HEALTH INFORMATION TECHNOLOGY

PROGRAM DIRECTORS MEETING

April 23,2020 10:00 am – 11:30 am (CST)

MEETING MINUTES

Meeting Format: Video/Teleconference

Facilitator:

Kenneth Kirkland – Alabama Community College System

In Attendance:

- Enterprise State Community College – Ms. Jennifer Nelson
- Gadsden State Community College – Ms. Angie Waits
- Shelton State Community College – Ms. Gladys Hill
- Shelton State Community College – Ms. Joan Wilder
- Wallace State Community College – Ms. Donna Conn
- Wallace State Community College – Ms. Lisa German

I.   Call to order
- Mr. Kirkland called the meeting to order at 10:05 am and thanked attendees for their time this morning and their efforts to be proactive in seeking curriculum updates earlier than required deadlines by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).
- Attendance was able to be verified by video conference/phone ID's and therefore a call of the roll was not performed

II.   Administrative Update
- Mr. Kirkland introduced himself as the Director of Health Programs for ACCS
- Mr. Kirkland opened the meeting with discussion on future meetings and formats (i.e. teleconference versus in-person).
- Mr. Kirkland mentioned meeting minutes would be distributed after any meetings held (in-person or teleconference) as a draft for 48-hours following the meeting to allow for revisions to be made as needed. After 48-hours, if no revisions were needed the "draft" water mark will be removed and the meeting minutes will stand as submitted.
- Mr. Kirkland discussed the need to evaluate plans-of-instruction (POIs) and the course directory for the HIT classes and where meeting minutes are prepared to reflect needed changes and/or POIs be left as is currently available on the website. These meetings minutes could then be available for program directors to use in college/program level accreditation and administrative functions.

III. Accreditation & Curriculum
- Discussion was had among the members present on reviewing the course directory and then designating what courses would be revised for CAHIIM 2018 Standards, Archived, Continued as is, or combined (as needed/approved by members).
- Donna Conn (Wallace State) introduced further discussion by adding that a gap analysis was performed evaluating where the current course directory is and what should be evaluated to meet 2018 CAHIIM Standards. Specifically regarding the decisions regarding revenue cycle management and/or data analytics.
- Discussion was had regarding what standards programs were currently utilizing and Mr. Kirkland (ACCS) stated that this was preliminary work and the expectation would not be that programs immediately implement changes until their college approvals and catalogs could reflect needed changes on timelines decided by each college but not later than the September 2021 CAHIIM requirement.
- Mr. Kirkland utilized the HIT course directory via screen share and members present went through the course directory and reviewed courses. Courses were highlighted along the following color codes:
  - Blue – Needs revised to meet 2018 CAHIIM Standards
  - Yellow – Currently used by programs but need to review further for potentially combining them with other courses in the director OR evaluating the designations of lab or clinical hours as appropriate
  - Green – Currently used by at least one program and to be left as is
  - Red – Not currently used by any programs and should be archived but not deleted
- Mr. Kirkland mentioned that he would look at how the course directory changes listed at the beginning of the document might be condensed to create better document flow
- Decision was made among the members present that each individual program would evaluate the highlighted courses for their individual recommendations on needed change to be discussed at a later meeting.

IV. Discussion, Questions, and/or Concerns
- Mr. Kirkland opened the floor for discussion with no new business being introduced or old business discussed.
- Next meeting of HIT program directors/deans will be planned for mid-June/July 2020 and will be determined through DOODLE polling email.

V. Adjourn
- With no further need for discussion and/or questions/concerns, Mr. Kirkland thanked participants for their time and adjourned the meeting at 11:30 am

Alabama Community College System

COURSE DESCRIPTIONS: HEALTH-RELATED PROFESSIONS DISCIPLINES

HEALTH INFORMATION TECHNOLOGY (HIT)

Detail for CIP Code 51.0707
Title: Health Information/Medical Records Technology/Technician.
Definition: A program that prepares individuals, under the supervision of health information administrators and other professionals, to construct medical records and clinical databases, perform manipulations on retrieved data, control the security and quality of records, and supervise data entry and technical maintenance personnel. Includes instruction in clinical and biomedical science data and information requirements, database management, data coding and validation, information security, quality control, health information content and structure, medical business procedures, and legal requirements.

5/27/15

SUMMARY OF CHANGES			
DATE	**COURSE #**	**COURSE TITLE**	**RECENT CHANGES**
10/6/14	295	Special Topics in HIT III	Reinstated at the request of Gadsden State for a new short certificate.
8/14/14		290, 293, 295	Courses archived due to inactivity.
4/2/14			Removed POI link
5/16/12	158	Introduction to the Clinical Environment for HIT/MCC	Description updated with correct information.
3/9/12	121	Introduction To HIT Computer Applications	Delete course - information is either currently included in other courses or will be included after program revision.
3/9/12	152	Skill Development Laboratory	Removed "I" designation from course title.
3/9/12	153	Health Care Delivery System	Changed to a 2 credit hours. Removed core designation.
3/9/12	154	Health Care Delivery Systems Laboratory	Delete course - information is either currently included in other courses or will be included after program revision.
3/9/12	155	Health Care Statistics	Delete course - information is either currently included in other courses or will be included after program revision.
3/9/12	156	Health Care Statistics Laboratory	Delete course - information is either currently included in other courses or will be included after program revision.

3/9/12	158	Skill Development Laboratory II	Delete course - information is either currently included in other courses or will be included after program revision.
3/9/12	160	HIT Clinical Practice I	Renamed to: "Professional Practices Experience" to bring in line with AHIMA. Co-requisites removed
3/9/12	161	HIT Clinical Practice II	Delete course - information is either currently included in other courses or will be included after program revision.
3/9/12	170	Medical Transcription	Delete course - information is either currently included in other courses or will be included after program revision.
3/9/12	222	HIT Computer Applications Laboratory	Removed core designation.
3/9/12	231	Medical Coding Skills Laboratory I	Removed "I" from title
3/9/12	233	Medical Coding Skills II	Removed "II" from title
3/9/12	236	Medical Coding Skills Laboratory III	Removed "III" from title
3/9/12	254	Organizational Improvement	Removed core designation
3/9/12	255	Principles Of Supervision In HIT	Removed core designation
3/9/12	260	Professional Practice Experience II	Added "II" to title. Removed core designation
3/9/12	285	Medical Coding With Computers	Delete course - information is either currently included in other courses or will be included after program revision.
3/22/12	283	Medical Coding Professional Practice	Changed title
3/22/12	296	Professional Practices Simulations	Changed title
4/5/12	111	Diagnostics and Pharmacology	Course added per Wallace Hanceville request
4/5/12	158	Introduction to the Clinical Environment for HIT/MCC	Course added per Wallace Hanceville request

Comments:
3/19/12 - Several descriptions changed for (130, 134, 151, 152, 160, 221, 222, 230, 231, 232, 235, 254, 255, 260, 283, 286, 296) to bring in line with wording and additional requirements from accreditation organization.

DPT	CRS.	COURSE TITLE	THEORY	LAB	COURSE
HIT	110	MEDICAL TERMINOLOGY	3	0	3

Course Description				Updated	4/5/2012
				Reviewed	4/23/2020

There is an approved Plan of Instruction for this course.
PREREQUISITE: As required by college

This course is an introduction to the language of medicine. Course emphasis is on terminology related to disease and treatment in correlation with anatomy and physiology of all anatomical body systems. Student competencies include word construction, definition, spelling, pronunciation, and use of correct abbreviations for numerous medical terms. **CORE**

DPT	CRS.	COURSE TITLE	THEORY	LAB	COURSE
HIT	111	DIAGNOSTICS AND PHARMACOLOGY	2	0	2

Course Description				Added	4/5/12

PREREQUISITE: As required by college

This course is a study of drug classifications and diagnostic procedures. Instruction includes information on common laboratory findings and the significance of abnormal findings in disease processes. At the conclusion of the course, the student should be able to apply knowledge regarding medications and tests used in treatment and diagnosis of abnormal human conditions.

DPT	CRS.	COURSE TITLE	THEORY	LAB	COURSE
HIT	113	ANATOMY, PHYSIOLOGY AND MEDICAL TERMINOLOGY	5	0	5

Course Description				Updated	

PREREQUISITE: As required by college

This course is an introduction to the structure and function of anatomical body systems and the language of medicine. Upon completion, students should be able to demonstrate a basic understanding of human anatomy and physiology and be able to spell, define, pronounce and correctly use a number of medical terms and abbreviations.

DPT	CRS.	COURSE TITLE	THEORY	LAB	COURSE
HIT	115	PATHOPHYSIOLOGY AND PHARMACOLOGY FOR HIT	4	0	4

Course Description				Updated	3/14/12

PREREQUISITE: As required by college

COREQUISITE: As required by college

This course is a detailed study of common pathological conditions and the drugs of choice used in their treatment. Course focus is on description of conditions and diseases of the organ

systems including etiology, signs and symptoms, methods of diagnosis, and treatment. Expected student outcomes include ability to analyze signs and symptoms in identifying disease entities and ability to describe appropriate diagnostic and treatment modalities.

DPT	CRS.	COURSE TITLE	THEORY	LAB	COURSE
HIT	116	PHARMACOLOGY FOR HIT	2	0	2
Course Description			Updated		

PREREQUISITE: As required by college

This course is a study of drug classifications. The course focuses on generic and name brand drugs and their use. At the conclusion of the course, the student should be able to apply knowledge regarding certain drugs and their usage in treatment and prevention of disease.

DPT	CRS.	COURSE TITLE	THEORY	LAB	COURSE
HIT	117	PATHOLOGY AND PHARMACOLOGY I FOR HIT	3	0	3
Course Description			Updated		

PREREQUISITE: As required by college

This course provides a review of diseases and medical terminology of major organ systems. Emphasis is placed on etiology, signs and symptoms, complications and treatment methods. Upon completion, students should be able to define, spell, and describe terms related to disease, procedures, drugs, and medical specialties.

DPT	CRS.	COURSE TITLE	THEORY	LAB	COURSE
HIT	118	PATHOLOGY AND PHARMACOLOGY II FOR HIT	3	0	3
Course Description			Updated		

PREREQUISITE: As required by college

This course is a continuation of HIT 117 which provides a review of diseases and medical terminology of major organ systems. Emphasis is placed on etiology, signs and symptoms, complications and treatment methods. Upon completion, students should be able to define, spell, and describe terms related to disease, procedures, drugs, and medical specialties.

DPT	CRS.	COURSE TITLE	THEORY	LAB	COURSE
HIT	120	INTRODUCTION TO KEYBOARDING FOR HIT	0	1	1
Course Description			Updated		

PREREQUISITE: As required by college

This course covers basic keyboarding skills using medical terminology and format. Emphasis is placed on correct techniques and development of speed and accuracy. Upon completion, students should be able to key medical information at an acceptable speed and level of accuracy.

DPT	CRS.	COURSE TITLE	THEORY	LAB	COURSE
HIT	130	HIT CLASSIFICATION AND REIMBURSEMENT	3	0	3
Course Description				Updated	3/19/12

PREREQUISITE: As required by college

This course includes study of the uses of coded data in reimbursement and payment systems appropriate to all health care settings. Course instruction focuses on techniques of coding, elements of prospective payment systems, billing and insurance procedures, third party payers, explanation of benefits, managed care/capitation, and chargemaster description. Student competencies include demonstration of reimbursement and payment system principles, coding skills and billing applications (manual and/or computer-assisted).

DPT	CRS.	COURSE TITLE	THEORY	LAB	COURSE
HIT	131	CLASSIFICATION SKILLS LABORATORY	0	1	1
Course Description				Updated	

PREREQUISITE: As required by college

This course allows the student to develop basic skills in classification and reimbursement methodologies. Emphasis is on coding techniques and billing procedures. Student competency is demonstrated by application of skills acquired in the theory class.

DPT	CRS.	COURSE TITLE	THEORY	LAB	COURSE
HIT	134	HIT LEGAL AND ETHICAL ISSUES	3	0	3
Course Description				Updated	3/19/12

There is an approved Plan of Instruction for this course.
PREREQUISITE: As required by college

This course is a review of the legal aspects applicable to health information. The course focuses on the health record as a legal document, legal principles, patient rights/advocacy issues, definition and application of professional ethics, privacy, and release of information and confidentiality of health information. Student outcomes include demonstration of the use of legal vocabulary and application of release of information guidelines. **CORE**

DPT	CRS.	COURSE TITLE	THEORY	LAB	COURSE
HIT	151	HEALTH DATA CONTENT AND STRUCTURE	3	0	3
Course Description				Updated	3/19/12

There is an approved Plan of Instruction for this course.
PREREQUISITE: As required by college

This course is an introduction to the health information technology (HIT) profession and its basic skill requirements. The course includes an introduction to the content, use and structure of health care data and data sets and how these components relate to primary and secondary record systems. Student outcomes include mastery of basic concepts and functions in HIT including storage and retrieval systems, documentation requirements, abstracting, quantitative and qualitative analysis, registries and indexes. **CORE**

DPT	CRS.	COURSE TITLE	THEORY	LAB	COURSE
HIT	152	SKILLS DEVELOPMENT LABORATORY	0	1	1

Course Description				Updated	3/19/12

PREREQUISITE: As required by college

This course allows the student to demonstrate basic competencies acquired in course work with laboratory experience. Emphasis is on development of basic HIT competencies. Student competency is demonstrated by application of basic skills covered in theory classes.

DPT	CRS.	COURSE TITLE	THEORY	LAB	COURSE
HIT	153	HEALTH CARE DELIVERY SYSTEMS	2	0	2

Course Description				Updated	3/9/12

PREREQUISITE: As required by college

This course includes a review of health care delivery systems. Course focus is on information management practices of agencies that provide health services in ambulatory care, home health care, hospice, long term care, mental health, and other alternate care systems. Student competency includes the ability to describe and contrast the structure of health services in relation to operational and accrediting agency standards, and the role of the health information practitioner in each of these settings.

DPT	CRS.	COURSE TITLE	THEORY	LAB	COURSE
HIT	158	INTRODUCTION TO THE CLINICAL ENVIRONMENT FOR HIT/MCC	1	0	1

Course Description				Updated	5/16/12

Prerequisites: As required by college
Co requisites: As required by college

This course is an introduction to the expectations and legal requirements of the clinical environment. Emphasis is placed on personal safety, personal integrity and accountability, and universal clinical expectations. Upon completion, the student should be able to demonstrate pre-clinical competency in clinically relevant topics, such as HIPAA regulations, universal precautions and safety regulations.

DPT	CRS.	COURSE TITLE	THEORY	CLINICAL	COURSE
HIT	160	PROFESSIONAL PRACTICES EXPERIENCE	0	1	1

Course Description				Updated	3/22/12

There is an approved Plan of Instruction for this course.
PREREQUISITE: As required by college

COREQUISITE: As required by college

This course allows the student to demonstrate basic competencies acquired in previous course work with on-site, online, and/or on-campus simulations. This course requires student practice in health information technology in a health care facility or simulated online or on campus experience. Student competency is demonstrated by application of basic skills covered in theory and laboratory classes. **CORE**

DPT	CRS.	COURSE TITLE	THEORY	LAB	COURSE
HIT	221	HIT COMPUTER APPLICATIONS	2	0	2

Course Description			Updated	3/19/12

There is an approved Plan of Instruction for this course.
PREREQUISITE: As required by college

This course is a survey of computer usage in health care with emphasis on data security and integrity in health information systems. Course instruction focuses on concepts of computer technology related to health care and the tools and techniques for collecting, storing, retrieving, and transmission of health care data. Upon completion, students should be able to demonstrate knowledge of and competence in the use of various health information specific software applications. **CORE**

DPT	CRS.	COURSE TITLE	THEORY	LAB	COURSE
HIT	222	HIT COMPUTER APPLICATIONS LABORATORY	0	1	1

Course Description			Updated	3/19/12

PREREQUISITE: As required by college

This course is designed to provide the opportunity to apply HIT computer application skills in online and/or on-campus laboratory. Emphasis includes concentration in the use of computer technology in collecting, storing, retrieving, reporting, and displaying health care data. Upon completion, student should be able to demonstrate specific computer skills in these areas.

DPT	CRS.	COURSE TITLE	THEORY	LAB	COURSE
HIT	230	MEDICAL CODING SYSTEMS I	3	0	3

Course Description			Updated	3/19/12

There is an approved Plan of Instruction for this course.
PREREQUISITE: As required by college

This course is intended to develop an understanding of coding and classification systems in order to assign valid medical codes. Instruction includes description of classification and nomenclature systems; coding diagnoses and/or procedures; sequencing codes; analyzing actual medical records to identify data elements to be coded; and validating coded clinical information. Student competency includes demonstration of coding principles and applications (manual and/or computer assisted). **CORE**

DPT	CRS.	COURSE TITLE	THEORY	LAB	COURSE
HIT	231	MEDICAL CODING SKILLS LABORATORY	0	1	1

Course Description			Updated	3/19/12

PREREQUISITE: As required by college

This course provides laboratory practice in medical coding. The course allows the student to become proficient at skills learned in classification and coding systems theory classes. Student competency is demonstrated by accuracy in medical coding

DPT	CRS.	COURSE TITLE	THEORY	LAB	COURSE
HIT	232	MEDICAL CODING SYSTEMS II	3	0	3

Course Description		Updated	3/19/12

There is an approved Plan of Instruction for this course.
PREREQUISITE: As required by college

This course is a continuation of Medical Coding Systems I which is intended to develop an understanding of coding and classification systems in order to assign valid medical codes. Instruction includes coding diagnoses and/or procedures; sequencing codes; analyzing actual medical records to identify data elements to be coded; validating coded clinical information. Student competency includes demonstration of coding principles and applications (manual and/or computer assisted). **CORE**

DPT	CRS.	COURSE TITLE	THEORY	LAB	COURSE
HIT	233	MEDICAL CODING SKILLS LABORATORY	0	1	1

Course Description		Updated	3/9/12

PREREQUISITE: As required by college

This course provides laboratory experience in medical coding. The course allows the student to become proficient at skills learned in medical coding systems theory classes. Student competency is demonstrated by accuracy and speed in medical coding simulation.

DPT	CRS.	COURSE TITLE	THEORY	LAB	COURSE
HIT	235	MEDICAL CODING SYSTEMS III	2	0	2

Course Description		Added	3/19/11

PREREQUISITE: As required by college

This course is intended to develop an understanding of coding and classification systems in outpatient settings in order to assign valid medical codes. Instruction includes coding for outpatients and physicians; sequencing codes; analyzing actual physician documentation to identify data elements to be coded; and validating coded clinical information. Student competency includes demonstration of outpatient coding principles and applications (manual and/or computer assisted).

DPT	CRS.	COURSE TITLE	THEORY	LAB	COURSE
HIT	236	MEDICAL CODING SKILLS LABORATORY	0	1	1

Course Description		Updated	3/9/12

PREREQUISITE: As required by college

This course provides laboratory experience in medical coding. The course allows the student to become proficient at skills learned in medical coding systems theory classes. Student competency is demonstrated by accuracy and speed in medical coding simulation.

DPT	CRS.	COURSE TITLE	THEORY	LAB	COURSE
HIT	254	ORGANIZATIONAL IMPROVEMENT	3	0	3
Course Description				Updated	3/19/12

PREREQUISITE: As required by college

This course is a study of the purpose and principles of improving organizational performance through quality assessment and utilization management. Topics include use of quality improvement tools; data collection, display, analysis, and reporting methods; resource and risk management techniques; healthcare statistics; and application of accreditation and licensing standards. Student outcomes include demonstrated proficiency in the use of quality improvement techniques and application of accrediting agency standards.

DPT	CRS.	COURSE TITLE	THEORY	LAB	COURSE
HIT	255	PRINCIPLES OF SUPERVISION IN HIT	3	0	3
Course Description				Updated	3/19/12

PREREQUISITE: As required by college

This course is an introduction to principles of organization and supervision in a health information department. The course focuses on specific human resource management functions including communication, motivation, team building, budgeting, staff scheduling, productivity reporting, policy and procedure development, equipment selection. Student competency includes demonstration of knowledge of human resource functions and application of supervisory skills.

DPT	CRS.	COURSE TITLE	THEORY	LAB	COURSE
HIT	260	PROFESSIONAL PRACTICE EXPERIENCE II	0	3	3
Course Description				Updated	3/19/12

PREREQUISITE: As required by college

This course allows students to correlate the experience of previous courses with on-site, online, and/or on-campus simulations and learning experience. Emphasis is placed on application of all previous course work and orientation to all aspects of practice in a health information management department of a health care facility. Student competency is demonstrated by application of skills covered in theory and laboratory classes.

DPT	CRS.	COURSE TITLE	THEORY	LAB	COURSE
HIT	283	MEDICAL CODING PROFESSIONAL PRACTICE	0	2	2
Course Description				Updated	3/22/12

PREREQUISITE: As required by college

This course provides experience in medical coding of actual charts. The course allows the student to demonstrate basic competencies acquired in previous medical coding course work with on-site, online, and/or on-campus simulations and learning experiences. Student competency includes demonstrated medical coding proficiency.

DPT	CRS.	COURSE TITLE	THEORY	LAB	COURSE
HIT	286	EXPANDED MEDICAL CODING	1	1	2

Course Description		Updated	3/19/12

PREREQUISITE: As required by college

This course is intended for students to develop an understanding of coding and classification systems in inpatient settings in order to assign valid medical codes. Instruction includes coding inpatient procedures, and correct sequencing of codes; analyzing actual physician documentation to identify data elements to be coded; and validating coded clinical information. Student competency includes demonstration of inpatient coding principles and applications (manual and/or computer assisted).

DPT	CRS.	COURSE TITLE	THEORY	LAB	COURSE
HIT	291	HIT SEMINAR (EXAM PREPARATION)	1	0	1

Course Description	Updated

PREREQUISITE: As required by college

This course is an extensive review of health information technology skills. Course work includes a review of various aspects of health information technology. Student outcomes include demonstrated understanding of the topics covered in this course.

DPT	CRS.	COURSE TITLE	THEORY	LAB	COURSE
HIT	292	HIT EXAM REVIEW	2	0	2

Course Description	Updated

PREREQUISITE: As required by college

This course is an extensive review of health information technology skills. Course work includes a review of various aspects of health information technology. Student outcomes include demonstrated understanding of the topics covered in this course.

DPT	CRS.	COURSE TITLE	THEORY	LAB	COURSE
HIT	294	SPECIAL TOPICS IN HIT II	2	0	2

Course Description	Updated

PREREQUISITE: As required by college

This course includes specialized study on current topics and issues in the field of health information technology. Health information topics discussed may include quality assessment, emerging technology, security and control programs, risk assessment, and/or data analysis techniques. Student outcomes include demonstrated understanding of the topics covered in this course.

DPT	CRS.	COURSE TITLE	THEORY	LAB	COURSE
HIT	295	SPECIAL TOPICS IN HIT III	3	0	3

Course Description	Updated	

PREREQUISITE: As required by college

This course includes specialized study on current topics and issues in the field of health information technology. Health information topics discussed may include quality assessment, emerging technology, security and control programs, risk assessment, and/or data analysis techniques. Student outcomes include demonstrated understanding of the topics covered in this course.

DPT	CRS.	COURSE TITLE	THEORY	LAB	COURSE
HIT	296	PROFESSIONAL PRACTICES SIMULATIONS	0	2	2

Course Description	Updated	3/22/12

PREREQUISITE: As required by college

This course allows students to correlate the experience of previous courses with on-site, online, and on-campus simulations and learning experience. Emphasis is placed on application of all previous course work and orientation to all aspects of practice in a health information management department of a health care facility. Student competency is demonstrated by application of skills covered in theory and laboratory classes.