

## PROGRAM OUTLINE

**FOR THE FOLLOWING PROGRAMS ONLY: Occupational Associate Degree and Higher**

<b>INSTITUTION DATA</b>					
<b>Name:</b> University of Global Studies					<b>ID#:</b>
<b>PROGRAM DATA</b>					
<b>Program Title:</b> Health Information Technology					
<b>Credential Issued:</b> Associate of Science					
<b>Program Delivery:</b>	Campus	Online	Correspondence	Other	If other, give a short description
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Program Length</b>	Semester Hours: <b>70</b>		Quarter Hours: <b>N/A</b>		
<b>General Education Hours (See Minimum Requirements Below):</b> 30					
<b>*Minimum General Education Component:</b>					
Degree	Semester	Quarter			
OAD/AAS	9	14			
AA	36	54			
AS	15	22.5			
BA	45	67.5			
BS	30	45			

(The duration of a Bachelor Degree Program shall be a minimum of 120 semester credit hours, 180-quarter credit hours, or the recognized clock hour equivalent. A student transferring into the institution with an Associate Degree totaling 60-credit hours, will combine these Associate credit hours with the Bachelor credit hours to meet the minimum total stated above.)

### **ENTRANCE/ADMISSION REQUIREMENTS:**

(Programs of four hundred fifty (450) or more clock hours or the credit hour equivalent shall administer a basic skills examination to each student who enrolls, unless the student has provided evidence of a high school graduation diploma, general equivalency diploma, or its equivalent.)

#### **Undergraduate Admission Requirements:**

1. Submission of a copy of a valid government-issued picture identification.
2. Provide a copy of High School Diploma, GED, or equivalent.
3. Students may apply with an unofficial high school transcript. An official final high school transcript (*mailed by the high school directly to the institution*), which includes all secondary school grades, and date of graduation must be submitted prior to enrollment.
4. Transfer students must supply their official college or university transcripts.

*\*Any document not in English must be accompanied by a certified translated copy.*

### **PROGRAM OBJECTIVE:**

The Health Information Technology Program will teach students comprehensive knowledge and practical skills that will enable them to effectively manage, analyze, and secure health data. The program aims to prepare graduates to leverage technology to enhance healthcare delivery, improve patient outcomes, and ensure compliance with regulatory standards. Students will gain proficiency in health information systems, data management, cybersecurity, and electronic health records, while developing the critical thinking and problem-solving skills necessary to address the evolving challenges in the healthcare industry.

### **PROGRAM DESCRIPTION:**

The Health Information Technology Program offers a comprehensive curriculum that integrates principles of health information management with cutting-edge technology to improve patient care and streamline healthcare operations.

Students in the Health Information Technology Program will explore various facets of health information systems, including electronic health records, health data management and quality assurance. The program emphasizes the importance of data accuracy, privacy, and security, providing students with the skills to manage sensitive health information effectively and ethically.

PROGRAM BREAKDOWN BY COURSE				
Course Number	Course Title	Credit Hours	Clock Hours (If Applicable)	Services (If Applicable)
	NOTE: If a bachelor degree program entrance requirement is to transfer having earned an associate degree, enter the transfer of credit here.			
	<b>General Education</b>	<b>15</b>		
ENC 101	English Composition I	3		
ALG 102	College Algebra	3		
BIO 103	General Biology	3		
SOC 104	Principles of Sociology	3		
ART 105	Art Appreciation	3		
	<b>Core Courses</b>	<b>55</b>		
HIT 105	Introduction to Healthcare Management	3		
HIT 110	Introduction to Healthcare Statistics and Research	3		
HIT 115	Human Anatomy and Physiology	3		
HIT 120	Medical Terminology	3		
HIT 125	Basic Disease Coding	3		
HIT 205	Medical Law and Ethics in Health Information Management	3		
HIT 210	Health Services and Information Systems	3		
HIT 215	Health Information Data Collection and Analysis	3		
HIT 220	Health Record Management and Quality Assurance	3		
HIT 225	Health Rights and Responsibilities	3		
HIT 305	Healthcare Facilities and Delivery Systems	3		
HIT 310	Advanced Medical Billing and Coding	3		
HIT 315	Healthcare Compliance	3		
HIT 320	Organizational Leadership in Health Information Management	3		
HIT 325	Financial Aspects of Healthcare Services	3		
HIT 400	Human Pathophysiology and Pharmacology	3		
HIT 405	Computer Applications and Technologies in Healthcare	3		
HIT 410	Health Information Technology Capstone	4		
<b>TOTAL:</b>		<b>70</b>		

**INVENTORY OF EQUIPMENT:**

Quantity	Equipment Item	Brief Description Of Equipment
1	Windows-Based Computer system or Laptop & Internet	Processor Intel® Core™ i5-8500 with Intel® UHD Graphics 630 (3 GHz base frequency, up to 4.1 GHz with Intel® Turbo Boost Technology, 9 MB cache, 6 cores)
1	Student Interface.	Learning Management System - A <b>learning management system (LMS)</b> is a software application or Web-based technology used to plan, implement, and assess a specific learning process. Typically, a <b>learning management system</b> provides an instructor with a way to create and deliver content, monitor student participation, and assess student performance.
5	Office Desks	Computer Desks that support office operations
2	Fire Protection File cabinet	1-hr Fireproof file 3-drawer cabinet for student records

2	File Cabinet	Standards 6-drawer file cabinet
2	Printer	Low Volume Multi-Purpose printer

**TEXTBOOKS/LEARNING RESOURCES:**

(Include Publishers and Publication Dates)

**English Composition Connect, Collaborate, Communicate** by Ann Inoshita, Karyl Garland, Kate Sims

- ISBN: 9781948027069, 1948027062
- Published: May 31, 2019
- Publisher: University of Hawai'i at Manoa Outreach College

**College Algebra** by Jay Abramson

- ISBN: 9789888407439, 9888407430
- Published: January 7, 2018
- Publisher: Samurai Media Limited

**General Biology** by Heather Ayala, Katie Rogstad

- Publisher: Novare Science & Math
- ISBN: 9781732638433, 1732638438

**Introduction to Sociology** by Anthony Giddens, Mitchell Duneier, Richard P. Appelbaum, Deborah Carr

- Publisher: W. W. Norton & Company; Seagull Thirteenth edition (July 1, 2024)
- ISBN-10: 1324062223
- ISBN-13: 978-1324062226

**Art Appreciation** by Dave Plouffe

- Publisher: Cognella Academic Publishing (July 12, 2017)
- ISBN-10: 1516555791
- ISBN-13: 978-1516555796

**Introduction to Health Care Management** by Sharon B. Buchbinder, Nancy H. Shanks, Bobbie J Kite

- Publisher: Jones & Bartlett Learning; 4th edition (October 28, 2019)
- ISBN-10: 1284156567
- ISBN-13: 978-1284156560

**Statistics for Healthcare Professionals: An Introduction** by Ian Scott, Deborah Mazhindu

- Publisher: SAGE Publications Ltd; Second edition (April 3, 2014)
- ISBN-10: 1446208931
- ISBN-13: 978-1446208939

**Human Anatomy & Physiology** by Elaine Marieb, Katja Hoehn

- Publisher: Pearson; 11th edition (January 5, 2018)
- ISBN-10: 0134580990
- ISBN-13: 978-0134580999

**Medical Terminology: The Best and Most Effective Way to Memorize, Pronounce and Understand Medical Terms** by David

Andersson, M. Mastenbörk M.D., S. Meloni M.D., Medical Creations

- Publisher: Independently published (November 15, 2016)
- ISBN-10: 1519066627
- ISBN-13: 978-1519066626

**Buck's Step-by-Step Medical Coding, 2025** by Elsevier Inc, Elsevier, Jackie Koesterman CPC

- Publisher: Elsevier; 1st edition (December 11, 2024)
- ISBN-10: 0443248788
- ISBN-13: 978-0443248788

**Medical Law & Professional Ethics** by Lois Ritter, Donald Graham

- Publisher: Goodheart-Willcox; Second Edition, Revised, Textbook - Softcover (September 17, 2020)
- ISBN-10: 1645647218
- ISBN-13: 978-1645647218

**Health Care Information Systems: A Practical Approach for Health Care Management** by Karen A. Wager, Frances W.

Lee, John P. Glaser

- Publisher: Jossey-Bass; 5th edition (January 12, 2022)
- ISBN-10: 1119853869

- ISBN-13: 978-1119853862

**Qualitative Data Collection Tools: Design, Development, and Applications (Qualitative Research Methods) by Felice D. Billups**

- Publisher: SAGE Publications, Inc; 1st edition (January 29, 2020)
- ISBN-10: 1544334826
- ISBN-13: 978-1544334820

**Foundations of Health Information Management by Nadinia A. Davis MBA RHIA CHDA CCS FAHIMA**

- Publisher: Elsevier; 6th edition (August 25, 2023)
- ISBN-10: 0323882188
- ISBN-13: 978-0323882187

**Health Care: Universal Right or Personal Responsibility? by Corinne J. Naden, Erin L. McCoy**

- Publisher: Cavendish Square; Illustrated edition (December 30, 2018)
- ISBN-10: 150264326X
- ISBN-13: 978-1502643261

**Health Care Administration: Planning, Implementing and Managing Organized Delivery Systems by Michael Turner**

- Publisher: MedPlus (January 1, 2019)
- ISBN-10: 1788824997
- ISBN-13: 978-1788824996

**Buck's The Next Step: Advanced Medical Coding and Auditing, 2023/2024 by Elsevier**

- Publisher: Elsevier; 1st edition (December 26, 2022)
- ISBN-10: 0323874118
- ISBN-13: 978-0323874113

**The Complete Healthcare Compliance Manual 2022 by Health Care Compliance Organization**

- Publisher : Health Care Compliance Organization (June 1, 2022)
- ISBN-10 : 1733598782
- ISBN-13 : 978-1733598781

**Organizational Behavior in Health Care by Nancy Borkowski, Katherine A. Meese**

- Publisher: Jones & Bartlett Learning; 4th edition (April 9, 2020)
- ISBN-10: 1284183246
- ISBN-13: 978-1284183245

**Understanding Healthcare Financial Management by Louis C. Gapenski (Author), George H. Pink**

- Publisher: Health Administration Press; 5th edition (November 15, 2006)
- ISBN-10: 1567932649
- ISBN-13: 978-1567932645

**Human Diseases by Marianne Neighbors, Ruth Tannehill-Jones**

- Publisher: Cengage Learning; 6th edition (October 24, 2022)
- ISBN-10: 0357618041
- ISBN-13: 978-0357618042

**Biomedical Informatics: Computer Applications in Health Care and Biomedicine by Edward H. Shortliffe, James J. Cimino, Michael F. Chiang**

- Publisher: Springer; 5th ed. 2021 edition (June 28, 2021)
- ISBN-10: 3030587207
- ISBN-13: 978-3030587208

**Introduction to Information Systems for Health Information Technology by Nanette B. Sayle**

- Publisher: AHIMA; 4th edition (May 15, 2021)
- ISBN-10: 1584267429
- ISBN-13: 978-1584267423