MISSION STATEMENT
The Peirce College Associate in Science in Health Information Technology degree program prepares graduates for employment in administrative and managerial positions in hospitals, clinics, managed care organizations, health insurance companies, health marketing firms, pharmaceutical companies, non-profit community-related organizations and associations, government agencies (local, state, and federal), law and consulting firms focused on healthcare issues, and other healthcare regulatory bodies.

GOAL STATEMENT
The goal of the Associate in Science in Health Information Technology degree program is to have Peirce College graduates apply sound theory and principles based upon the AHIMA curriculum competencies.

PROGRAM LEARNING OUTCOMES
Upon successful completion of this program, graduates will be able to:

1. Collect and maintain health data (such as data elements, data sets, and databases)

2. Conduct analysis to ensure that documentation in the health record supports the diagnosis and reflects the patient’s progress, clinical findings, and discharge status

3. Apply policies and procedures to ensure the accuracy of health data

4. Verify timeliness, completeness, accuracy, and appropriateness of data and data sources for patient care, management, billing reports, registries, and/or databases

5. Monitor and apply organization-wide health record documentation guidelines

6. Apply policies and procedures to ensure organizational compliance with regulations and standards

7. Maintain the accuracy and completeness of the patient record as defined by organizational policy and external regulations and standards

8. Assist in preparing the organization for accreditation, licensing, and/or certification surveys

9. Use and maintain electronic applications and work processes to support clinical classification and coding

10. Apply diagnosis/procedure codes accordingly to current nomenclature

11. Ensure accuracy of diagnostic/procedural groupings such as DRG, MSDRG, APC, and so on

12. Validate coding accuracy using clinical information found in the health record

13. Use and maintain applications and processes to support other clinical classification and nomenclature systems (ex. DSM IV, SNOMED-CT)

14. Resolve discrepancies between coded data and supporting documents

15. Apply policies and procedures for the use of clinical data required in reimbursement and prospective payment systems (PPS) in healthcare delivery

16. Apply policies and procedures to comply with the changing regulations among various payment systems for healthcare services such as Medicare, Medicaid, managed care, and so forth

17. Support accurate billing through coding, chargemaster, claims management, and bill reconciliation process

18. Use established guidelines to comply with reimbursement and reporting requirements such as the National Correct Coding Initiative
19. Compile patient data and perform data quality reviews to validate code assignment and compliance with reporting requirements, such as outpatient prospective systems

20. Ensure accuracy of diagnostic/procedural groupings such as DRG, APC, and so on

21. Collect, maintain, and report data for clinical indices/databases/registries to meet specific organization needs such as medical research and disease registries

22. Collect, organize, and present data for quality management, utilization management, risk management, and other related studies

23. Comprehend basic descriptive, institutional, and healthcare vital statistics


25. Analyze clinical data to identify trends that demonstrate quality, safety, and effectiveness of healthcare

26. Apply current laws, accreditation, licensure, and certification standards related to health information initiatives from the national, state, local, and facility levels

27. Differentiate the roles of various providers and disciplines throughout the continuum of healthcare and respond to their information needs

28. Adhere to the legal and regulatory requirements related to the health information infrastructure

29. Apply policies and procedures for access and disclosure of personal health information

30. Release patient-specific data to authorized users

31. Maintain user access logs/systems to track access to and disclosure of identifiable patient data

32. Apply and promote ethical standards of practice

33. Use technology, including hardware and software, to ensure data collection, storage, analysis, and reporting of information

34. Use common software applications such as spreadsheets, databases, word processing, graphics, presentation, e-mail, and so on in the execution of work processes

35. Use specialized software in the completion of HIM processes such as record tracking, release of information, coding, grouping, registries, billing, quality improvement, and imaging

36. Apply policies and procedures to the use of networks, including intranet and Internet applications, to facilitate the electronic health record (EHR), personal health record (PHR), public health, and other administrative applications

37. Participate in the planning, design, selection, implementation, integration, testing, evaluation, and support for EHRs

38. Apply knowledge of database architecture and design (such as data dictionary) to meet departmental needs

39. Use appropriate electronic or imaging technology for data/record storage

40. Query and generate reports to facilitate information retrieval using appropriate software

41. Apply retention and destruction policies for health information

42. Apply confidentiality and security measures to protect electronic health information
Health Information Management

Associate in Science in Health Information Technology

43. Protect data integrity and validity using software or hardware technology
44. Apply departmental and organizational data and information system security policies
45. Use and summarize data compiled from audit trails and data quality monitoring programs
46. Apply the fundamentals of team leadership
47. Participate in and work in teams and committees
48. Conduct orientation and training programs
49. Monitor and report staffing levels and productivity standards for health information functions
50. Use tools and techniques to monitor, report, and improve processes
51. Comply with local, state, and federal labor regulations
52. Make recommendations for items to include in budgets and contracts
53. Monitor and order supplies needed for work processes
54. Monitor coding and revenue cycle processes
55. Recommend cost-saving and efficient means of achieving work processes and goals
56. Contribute to work plans, policies, procedures, and resource requisitions in relation to job functions
The Peirce College Associate in Science in Health Information Technology degree program will prepare students for employment in hospitals, office-based physician practices, nursing homes, home health agencies, mental health facilities, public health agencies and other organizations that use patient data or health information such as pharmaceutical companies, law and insurance firms.

GOAL STATEMENT

The goal of the Associate in Science in Health Information Technology degree program is to have Peirce College graduates apply sound theory and principles of health information technology based upon the 2012 AHIMA curriculum competencies.

The Peirce College Health Information Technology program is in Candidacy Status, pending accreditation review by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

Please consult the course descriptions for course requirements.

### INSTITUTIONAL REQUIREMENTS

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Name</th>
<th>Credits</th>
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<tbody>
<tr>
<td>PRC 101</td>
<td>Peirce College Orientation or Student Success Seminar</td>
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<tr>
<td>ENG 101</td>
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<td>ENG 103</td>
<td>Research and Rhetoric</td>
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<td>MAT 101</td>
<td>Introduction to College Mathematics</td>
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<td>MAT 109</td>
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<td>Introduction to Psychology</td>
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<td>SOC 240</td>
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<td>BIS 111</td>
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**SUBTOTAL:** 31 or 33

### PROGRAM REQUIREMENTS

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<td>HIT 200</td>
<td>Healthcare Statistics</td>
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<td>HIT 215</td>
<td>Legal Issues in Health Information Management</td>
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<td>Healthcare Reimbursement</td>
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<td>ICD-9-CM Coding</td>
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<td>Computer Systems for HIT</td>
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<td>Managing Quality and Performance Improvement in HIM</td>
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**SUBTOTAL:** 33

**TOTAL CREDITS 64 OR 66**
PROGRAM DESCRIPTION
The Peirce College Bachelor of Science in Health Information Administration degree program will prepare graduates for employment in administrative and managerial positions in hospitals, multi-specialty clinics and physician practices, long-term care, mental health, and other ambulatory settings, software vendors, consulting firms, education and pharmaceutical managed care organizations, health insurance companies, health marketing firms, non-profit community-related organizations and associations, government agencies (local, state, and federal), law firms focused on healthcare issues, and other healthcare regulatory bodies.

GOAL STATEMENT
The goal of the Bachelor of Science in Health Information Administration degree program is to have Peirce College graduates apply sound theory and principles based upon the AHIMA curriculum competencies.

PROGRAM LEARNING OUTCOMES
Upon successful completion of this program, graduates will be able to:

1. Manage health data (such as data elements, data sets, and databases)
2. Ensure that documentation in the health records supports the diagnosis and reflects the patient’s progress, clinical findings, and discharge status
3. Develop organization-wide health record guidelines
4. Maintain organizational compliance with regulations and standards
5. Ensure organizational survey readiness for accreditation, licensing and/or certification processes
6. Design and implement clinical documentation initiatives
7. Select electronic applications for clinical classification and coding
8. Implement and manage applications and processes for clinical classification and coding
9. Maintain processes, policies, and procedures to ensure the accuracy of coded data
10. Manage the use of clinical data required in prospective payment systems (PPS) in healthcare delivery
11. Manage the use of clinical data required in other reimbursement systems in healthcare delivery
12. Participate in selection and development of applications and processes for chargemaster claims management
13. Implement and manage processes for compliance and reporting
14. Participate in revenue cycle management
15. Analyze and present data for quality management, utilization management, risk management, and other patient care related studies
16. Utilize statistical software
17. Ensure adherence to Institutional Review Board (IRB) processes and policies
18. Provide support for facility-wide quality management and performance improvement programs
19. Analyze clinical data to identify trends that demonstrate quality, safety, and effectiveness of healthcare
20. Apply Quality Management tools
Bachelor of Science in Health Information Administration

21. Evaluate and implement national health information initiatives in the healthcare delivery systems for application to information systems policies and procedures

22. Interpret, communicate, and apply current laws, accreditation, licensure, and certification standards related to health information initiatives at the national, state, local and facility levels

23. Analyze and respond to the information needs of internal and external customers throughout the continuum of healthcare services

24. Revise policies and procedures to comply with the changing health information regulations

25. Translate and interpret health information for customers and their caregivers

26. Coordinate the implementation of legal and regulatory requirements related to the health information infrastructure

27. Manage access and disclosure of personal health information

28. Develop and implement organization-wide confidentiality policies and procedures

29. Develop and implement privacy training programs

30. Assist in the development of security training

31. Resolve privacy issues/problems

32. Apply and promote ethical standards of practice

33. Define and maintain elements of the legal health record

34. Establish and maintain e-Discovery guidelines

35. Implement and manage use of technology, including hardware and software to ensure data collection, storage, analysis, and reporting information

36. Contribute to the development of networks, including internet and internet applications to facilitate the electronic health record (EHR), personal health record (PHR), public health, and other administrative applications

37. Interpret the use and standards to achieve interoperability of healthcare information systems

38. Apply knowledge of database architecture and design (such as data dictionary, data modeling, data warehousing) to meet organizational needs

39. Monitor use of clinical vocabularies and terminologies used in the organization’s health information systems

40. Manage clinical indices/databases/registries

41. Apply appropriate electronic or imaging technology for data/record storage

42. Apply knowledge of database querying and data mining techniques to facilitate information retrieval

43. Implement and manage knowledge-based applications to meet end-user information requirements

44. Design and generate administrative reports using appropriate software

45. Participate in system selection processes (RFI and RFP)

46. Evaluate and recommend clinical, administrative and specialty service applications (RFP vendor selection, electronic record, clinical coding)
Bachelor of Science in Health Information Administration

47. Apply appropriate systems to life cycle concepts, including systems analysis, design, implementation, evaluation, and maintenance to the selection of healthcare information systems

48. Protect electronic health information through confidentiality and security measures

49. Protect data integrity and validity using software or hardware technology

50. Implement and monitor department and organizational data and information system security policies

51. Recommend elements that must be included in the design of audit trails and data quality management programs

52. Recommend elements that should be included in the design of risk assessment, contingency planning, and data recovery procedures

53. Manage human resources to facilitate staff recruitment, retention, and supervision

54. Ensure compliance with employment laws

55. Develop and implement staff orientation and training programs

56. Develop productivity standards for health information functions

57. Monitor staffing levels and productivity, and provide feedback to staff regarding performance

58. Benchmark staff performance data incorporating labor analytics

59. Develop, motivate, and support work teams

60. Analyze and report on budget variances

61. Evaluate and manage contracts

62. Apply principles of ergonomics to work areas

63. Apply general principles of management in the administration of health information services

64. Assign projects and tasks to appropriate staff

65. Demonstrate leadership skills

66. Apply project management techniques to ensure efficient workflow and appropriate outcomes

67. Facilitate project management by integrating work efforts, as well as planning and executing project tasks and activities
Bachelor of Science in Health Information Administration
2013–2014 Curriculum

After meeting the requirements of the Associate in Science in Health Information Technology degree, students may continue their education by enrolling in the Bachelor of Science in Health Information Administration degree program.

Please consult the course descriptions for course requirements.

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TOTAL CREDITS 121 OR 123