

### 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 health care 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.

### CAREER AND EDUCATION ADVANCEMENT OPPORTUNITIES

LTC credits transfer to over 30 universities. For more information visit [gotoltc.edu/future-students/transfer](http://gotoltc.edu/future-students/transfer).

### ADMISSION AND PROGRAM ENROLLMENT STEPS

- Submit online application.
- Submit transcripts (high school & other colleges). NOTE: Official transcripts required for acceptance of transfer credits; Financial Aid may require.
- Complete background check and \$20 processing fee.
- Complete the online Student Success Questionnaire.
- Complete health requirements.
- Complete Technical Standards form.
- Schedule a Program Advising Session with your assigned advisor to plan your first semester schedule, review your entire plan of study, discuss the results of the Student Success Questionnaire.

### APPROXIMATE COSTS

- \$138.90 per credit tuition (WI resident) plus \$8.33 per credit student activity fee. \$10 per credit online or hybrid fee. Material fee varies depending on course. Other fees vary by program. Visit [gotoltc.edu/financial-aid/tuition-and-fees](http://gotoltc.edu/financial-aid/tuition-and-fees) for details.

### FINANCIAL AID

This program is eligible for financial aid. Visit [gotoltc.edu/Financial-Aid](http://gotoltc.edu/Financial-Aid) or talk with your Career Coach about how to apply for aid.

### SPECIAL NOTE

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

### CONTACT

LTC Career Coach  
920.693.1162 • [CareerCoach@gotoltc.edu](mailto:CareerCoach@gotoltc.edu)

Catalog No.	Class Title	Credit(s)
<b>Term 1</b>		
10501101	Medical Terminology	3
10103191	Word - Level 1	1
10501107	Digital Literacy for Healthcare	2
10801195	Written Communication	3
10530162	Foundations of Healthcare	3
10806189	Basic Anatomy OR 108061889OL Basic Anatomy (3 cr) OR 10806177 General Anatomy & Physiology (4 cr)	3
		<b>15</b>
<b>Term 2</b>		
10530182	Human Diseases for Health Professions	3
10530164	Intro to Health Informatics	3
10809172	Introduction to Diversity Studies	3
10103121	Excel - Level 1	1
10530178	Healthcare Law & Ethics	2
10530197	ICD Diagnosis Coding	3
10103101	Access - Level 1	1
		<b>16</b>
<b>Term 3</b>		
10530184	CPT Coding	3
10809198	Introduction to Psychology	3
10530199	ICD Procedure Coding	2
10530191	HIM/Coding Practicum 1	2
10801196	Oral/Interpersonal Communication	3
10809196	Introduction to Sociology	3
		<b>16</b>
<b>Term 4</b>		
10530159	Healthcare Revenue Management	3
10530193	Healthcare Quality Management	2
10530177	Healthcare Stats & Research	2
10530194	HIM Organizational Resources	2
10530165	Intermediate Coding	3
10530192	HIM Practicum 2	2
		<b>14</b>

**TOTAL 61**

*Curriculum and Program Acceptance requirements are subject to change. Program start dates vary; check with your advisor for details. The tuition and fees are approximate based on 2020-2021 rates and are subject to change prior to the start of the academic year.*



**ACCESS - LEVEL 1**...introduces students to the process of creating a database, building and populating a table, establishing table relationships, and creating queries, forms, and reports. This course is offered in a self-paced format.

**BASIC ANATOMY**...examines concepts of anatomy and physiology as they relate to health careers. Learners correlate anatomical and physiological terminology to all body systems. COREQUISITE: 10838105 Intro Reading and Study Skills or Reading placement assessment equivalent

**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. COREQ: 10530182 Human Dis for Hlth Prof and 10530159 Healthcare Revenue Mgmt and PREREQUISITE: 10501101 Med Term and CONDITION: 315302 Medical Coding Spec or 105304 Health Information Mgmt program requirements met

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

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

**FOUNDATIONS OF HIM**...introduces learners to the healthcare delivery system, and the external forces that influence healthcare delivery. Sets an understanding for the expectations and standards related to professional ethics, confidentiality and security of health information. Differentiates the use and structure of healthcare data elements, data standards, and the relationships between them. Prepares learners to collect and maintain health data to ensure a complete and accurate health record. COREQUISITE: 10501107 Digital Literacy for Healthcare

**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 REVENUE MANAGEMENT**...prepares learners to compare and contrast health care payers, illustrate the reimbursement cycle, and to comply with regulations related to fraud and abuse. Learners assign payment classifications with entry level proficiency using computerized encoding and grouping software.

**HEALTHCARE STATS & RESEARCH**...explores the management of medical data for statistical purposes. Focuses on descriptive statistics, including definitions, collection, calculation, compilation, and display of numerical data. Vital statistics, registries, and research are examined. PREREQUISITE: 10103121 Excel - Level 1

**HIM ORGANIZATIONAL RESOURCES**...examines the principles of management to include planning, organizing, human resource management, directing, and controlling as related to the health information department.

**HIM PRACTICUM 2**...applies previously acquired skills and knowledge and discussion of clinical situations. Prepares for the certification examination and pre-graduation activities. This is the second of a two-semester sequence of supervised technical and managerial/clinical experiences in health care facilities. PREREQUISITE: 10530191 HIM/Coding Practicum 1 and CONDITION: 105304 Health Information Management program requirements met

**HIM/CODING PRACTICUM 1**...applies previously acquired skills and knowledge by means of clinical experiences in the technical procedures of health record systems and discussion of clinical situations. COREQUISITES: 10530165 Intermediate Coding, 10530197 ICD Diagnosis Coding, 10530199 ICD Procedure Coding, 10530184 CPT Coding, CONDITION: 315302 Medical Coding Specialist or 105304 Health Information Management program requirements met

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

**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. PREREQUISITE: 10501101 Medical Terminology and COREQUISITES: 10530182 Human Diseases for the Health Professions and 10530159 Healthcare Revenue Management or 10501102 Health Ins 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. PREREQUISITE: 10501101 Medical Terminology and COREQUISITES: 10530182 Human Diseases for the Health Professions and 10530159 Healthcare Revenue Management or 10501102 Health Ins and Reimbursement

**INTERMEDIATE CODING**...prepares students to assign ICD and CPT/HCPCS codes supported by medical documentation and official coding guidance to support appropriate reimbursement. Students will participate in CDI activities, including preparation of appropriate physician queries in accordance with compliance guidelines. PREREQUISITE: 10501101 Medical Terminology and COREQUISITES: 10530197 ICD Diagnosis Coding and 10530199 ICD Procedure Coding and 10530184 CPT Coding and 10530159 Healthcare Revenue Mgmt or 10501102 Health Ins and Reimbursement

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

**INTRODUCTION TO DIVERSITY STUDIES**...introduces learners to the study of diversity from a local to a global environment using a holistic, interdisciplinary approach. Encourages self-exploration and prepares the learner to work in a diverse environment. In addition to an analysis of majority/minority relations in a multicultural context, the primary topics of race, ethnicity, age, gender, class, sexual orientation, disability, religion are explored. COREQUISITE: 10838105 Intro Reading and Study Skills or Reading placement assessment 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. PREREQUISITE: Reading placement assessment equivalent or COREQUISITE: 10838105 Intro to Reading and Study Skills

**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 to Reading and Study Skills or Reading placement assessment equivalent

**MEDICAL TERMINOLOGY**...focuses on the component parts of medical terms: prefixes, suffixes and word roots. Students practice formation, analysis and reconstruction of terms. Emphasis on spelling, definition and pronunciation. Introduction to operative, diagnostic, therapeutic and symptomatic terminology of all body systems, as well as systemic and surgical terminology.

**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 Reading placement assessment equivalent

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

**WRITTEN COMMUNICATION**...teaches the writing process, which includes prewriting, drafting, revising, and editing. Through a variety of writing assignments, the student will analyze audience and purpose, research and organize ideas, and format and design documents based on subject matter and content. Keyboarding skills are required for this course. It also develops critical reading and thinking skills through the analysis of a variety of written documents. PREREQUISITE: 10831103 Intro to College Wrtg or Writing placement assessment equivalent and COREQUISITE: 10838105 Intro to Rdg & Study Skills or Reading placement assessment equivalent