



2011 - 2012
Career and Technical Programs

Health Professions Division
541.463.5617

lanecc.edu

Health Records Technology

Two-Year Associate of General Studies
One-Year Certificate of Completion

Career Pathway Certificate of Completion: Basic Health Care
Career Pathway Certificate of Completion: Medical Transcription
Career Pathway Certificate of Completion: Medical Coding

Purpose To prepare students to produce and maintain paper and electronic medical health records used in medical offices and allied health care facilities. Graduates may be employed as health information specialists, medical records specialists, and/or medical transcriptionists, by hospitals, clinics, health maintenance organizations, insurance companies, law firms, physician offices, mental health care facilities, nursing homes, consulting firms, health data organizations, and information systems vendors.

Learning Outcomes The graduate will:

- organize, input, process, analyze, secure, and distribute healthcare information.
- organize, analyze, and technically evaluate the health record content for completeness and accuracy.
- abstract health records and assign standardized codes to diagnoses and procedures for indexing health data, reporting needs, and processing claims for insurance reimbursement.
- answer legal, governmental, and insurance company inquiries, compiling statistical data.
- be involved in administration, reimbursement, quality assurance, utilization review, and risk management committees as a representation of the Health Information Management team.
- utilize library and valid internet resources for research, projects, and to maintain a level of expertise in their field of study.
- perform mathematical functions as necessary to prepare health data reports.

Employment Employment projections from 2008 - 2018 are estimated to average 124 openings annually statewide and 13 openings annually in Lane County.

Wages Statewide average wages in 2010 were \$16.01 hourly or \$35,275 annually, usually with excellent benefits. Lane County average wages were \$15.69 hourly or \$35,374 annually.

Costs in Addition to Tuition (estimate)*

Average costs..... \$1,700

* Students also pay a differential fee for some Health Records Technology courses, which total \$335. These and other course fees may change during the year - see the online credit class schedule for fees assigned to courses.

Prerequisite Courses Required for admission

HO 100 Medical Terminology ^{D,G}..... 3 credits
BT 120 MS Word for Business ^{D,G}..... 3 credits
MTH 025 Basic Mathematics Application or higher ^{D,G}..... 3 credits

Admission Information is available from the Counseling and Advising Center and the HRT web site, lanecc.edu/hp/hrt/.

Cooperative Education (Co-op) Co-op is a directed elective for the HRT Program. Co-op offers students college credit and a grade for on-the-job work experience related to their educational and career goals. Through Co-op, students connect theory and practice, develop skills, expand career knowledge, and make contacts for the future. Work schedules and work sites vary. Students are required to complete a minimum of two terms of their program prior to registering for HRT Co-op and to have their clinical requirements completed, including their immunizations and background check. Contact the Cooperative Education Department, Bldg. 19, 541.463.5203.

Faculty Lead: Shelley K. Williams, RN, BA, 541.463.5182,
williamSSK@lanecc.edu

Associate of General Studies degree

First Year	Fall
HIT 120 Introduction to Health Records ^{D,G}	2
HO 110 Administrative Medical Office Procedures ^{D,G}	3
HIT 104 Clinical Terminology ^{D,G}	3
HO 150 Human Body Systems 1 ^{*,D,G}	3
HO 190 Medical Formatting ^{*,D,G}	3
HO 195 Medical Transcription 1 ^{*,D,G}	3
Total Credits	17
	Winter
MTH 052 Math for Introductory Physical Science (or higher) [*]	4
HIT 196 Medical Transcription 2 ^{*,D,G}	3
HO 112 Medical Insurance Procedures ^{*,D,G}	3
HO 152 Human Body Systems 2 ^{*,D,G}	3
HO 220 Legal and Ethical Aspects of Health Care ^{D,G}	3
Total Credits	16
	Spring
HO 114 Medical Coding Procedures ^{*,D,G}	3
HIT 154 Intro to Medical Science ^{*,D,G}	3
HIT 160 Practice Management ^{*,1,D,G}	3
WR 121 Introduction to Academic Writing ^{*,G,D}	4
Science/Math/Computer Science Requirement.....	3
Total Credits	16
Second Year	Fall
CS 120 Concepts of Computing 0.....	4
Social Science Requirement.....	3
Science/Math/Computer Science Requirement.....	4
Arts and Letters Requirement.....	4
Total Credits	15

Health Records Technology/Basic Health Care

	Winter
Science/Math/Computer Science Requirement.....	3
Arts and Letters Requirement.....	4
Choice of:.....	3
PSY 201 General Psychology	
PSY 202 General Psychology	
PSY 203 General Psychology	
SOC 204 Introduction to Sociology	
SOC 205 Social Stratification and Social Systems	
SOC 206 Institutions and Social Change	
Human Relations/Social Science requirement ^G	3
Directed Elective ^{D,G}	3
Total Credits	16

	Spring
Social Science Requirement	3
Science/Math/Computer Science Requirement.....	4
Arts and Letters Requirement.....	4
Health/PE Requirement	3
Directed Elective ^{D,G}	3
Total Credits	17

Directed Electives

HIT 280 Cooperative Education ^{*,1,D,G}	3-6
HIT 222 Reimbursement Methodology ^{*,D,G}	3
HI 107 Working with IT Systems ^{D,G}	3
HI 101 Intro to Public Health ^{D,G}	3
HI 111 Networking & Health Info Exchange ^{D,G}	3
CIS 125D Software Tools1: Databases ^{D,G}	4

Health Records Technology

One-Year Certificate of Completion

Prerequisite Courses Required for admission

HO 100 Medical Terminology ^{D,G}	3 credits
BT 120 MS Word for Business ^{D,G}	3 credits
MTH 025 Basic Mathematics Application or higher ^{D,G}	3 credits

	Fall
HIT 120 Introduction to Health Records ^{D,G}	2
HO 110 Administrative Medical Office Procedures ^{D,G}	3
HO 114 Medical Coding Procedures ^{*,D,G}	3
HO 150 Human Body Systems 1 ^{*,D,G}	3
HO 190 Medical Formatting ^{*,D,G}	3
HO 195 Medical Transcription 1 ^{*,D,G}	3
Directed Elective ^{D,G}	3
Total Credits	20

	Winter
Choice of:	3-4
CG 203 Human Relations at Work ^{D,G}	
SP 218 Interpersonal Communication ^{D,G}	
CS 120 Concepts of Computing ^{D,G}	4
HIT 196 Medical Transcription 2 ^{*,D,G}	3
HO 112 Medical Insurance Procedures ^{*,D,G}	3
HO 152 Human Body Systems 2 ^{*,D,G}	3
HO 220 Legal and Ethical Aspects of Health Care ^{D,G}	3
Total Credits	19-20

	Spring
HIT 104 Clinical Terminology ^{D,G}	3
HIT 154 Intro to Medical Science ^{*,D,G}	3
HIT 160 Practice Management ^{*,1,D,G}	3
WR 121 Introduction to Academic Writing ^{*,G,D}	4
Choice of:.....	3
PSY 201 General Psychology	
PSY 202 General Psychology	
PSY 203 General Psychology	
SOC 204 Introduction to Sociology	
SOC 205 Social Stratification and Social Systems	
SOC 206 Institutions and Social Change	
Directed Elective ^{D,G}	3
Total Credits	19

Directed Electives

HIT 197 Medical Transcription 3 ^{1,D,G}	3-6
HIT 222 Reimbursement Methodologies ^{D,G}	3
HIT 280 Cooperative Education ^{*,1,D,G}	3-6

Basic Health Care

Career Pathway Certificate of Completion

This career pathway certificate teaches the basic skills needed for employment in an entry level position in a health care setting. It includes HIPAA, professional behavior in a health care environment, medical terminology, computer skills and more. The certificate is fully embedded in the Health Records Technology certificate and multiple other Lane programs. It is designed for positions in health care such as patient transport, medical receptionist, environmental support, food services, and physical therapy aide.

	Fall
HO 100 Medical Terminology 1	3
HO 110 Administrative Medical Office Procedures	3
HO 150 Human Body Systems 1	3
MTH 025 Basic Mathematics Applications	3

Total Credits 12

	Winter
BT 120 MS WORD for Business	3
HO 152 Human Body Systems 2	3
WR 121 Introduction to Academic Writing	4

Total Credits 10

Medical Coding/Medical Transcription

Medical Coding

Career Pathway Certificate of Completion

A coding specialist is an individual who reviews and analyzes health records to identify relevant diagnoses and procedures for distinct patient encounters. The coding specialist is responsible for translating diagnostic and procedural phrases utilized by health care providers into coded form. The translation process requires interaction with the health care provider to ensure that the terms have been translated accurately. The coded information that is a product of the coding process is then utilized for reimbursement purposes, in the assessment of clinical care, to support medical research activity, and to support the identification of health care concerns critical to the public at large.

A coding specialist must have a thorough understanding of the content of the medical record in order to be able to locate information to support or provide specificity for coding. The coding specialist must also be highly trained in anatomy and physiology of the human body and disease processes in order to understand the etiology, pathology, symptoms, signs, diagnostic studies, treatment modalities, and prognosis of diseases and procedures to be coded.

Wages Beginning pay for medical coding specialists will range from \$12 - \$18.50 per hour.

Admission Information Application and admission into the Health Records Technology Program is required. Admission and Application information is found on the web at: lanecc.edu/hp/hrt/

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Counseling and Advising For assistance in meeting program or application requirements, please go to Counseling and Advising in building 1, room 103 or e-mail HRTProgram@lanecc.edu

HRT/HIM Program Coordinator Shelley K. Williams, RN, BA
541.463.5182, williamSSK@lanecc.edu

Prerequisite Courses Required for admission

HO 100 Medical Terminology ^{D,G}	3 credits
BT 120 MS Word for Business ^{D,G}	3 credits
MTH 025 Basic Mathematics Application or higher ^{D,G}	3 credits

	Fall
HIT 104 Clinical Terminology ^{D,G}	3
HO 220 Legal and Ethical Aspects of Health Care ^{D,G}	3
HO 110 Administrative Medical Office Procedures ^{D,G}	3
HO 150 Human Body Systems 1 * ^{D,G}	3

Total Credits	12
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	Winter
HO 112 Medical Insurance Procedures * ^{D,G}	3
HO 152 Human Body Systems 2 * ^{D,G}	3
HO 114 Medical Coding Procedures ^{D,G}	3
Directed Elective ^{D,G}	3

Total Credits	12
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	Spring
HIT 154 Intro to Medical Science * ^{D,G}	3
HIT 222 Reimbursement Methodologies * ^{D,G}	3
Choice of:	
HIT 280 Cooperative Education * ^{1,D,G}	3-9
HO 195 Medical Transcription 1 * ^{D,G}	2

Total Credits	9-15
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Medical Transcription

Career Pathway Certificate of Completion

Medical transcriptionists are language specialists who transcribe dictation by physicians and other healthcare providers in order to document patient care. They have a strong grasp of medical terminology, anatomy and physiology, disease processes, signs and symptoms, medications, and laboratory values. They must have knowledge of clinical specialty (or specialties) as appropriate. Medical transcriptionists must have a proven skill of standard medical transcription guidelines and practices, along with a strong skill in English usage, grammar, punctuation, style, and editing. Medical transcriptionists are responsible for a high level of quality and security of patient health information (PHI), are well versed in HIPAA, and are committed to excellence. Important personal and professional characteristics of the medical transcriptionist include:

- desire a professional career in medicine
- enjoy learning something new everyday
- have above-average skills in spelling and grammar
- enjoy typing and transcribing
- work independently
- concerned about quality and excellence
- use designated professional reference materials

Medical transcriptionists work in a variety of settings, including medical clinics, doctors' offices, hospitals, private transcription businesses, and home offices. Some transcriptionists become supervisors, managers, and teachers, while others establish their own transcription companies. There is a shortage of qualified medical transcriptionists and they are always in great demand. Average pay in Oregon in 2009 is approximately \$14.64 per hour.

Costs in Addition to Tuition (estimate)*

Program Costs	\$1,200
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* Subject to change without notice.

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Cooperative Education (Co-op) Co-op is a directed elective for the HRT Program. Co-op offers students college credit and a grade

Medical Transcription

for on-the-job work experience related to their educational and career goals. Through Co-op, students connect theory and practice, develop skills, expand career knowledge, and make contacts for the future. Work schedules and work sites vary. Contact the Cooperative Education department, Bldg. 19, 541.463.5203.

Counseling and Advising For assistance in meeting program or application requirements, please go to Counseling and Advising in building 1, Room 103 or e-mail HRTProgram@lanecc.edu

Enrollment is limited to 40 students including Health Records Technology and Medical Transcriptionist students. Applicants are accepted on basis of first applied and qualified, first admitted.

HRT/HIM Program Coordinator Shelley K. Williams, RN, BA
541.463.5182, williamSSK@lanecc.edu

Prerequisite Courses Required for Admission

HO 100 Medical Terminology ^{D,G}	3 credits
BT 120 MS Word for Business ^{D,G}	3 credits
MTH 025 Basic Mathematics Application or higher ^{D,G}	3 credits

Fall

HIT 120 Introduction to Health Records ^{D,G}	2
HO 220 Legal and Ethical Aspects of Health Care ^{D,G}	3
HO 150 Human Body Systems 1 ^{*,D,G}	3
HO 190 Medical Formatting ^{*,D,G}	3
HO 195 Medical Transcription 1 ^{*,D,G}	3

Total Credits	14
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Winter

HIT 196 Medical Transcription 2 ^{*,D,G}	3
HO 110 Administrative Medical Office Procedures ^{D,G}	3
HO 114 Medical Coding ^{*,D,G}	3
HO 152 Human Body Systems 2 ^{*,D,G}	3

Total Credits	12
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Spring

Directed Elective ^{*,1,D,G}	3
HIT 154 Intro to Medical Science ^{*,D,G}	3
HIT 197 Medical Transcription 3 ^{*,1,D,G}	3
HO 112 Medical Insurance Procedures ^{*,D,G}	3

Total Credits	9-15
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Summer

HIT 197 Medical Transcription 3 ^{*,1,D,G}	3
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Total Credits	3
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1 The six credits of HIT197 is now a requirement for the Transcription certificate.

an equal opportunity/affirmative action institution committed to cultural diversity and compliance with the Americans with Disabilities Act

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Standard footnotes:

* Prerequisite required

B Must be passed with grade of "B" or better to use as a prerequisite

D Degree or certificate requirement; must be passed with grade of "C-" or better

G Must be taken for a grade, not P/NP; major requirement

R Required for AAS degree