



2009-2010  
Career and Technical  
Programs

Health Professions  
Division  
(541) 463-5617

One-Year Certificate  
of Completion

Career Pathway  
Certificate of  
Completion, Medical  
Transcriptionist

Career Pathway  
Certificate of  
Completion, Medical  
Coding

# Health Records Technology

**Note** Health Records Technology is a Lane Community College certificate program which begins fall term. Students have the option of completing the program in one or two years.

See the Health Records Technology web pages for additional information: [www.lanecc/hp/hrt](http://www.lanecc/hp/hrt)

**Purpose** To prepare students to produce and maintain health records used in medical offices and associated health care facilities. Graduates may be employed as health information specialists, medical records clerks, 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:

- process, analyze, and distribute healthcare information.
- organize, analyze, and technically evaluate health record content for completeness and accuracy.
- prepare health data input for computer processing.
- abstract health records and assign code numbers to diagnoses and procedures for indexing health data, and processing claims for insurance reimbursement.
- answer legal, governmental, and insurance company inquiries and compile statistical data.
- consult with medical and administrative staffs to ensure the data is accurate, up-to-date, and secure.
- be involved in administration, reimbursement, quality assurance, utilization review, and risk management.
- use library resources for research and written assignments for a variety of classes.
- perform basic mathematical functions as necessary to prepare health data reports.

**Employment Trends** Employment projections from 2006-2016 are estimated to average 114 openings annually statewide and 16 openings annually in Lane County. Reasonable employment opportunities exist for trained workers.

**Wages** Statewide average wages in 2008 were \$15.74 hourly, or \$32,737 annually, usually with excellent benefits. Lane County average wages were \$14.04 hourly or \$30,905 annually.

**Costs in Addition to Tuition (estimates)\***

Books and supplies ..... \$926

\* Subject to change without notice.

**Prerequisite Courses Required**

HO 100 Medical Terminology <sup>D,G</sup> ..... 3 credits

BT 120 MS Word for Business <sup>D,G</sup> ..... 3 credits

MTH 025 Basic Mathematics

Application or higher <sup>D,G</sup> ..... 3 credits

**Admission Information** Application into the Health Records Technology Program is required. Admission and Application information is found on the web at: [www.lanecc.edu/hp/hrt](http://www.lanecc.edu/hp/hrt)

**Admission Deadline** Application submission begins mid-May. Application submission deadline is mid-July. Applicants are accepted on basis of first applied and qualified, first admitted.

**Number of New Students Admitted Annually**

Enrollment is limited to 40 students including Medical Coding and Medical Transcription students.

**Criteria Used for Admission** Submission of transcripts of previous college or high school work, completion of placement tests of basic skills in reading, writing and mathematics, and successful completion of course prerequisites (grade "C" or better).

# Health Records Technology

**Cooperative Education (Co-op)** 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. Contact Marty Pittman, Health Records Cooperative Education Coordinator, Bldg. 4, Rm. 259, (541) 463-3177.

**Program Advisor** Rosa Lopez, Bldg. 1, Rm. 107, (541) 463-5660

**Program Counselor** (541) 463-3200

## One-Year Certificate of Completion

	Fall
HIT 120 Introduction to Health Records <sup>*,D,G</sup> .....	1
HO 110 Administrative Medical Office Procedures <sup>*,D,G</sup> .....	3
HO 114 Medical Coding Procedures <sup>*,D,G</sup> .....	3
HO 150 Human Body Systems 1 <sup>*,D,G</sup> .....	3
HO 190 Medical Formatting <sup>*,D,G</sup> .....	3
HO 195 Medical Transcription 1 <sup>*,D,G</sup> .....	2
Directed Elective .....	3
<b>Total Credits</b>	<b>18</b>

	Winter
CG 203 Human Relations at Work <sup>H,D,G</sup> .....	3
CS 120 Concepts of Computing <sup>D,G</sup> .....	4
HIT 196 Medical Transcription 2 <sup>*,D,G</sup> .....	2
HO 112 Medical Insurance Procedures <sup>*,D,G</sup> .....	3
HO 152 Human Body Systems 2 <sup>*,D,G</sup> .....	3
HO 220 Legal and Ethical Aspects of Health Care <sup>*,D,G</sup> .....	3
<b>Total Credits</b>	<b>18</b>

	Spring
HIT 104 Clinical Terminology <sup>*,D,G</sup> .....	3
HIT 154 Intro to Medical Science <sup>*,D,G</sup> .....	3
HIT 160 Medical Manager <sup>*,1,D,G</sup> .....	3
WR 121 English Composition: Exposition and Introduction to Argument <sup>*,D,W</sup> .....	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 .....	3
<b>Total Credits</b>	<b>19</b>

1 Must be accepted into the program to register for this class.

### Directed Electives

HIT 197 Medical Transcription Lab .....	3-6
HIT 222 Reimbursement Methodologies .....	3
HIT 230 Health Data Presentation.....	3
HIT 280 Cooperative Education <sup>*,1</sup> .....	3-6

## Medical Coding

### Career Pathway Certificate of Completion

Medical Coding continues to grow in importance as coders increasingly influence healthcare's bottom line.

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.

Beginning pay for medical coding specialists will range from \$11 - \$14 per hour.

### Prerequisite Courses Required

HO 100 Medical Terminology <sup>D,G</sup> .....	3 credits
BT 120 MS Word for Business <sup>D,G</sup> .....	3 credits
MTH 025 Basic Mathematics Application or higher <sup>D,G</sup> .....	3 credits

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**Cooperative Education (Co-op)** 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. Contact Marty Pittman, Health Records Cooperative Education Coordinator, Bldg. 4, Rm. 259, (541) 463-3177.

# Health Records Technology

**Program Advisor** Rosa Lopez, Bldg. 1, Rm. 107, (541) 463-5660

**Program Counselor** (541) 463-3200

	Fall
HIT 104 Clinical Terminology.....	3
HO 220 Legal and Ethical Aspects of Health Care <sup>*,D,G</sup> .....	3
HO 110 Administrative Medical Office Procedures <sup>D,G</sup> .....	3
HO 150 Human Body Systems 1 <sup>*</sup> .....	3
<b>Total Credits</b>	<b>15</b>

	Winter
HO 112 Medical Insurance Procedures <sup>*,D,G</sup> .....	3
HO 114 Medical Coding Procedures.....	3
HO 152 Human Body Systems 2 <sup>*,D,G</sup> .....	3
Directed Elective.....	3
<b>Total Credits</b>	<b>12</b>

	Spring
HIT 154 Intro to Medical Science <sup>*,D,G</sup> .....	3
HIT 222 Reimbursement Methodologies <sup>*,D,G</sup> .....	3
Directed Elective.....	3
<b>Total Credits</b>	<b>9</b>

## Medical Transcriptionist

### Career Pathway Certificate of Completion

On a word processor or computer, a medical transcriptionist records medical reports according to established guidelines for format, accuracy, and speed. These reports become an important part of the patient's medical record and are necessary to ensure high quality health care, for documentation of cases, for research, and other purposes. These may include office chart notes, history and physical examinations, consultations, letters, memos, admission notes, emergency department notes, operative reports, discharge summaries, and many laboratory tests and diagnostic studies. Medical transcriptionists transcribe reports from a variety of medical specialties. Each day's work presents a unique challenge and opportunity for continuing medical education.

Medical transcriptionists care about quality patient care and are committed to excellence. Important personal and professional characteristics of the medical transcriptionist include:

- desire a professional career in medicine
- have an interest 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
- enjoy reading for information and fun

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. Beginning pay is approximately \$11 to \$12 per hour.

### Costs in Addition to Tuition (estimate)\*

Program Costs .....	\$1,000
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\* Subject to change without notice.

### Prerequisite Courses Required

HO 100 Medical Terminology <sup>D,G</sup> .....	3 credits
BT 120 MS Word for Business <sup>D,G</sup> .....	3 credits
MTH 025 Basic Mathematics Application or higher <sup>D,G</sup> .....	3 credits

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HIT 120 Introduction to Health Records <sup>*,D,G</sup> .....	1
HO 220 Legal and Ethical Aspects of Health Care <sup>*,D,G</sup> .....	3
HO 150 Human Body Systems 1 <sup>*,D,G</sup> .....	3
HO 190 Medical Formatting <sup>*,D,G</sup> .....	3
HO 195 Medical Transcription 1 <sup>*,D,G</sup> .....	2
<b>Total Credits</b>	<b>12</b>

	Winter
HIT 196 Medical Transcription 2 <sup>*,D,G</sup> .....	2
HO 110 Administrative Medical Office Procedures <sup>*,D,G</sup> .....	3
HO 114 Medical Coding <sup>*,D,G</sup> .....	3
HO 152 Human Body Systems 2 <sup>*,D,G</sup> .....	3
Directed Elective.....	3
<b>Total Credits</b>	<b>14</b>

### Standard footnotes:

- \* Prerequisite required
- A Meets Arts/Letters requirement
- 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

- H Meets Human Relations/Social Science requirement
- M Meets Mathematics requirement
- P Meets PE/Health requirement
- R Required for AAS degree
- S Meets Science/Math/Computer Science requirement
- W Meets Written Communications or English Composition requirement

**Spring**

HIT 104 Clinical Terminology <sup>*,D,G</sup> .....	3
HIT 154 Intro to Medical Science <sup>*,D,G</sup> .....	3
HIT 197 Medical Transcription Laboratory <sup>*,1,D,G</sup> .....	3
HO 112 Medical Insurance Procedures <sup>*,D,G</sup> .....	3

**Total Credits      12**

1 The Advisory Committee for this suggested course of study strongly recommends at least 6 credit hours of transcription laboratory (advanced transcription practice). Call the course advisor to discuss this in more detail at (541) 463-5621 or (541) 463-5617.