Welcome Potential Student:

Thank you for your interest in our Health Informatics and Information Management programs (HIIM), either the Medical Coding and Reimbursement (MCRS) option, which is a five quarter certificate program, or the Health Information Technology (HIT) option, which is a two-year Associate of Applied Arts and Sciences Degree (AAAS) program.

All HIIM classes in both the HIT and MCRS programs are 100% online.

The Medical Coding and Reimbursement Specialist Certificate can be obtained as a stand-alone program or in addition to the Health Information Technology Program. Because most of these classes are also required in the first year of the HIT program, individuals may continue and obtain their AAAS Degree if they wish.

The MCRS program is the only American Health Information Management Association (AHIMA) approved Comprehensive Medical Coding program in Washington State www.ahima.org. Our HIT Program is accredited by the Commission on Accreditation of Health Information and Informatics Management Education (CAHIIM), one of only three HIT programs in WA State with this accreditation www.cahiim.org.

Be sure to review both Shoreline Community College’s site at www.shoreline.edu and the HIIM program’s site at www.shoreline.edu/hiim for additional information regarding the program(s), courses, sample curriculums, tuition costs for both online in-state and out of state students, technology requirements, and on how to apply to both Shoreline Community College and the HIIM programs.

This packet will provide some general information to get you started. Once you have read the HIIM program website and this information packet, feel free to contact either Ellen Cadwell, ecadwell@shoreline.edu 206-546-4757 if your last name begins with A-L, or Gloria Anderson ganderso@shoreline.edu 206-546-4707 if your last name begins with M-Z, to assist you further your health information career.

Thank you for your interest in our programs.

Ellen Cadwell, RHIA, Director, Health Informatics and Information Management programs
Gloria Anderson, MEd, RHIA, CCS, Professor, Health Care Information Management programs
HEALTH INFORMATION TECHNOLOGY
CAREER INFORMATION

**Definition:** The Health Information Technician manages the collection, analysis and use of patient clinical information that guides the health care industry. The technician performs the following activities:

- Assists in the design, implementation, and use of manual and computerized patient medical record storage and retrieval systems.
- Inputs and retrieves computerized patient data.
- Monitors the completeness and accuracy of patient health information.
- Insures appropriate access to health records while maintaining confidentiality as needed. Monitors facility compliance with HIPAA privacy and security regulations.
- Performs clinical documentation improvement activities.
- Compiles and analyzes administrative and health statistics and prepares reports.
- Assigns individual patient diagnostic and procedural codes for research, billing and planning purposes, using national and international classification systems such as ICD-10-CM/PCS, CPT, and HCPCS. Assists with coding compliance procedures.
- Creates and maintains cancer and other specialized registries.
- Supervises health information staff.
- Perform compliance audits in various health care settings related to coding, reimbursement, quality of care, etc.

MEDICAL CODING AND REIMBURSEMENT SPECIALIST
CAREER INFORMATION

**Definition:** The medical coding and reimbursement specialist reads and interprets the medical records of patients in all types of health care facilities to obtain detailed information regarding their diseases, injuries, surgical operations and other procedures. This specialist then assigns codes using ICD-10-CM/PCS (International Classification of Diseases – 10th Revision – Clinical Modification and Procedure Coding System) and CPT (Current Procedural Terminology). They handle all components of claims processing including management of disputed, rejected and delayed claims. Coder/reimbursement specialists

- Read and interpret medical records of patients.
- Accurately assign diagnostic and procedural codes according to ICD-10-CM/PCS and CPT coding systems using federal coding compliance guidelines; review the coding done on the encounter forms for accuracy.
- Use manual and computerized encoders and groupers systems to determine Diagnosis-Related Groups (DRGs) and Ambulatory Payment Classification (APCs).
- Perform mathematical calculations for submitting insurance claims including deductible amounts, allowed amounts, secondary insurance allowed amounts and patient's responsibility.
- Complete and electronically transmit insurance, CMS 1500 and UB 04 Medicare/Medicaid claim forms.
- Post charge payments and write-offs on patient visits.
- Review returned, disputed or rejected claims from Medicare and other third party payers, and problem solve.
- Respond appropriately to patients/family questioning medical bills.
- Act as a resource to patients, families, physicians, and office staff regarding insurance coverage for specific procedures.
- Apply regulations for the release of confidential data, following HIPAA and ARRA privacy and security requirements.
- Schedule patient visits
• Use personal computer software programs, as well as manual and automated accounting systems.
• Perform compliance audits in various health care settings related to coding and reimbursement.

HEALTH INFORMATION TECHNOLOGY PROGRAM
SHORELINE COMMUNITY COLLEGE

CURRICULUM
Associate of Applied Arts and Sciences Degree
CAHIIM Accredited Health Information Technology Program

Program requirements: Students are required to confer with HIIM program faculty for curriculum planning due to prerequisite requirements in many courses, as well as, not all courses are offered each quarter. There are several types of plans that students can choose to complete their curriculum. Students may attend full-time or part-time; below is a full-time schedule and a part-time schedule is available on the program website. Your HIIM faculty advisor will create a curriculum plan after receipt of your HIIM application.

Suggested Sequence of Classes

Fall, Year 1
HIIM 120  Survey of Health Care Delivery  4
HIIM 125  Hospital and Clinic Records  5
HIIM 134  Medical Terminology  5

Winter, Year 1
HIIM 171  Basic ICD-10-CM/PCS Coding  5
HIIM 174  Pharmacology  3
HIIM 175  Human Diseases  5

Spring, Year 1
HIIM 154  Medical Reimbursement  5
HIIM 170  Legal Aspects of Health Care  4
HIIM 172  CPT Coding  5

Summer, Year 1
HIIM 173  Intermediate Coding  5
BUSTC 150  Excel  5
See List  Multicultural Issues  3-5

Fall, Year 2
HIIM 219  Statistics in Health Care  4
HIIM 225  Computers in Health Care  5
HIIM 228  Medical Coding Practicum  2

Winter, Year 2
HIIM 220  Quality Improvement in Health Care  5
HIIM 226  Alternative Care Records  4
HIIM 234  Professional Practice Experience  4

Spring, Year 2
HIIM 224  Management for Health Info. Superv.  5
HIIM 235  Health Information Technology Capstone  4

Multicultural Issues must be taken from the College’s approved list. Go to SCC General Education Outcomes for a complete list of all General Education Core requirements. Scroll to page 4 for the approved Multicultural Issues courses.
Program requirements: Students are required to confer with HIIM program faculty for curriculums planning due to prerequisite requirements in many courses, as well as, not all courses are offered each quarter. There are several types of plans that students can choose to complete their curriculum. Students may attend full-time or part-time; below is a full-time schedule and a part-time schedule is available on the program website. Your HIIM faculty advisor will create a curriculum plan after receipt of your HIIM application.

Suggested Sequence of Classes

| Fall, Year 1 | HIIM 120  Survey of Health Care Delivery | 4 |
|             | HIIM 125  Hospital and Clinic Records    | 5 |
|             | HIIM 134  Medical Terminology            | 5 |

| Winter, Year 1 | HIIM 171  Basic ICD-10-CM/PCS Coding | 5 |
|                | HIIM 174  Pharmacology                | 3 |
|                | HIIM 175  Human Diseases              | 5 |

| Spring, Year 1 | HIIM 154  Medical Reimbursement       | 5 |
|                | HIIM 170  Legal Aspects of Health Care | 4 |
|                | HIIM 172  CPT Coding                  | 5 |

| Summer, Year 1 | HIIM 173  Intermediate Coding         | 5 |
|                | ACCT 201  Principles of Accounting    | 5 |

| Fall, Year 2  | HIIM 225  Computers in Health Care    | 5 |
|               | HIIM 228  Medical Coding Practicum    | 2 |
|               | BUS 104  Human Relations              | 2-5 |
|               | or                                        | 105 |

Go to [SCC General Education Outcomes](#) for a complete list of all General Education Core requirements.
THINGS TO CONSIDER

1. Apply to Shoreline Community College at Enrollment Services to obtain a student number. This is free and can be done online.

   It may also be helpful for you to review the Enrollment Services page for additional information at: Enrollment Services

2. Once the application period opens, apply to the HIIM program(s) once the application is available. Your application packet must contain the following:
   a. HIIM application
   b. One official transcript from colleges other than Shoreline Community College submitted with the application. Please do not send to Admissions/Enrollment Services.
   c. If you have taken courses at Shoreline Community College, submit one unofficial copy of the transcript.
   d. If you are currently taking courses at Shoreline Community College, submit a copy of your registration form.
   e. The application fee in the amount of $20, either by check or money order, made out to Shoreline Community College (cash will not be accepted).
   f. Send the application packet to:
      Shoreline Community College
      Attn: Judy Proffitt, Secretary to the HIIM Programs
      16101 Greenwood Ave. N.
      Shoreline, WA  98133

   Only those completed applications will be considered for admission into an HIIM program.

   For previous college courses to be considered for transfer, they must have been taken from a regionally accredited college or university through the Higher Learning Commission including Middles States, New England, North Central, Northwest, Southern, and Western. For example, Shoreline is accredited by the Northwest Commission on Colleges and Universities. Many private institutions do not have this accreditation, so please contact us if you are not sure if the college you attended in the past has met that accreditation requirement.

3. Prerequisites: All are required at time application is received OR a copy of a current enrollment form followed-up with an official transcript showing successful completion of class(es).
   a. MATH 098, Intermediate Algebra 1 with a grade of 2.0 or higher, or equivalent on COMPASS test.
   b. ENGL& 101, English Composition 1 with a grade of 2.0 of higher.
   c. BIOL& 170, Human Biology (Anatomy and Physiology) with a grade of 2.0 of higher.

      Anatomy and physiology courses taken elsewhere must be five quarter (3 semester) credits; taught by a science faculty member, and a lab component is not required. Anatomy and physiology courses must be taken no more than ten (10) years from the date of application received; we may make some exceptions if you have been working in the medical field. Anatomy and physiology courses taught as part of an integrated class with medical terminology or medical-based courses are not acceptable.

   If you have not completed MATH 098, Intermediate Algebra 1 and/or ENGL& 101, English Composition 1 then you will need to take the COMPASS test to determine your Math/English levels and register for those courses as soon as possible. Assessment is also required of all Shoreline students planning to take courses requiring math or English prerequisites. Go to the Testing Center for more information on placement testing.
Students can test out of the math requirement by testing into a higher level than MATH 098, for example, MATH 099. For the Medical Coding and Reimbursement Specialist program, if a student tests out of the math requirement, they may have to still complete 5-credits of Quantitative Reasoning as required by the College. All students, however, must complete ENGL& 101 to obtain a degree/certificate from Shoreline Community College.

COMPASS (computer-based) testing is done in the Testing Center in the 5000 building, appointments are required. The cost is $20 payable at the cashier prior to testing. Go to Testing Center for the testing for up-to-date information on COMPASS testing. If you live outside of the Puget Sound area you can take the COMPASS test at a local community college and request that the results be sent directly to the Admissions Office at Shoreline Community College as well as submit a copy of your COMPASS results to your HIIM Program application package.

Upon completion of your application packet, your advisor will create a curriculum plan outlining courses per quarter to be taken.

4. **Enroll** in courses according to the curriculum plan developed by your HIIM Advisor and pay tuition and fees for those courses. If you are located out of state, the normal out-of-state tuition does not apply. For up-to-date tuition and fee information go to Enrollment Services

Shoreline also charges additional fees to all students for each online course taken. Review the current quarterly class schedule -- the current fee is located as a footnote at the bottom of each online course.

**Financial Aid** is available: Call 206-546-4762 or go online to [http://www.fafsa.ed.gov](http://www.fafsa.ed.gov) or Enrollment Services. It is important that you meet all deadlines for application forms. Be prepared that the approvals may not come in time for the first quarter tuition payment deadline for which you wish to have financial aid; typically it may take at least six weeks to process financial aid applications. If tuition is not paid, you will be dropped from that class.

5. The HIIM programs officially start Fall quarter. There is a list of courses, on the HIIM program website, that one may be take prior to Fall quarter.

Medical Terminology must be five quarter credits and is typically taken prior to or during Fall quarter of the student’s first year of classes. We accept prior medical terminology classes from other colleges, but must be five (5) quarter hours or three (3) semester hours taken within ten (10) years. We may make some exceptions for classes taken a few years longer than that if you have been working in the medical field. A challenge medical terminology exam is available for college credit if you feel you have the equivalent knowledge; please contact Ellen Cadwell at ecadwell@shoreline.edu for more information.

Students taking the HIIM 134 Medical Terminology course must purchase the Online Learning access code along with the textbook. This can either be purchased together with the textbook (bundled) or separately if a student already has the textbook.

6. **Canvas:** Shoreline Community College utilizes Canvas as their online learning platform. For information regarding Canvas go to ELearning Services

7. **Technology Information:** Students wishing to take an online program should what technology is needed to be successful in this environment. For information on technology requirements, go to Technology Support

   a. Computer should have speakers and a built in microphone. In lieu of speakers and microphone, the student can use a headset. The student must have a
b. Students should factor in printer, extensive printer paper usage, and ink cartridge costs.

c. E-mail: Shoreline Community College uses only College-assigned e-mail accounts (your.name@go.shoreline.edu) for all official communication with students and faculty.

d. Download Skype at www.Skype.com (free software) to communicate orally through your computer with instructor and/or students in Health Care Information courses.

e. Microsoft Office 2010 or 2013 is strongly advised. Of note, most instructors currently use MS Office 2010 or 2013. Office 16 is now available through the college at no cost to the student or faculty. All courses utilize Microsoft Word and not Microsoft Works or other word processing systems; however, Open Office may acceptable based on individual course requirements.

f. Visio 2010 software may be required in HIIM 225 Computers in Health Care and several second year HIT program courses. You can obtain a free 30 day download from Microsoft at the point in the course when you need to use it, or purchase it directly from them. For local students Visio 2013 is loaded on computers in the Ray Howard Library.

g. NEEHR Perfect ils the electronic medical record used throughout the program. The student will be responsible to purchase the appropriate license.

h. Students who live near Shoreline Community College may utilize the College’s campus computer rooms to participate in the HIIM program. Students who live outside the Seattle area, without a computer, may utilize computers at a local library; however, those typically have time constraints and may not have adequate software to enable full participation in online courses.

8. To view textbooks and possibly additional material for your course(s), go to the Bookstore. Students may purchase textbooks from Shoreline Community College bookstore or from other vendors; however, purchasing textbooks from other vendors may result in delay of availability of textbooks by the start of the course. Of note, a small shipping charge will be added for those purchased from Shoreline Community College.
HEALTH INFORMATICS AND INFORMATION MANAGEMENT PROGRAMS

APPLICATION AND PRE-REQUISITE COURSES CHECK LIST

IMPORTANT: Only those students with completed applications will be considered for entry into the HIIM programs. Completion of BIOL& 170, MATH 098 and ENGL& 101, with a grade of 2.0 or higher, is required at the time application is received or proof of current course registration.

APPLICATION TO SHORELINE COMMUNITY COLLEGE: Apply to Shoreline Community College if you have not done so previously. You may apply online at www.shoreline.edu or in person in the 5000 building on campus. There is no fee to apply to the college.

APPLICATION TO AN HIIM PROGRAM (all directed to Judy Proffitt, HIIM secretary): All items must be attached to the application form.

- Complete the HIIM Application Form when available from the HIIM Programs website. The application and deadline for the application will be noted on the program website.
- Complete all sections of the form including information about all courses you wish to have evaluated as possibly meeting program requirements.
- Attach the application fee of $20, either by check or money order, payable to Shoreline Community College.
- Attach one official transcript from each college attended that have courses pertinent to the prerequisites or program courses or have them sent from the college to the HIIM Program attention HIIM Program Secretary, Judy Proffitt.

For coursework taken at Shoreline Community College, include a printout of the transcript.

Keep in mind that it is the student’s responsibility to have official transcripts sent to the HIIM program secretary. The program secretary will forward the official transcript to the Admissions Office

- Attach a printout of the current quarter class registration form, if currently attending Shoreline.
- Attach a COMPASS placement test results if needed to demonstrate MATH 098 completion, i.e. successfully tested out of MATH 098 into a higher math level such as, MATH 099.

APPLY FOR FINANCIAL AID: It is important that you meet all deadlines.

BIOL& 170, HUMAN BIOLOGY (5 Credits): Completed with a grade of 2.0 or higher (not a "P" or Pass grade)

MATH 098, INTERMEDIATE ALGEBRA 1 (5 Credits): Complete MATH 098, Intermediate Algebra 1 or higher level math with a grade of 2.0 or higher (not just a "P" or Pass grade), or have placement results on the COMPASS test showing readiness for MATH 099, Intermediate Algebra II or higher (although MATH 099 is not required in the program).
ENGL 101, ENGLISH COMPOSITION 1 (5 credits): Completed with a grade of 2.0 or higher (not just a "P" or Pass grade). ESL students with limited English proficiency will be required to complete all levels of the ESL curriculum prior to entry into any HIIM program. ESL students not completing all levels of the curriculum must be assessed by the ESL program advisors to determine readiness.

COMPUTER APPLICATIONS: Students must be computer literate, at least at the basic level. They must have keyboarding skills at a minimum of 30 words per minute. For students who are not computer literate, it is advised to take BUSTC 105 Computer Applications.

REQUIRED TECHNOLOGY AVAILABLE: Have the required hardware, software, and high speed internet access available as described earlier in this packet.

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