HIT Advisory Board Meeting

May 8, 2023

5:00 – 6:00 pm

Florida SouthWestern State College

School of Health Professions Building, Room AA-177

FLORIDA SOUTHWESTERN STATE COLLEGE
SCHOOL OF HEALTH PROFESSIONS
Health Information Technology Program

AGENDA TOPICS

- Welcome and Introductions!

  Dr. Susan L. Foster
- CAHIIM Comprehensive Accreditation Review

  Dr. Susan L. Foster
- HIT Program Review and Updates
  - MICB Program Review and Updates
  - 2022 Graduate Survey Results

  Dr. Susan L. Foster
- HIT Capstone Experience Update (PPE)

  Elizabeth Whitmer, RHIT, CCS, CCS-P
- MICB Capstone Experience NEW (PPE)

  Dr. Susan L. Foster
- Bachelor in Applied Science Degree NEW

  Dr. Susan L. Foster
- Environmental Survey and Feedback — Members
- Other Business

THANK YOU FOR SUPPORTING OUR STUDENTS!

Florida SouthWestern State College
Health Information Technology/MICB
Advisory Committee Meeting

Building A Room AA-177 | Zoom

May 8, 2023

Attendees:

Dr. Susan L Foster – Program Director, HIT Program
Alex Schimel – FSW Director of Advising
Ann Thompson – Cancer Registrar, Cancer Data Center
Rae Freeman – HIM Manager, Millennium Physician Group
Therese Mayhew – HIM Director, Lee Health
Sharon Fitzgerald – Adjunct Instructor, HIT Program
Dr. Tami Such – Dean, School of Health Professions
Elizabeth Whitmer – Faculty, Health Information Technology Program
Ronda Tews – Sr. Director, Modernizing Medicine
Julie Pursley – Sr. Director, AHIMA
Rachael D'Andrea – Adjunct Instructor, HIT Program
Kelly McClendon – Sr. VP, CompliancePro Solutions - Genzeon
Jamie Marnich – HIM Director, Sarasota Memorial
Michelle Dalrymple – Coding Supervisor, Regional Ohio
Tommy Mann – Sr. Director, School of Health Professions
Ryan Gosselin – Director, Florida Cancer Specialists
Tamra Pacheco (Scribe) – Coordinator, Health Professions

Welcome: Dr. Foster called the meeting to order at 5:04 pm. Introductions were performed by all in attendance.

CAHIIM Comprehensive Accreditation Review Discussion:

The substantial change of hiring a new program director caused the CAHIIM Review Cycle to be moved from 2022/2023 to 2023/2024. The FSW website was updated with our APAR for the 2021-22 AY outcomes for review by CAHIIM; due April 1, 2023. We are currently working on our self-assessment and addressing each standard. The self-assessment is due September 1st. This also includes curriculum mapping of all courses to the AHIMA competencies as well as program goals.
We have been reviewing the following programs goals:

- Curriculum effectiveness – development of course maps for all HIT courses.
- Student needs – student satisfaction – we will use SOS and graduate surveys.
- Graduates - ability to demonstrate RHIT competency – RHIT Mock Exam results.
- Faculty development – make sure that faculty is meeting goals annually and obtain outside educations such as the AOE.
- Community outreach – participation of community on program and community events and presentations by students – host at least 1 educational seminar each AY.

Finally, we have a CAHIIM virtual site visit tentatively scheduled for March 7th and 8th, 2024. Advisory Committee members were invited to attend.

Action: We would like input from the Advisory Committee on our future goals of the program and will request feedback via a survey.

HIT Program Review & Updates

- AHIMA has redesigned the School Quarterly Exam Reports and students can now give permission to share exam results with the program. In 2021-2022 we had a 43% pass rate for the RHIT, however, we do not know who took the exam. A student who graduated in 2021 just took the RHIT exam this year. Currently, students who have reported exam outcomes to us personally show a 100% pass rate for 5 students this year.
- We have 15 AHIMA RHIT exam vouchers for 15 students to take the RHIT exam in the next couple years. This money was from a grant. We are in the process of developing an application process for tracking and reporting purposes. The college has been approved as a Pearson Vue testing center. AHIMA requires a palm/vein reader for our students to take the RHIT exam here. We are in the process of securing one for our testing site and then graduates will be able to test here at the Lee campus.
- In AY 2022-23 we had 38 students that continued this year and 7 students graduated in December 2022. We have 70 students in the program now which is a 79% progression/retention rate. A graduate survey was sent out to the Fall 2022 graduates with 4 responding (57% response rate). Of those who responded 50% were employed in health-related jobs, and 25% were employed in non-health related jobs, and 25% are continuing their education. Comments from students were shared.
- We receive correspondence from potential students showing interest in the program almost daily. Students have requested more coding and we are bringing coding courses back to campus and offering them in the FLEX modality to allow for students to Zoom in if they are unable to attend each class. This will allow for an option of a face-to-face learning environment rather than only synchronous online.

Curriculum Review

- Based on comments from students and graduates as well as preparing for our CAHIIM review, we have some proposals for revisions and updates to both the HIT and MICB program pending approval. We are looking at using AHIMA textbooks for a majority of the courses.
- We would like to remove the Medical Office Administration course since it does not cover AHIMA outcomes. This will make room in the curriculum for a new course. We recommend revising HIM1800C Medical Office Simulation course to a Health Information Management Simulation course and incorporate EHRgo activities that work well or mirror what is taught in the HIM1000 course. We would like to bring back the Health Data Management course and revise it for data analytics.
- Inpatient Procedural course may be added based upon student requests. This course would be utilized in both the HIT and MICB programs.
- To enhance the HIM2729 Advanced Coding and Reimbursement course we are looking at adding the Clinical Coding Workout textbook to use with coding simulation.
- Finally, for MICB we would like to add a new capstone experience course with a 30 hour PPE to provide a professional experience for the MICB students.

Capstone Experience

- Elizabeth presented to the committee information on our capstone courses. We always need more sites for our HIT Capstone and appreciate the support of our current sites. Ann Thompson at Lee Cancer Registry is supportive of our students and stated that they learn their process from diagnosis to death from cancer. 40 hours are spent with an HIM preceptor and the preceptor is eligible for CEUs.
- We will request input from the Advisory Committee on addition of a capstone experience course for the MICB certificate program. This was based off of comments from the graduate survey and student comments. It is important for our students to have health information professionals to put our students to work and lead them to be professionals. We thank our attendees for their support.

Action: We would like input from the Advisory Committee on our curriculum recommendations and a survey we will sent out.

Bachelors of Applied Science Health Informatics Data Management

- A plan for the future is to include a bachelor's of applied science degree program at FSW. Part of the project includes an environmental scan to find the need in the area. We will need at least two letters of recommendation from other schools in the area in support of the program.
- We would propose a bachelor of applied science degree in health informatics and data management using the American Medical Informatics Association (AMIA) and AHIMA competencies. This would build a pathway for HIT graduates to continue their education. This would also be an interdisciplinary program in collaboration with the School of Business & Technology by incorporating various computer and information science courses into the degree.
- We discussed the 10 domains of health informatics as well as reviewed the AHIMA Career Map for emerging new roles in health informatics and data analytics.

SWFL Area FDEO

- Research on the demand in our service area which includes Charlotte, Collier, Glades, Hendry and Lee counties in SW Florida shows Medical and Health Services Managers is the 7th fastest growing occupation in the Southwest Florida area with a projected growth of 27% through 2030.
- There is a projected growth of 387 jobs with an estimated 1367 job openings through the year 2030 in the SW Florida region. The median hourly wage is 46.45 per hour. A bachelor's degree is required and this occupation is considered a high skill/high wage occupation.

Discussion

- Our next professional practice experience course will be offered in the fall. The preceptor at the facility will take charge of the student tasks completed, and we will provide some guidelines that coincide with the curriculum requirements. We have 7 students for the fall PPE course.
- We need you to assist us in completing a needs assessment and provide input, thoughts, and comments on our proposals, program goals and updates. To facilitate this, we will be sending out a link to a survey to all advisory committee members to collect your feedback and input for continued success of our students and the HIT program.
- Other business - Our next Advisory Committee meeting will be held virtually in November.

- Jamie Marnich at Sarasota Memorial stated that they are hiring students under pre-employment in the summer and have a job for them after graduation. She will send information on the program for us to review for our students.

Adjournment

Meeting adjourned at 6:02pm. The next meeting will be virtual in November.

Respectively submitted by:
Tamara Pacheco, Coordinator School of Health Professions

HEALTH INFORMATION TECHNOLOGY, AS – 70 Credit Hours

Associate Degree General Education Requirements – 15 credit hours

Communication – ENC1101 Composition I (*CORE*) – 3 Credit hours

Social Science – Civic Literacy AMH2020 or POS2041 (*CORE*) – 3 Credit hours

Mathematics – MGF1106 or STA2023 (*CORE*) – 3 Credit hours

Natural Sciences – BSC1005 Survey of Biology – 3 Credit hours (*CORE*)

Humanities – HUM2020 (*CORE*) – 3 Credit hours (recommended; student may choose)

Support Courses – 17 credit hours

CGS1100 Computer Applications for Business – 3 Credit hours

This course provides beginning level learning in the use of current computer applications used in the business world. Students use word processing, spreadsheets, database application, and presentation software.

CGS2511 Advanced Spreadsheet Computing – 3 Credit hours

This course utilizes a spreadsheet application to explore advanced spreadsheet concepts. The student uses spreadsheet software to analyze and evaluate data using formulas and functions, graphs, database capabilities, external data, and macros. Emphasis is placed on the student's completion of class projects in an area such as accounting and finance.

BSC1084C Anatomy & Physiology – 4 Credit hours

This is a one semester combined lecture/lab course in human anatomy and physiology. It includes principles and concepts of chemistry and biochemistry. Concepts related to the cell and tissues are covered in conjunction with concepts related to the structure and function of the body systems. Each system is presented in sufficient depth to provide students with a comprehensive understanding of the human body. This course is an introduction to anatomy and physiology, chemistry, the cell, tissues, and the following systems: integumentary, skeletal, muscular, nervous, endocrine, cardiovascular, lymphatic, immune, respiratory, digestive, urinary, and reproductive. This course cannot be used as a substitute for any other anatomy and physiology course at this institution.

HSC1531 Medical Terminology – 3 Credit hours

This course is designed to provide a basis for understanding, utilizing, and pronouncing the vocabulary used by health care professionals. The language of medicine becomes understandable through the study of word roots, combining forms, prefixes, and suffixes. Major disease processes and pathological conditions of specific body systems will be discussed, along with diagnostic and surgical terms. This course has no accompanying laboratory and therefore cannot be used to meet the science requirement at Florida SouthWestern State College.

HIM1140 Essentials of Pharmacology – 2 Credit hours

This course will provide the student with a basic understanding of pharmacology. Information regarding drug classification, names, routes of administration, effects and references, and interpretation of the prescription will be studied.

HIM1430 Principles of Disease – 2 Credit hours

This course is designed to provide students with a basis for understanding the medical vocabulary used by healthcare professionals in combination with human anatomy and physiology. Major disease processes and pathological disorders of specific body systems will be examined along with diagnostic, procedural, and pharmacology terms.

Health Information Technology Core Courses – 38 credit hours

HIM1000 Introduction to Health Information Management – 3 Credit hours (REVISE)

This course provides an introduction to the profession, functions, and management of health information. Topics covered will include healthcare delivery systems, the HIM profession, healthcare delivery settings, content and format of the patient record, numbering and filing systems, record storage and circulation, indexes, registers, health data collection, electronic health records, legal issues, coding, and reimbursement.

HIM1800C Medical Office Simulation – 2 Credit hours (**REVISE- HIM Simulation**)

This course is designed to be a hands-on simulated learning experience performing the activities most commonly encountered in a medical office. Electronic Health Record simulations will be used to provide practice completing daily work tasks required of administrative medical office personnel. Training, assessment, and capstone activities will be completed.

HIM2012 Healthcare Law – 3 Credit hours (Move to Online Only)

In-depth study of federal and state laws governing the preparation and use of protected health information. Topics include the United States legal system, the definition of the legal health record and its maintenance, content, use, access, disclosure, reporting and disposition.

HIM2210 Healthcare Information Systems – 3 Credit hours (Move to Online Only)

This course will explore the various information systems currently in use in the healthcare environment. An emphasis will be placed upon the selection, implementation, use and management of information systems in healthcare.

HIM2214 Healthcare Data Management – 2 Credit hour (REVISE)

This course is designed to introduce the most frequently used healthcare statistics and data analytics concepts. Topics will include terminology, definitions, computations, data display, and the use of vital statistics. Students will use MS Excel and/or self- calculate statistics for health care operations; examples would include computing, interpreting healthcare statistics such as bed days, mortality rates, etc. Students will also review institutional review board (IRB) processes and policies.

HIM2253 Basic CPT Coding – 3 Credit hours (Review-new book possibly)

This course provides an introduction to the latest versions of Current Procedural Terminology (CPT) and Healthcare Common Procedure Coding System (HCPCS) Level II. Focus will be on the role of procedure, service, and supply codes in billing and reimbursement, as well as the process and management of the revenue cycle of health insurance claims. Topics will include concepts, principles, nomenclature, and application of the CPT/HCPCS Level II classification systems. Emphasis will be on locating, applying, and understanding the reporting of medical services and procedures performed by physicians and outpatient facilities according to CPT/HCPCS and federal regulatory guidelines. *Prerequisite(s):* Grade of "C" or better in HIM 2724

HIM2279 Medical Insurance and Billing – 3 Credit hours

This course will provide instruction in U.S. healthcare reimbursement systems, reimbursement methodologies, and payment processes. Students will examine the complex financial systems within today's healthcare environment and gain an understanding of the basics of health insurance, managed care, claims processing, coding compliance, clinical documentation improvement, and revenue cycle management. Students will process claims and reimbursement using practice management software.

HIM2510 Quality Management in Healthcare – 2 Credit hours (REVISE)

This course is designed to provide the student with instruction in the foundations of quality improvement, risk management, patient safety, resource management, and evaluating individual competence in healthcare settings. Emphasis will be upon the measurement, assessment, and improvement processes and methods utilized in a continuous quality improvement program.

HIM2512 Management Foundations in Healthcare – 3 Credit hours (REVISE)

This course is designed to acquaint the student with the concepts, principles, and functions of management and supervision of personnel in the health information management and medical office environment.

HIM2724 Basic ICD-10 Coding – 3 Credit hours (Review-new book possibly)

This course introduces nomenclatures used with classification systems, a concurrent study of diseases and conditions typically encountered in hospital inpatient situations, correct sequencing of codes, and inpatient procedural coding. The primary focus is on inpatient coding rules and outpatient diagnosis coding using case scenarios.

HIM2725 Inpatient Procedural Coding – 3 Credit hours NEW COURSE

This course is a continuation of HIM 2724 with an emphasis on the use of the International Classification of Diseases Procedural Coding System, the structure of codes, and how to build codes using coding guidelines. This includes the coding of procedures and their relationship to the reimbursement for healthcare treatment in hospitals. The primary focus is hands-on inpatient diagnostic and procedural coding of case scenarios. *Prerequisite(s):* Grade of "C" or better in HIM 2724

HIM2729 Advanced Coding and Reimbursement – 3 Credit hours (REVISE)

This course is designed to provide the student with instruction in the application of guidelines related to the abstracting, billing, reimbursement and data quality management principles of medical coding across all care settings.

HIM2814C Coding Office Simulation – 2 Credit hours (VLab)

Directed practice designed to provide the student with a strong foundation in medical coding and revenue management. Activities will include inpatient, ambulatory surgery, emergency room, and physician office coding and billing.

HIM2940 HIT Capstone Experience – 3 Credit hours

Directed practice designed to provide the student with an experience in the managerial functions of a health information department or organization. Activities will include review of organizational structure, employee orientation, job descriptions, flow of information, policies and procedures, privacy and security, information systems, data management, quality improvement, and supervision. A capstone review and mock certification exam will also be completed

BAS, Health Informatics and Data Management (HIDM)

120 Credit Hours | CIP (1105107061)

Health Information/Medical Records Administration/Administrator

Definition: A program that prepares individuals to plan, design, and manage systems, processes, and facilities used to collect, store, secure, retrieve, analyze, and transmit medical records and other health information used by clinical professionals and health care organizations. Includes instruction in the principles and basic content of the biomedical and clinical sciences, information technology and applications, data and database management, clinical research methodologies, health information resources and systems, office management, legal requirements, and professional standards.

11-9111 - Medical and Health Services Managers (Bachelor's)

Plan, direct, or coordinate medicine and health services in hospitals, clinics, managed care organizations, public health agencies, or similar organizations.

Illustrative Examples: Director of Occupational Therapy; Medical Records Administrator; Public Health Administrator

Occupational Outlook

The Health Informatics and Data Management occupation has a projected employment **growth of 27.2%** in the Florida SouthWest region through 2030. The median hourly wage is $46.45. There will be an estimated **1,367 job openings** during this timeframe. This is the 7th fastest-growing occupation in the Charlotte, Collier, Glades, Hendry and Lee County area. A bachelor's degree is required and Health Informatics and Data Management is considered a High Skill/High Wage (HSHW) occupation.

(Source: *Florida Department of Economic Opportunity, Bureau of Workforce Statistics and Economic Research, Occupation and Industry Employment Projections 2022-2030*. https://floridajobs.org/economic-data/employment-projections/fastest-growing-occupations)

Industry Certifications:

HIMSS, CAHIMS and CPHIMS

AHIMA, Certified Health Data Analyst (CHDA)

AHIMA, Registered Health Information Administrator* (RHIA)

AMIA, Health Informatics Certification (AHIC)

These certifications *may* carry education and work experience requirements.

* Requires CAHIIM Program Accreditation

BAS, Health Informatics and Data Management (HIDM)

The **Bachelors of Applied Science in Health Informatics and Data Management** (BAS, HIDM) degree program prepares students in the field of health informatics, which integrates health sciences, information technology, computer science, data science, and behavioral sciences. The program combines interdisciplinary knowledge from these areas with practical, specialized skills in health informatics and data analytics to improve patient care, and individual and population health.

Health informatics is a discipline that brings together the worlds of health care, medicine, information technology, computer science, information and data science, and business. It is an applied interdisciplinary science that utilizes methods and technologies from different fields for the purpose of problem-solving and decision-making within the broad spectrum of the patient health care experience and health care management.

What are the five pillars of **health informatics**?

It's structured around five key pillars:

- Health Information Systems,
- Health Care Data Analytics,
- Information Governance,
- Patient and Organizational Information Privacy and Security, and
- Health Systems Leadership.

Data management in healthcare is the practice of collecting, processing, securing and storing a healthcare organization's data, where it is then utilized for strategic decision-making to improve patient care and business outcomes.

Health informatics and data management includes the application and study of how: 1) health data are collected, stored, and communicated; 2) the data are processed and analyzed for decision making; 3) computer and telecommunication technologies can provide support in the above; and 4) technology projects are managed to achieve success in health applications.

Within the 50-credits of health informatics and data management courses included in the major requirements, topics such as health information systems, health information privacy and security, data science, health care databases and data mining, data analytics, project management, and process improvement are covered. Students learn theory, methods and applied technical skills needed to succeed in the field.

Program Goals

Students will learn to:

- Manage healthcare projects
- Develop and assess skills and tools used to represent health data.
- Assess information technology in the healthcare environment.
- Comply with laws and regulations applicable to managing patient information.
- Communicate effectively with informatics teams and healthcare stakeholders.
- Integrate EHRs and health data exchange into patient care.
- Manage data through relational databases, structured query language (SQL), data warehousing, analytical process, cloud databases and data mining techniques.
- Identify clinical workflows from a business and technological perspective.

Courses are offered in both hybrid and online formats. The program may be completed on a full- or part-time basis leading to completion of the objectives of the undergraduate BAS program. A minimum grade of C must be obtained in all major requirements. Students must check with their advisor to ensure that all requirements have been met prior to graduation.

General Education Requirements – 37 credit hours

Communications (9 credits)

ENC1101 Composition I – 3 credits

ENC1102 Composition II – 3 credits

SPC1017 Fundamentals of Communication Studies – 3 credits

Mathematics (6 credits)

MGF1106 Mathematics for Liberal Arts I – 3 credits

STA2023 Statistical Methods I – 3 credits

Humanities (6 credits)

HUM2020 Introduction to Humanities – 3 credits

PHI2600 Ethics – 3 credits

Natural Sciences with Associated Labs (6 credits)

BSC1005 Survey of Biology – 3 credits

BSC1084C Anatomy and Physiology – 4 credits

Social Sciences (9 credits)

POS2041 American National Government OR AMH2020 History of U.S. Since 1877 – 3 credits

PSY2012 Introduction to Psychology – 3 credits

SYG1000 Principles of Sociology – 3 credits

Total Elective Credit Hours – 33 credit hours

SPN1120 Beginning Spanish I – (or Other Foreign Language) – **4 credits**
(Florida Foreign Language Requirement must be completed prior to the completion of the baccalaureate degree.)

Additional Lower Division Requirements (29 credits)

HSC1531 Medical Terminology – 3 credits

CGS1100 Computer Applications for Business – 3 credits

CGS2511 Advanced Spreadsheet Computing – 3 credits

ECO2100 Introduction to Behavioral Economics – 3 credits

HIM1000 Introduction to Health Information Management – 3 credits

HIM2012 Healthcare Law – 3 credits

HIM2210 Healthcare Information Systems – 3 credits

HIM2279 Medical Insurance and Billing – 3 credits

HIM2724 Basic ICD Coding – 3 credits

HIM2410 Quality Management in Healthcare – 2 credits

Required Core Courses – 50 credit hours (17 Courses)

ACG3024 Accounting for Non-Accounting Majors – 3 credits

This course addresses the use of accounting information by non-financial managers. Emphasis is placed on the interpretation of accounting information and the language of financial accounting to effectively participate in activities such as planning, investment, control, and managerial decision making.

MAN3120 Organizational Behavior and Leadership – 3 credits

This is an applied leadership course with a focus on case studies; projects and group interaction, including theoretical background on group dynamics; small group behavior and motivation; power; types of groups; verbal and non-verbal communication skills; organizational change; and teambuilding.

HIM3303 U.S. Health Services Delivery Systems – 2 credits (NEW)

This course explores the U.S. health system focusing on historical development, current configuration and possible future directions. Includes study of health system development, key influences, accessibility, financing, changing components and the effects of the system on patients, providers, financers, government, insurers, and society. Role of population health management and public health is explored, including impact of social, cultural, economic, and environmental factors on health care systems and practices.

HIM3276 Healthcare Finance – 3 credits (NEW)

This finance course involves the study of financial systems and functions within healthcare organizations for compliance programs and regulatory requirements. The importance of coding classification systems such as ICD-10-CM, ICD-10-PCS, and CPT are examined. Foundation principles of public and private health insurance, managed care contracting, payment processes, reimbursement methodologies, and revenue cycle management are presented.

HIM3126 Concepts in Health Informatics – 3 credits (NEW)

Concepts of health, health IT, role and impact of health informatics in the collection, management, retrieval, exchange and analysis of information in healthcare and public health organizations. Importance of data standards and the impact on interoperability of healthcare systems, applications of and regulations for health IT and health-related data structures.

HIM3127 Health Informatics: Infrastructure and Standards – 3 credits (NEW)

This course studies the electronic health record (EHR), including architecture, network topologies and devices; telecommunication systems and transmission media; and interfacing, collection, organization, transmission, and use of patient health information within the acute care setting are explored, concepts

addressed are effective management of electronic health records and their impact on medical research, education, and patient care. Data standards, vocabularies, and interoperability are also studied.

HIM3128 Health Informatics: Systems and Design – 3 credits (NEW)

This course examines the life cycle of computerized clinical information systems and electronic health record (EHR), including cost-benefit analysis, return on investment, request for proposal and depreciation, health information systems and applications are studied, such as encoders, medical record tracking, abstracting, quality improvement, dictation/transcription, and release of information. Issues of data exchange among patient, provider and insurer are analyzed in terms of organizational policy, regulatory issues and information technology operating systems, chargemaster management and importance of coding integrity are emphasized.

ISM3004 Information Resources Management for Business – 3 credits

This course provides coverage of information management principles in business including information systems concepts, integration of information technology in a business environment, and information technology infrastructure. The importance of end-user computing is stressed and tools used to achieve this are explored. This course will focus on case studies, projects, and group interaction to assist students in learning how technology can best be utilized in a business environment. As part of this process, computer hardware, software, networking, security and the ethical use of information resources are covered.

CIS3361 Information Technology Security Management – 3 credits

This course explores the management, design, oversight and assessment of information security and assurance. Students will develop an information security strategy and supporting documentation on a system, will write information security policies, and develop strategies to manage information risk Topics covered include: Access control models, information security governance, and information security program assessment that aligns with security program development and management, business continuity planning and disaster recovery planning.

CTS4408 Database Administration – 3 credits

This course introduces students to the methods and tools utilized in the administration of industry standard database management systems. Students will be exposed to topics such as client-server architecture, planning and installation, server configuration, user management and performance optimization. Students will gain knowledge of practical database administration tasks such as backup and restoration, security configuration, and replication management.

HIM4484 Consumer and Population Health Informatics – 3 credits (NEW)

This course is an introduction to population health management and improving the public's understanding of the causes and strategies to eliminate health disparities. Emphasis will include various ways social, economic, environmental, cultural context, and lifestyle factors contribute to differences in morbidity and mortality for diverse populations. Students will gain knowledge and develop skills in data retrieval and management, descriptive analysis and visualization, bivariate statistical inference, and geospatial imaging to investigate health disparities and inequalities.

HIM4504 Data Analytics and Research Methods – 3 credits (NEW)

This course addresses quality management processes and performance improvement with an emphasis on health information services. Additional topics presented include: evaluation of patient care and safety; healthcare statistics, healthcare data analytics, clinical quality management; risk

management; utilization management; medical staff organization and function; research methods, biomedical research, laboratory accompanying.

HSA4522 Managerial Epidemiology – 3 credits (NEW)

This course a a focused look at how epidemiology and the study of population health and the mechanisms by which health is measured, studied, and evaluated can be applied to health care and public health management.

CIS4523 Managing IT Projects – 3 credits

This course will provide an overview using the tools and concepts needed to lead an Information Technology (IT) project teams using a methodology. Completion of this course will show competency in each of the methodology phases: Define, Measure, Analyze, Improve and Control, but more importantly will provide understanding in how to implement, perform, interpret and apply concepts. In order to be successful, students must engage and collaborate as a team and account for diverse dynamics.

HIM4526 Healthcare Data Security and Privacy – 3 credits (NEW)

This course introduces processes, procedures and equipment for data storage, retrieval and retention. Laws and regulations addressing access to protected health information and confidential healthcare data, as well as managing access to, and disclosure of, health information is examined. Coursework focuses on developing and implementing policies, procedures and processes to protect healthcare data, and ensure data security and patient privacy as required by both state and federal legislation and regulations.

HIM4624 Health Data Analysis – 3 credits (NEW)

The course introduces students to the field of healthcare analytics. Health care statistics, data analytics and data usage specific to health informatics and data management will be explored in depth. Topics include acquisition and management of healthcare data, analysis and mining of healthcare data as well as data visualization and report generation.

HIM4942 Health Informatics Capstone* - 3 credits (NEW)

Provides variety of applied management experiences in a health systems or related organization (field agency), under the direction of a HIM faculty member and a preceptor in the field. Students integrate and apply critical-thinking, project-planning, and management and communication skills in the internship experience and toward completion of an approved internship research project. Notes: Taken in last semester of studies. Capstone course involves a two-hour weekly seminar and a 40-hour internship in a health-related organization.

*Health Informatics Capstone, required final course, must be taken in the last semester and must be completed at FSW.

BAS, Health Informatics and Data Management Program

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General Education Courses for Baccalaureate Degree - 37 Credits		
Categories	**Recommended Courses**	**Credits**
Communication (9)	ENC 1101 Composition I (Core)	3
	ENC 1102 Composition II (Core)	3
	SPC 1017 Fundamentals of Communication Studies	3
Humanities (6)	HUM 2020 Introduction to Humanities (Core)	3
	PHI 2600 Ethics	3
Social Sciences (9)	AMH 2020 History of the United States Since 1877 OR POS 2041 American National Government	3
	PSY 2012 Introduction to Psychology (Core)	3
	SYG 1000 Prinicples of Sociology (Core)	3
Mathematics (6)	MGF 1106 Mathematics for Liberal Arts I (Core)	3
	STA 2023 Statistical Methods I (Core)	3
Natural Sciences (6)	BSC 1005 General Biology (Core)	3
	BSC 1084C Anatomy and Physiology (Lab)	4
Total Credit Hours		**37**

Total Elective Credit Hours - 33 Credits		
Foreign Language	SPN 1120 Beginning spanish I (or Other Foreign Language)	4

Additional Lower Division Requirments - 29 Credits		
	HSC 1531 Medical Terminology	3
	CGS 1100 Computer Applications for Business	3
	CGS 2511 Advanced Spreadsheet Computing	3
	ECO 2100 Introduction to Behavioral Economics	3
	HIM 1000 Introduction to HIM	3
	HIM 2012 Healthcare Law	3
	HIM 2210 Healthcare Information Systems	3
	HIM 2279 Medical Insurance and Billing	3
	HIM 2724 Basic ICD Coding	3
	HIM 2410 Quality Management in Healthcare	2
Total Credit Hours		**33**

Required Core Courses - 50 Credit Hours		
	ACG 3024 Accounting for Non-Accounting Majors	3
	MAN 3120 Organizational Behavior and Leadership	3
	ISM 3004 Information Resources Management for Business	3
	HIM 3303 U.S. Health Services Delivery Systems	2
	HIM 3276 Healthcare Finance	3
	HIM 3126 Concepts in Health Informatics	3
	HIM 3127 Health Informatics: Infrastructure and Standards	3
	HIM 3128 Health Informatics: Systems and Design	3
	CIS 3361 Information Technology Security Management	3
	CTS 4408 Database Administration	3
	HIM 4484 Consumer and Population Health Informatics	3
	HIM 4504 Data Analytics and Research Methods	3
	HSA 4522 Managerial Epidemiology	3
	CIS 4523 Managing IT Projects	3
	HIM 4526 Healthcare Data Security and Privacy	3
	HIM 4624 Health Data Analysis	3
	HIM 4942 Health Informatics Capstone	3
Total Credit Hours		**50**

Total Program Credit Hours	**120**

Associate in Science

Health Information Technology

70 Credit Hours | CIP (1351070700)

The Health Information Technology program is designed to educate and prepare graduates with entry-level employable skills. The Associate in Science in Health Information Technology engages students in healthcare, business, and technology.

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2024 – 2025 Program of Study					
NUMBER	**COURSE NAME**	**CR**	**MODALITY**		
			CAMPUS	**ONLINE**	**FLEX ONLINE**
Term 1 Fall					
ENC1101	Composition I (CORE)	3	**X**	**X**	**X**
CGS1100	Computer Applications for Business	3	**X**	**X**	**X**
BSC1005	Survey of Biology (CORE)	3	**X**	**X**	**X**
HIM1000	**Introduction to Health Info Management**	**3**			**X**
HIM1430	**Principles of Disease**	**2**		**X**	
HIM1140	**Essentials of Pharmacology**	**2**		**X**	
					TOTAL CREDITS: 16
Term 2 Spring					
HSC1531	Medical Terminology	3		**X**	
BSC1084C	Anatomy & Physiology	4		**X**	
HIM1800C	**Medical Office Simulation (HIM Simulation)**	**2**		**X**	
HIM2724	**Basic ICD-10 Coding**	**3**			**X**
HIM2279	**Medical Insurance and Billing**	**3**			**X**
					TOTAL CREDITS: 15
Term 3 Summer					
POS2041 OR AMH2020	American National Government (CORE) OR History of U.S. Since 1877 (CORE)	3	**X**	**X**	**X**
HIM2253	**Basic CPT Coding**	**3**			**X**
HIM2510	**Quality Management in Healthcare**	**2**		**X**	
					TOTAL CREDITS: 11
Term 4 Fall					
MGF1106 OR STA2023	Mathematics for Liberal Arts I (CORE) OR Statistical Methods I (CORE)	3	**X**	**X**	**X**
HIM2012	**Healthcare Law**	**3**		**X**	
HIM2210	**Healthcare Information Systems**	**3**		**X**	
HIM2512	**Management Foundations in Healthcare**	**3**		**X**	
HIM2725	**Inpatient Procedural Coding NEW**	**3**			**X**
					TOTAL CREDITS: 15
Term 5 Spring					
HUM2020	Introduction to Humanities (CORE)	3	**X**	**X**	**X**
CGS2511	Advanced Spreadsheet Computing	3	**X**	**X**	**X**
HIM2729	**Advanced Coding and Reimbursement**	**3**			**X**
HIM2214	**Healthcare Data Management ADDITION**	**2**		**X**	
HIM2814C	**Coding Office Simulation**	**2**			**X**
HIM2940	**HIT Capstone Experience**	**3**			**X***
	***40 hours in facility requirement – 8 hours a day once a week for 5 weeks**				
					TOTAL CREDITS: 13

College Credit Certificate

Medical Information Coder/Biller

37 Credit Hours | CIP 0351071403

The Medical Information Coder/Biller Certificate Program is designed to educate and prepare graduates with entry-level employable skills. At the conclusion of the program, students will be prepared to take a national coding certification exam. Students will also experience real-world medical coding through the Medical Coding Capstone Experience. The Medical Information Coder/Biller Certificate prepares students for a medical coding career.

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2024 – 2025 Program of Study					
NUMBER	**COURSE NAME**	**CR**	**MODALITY**		
			CAMPUS	**ONLINE**	**FLEX ONLINE**
Term 1 Fall					
CGS1100	Computer Applications for Business	3	**X**	**X**	**X**
HIM1000	**Introduction to Health Info Management**	**3**			**X**
HIM1430	**Principles of Disease**	**2**		**X**	
HIM1140	**Essentials of Pharmacology**	**2**		**X**	
					TOTAL CREDITS: 10
Term 2 Spring					
HSC1531	Medical Terminology	3		**X**	
BSC1084C	Anatomy & Physiology	4		**X**	
HIM2724	**Basic ICD-10 Coding**	**3**			**X**
HIM2279	**Medical Insurance and Billing**	**3**			**X**
					TOTAL CREDITS: 13
Term 3 Summer					
HIM2253	**Basic CPT Coding**	**3**			**X**
					TOTAL CREDITS: 3
Term 4 Fall					
HIM2726	**Inpatient Procedural Coding NEW**	**3**			**X**
					TOTAL CREDITS: 3
Term 5 Spring					
HIM2729	**Advanced Coding and Reimbursement**	**3**			**X**
HIM2814C	**Coding Office Simulation**	**2**			**X**
HIM2826	**Medical Coding Capstone Experience NEW**	**3**			**X***
	***30 hours in a facility practicing medical coding requirement**				
					TOTAL CREDITS: 8

4/2023

MED INFO CODER/BILLER, CCC – 37 Credit Hours

Support Courses – 14 credit hours

CGS1100 Computer Applications for Business – 3 credits

This course provides beginning level learning in the use of current computer applications used in the business world. Students use word processing, spreadsheets, database application, and presentation software.

BSC1084C Anatomy & Physiology – 4 credits

This is a one semester combined lecture/lab course in human anatomy and physiology. It includes principles and concepts of chemistry and biochemistry. Concepts related to the cell and tissues are covered in conjunction with concepts related to the structure and function of the body systems. Each system is presented in sufficient depth to provide students with a comprehensive understanding of the human body. This course is an introduction to anatomy and physiology, chemistry, the cell, tissues, and the following systems: integumentary, skeletal, muscular, nervous, endocrine, cardiovascular, lymphatic, immune, respiratory, digestive, urinary, and reproductive. This course cannot be used as a substitute for any other anatomy and physiology course at this institution.

HIM1531 Medical Terminology – 3 credits

This course is designed to provide a basis for understanding, utilizing, and pronouncing the vocabulary used by health care professionals. The language of medicine becomes understandable through the study of word roots, combining forms, prefixes, and suffixes. Major disease processes and pathological conditions of specific body systems will be discussed, along with diagnostic and surgical terms. This course has no accompanying laboratory and therefore cannot be used to meet the science requirement at Florida SouthWestern State College.

HIM1140 Essentials of Pharmacology – 2 credits

This course will provide the student with a basic understanding of pharmacology. Information regarding drug classification, names, routes of administration, effects and references, and interpretation of the prescription will be studied.

HIM1430 Principles of Disease – 2 credits

This course is designed to provide students with a basis for understanding the medical vocabulary used by healthcare professionals in combination with human anatomy and physiology. Major disease processes and pathological disorders of specific body systems will be examined along with diagnostic, procedural, and pharmacology terms.

Medical Information Coder/Biller Core Courses – 23 credit hours

HIM1000 Introduction to Health Information Management – 3 credits

This course provides an introduction to the profession, functions, and management of health information. Topics covered will include healthcare delivery systems, the HIM profession, healthcare delivery settings, content and format of the patient record, numbering and filing systems, record storage and circulation, indexes, registers, health data collection, electronic health records, legal issues, coding, and reimbursement.

HIM2279 Medical Insurance and Billing – 3 credits

This course will provide instruction in U.S. healthcare reimbursement systems, reimbursement methodologies, and payment processes. Students will examine the complex financial systems within today's healthcare environment and gain an understanding of the basics of health insurance, managed care, claims processing, coding compliance, clinical documentation improvement, and revenue cycle management. Students will process claims and reimbursement using practice management software.

HIM2724 Basic ICD Coding – 3 credits

This course introduces nomenclatures used with classification systems, a concurrent study of diseases and conditions typically encountered in hospital inpatient situations, correct sequencing of codes, and inpatient procedural coding. The primary focus is on inpatient coding rules and outpatient diagnosis coding using case scenarios.

HIM2726 Inpatient Procedural Coding – 3 credits (NEW-HIT Program Course)

This course is a continuation of HIM 2724 with an emphasis on the use of the International Classification of Diseases Procedural Coding System, the structure of codes, and how to build codes using coding guidelines. This includes the coding of procedures and their relationship to the reimbursement for healthcare treatment in hospitals. The primary focus is hands-on inpatient diagnostic and procedural coding of case scenarios. *Prerequisite(s):* Grade of "C" or better in HIM 2724

HIM2253 Basic CPT Coding – 3 credits

This course provides an introduction to the latest versions of Current Procedural Terminology (CPT) and Healthcare Common Procedure Coding System (HCPCS) Level II. Focus will be on the role of procedure, service, and supply codes in billing and reimbursement, as well as the process and management of the revenue cycle of health insurance claims. Topics will include concepts, principles, nomenclature, and application of the CPT/HCPCS Level II classification systems. Emphasis will be on locating, applying, and understanding the reporting of medical services and procedures performed by physicians and outpatient facilities according to CPT/HCPCS and federal regulatory guidelines. *Prerequisite(s):* Grade of "C" or better in HIM 2724

HIM2729 Advanced Coding and Reimbursement – 3 credits

This course is designed to provide the student with instruction in the application of guidelines related to the abstracting, billing, reimbursement and data quality management principles of medical coding across all care settings.

HIM2814C Coding Office Simulation – 2 credits

Directed practice designed to provide the student with a strong foundation in medical coding and revenue management. Activities will include inpatient, ambulatory surgery, emergency room, and physician office coding and billing.

HIM2826 Medical Coding Capstone Experience – 3 credits (MICB Only) (NEW)

This course is designed to assist students in preparing to take a national coding certification examination. (i.e. AHIMA CCA, CCS /AAPC, CPC) During the course, there will be a review of the key components of the competencies outlined in the domains, subdomains and tasks. This course is a combination of working in the HIM lab and off-site experiences. General employment guidelines will also be reviewed*. Student will be placed in the community to apply their coding skills. Minimum 30 hours to be done during regular work hours.* This course is intended to be taken the last semester of the coding program where the student has completed HIM2724, HIM2253, HIM2726, HIM2729 and HIM2279