

# Program Information

Program Name	Class Code	Clock Hours	Weeks	Program Tuition
Health Information Technology	HIT30	900	30	\$12,672

## Program Objectives

This program will prepare students to perform the duties and responsibilities required by entry level positions, such as health information clerk, health information specialist, medical records coordinator/technician, outpatient admitting clerk, hospital admitting. Students will learn about medical ethics and responsibilities required in the allied health care field. They will also become familiar with health care related communication and interpersonal skills, receptionist and clerical procedures, and basic principles of health care. Students will also gain knowledge and skills in Electronic Health Records systems, ICD 10 billing and coding computer software and HIPAA compliance certification, as well as computerized accounting, and information management systems.

Finally, students will participate in a required 160-hour externship in a hospital, clinic, or similar medical environment.

Upon completion, the students will be prepared for certification in Medical Administrative Assistant (CMAA), Electronic Health Records Specialist (EHRS), and Billing and Coding Specialist (CBCS) through the National Healthcare Association (NHA).

## Special Requirements

This program requires English language proficiency due to the nature of the related field of work. This program also requires students to have a clean record and to be able to pass a fingerprint background check, if requested, for externship placement. (This requirement is consistent with employer requirements in the medical industry.)

## Externship

This program requires full completion of a front office 160-hour externship in a hospital, clinic, or similar environment under the supervision of professional personnel.

## Methods of Instruction

This program will be taught through a combination of lectures, hands-on classroom/shop/lab projects, small group, and individual projects.

## Methods of Evaluation

Students will be evaluated using a variety of traditional methods including, but not limited to, performance evaluations. CET does not allow the use of notes, open book, open computer/laptop, and cell phones while testing, unless otherwise authorized by the CET Education Department following industry standards.

## Graduation Requirements

To be eligible for a Graduation Certificate students must complete 100% of the actual program hours and must complete all program competencies within 100% and 150% of the scheduled program hours.

Program Competencies		Hours
1.	Introduction to Allied Health Care	40
2.	Allied Health Care Foundation	90
3.	Basic Anatomy & Physiology	120
4.	Electronic Health Records Management	70
5.	Computer Literacy for Health Care Professionals	150
6.	ICD Coding & CPT Coding	120
7.	Medical Office Financial Management	120
8.	Job Preparedness	30
9.	Externship	160
<b>Total Hours of Instruction</b>		<b>900</b>

*Because instruction is personalized, competency completion time may vary among students.*

## Instructional Materials and Uniforms

The cost of required program books is included in the tuition. In some programs, students may receive two uniform items and protective equipment. Students may purchase additional uniform items.

Through utilization of bulk purchasing practices, non-profit pricing opportunities, and the customization of textbooks, CET is able to provide books to students at below competitive market rates. Prices are subject to change without notice.

**Note:** Students who receive federal financial aid may have the right to opt out of having CET provide books and uniforms, and choose to purchase these items on their own. This cost will be deducted from the published program tuition; students opting out must do so at enrollment or prior to the end of the 10-day cancellation period.

Students may not opt out of purchasing books that have been customized for CET training programs. Students will be required to sign a statement of receipt for issued items. For more information, see page 18 of the Student Catalog.

## Instructional Equipment

Students in this program have access to the following equipment for training on a daily basis, including, but not limited to: computer systems running Windows 7 and Office 2016 software, Medisoft software, printers, audio-visual equipment, and multimedia projectors.

## Scoring Criteria

Students will be required to pass each competency evaluation with a minimum passing score of 70%.

## Program Schedule

Schedule for HIT30: M – F, 8am – 3pm