

# HEALTH INFORMATION TECHNOLOGY

Division: Health Science

## Division Dean

Colin Preston

## Faculty

Jennie Larez

Patti Spittler

## Counselors

Kelly Carter

Marisa Lehmeier

Denise Vo

## MINIMUM STANDARDS TO APPLY

1. Apply to Cypress College to obtain a Cypress College student ID#. The email address used on the Cypress College application will be used within your Health Science Application and for all email interactions between the college faculty and staff, clinical sites, and any other program related email interactions.
2. Graduation from high school or completion of the General Education Development (GED test with an average score of 450 on the five-test battery, or passing the high school proficiency examination. Possession of an associate degree or higher satisfies this requirement.
3. Minimum age of 17 years to apply. Must be 18 years old at the start of clinical training.
4. Completion of ENGL 100C or ENGL 101C or ESL 110C is highly recommended.
5. Completion of Biology 160C or Biology 210C or Biology 231C & 241C or a comparable course with a "C" or better; or provide transcript showing courses in progress.
6. Completion of Psychology 101C or a comparable course with a "C" or better or provide transcript showing course in progress.
7. Completion of Psychology

## APPLICATION PROCEDURES

1. Before the application opens online, review and follow the instructions on the Checklist and Sample Application on the Health Information Technology home page.
2. Apply to Cypress College to obtain a Cypress College student ID#.
3. Once a Cypress College Student ID# has been received, submit required official transcripts to Cypress College Admissions and Records. Admission and Records will not accept transcripts opened prior to submission, PDF documents sent from a student, unofficial transcripts, or a Cypress College transcript. • Digitally (directly from school to school) - send to [incomingtranscripts@cypresscollege.edu](mailto:incomingtranscripts@cypresscollege.edu). Attn: Transcripts Choosing the option of Cypress College when ordering may also be an option. Through mail (unofficial if opened)

Cypress College  
Admissions and Records - Transcripts  
9200 Valley View St.  
Cypress, CA 90630

4. Application must be completed online starting the month of February for Fall consideration and September for Spring consideration. Please see the Health Information Technology home page for more information and application deadlines. <https://careers.cypresscollege.edu/programs/health-information-technology/>
5. Log into the online Health Science Application using MyGateway credentials. Submit needed documents following the instructions within the online Health Science application.
6. Notification letters are sent out no later than May 1 for Fall consideration and December 1 for Spring consideration. Deadline to respond to the notification letter is typically 3-5 business days.
7. Determination of acceptance is based upon the selection criteria.
8. It is the responsibility of the applicant to thoroughly read all information provided within the handouts and the program's webpage to review for updates and changes that can occur at any time prior to or after the application period.

## CANDIDATE SELECTION CRITERIA

1. Approximately twenty-four students (24) are selected for admission each Fall and Spring semester. The number of applicants usually exceeds available seats.
2. Selection is based on the submission date of application and all supporting documents. Priority will be given to the students who have completed the required pre-requisites at the time of application.
3. Selection criteria is subject to change. See a Health Science Counselor for current selection criteria.
4. Upon selection for the program but prior to the start of classes, the candidate will be required to obtain a physical examination that includes blood analysis and required immunizations.
5. Students selected for admission to the program must obtain an American Heart Association health care provider level C card that includes adult, child, infant CPR and Artificial External Defibrillator (AED) prior to attending clinical training and must maintain current certification throughout the program.
6. If you have been convicted of a criminal offense, your eligibility to enroll in the program may be affected. All students will be fingerprinted and cleared by the FBI and Department of Justice (DOJ) before enrolling in PT 110.
7. F-1 visa students will not be accepted for admission into any program when applications by qualified U.S. citizens exceed space available (AP 5012 1.4.).
  - Health Information Technology Associate in Science Degree (<https://catalog.nocccd.edu/cypress-college/degrees-certificates/health-information-technology/health-information-technology-associate-in-science-degree/>)

**HI 101 C Health Information Management****3 Units**

**Prerequisite(s):** CIS 111 C with a minimum grade of C or better and acceptance in the Health Information Technology Program.

Term hours: 36 lecture and 54 laboratory. This course investigates the content, use and structure of health care data and data sets and how these components relate to primary and secondary health information systems across the healthcare delivery system. Emphasis is on medical record documentation requirements pursuant to federal/state regulations and voluntary accrediting body standards. Discussions will focus on regulatory issues, documentation requirements, quality and utilization management, risk management and the role of the HIM professional in healthcare delivery. Laboratory activities will include use of electronic health records; assembly and analysis of medical records; and reading and interpreting medical records and researching healthcare documentation requirements. \$4 materials fee payable at registration. (CSU)

**HI 102 C Legal Aspects of Health Care****3 Units**

**Prerequisite(s):** Acceptance in the Health Information Technology Program.

Term hours: 54 lecture. The focus of this course is on the legal and ethical issues affecting health care industry, health care providers, and health information managers. State laws, federal regulations, and case precedents form the basis for class discussion. Topics include tort law, confidentiality, release of protected health information (PHI), informed consent, corporate compliance, patient rights, negligence and medical malpractice, contract and labor law, ethics and Medical Staff Organization. Special emphasis is placed on HIPAA Privacy and Security Rules and Measures to safeguard against disclosure of PHI. (CSU)

**HI 103 C Healthcare Data Analysis****3 Units**

**Prerequisite(s):** HI 101 C and MATH 120 C or MATH 120PC with a grade of C or better.

Term hours: 36 lecture and 54 laboratory. This course focuses on the effective collection, presentation, and verification of healthcare data necessary for the preparation of administrative and clinical reports. The role of data in clinical research, vital statistics, and epidemiology will be discussed. Laboratory activities will focus on manual and automated data presentation techniques and on the interpretation and analysis of healthcare data. The role of the health data information professional in transforming data into meaningful information for use in clinical and financial decision-making will be stressed. Data reliability and validity is emphasized. (CSU)

**HI 114 C Beginning ICD-10-CM and ICD-10-PCS Coding****3 Units**

**Prerequisite(s):** BIOL 210 C, HI 101 C and HS 145 C, with a grade of C or better.

Term hours: 36 lecture and 54 laboratory. This course covers the principles of nomenclature and classification systems and includes ICD 10-CM and ICD 10-PCS. The focus is on coding and abstracting diagnostic and procedural data needed for clinical and administrative decision-making, financial reimbursement and research. (CSU)

**HI 116 C Health Information Technology Pharmacology****2 Units**

**Prerequisite(s):** Acceptance in Health Information Technology Program

This course is an introduction for Health Information Technology on the pharmacology concepts used in the Health Information Technology profession. This course will concentrate on medical conditions and the relation of drugs to major body systems including the fundamentals of current drug therapy, adverse effects and interactions that medications can produce. (CSU)

**HI 214 C CPT-Ambulatory Care Coding****3 Units**

**Prerequisite(s):** HI 114 C with a grade of C or better.

Term hours: 36 lecture and 54 laboratory. This course focuses on the principles and mechanics of coding procedures according to Current Procedural Terminology and its relationship to the Health Care Common Procedure Coding System (HCPCS). This course will address the requirements for diagnostic and procedure coding in ambulatory care including hospital outpatient, outpatient surgery and physician office. In the laboratory, students will solve coding problems using operative reports and encoding software. (CSU)

**HI 224 C Advanced ICD-10-CM and ICD-10-PCS Coding****3 Units**

**Prerequisite(s):** HI 114 C and HS 147 C, with a grade of C or better.

Term hours: 36 lecture and 54 laboratory. This course covers advanced concepts in ICD-10-CM & ICD-10-PCS and its application to the hospital inpatient prospective payment system are discussed. Lecture will focus on the structure of the Medicare-Severity diagnostic related groups; interpretation of laboratory and radiologic findings; pharmacology; and Official Coding Clinic guidelines. Laboratory activities will include coding medical records of the most common diagnostic related groups using automated encoders. \$4 materials fee payable at registration. (CSU)

**HI 225 C Information Technology****3 Units**

**Prerequisite(s):** CIS 111 C and HI 101 C with a grade of C or better.

Term hours: 36 lecture and 54 laboratory. This course explores information and communication technologies used to deliver and document health care that facilitate interoperable health information exchange between and among health care providers. Emphasis is on the implementation of certified electronic health records by hospitals and physicians and how organizations meet the Centers for Medicare and Medicaid Services meaningful use criteria. Discussions focus on personal health records, patient portals, telemedicine, e-prescribing, clinical decision support systems and networking technologies that store, protect, retrieve, and transfer clinical, administrative, and financial information within health care settings. Lab activities center on using electronic health records software; creating and analyzing data in Excel spreadsheets; creating and querying Microsoft Access databases; using Visio and Microsoft Project scheduling tools and evaluating personal health record applications. (CSU)

**HI 226 C Revenue Cycle Management****3 Units**

**Prerequisite(s):** HI 114 C and HI 214 C with a grade of C or better.

Corequisite: HI 224 with a grade of C or better. Term hours: 36 lecture and 54 laboratory. This course will examine the Revenue Cycle Management process, and the advanced concepts of healthcare reimbursement methodologies. This course will differentiate between the Medicare-Medicaid Perspective Payment for Inpatients (IPPS), Ambulatory (OPPS), Post-acute care, and other reimbursement systems. This course will explore the financing of health care, claims management and value-based purchasing. (CSU)

**HI 230 C Directed Practice I****3 Units**

**Prerequisite(s):** HI 101 C and HI 102 C, with a grade of C or better.

Term hours: 18 lecture and 108 laboratory. This course is an investigation of the components of the content, use, and structure of health care data and data sets in the following alternative health care settings: long term care, home health, hospice, ambulatory care, and behavioral health and rehab services. Emphasis is on analyzing the content of the health record and documentation requirements pursuant to federal and state regulations and voluntary accrediting body standards. Discussions will focus on the opportunities for health information management professional in these different settings. (CSU)

**HI 240 C Directed Practice II****4 Units**

**Prerequisite(s):** Admission to the HIT Program, HI 102 C, HI 103 C, HI 114, and HI 230 C with grades of C or better.

Term hours: 36 lecture and 108 laboratory. This course will focus on the basic principles of organization of health information management department; supervision of human resources in order to develop effective skills in leadership, motivation and team-building techniques; project management and marketing health information management services. Discussions focus on directed practice activities which emphasize the collection, analysis and presentation of health care data; quality improvement functions, and review for the Registered Health Information Technology credentialing exam. During the semester, students are assigned to an affiliated health-related agency for supervised directed practice. Students shall have the status of learner and shall not be considered agency employees, nor shall they replace agency staff. Directed practice is conducted as a unpaid, laboratory experience. (CSU).

**HI 245 C Coding Skills Lab****1-2 Units**

**Prerequisite(s):** Completion of or concurrent enrollment in HI 114 C with a grade of C or better.

**Advisory:** Employed as a health information coder in a health care agency. Term hours: 54-108 laboratory depending on units attempting. The focus of this course is one of assisting the students in the development of coding skills and the application of those skills to different types of medical records. Students will code inpatient, emergency department, outpatient surgery, and referred outpatient medical records using ICD-10-CM, ICD 10-PCS, CPT and the Healthcare Common Procedure Coding System (HCPCS). The process of interpreting medical record information, choosing the required coding classification and assigning and sequencing codes correctly will be addressed. This course will provide an opportunity for students in the Health Information Technology and Health Information Coding Specialist Programs to demonstrate competencies required for completion of each program. Computer assisted instruction and automated encoders will be used within the course. This course may also be taken to update coding skills. Course may be taken four times for credit. \$4 materials fee payable at registration. Open Entry/Open Exit. Pass/No Pass option only. (CSU)

**HI 299 C HI Tech Independent Study****0.5-2 Units**

**Prerequisite(s):** Approved Independent Study Learning Contract

Term hours: 9-36 lecture depending on units attempted. This course is designed for students enrolled in the Health Information Technology program or its options who wish to increase their knowledge and experience in applied areas. Students will participate in independent study in assigned areas under staff supervision. May be taken for credit 4 times. Pass/No Pass/Letter Grade Option. (CSU)

At Cypress College, there are Department Program Student Learning Outcomes and Degree & Certificate Program Student Learning Outcomes.

Research, C4-Problem Solving, C5-Technology, and D1-Personal Responsibility.

A student who completes the Health Information Technology program will be able to:

- Gain the knowledge and skills needed to perform entry level functions in health information management technology.
- Attain the knowledge and skills needed to successfully pass entry level HIM certification examinations, especially the Registered Health Information Technician examination.
- Obtain HIM-related positions or be enrolled in an advanced degree program within 6 months of completion of the program.

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## **Degree & Certificate Program Student Learning Outcomes:**

The program student learning outcomes for each award can be found on the specific degree or certificate page.

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## **Department Program Student Learning Outcomes:**

The courses taught by this department contribute to the following ISLO/PSLOs: A-Breadth of Knowledge, Competencies, and Skills, B-Communication Skills, C-Critical Thinking, Problem Solving, and Information Competency Skills, and D-Personal, Academic, and Professional Development; specifically, the following ISLO/PSLO subcategories: A1-Health Sciences, B1-Reading, B2-Writing, B3-Communicating, B4-Presenting, C1-Analysis, C2-Computation, C3-