence using appropriate email practices and etiquette.
02.07	Use appropriate medical terminology and abbreviations.
02.08	Model the importance of courtesy and respect for patients and other healthcare workers and maintain good interpersonal relationships.
02.09	Provide health information education to internal/external stakeholders.

	02.10 Adapt communication skills to varied levels of understanding and cultural orientation including diverse age, cultural, economic, ethnic, and religious groups.
	02.11 Distinguish between and identify subjective and objective information.
03.0	Explore health information as an allied health profession. – The student will be able to:
	03.01 Discuss the history of health information management.
	03.02 Discuss the professional opportunities within the health information professions.
	03.03 Demonstrate knowledge of professional associations applicable to the field of health information.
04.0	Demonstrate an understanding of health data concepts. – The student will be able to:
	04.01 Describe the various uses of primary and secondary health data and data sets.
	04.02 Identify various characteristics of health data quality and standards.
05.0	Identify the functions of a health record. – The student will be able to:
	05.01 Demonstrate an understanding of the various formats of the health record.
	05.02 Explain the various uses of a health information as it relates to treatment, payment, and operations (TPO).
06.0	Demonstrate an understanding of Health Information Technology. – The student will be able to:
	06.01 Discuss how changing regulations and technology impact the health information field.
	06.02 Interpret information from health information systems and applications in healthcare.
	06.03 Demonstrate an understanding of creation, use, storage, retrieval, and exchange of health data.
07.0	Discuss classification systems, clinical vocabularies and terminologies. – The student will be able to:
	07.01 Explain the use of classification systems, clinical vocabularies, and terminologies as they relate to Health Information Management and nomenclatures.
08.0	Evaluate ethical issues in Health Information Professions. – The student will be able to:
	08.01 Describe the code of ethics consistent with healthcare occupations.
	08.02 Analyze ethical issues related to health information.
	08.03 Manage ethical issues related to coding and billing/ healthcare documentation.
09.0	Demonstrate compliance with laws, regulations, and standards that impact healthcare. – The student will be able to:

	09.01 Promote the importance of maintaining ethical and legal standards in compilation and usage of health information.
	09.02 Identify all laws and standards that impact health information including the Health Insurance Portability and Accountability Act (HIPAA).
	09.03 Explain the composition of the legal health record.
	09.04 Apply health information policies and procedures for privacy, confidentiality, and security.
	09.05 Articulate legal terms and processes that impact healthcare.
10.0	Apply policies, regulations, and standards to the management of information associated with treatment, payment, and operations (TPO). – The student will be able to:
	10.01 Describe how to adapt workflow necessitated by regulatory change.
	10.02 Demonstrate knowledge of policies and procedures for access and disclosure of protected health information to authorized users.
	10.03 Adhere to appropriate and applicable accrediting agency guidelines.
11.0	Demonstrate computer knowledge and skills. – The student will be able to:
	11.01 Demonstrate the ability to create, manage, organize, attach, and retrieve files.
	11.02 Demonstrate ability to connect to and perform research on the internet by identifying reliable reputable websites.
	11.03 Demonstrate proficiency in word processing, spreadsheets, and presentation software.
	11.04 Demonstrate the ability to install software programs.
	11.05 Demonstrate knowledge of safe computer practices and security procedures including but not limited to encryption, passwords and biometrics.
12.0	Demonstrate employability skills. – The student will be able to:
	12.01 Identify and exemplify personal traits or attitudes desirable in a member of the healthcare team.
	12.02 Model professional standards of healthcare workers as they apply to hygiene, dress, language, confidentiality and behavior (i.e. courtesy and self-introductions).
	12.03 Identify documents that may be required when applying for a job.
	12.04 Perform the process to obtain employment: job search, cover letter, resume, application, and thank you letter.
	Standards 13-20 must be completed by students specializing in the Medical Information Coder/Biller CCC or Medical Coder/Biller ATD Track:
13.0	Describe the anatomy and physiology of the human body. – The student will be able to:
	13.01 Describe the structure and function of the respiratory system.

	13.02 Describe the structure and function of the circulatory system.
	13.03 Describe the structure and function of the musculoskeletal & connective tissue system.
	13.04 Describe the structure and function of nervous and sensory systems.
	13.05 Describe the structure and function of the reproductive system.
	13.06 Describe the structure and function of the urinary system.
	13.07 Describe the structure and function of the digestive system.
	13.08 Describe the structure and function of the endocrine system.
	13.09 Describe the structure and function of the integumentary system.
	13.10 Describe major psychiatric disorders.
14.0	Demonstrate proficiency in the application of medical terminology. – The student will be able to:
	14.01 Identify word parts of medical terminology in daily use.
	14.02 Build, spell and pronounce correctly, appropriate terms from word parts learned and be able to give the meaning of the word.
	14.03 Identify word parts and be able to build, spell and understand new words with those parts.
	14.04 Spell and use medical abbreviations.
	14.05 Identify terminology specific to healthcare settings including surgical, medical, and therapeutic.
	14.06 Apply medical reference sources.
15.0	Demonstrate an understanding of the fundamentals of disease process in relationship to the human body, including pharmacology. – The student will be able to:
	15.01 Demonstrate an understanding of the predisposing factors and direct causes of disease as they relate to the human body.
	15.02 Demonstrate an understanding of the general pathogenesis and morphology of disease and its role in the disease process.
	15.03 Demonstrate an understanding of pharmacological agents, uses, treatments, and utilizing drug reference sources.
	15.04 Identify and use diagnostic test terminology.
16.0	Demonstrate proficiency in use of ICD and HCPCS/CPT coding systems, both manual and automated. – The student will be able to:
	16.01 Apply conventions and guidelines used in coding.

	16.02	Describe the process to update coding resources.
	16.03	Assign and/or verify diagnosis, procedure, HCPCS level II codes, and applicable modifiers and groupings in accordance with official guidelines.
	16.04	Utilize ICD-CM, ICD-PCS, CPT (all sections), and HCPSC Level II code sets to assign diagnosis and procedure codes to intermediate and advanced case studies and authentic health records/abstracts.
	16.05	Describe components of revenue cycle management and clinical documentation improvement including quality indicators as it relates to coding.
	16.06	Identify any discrepancies, incomplete information, and/or poor documentation practices in relation to coding while following appropriate departmental policies for correcting errors or improving documentation practices.
17.0	Perform coding complexities proficiently. – The student will be able to:	
	17.01	Apply advanced coding concepts to complex authentic health records/abstracts and/or case studies across the continuum of care.
	17.02	Analyze case-mix, severity of illness systems, and coding quality monitors and reporting.
	17.03	Utilize a variety of simulated patient records from across the continuum of care, interpret data, and assign and/or verify codes.
	17.04	Analyze the various classification systems.
18.0	Explain the significance of health information services as it relates to the medical coder/biller. – The student will be able to:	
	18.01	Describe the functions of a health information management department and how this department interacts with the medical coder/biller.
	18.02	Describe the development of the health record to include all types used in the current industry.
	18.03	Explain the importance of the health record in relation to state and federal agencies, including compliance area.
19.0	Demonstrate professional and ethical behavior of a medical coder/biller. – The student will be able to:	
	19.01	Explain the scope of work of the Medical Coder/Biller.
	19.02	Demonstrate ethical coding practices as outlined by professional associations.
20.0	Perform healthcare revenue cycle management processes. – The student will be able to:	
	20.01	Prepare and submit applicable payer claims.
	20.02	Analyze various payer types.
	20.03	Perform patient accounting functions including claims, denials, rejections, appeals, collections, and payment resubmission using applicable software.
	20.04	Describe characteristics of reimbursement methodology systems across the continuum of care.

	20.05 Analyze charge master and superbill maintenance.
	20.06 Understand compliance strategies and reporting as well as regulatory guidelines.
Standards 21-29 must be completed by students specializing in the HealthCare Informatics Specialist CCC Track:	
21.0	Examine the various informatics related disciplines. – The student will be able to:
	21.01 Identify the development of the informatics discipline, including the present industry environment and future trends.
	21.02 Demonstrate comprehensive knowledge of health data standards for implementation of health information systems.
22.0	Demonstrate ethical and legal principles with regard to the role of the informatics specialist. – The student will be able to:
	22.01 Apply the Code of Ethics to informatics as it relates to professional organizations.
	22.02 Explain the scope of work of the healthcare informatics specialist.
23.0	Apply appropriate resources in healthcare informatics to retrieve and analyze relevant information. – The student will be able to:
	23.01 Demonstrate the ability to identify credible informatics resources relevant to the content, applications, and assignments.
	23.02 Utilize case studies and best practices in informatics projects and course work.
24.0	Manage health data processes and systems. – The student will be able to:
	24.01 Oversee the collection and maintenance of health data, data sets, quality indicators, and databases.
	24.02 Apply policies and procedures to health informatics processes.
	24.03 Maintain and verify data quality, standards, and data sources for all health information systems across the continuum of care.
25.0	Analyze healthcare statistics, including research and performance improvement. – The student will be able to:
	25.01 Abstract and maintain data for clinical indices/databases/registries.
	25.02 Model data as representative visual information to achieve desired outcomes.
	25.03 Calculate basic descriptive, institutional, and healthcare statistics.
	25.04 Identify common research methods in accordance with Institutional Review Board (IRB) processes and policies.
	25.05 Utilize technologies for trend analysis, end user support, decision making, and strategic planning.
	25.06 Report data for facility wide quality management and performance improvement programs.

26.0	Perform appropriate information technology and systems functions. – The student will be able to:
26.01	Demonstrate advanced proficiency in using such as spreadsheets and databases in the execution of projects and presentations.
26.02	Utilize specialized software in processes affiliated with treatment, payment, and operations (TPO).
26.03	Apply policies and procedures to facilitate the use of electronic health record (EHR), personal health record (PHR), public health, and other applications and networks.
26.04	Apply knowledge of data base modeling to meet departmental needs.
26.05	Utilize and maintain appropriate electronic or imaging technology for data/record storage.
26.06	Perform queries and generate reports to facilitate decision making.
26.07	Utilize tools and techniques for retention, archiving, and destruction of information in accordance with current requirements and standards in multiple formats.
26.08	Protect data integrity and validity using software and hardware technology.
27.0	Perform project management principles and best practices. – The student will be able to:
27.01	Demonstrate an understanding of the general principles and tools of informatics project management.
27.02	Demonstrate abilities related to team work, project resource allocation, and problem resolution associated in a healthcare informatics project.
28.0	Collaborate in the planning, design, selection, implementation, integration, testing, and support for health information systems. – The student will be able to:
28.01	Apply standard selection processes for health information systems using best practices.
28.02	Implement information technologies across the healthcare continuum of care.
28.03	Identify technological and changing management issues and problem resolution associated with health information systems.
28.04	Benchmark S.M.A.R.T. goals for projects.
28.05	Map workflow and process assessment as it pertains to information technology.
28.06	Summarize information systems theory.
28.07	Describe strategic planning for implementation of health information systems.
28.08	Identify security risks including physical, virtual, and network areas.
28.09	Take part in end-user training sessions, including planning training sessions and development of training material.
28.10	Examine the influence and scope of health information system practices on a national and international scale.

	28.11 Oversee user access logs/audit trails to track history of access to and disclosure of identifiable patient data.
29.0	Perform proficiently in the application and integration of healthcare informatics concepts and skills through practical lab experiences. – The student will be able to:
	29.01 Model the role and responsibilities of the health informatics specialist as team leader and/or project manager.
	29.02 Apply knowledge and skills related to the health information systems, personnel, equipment, and resources.
	29.03 Perform real-world applications of healthcare informatics principles and best practices.
Standards 30-36 must be completed by students specializing in the Medical Record Transcribing/Healthcare Documentation ATD Track	
30.0	Utilize appropriate medical and scientific terminology. – The student will be able to:
	30.01 Spell, define and pronounce medical words and their components.
	30.02 Define and use medical abbreviations, brief forms, acronyms, eponyms, and foreign words and phrases commonly used in healthcare practice.
	30.03 Identify and use the medical terminology related to the structure and function of the human body.
	30.04 Identify, pronounce, spell, and define pharmacological terminology.
	30.05 Distinguish between or among medical homophones (sound-alikes), commonly confused medical terms, and synonyms.
31.0	Apply concepts of disease, diagnosis, and treatment of the human body. - The student will be able to:
	31.01 Identify and explain structure and function of the human body in health and in disease.
	31.02 Identify disorders and treatments of the human body.
	31.03 Identify and explain procedures and technologies, imaging, laboratory, pathology, and their application to diseases and disorders.
	31.04 Demonstrate knowledge of pharmacology to include indications and contraindications, dosage, methods of administration, interactions and side effects.
	31.05 Organize surgical procedures and other interventional diagnostic and treatment modalities by specialty, indications or related diagnoses, technique, and typical findings.
32.0	Apply rules of English grammar and punctuation. – The student will be able to:
	32.01 Recognize and use the principal parts of speech.
	32.02 Recognize and use punctuation marks.
	32.03 Apply rules of numerical expression.
	32.04 Apply rules of capitalization.

	32.05 Define and use abbreviations.
	32.06 Demonstrate ability to spell words in common usage.
	32.07 Evaluate and use reliable resources for research and practice.
	32.08 Apply correct medical style as defined by authorities (i.e. AHDI Book of style, AMA Manual of Style).
	32.09 Edit and proofread healthcare documentation.
	32.10 Recognize and use report formats.
33.0	Utilize medical references. – The student will be able to:
	33.01 Utilize medical dictionaries and specialty word books.
	33.02 Utilize trade, generic and chemical drug names utilizing reference sources.
	33.03 Utilize diagnostic test terminology.
	33.04 Utilize appropriate resources located on the internet.
34.0	Apply healthcare documentation technology. – The student will be able to:
	34.01 Demonstrate keyboarding skills with an awareness of productivity and accuracy standards and definitions.
	34.02 Demonstrate use of transcription, dictation, and speech recognition technology.
	34.03 Accurately transcribe and/or edit a required minimum number of reports to include history and physical, consultations, discharge summaries, operative reports and special reports, applying competencies specified in the areas of English Language, Medical Knowledge, Technology, Healthcare Documentation, and Professional Practice.
	34.04 Demonstrate the ability to proofread and correct transcribed healthcare documents, including using critical thinking and editing skills.
	34.05 Identify inconsistencies, discrepancies, and inaccuracies in healthcare dictation while transcribing/editing, without altering the meaning of the content.
	34.06 Demonstrate advanced use of word processing programs, including commands for editing, file organization, and retrieval.
	34.07 Demonstrate knowledge of abbreviation expanders and other productivity-enhancing software.
	34.08 Demonstrate a general knowledge of health information systems including the functions related to dictation/transcription integration, editing, and common terminology.
35.0	Perform functions specific to the medical transcriptionist/ healthcare documentation specialist. – The student will be able to:
	35.01 Promote common health information policies and procedures for security specific to the role of the medical transcriptionist/ healthcare documentation specialist.

35.02	Demonstrate workstation ergonomics specific to the medical transcriptionist/ healthcare documentation specialist
35.03	Demonstrate an awareness of the opportunities in medical transcription/healthcare documentation and related careers and the importance of professional development.
35.04	Explain the importance of maintaining workstation security and safeguarding protected health information (PHI).
35.05	Explain the scope of work of the medical transcriptionist/healthcare documentation specialist.
35.06	Discuss the code of ethics of the Association for Healthcare Documentation Integrity (AHDI).
36.0	Perform proficiently in the application of healthcare documentation/transcribing concepts and skills through practical lab experiences. – The student will:
36.01	Model the role and responsibilities of the healthcare documentation transcription specialists.
36.02	Apply knowledge and skills related to speech recognition, dictation, documentation standards, technology, and transcription.
36.03	Perform real-world applications of healthcare documentation/transcription principles and best practices.
36.04	Analyze errors and devise corrective strategies.
36.05	Transcribe and/or edit a minimum 2100 minutes of authentic clinician-generated documentation.
Students must complete at least one of the specialization tracks above and standards 37-38 to obtain the Health Information Technology A.S. degree.	
37.0	Collaborate in the planning, design, selection, implementation, integration, testing, and support for health information systems. – The student will be able to:
37.01	Apply standard selection processes for health information systems using best practices.
37.02	Implement information technologies across the continuum of care.
37.03	Identify technological and change management issues and problem resolution associated with health information systems.
37.04	Benchmark S.M.A.R.T. goals for projects.
37.05	Map workflow and process assessment as it pertains to information technology.
37.06	Summarize information systems theory.
37.07	Describe strategic planning for implementation of health information systems.
37.08	Provide information for strategic planning.
37.09	Identify security risks including physical, virtual, and network areas.
37.10	Examine the influence and scope of health information system practices on a national and international scale.

37.11	Oversee user access logs/audit trails to track history of access to and disclosure of identifiable patient data.
38.0	Utilize organizational resources. – The student will be able to:
38.01	Demonstrate fundamental leadership skills.
38.02	Identify the impact of change on processes, people, and systems.
38.03	Identify human resources and productivity standards for organizational best practices.
38.04	Utilize data-drives performance improvement techniques to achieve desired outcomes.
38.05	Utilize financial management tools and processes to meet organizational goals.
38.06	Identify policies and strategies that address information governance to include the creation, use, storage, and exchange of data.
38.07	Apply strategies that support a culture of diversity and inclusion.
38.08	Implement legal and regulatory requirements related to the health information infrastructure.
38.09	Take part in privacy, security, and confidentiality training programs.
38.10	Identify and recommend solutions to potential compensable events.

Laboratory Activities

Laboratory investigations that include scientific inquiry, research, measurement, problem solving, emerging technologies, tools and equipment, as well as, experimental, quality, and safety procedures are an integral part of this career and technical program/course. Laboratory investigations benefit all students by developing an understanding of the complexity and ambiguity of empirical work, as well as the skills required to manage, operate, calibrate and troubleshoot equipment/tools used to make observations. Students understand measurement error; and have the skills to aggregate, interpret, and present the resulting data. Equipment and supplies should be provided to enhance hands-on experiences for students.

Special Notes

The following ATD programs have been approved by the Florida State Board of Education for statewide articulation credit into this degree program.

Medical Coder/Biller -- ATD (0351070705/0351070703) – 26 credits
Medical Record Transcribing/HealthCare Documentation -- ATD (0351070706/0351070704) – 15 credits

The following industry certifications have been approved by the Florida State Board of Education for statewide articulation credit into this degree program.

Certified Medical Transcriptionist (AFHDI001) – 3 credits

The program should meet the program standards and guidelines of the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). The program should encompass the AHIMA established knowledge clusters and entry-level competencies for Registered Health Information Technicians (RHIT's). It prepares the student to take the AHIMA national certification examination for Registered Health Information Technicians (RHIT).

This program should be taught in accordance with the accreditation standards of: the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM), 233 North Michigan Ave., 21st Floor, Chicago, IL 60601-5800 (312/233-1100) www.cahiim.org

Students should be encouraged to join the (AHIMA) American Health Information Management Association and/or (AAPC) American Academy of Professional Coders and participate in the state/local association.

Outcomes 01-11 are referred to as the Health Information Technology core and do not have to be completed if the students has previously completed the core in another program at any level. The Core should be taken first or concurrently with the first course in the program.

Career and Technical Student Organization (CTSO)

HOSA: Future Health Professionals is the intercurricular career and technical student organization providing leadership training and reinforcing specific career and technical skills. Career and Technical Student Organizations provide activities for students as an integral part of the instruction offered.

Accommodations

Federal and state legislation requires the provision of accommodations for students with disabilities to meet individual needs and ensure equal access. Postsecondary students with disabilities must self-identify, present documentation, request accommodations if needed, and develop a plan with their counselor and/or instructors. Accommodations received in postsecondary education may differ from those received in secondary education. Accommodations change the way the student is instructed. Students with disabilities may need accommodations in such areas as instructional methods and materials, assignments and assessments, time demands and schedules, learning environment, assistive technology and special communication systems. Documentation of the accommodations requested and provided should be maintained in a confidential file.

Certificate Programs

A College Credit Certificate consists of a program of instruction of less than sixty (60) credits of college-level courses, which is part of an AS or AAS degree program and prepares students for entry into employment (Rule 6A-14.030, F.A.C.). This AS degree program includes the following College Credit Certificates:

Healthcare Informatics Specialist (0351070711) – 18 credit hours
Medical Information Coder/Biller (0351070707) – 34 credit hours

Standards for the above certificate programs are contained in separate curriculum frameworks.

Additional Resources

For additional information regarding articulation agreements, Bright Futures Scholarships, Fine Arts/Practical Arts Credit and Equivalent Mathematics and Equally Rigorous Science Courses please refer to:
http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.stml