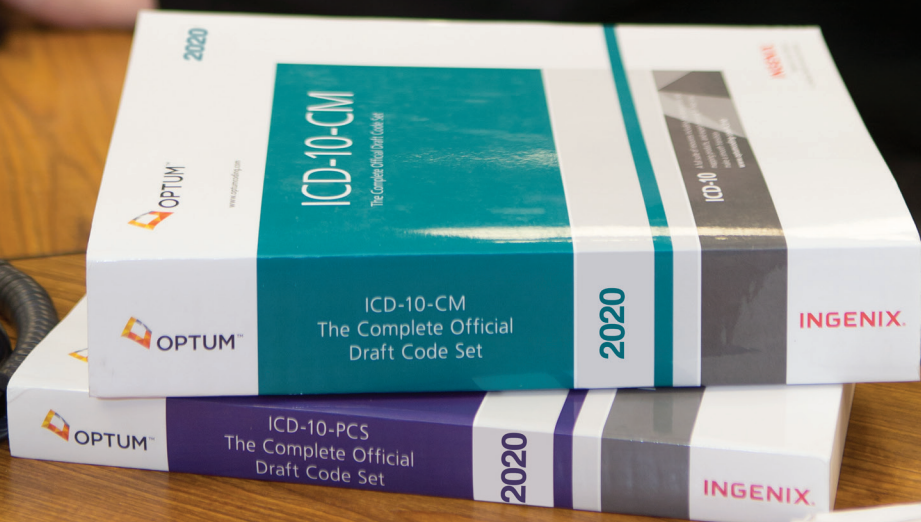


LARAMIE COUNTY COMMUNITY COLLEGE

HEALTH INFORMATION TECHNOLOGY AND MANAGEMENT



ONLINE
DEGREE
PROGRAM





The Health Information Technology and Management program provides a stacked, educational pathway for careers in medical office environments.

Students may earn a Medical Office Essentials credit diploma, continue in the program with Medical Claims Coding Associate certificate or complete an Associate of Applied Science degree.

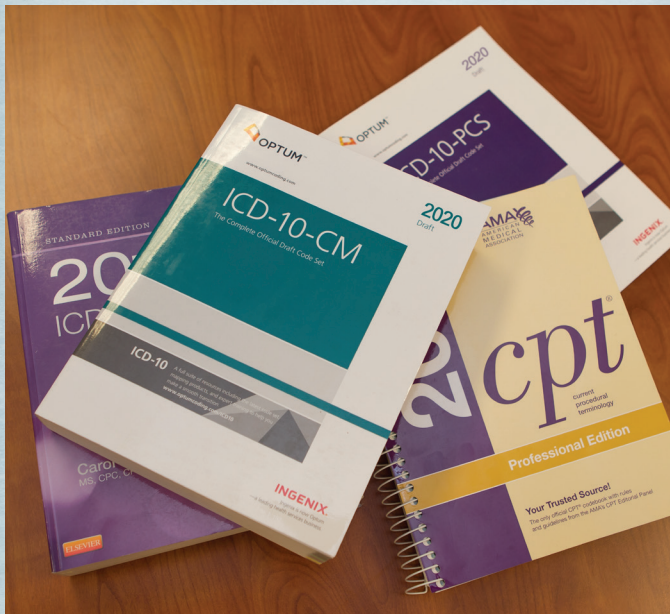
The benefit of enrolling in this program is the multi-level, or stacked, certificates. Students can complete the initial certification in one semester and can then seek employment or continue with the medical claims coding associate certificate. This certificate, which takes roughly three semesters to complete, allows students to prepare for a career in medical billing or coding. If students wish to complete the full associate degree, it can be done in about two years. Most importantly, these stackable certificates are offered completely online either full- or part-time.

Medical Office Essentials

Credit Diploma

The Medical Office Essentials credit diploma provides the necessary skills to perform successfully in entry-level administrative positions in the healthcare field. These support skills cover managing day-to-day medical office operations, understanding legal and ethical issues in healthcare operations, HIPAA, customer service, professionalism and computer fundamentals customized for medical offices. Once students have completed the Medical Office Essentials credit diploma they may take additional specialized courses in coding and health information technology and management.

ENGL	1010 – English I: Composition	3
HIT	1500 – Introduction to Health Care Careers and Workplace Preparedness	4
HIT	1510 – Computer Software for Medical Office Professionals	4
HIT	1550 – Medical Office Procedural Skills	3
HLTK	1200 – Medical Terminology	2
Total credit hours required		16



Medical Claims Coding Associate Certificate of Completion

The Medical Claims Coding Associate Certificate of Completion builds on the Medical Office Essentials Credit Diploma and addresses specialized skills in medical coding and reimbursement, including advanced techniques in medical insurance, reimbursement methodologies, basic health information management, electronic health records and basic and advanced coding, emphasizing CPT/HCPCS and ICD-10-CM/PCS coding. The coding courses prepare students for a national coding exam through the American Health Information Management Association (AHIMA) or the American Association of Professional Coders (AAPC). The courses for the Medical Office Essentials credit diploma are embedded in the Medical Claims Coding Associate Certificate of Completion

PREREQUISITE TO PROGRAM

HLTK 1210 – Human Body Systems..... 3

PROGRAM

STRT 1000 – Strategies for Success 3

COMM 2010 – Public Speaking 3
-OR-

CO/M 1015 – Foundations of Communication 3

ENGL 1010 – English I: Composition 3

MATH 1000 – Problem Solving (OR HIGHER) 3

HIT 1500 – Introduction to Health Care Careers
and Workplace Preparedness 4

HIT 1510 – Computer Software for
Medical Office Professionals 4

HIT 1550 – Medical Office Procedural Skills 3

HIT 1600 – Introduction to Health Information 2

HLTK 1200 – Medical Terminology 2

MEDC 1500 – Basic Diagnostic Coding 3

MEDC 1600 – Basic CPT Coding 3

MEDC 1750 – Disease Processes in Coding 3

MEDC 1675 – Advanced Coding 4

MEDC 1700 – Reimbursement Methodologies 3

MEDC 1970 – Professional Practice Experience (Coding) .. 2

Total credit hours required 48

Health Information Technology and Management

Associate of Applied Science

The Health Information Technology and Management Associate of Applied Science degree combines coding in health care with health information management. Health information technologists serve the health care industry and the public consumer by managing, analyzing, and reporting health data required for the delivery of patient care, reimbursement, and quality management. Health information technologists specialize in managing and protecting medical records; administering health information management systems; and coding for reimbursement, research, and quality care. The AAS degree program of study contains courses from both the Medical Office Essentials credit diploma and the Medical Claims Coding Associate Certificate of Completion with the addition of health information technology and leadership courses that students need to advance their careers within the administrative side of the medical field.



COLLEGE REQUIREMENTS

STRT 1000 – Strategis for Success	3
COMM 2010 – Public Speaking	3
-OR-	
CO/M 1015 – Foundations of Communication	3
ENGL 1010 – English I: Composition	3
ECON 1200 – Economics, Law, and Government -OR-	
HIST 1211 – U.S. to 1865 -OR-	
HIST 1221 – U.S. from 1865 -OR-	
HIST 1251 – Wyoming History -OR-	
POLS 1000 – American and Wyoming Government	3
-OR-	
POLS 1100 – Wyoming Government	1
<i>Students who have earned credit for American Government or U.S. History from a regionally accredited institution outside of Wyoming or by Advanced Placement must complete POLS 1100 to satisfy the Wyoming Constitutional requirement.</i>	
MATH 1000 – Problem Solving (OR HIGHER)	3

PREREQUISITE TO PROGRAM

HLTK 1210 – Human Body Systems	3
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PROGRAM REQUIREMENTS

HIT 1500 – Introduction to Health Care Careers and Workplace Preparedness	4
HIT 1510 – Computer Software for Medical Office Professionals	4
HIT 1550 – Medical Office Procedural Skills	3
HIT 1600 – Introduction to Health Information	2
HIT 2500 – Health Data Management	2
HIT 2550 – Health Care Quality and Performance Improvement	2
HIT 2600 – Health Information Application Skills	3
HIT 2700 – Health Information Management	3
HIT 2970 – Professional Practice Experience (HIM)	2
HLTK 1200 – Medical Terminology	2
MEDC 1500 – Basic Diagnostic Coding	3
MEDC 1600 – Basic CPT Coding	3
MEDC 1675 – Advanced Coding	4
MEDC 1700 – Reimbursement Methodologies	3
MEDC 1750 – Disease Processes in Coding	3
MEDC 1970 – Professional Practice Experience (Coding)	2

Total credit hours required 63

Students must be accepted into the program. Application instructions may be found on the LCCC website under Academics/HITM

Health Information Technology and Management

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HITM Program Director

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FAX: 307.432.1604

hitm@lccc.wy.edu

[lccc.wy.edu/pathways/healthSciencesWellness/
healthInfoTechProgram/index.aspx](http://lccc.wy.edu/pathways/healthSciencesWellness/healthInfoTechProgram/index.aspx)



**LARAMIE COUNTY
COMMUNITY COLLEGE**

1400 E. College Drive, Cheyenne, WY 82007

lccc.wy.edu

Laramie County Community College is committed to providing a safe and nondiscriminatory educational and employment environment. The college does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, veteran status, political affiliation, sexual orientation or other status protected by law. Sexual harassment, including sexual violence, is a form of sex discrimination prohibited by Title IX of the Education Amendments of 1972. The college does not discriminate on the basis of sex in its educational, extracurricular, athletic or other programs or in the context of employment.

The College has a designated person to monitor compliance and to answer any questions regarding the college's non-discrimination policies. Please contact: Title IX and ADA Coordinator, Suite 205, Clay Pathfinder Building, 1400 E. College Drive, Cheyenne, WY 82007, 307.778.1144, NDS@lccc.wy.edu.

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