

# ASNUNTUCK COMMUNITY COLLEGE

## Health Information Management Technician Requirements\* - Certificate

Student Name: \_\_\_\_\_

Student ID#: \_\_\_\_\_

Offered <i>F</i> all , <i>S</i> pring , <i>S</i> ummer, or <i>W</i> inter	Semester/ Year Plan to Take	Course #	Course Title	Credits	Semester/Year Completed/ Transferred in	Grade
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### Major Requirements:

F, Sp		MED* 116	A&P for Medical Assistants	4		
F, Sp, Su		+ENG* 101	Composition	3		
F, Sp		HIM* 102	Introduction to Health Care Systems	3		
F, Sp		+HIM* 201	Health Info. Management Principles	3		
F, Sp		+HIM* 210	Coding I	3		
F, Sp		+HIM* 211	Advanced Coding	3		
Sp		+MED* 112	Medical Insurance and Coding	3		
F		MED* 125	Medical Terminology	3		
F, Sp		MED* 216	Electronic Medical Records	3		

**Total Credits Required: 28**

Reviewed by: \_\_\_\_\_

Date: \_\_\_\_\_

Reviewed by: \_\_\_\_\_

Date: \_\_\_\_\_

### Program Information

**Program Outcomes:** 1. Identify and articulate medical terminology and abbreviations. 2. Examine medical information and data contained in medical records for health care management, health care technology, and research purposes. 3. Apply appropriate legal and ethical standards to the practice of healthcare. 4. Assign CPT, ICD, and HCPCS codes to medical documentation for reimbursement or authorization. 5. Recall the anatomy, physiology, and pathology of all major organ systems. 6. Describe the organization of health care delivery systems and the health care insurance industry. 7. Recognize the use of components of an electronic medical record.

**Employment Information:** ACC serves 3 counties for health-care certificate programs: Hartford County and Tolland County in CT, and Hampden County in MA. At this time, the Bureau of Labor Statistics anticipates a demand for health information technicians will increase by 13% from 2016-2026. The wages range from \$36,000-\$42,000 with a median pay of \$39,180 per year. According to JobsEQ, over 33 linked occupations were added to the region in the past three years. The employment demand will require 202 additional new workers due to retirements or job changes (i.e. move away).

**Graduation Information:** A cumulative 2.0 GPA is required to graduate. All courses for degree credit must be numbered 100 or above. Students must complete and submit a Graduation Application to the Registrar's Office in order to graduate. *Graduation Application deadlines:* December graduation - December 1st, May graduation - March 31st, August graduation - August 1st.

### Contact Information

**Please contact the Program Coordinator, Michele Howard-Swan, for more information at 860.253.3061 or [mhoward-swan@asnuntuck.edu](mailto:mhoward-swan@asnuntuck.edu)**

**\*Becoming Connecticut State Community College:** STUDENTS: The Community Colleges are undergoing a merger with a plan to become Connecticut State Community College in fall 2023; please work closely with your advisor/program coordinator to select your courses accordingly. See page 53 of the 2021-2022 College Catalog for more detail about this exciting transition!

Notice of Non-discrimination: Asnuntuck Community College does not discriminate on the basis of race, color, religious creed, age, sex, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, sexual orientation, gender identity and expression or genetic information in its programs and activities. In addition, the College does not discriminate in employment on the basis of veteran status or criminal record. The following individuals have been designated to handle inquiries regarding the non-discrimination policies: Timothy St. James, Interim Dean of Students/Title IX Deputy, [tstjames@asnuntuck.edu](mailto:tstjames@asnuntuck.edu) (860) 253-3011 and Deborah Kosior, 504/ADA Coordinator, [AS-DisabilityServices@asnuntuck.edu](mailto:AS-DisabilityServices@asnuntuck.edu) (860) 253-3005, Asnuntuck Community College, 170 Elm Street, Enfield, CT 06082.

+Prerequisite Required

\*Common Course Number

6/30/2021