Chattahoochee TECHNICAL COLLEGE

www.ChattahoocheeTech.edu

What can you do with a major in Health Information Technology?

Campuses program is offered: North Metro

What are the most likely job titles one can expect to qualify for after completing the program?

Health Information Manager	Health Information Specialist
Medical Coder	Data Abstractor
Burn and Trauma Registrar	Data Analyst
Clinical documentation Specialist	Health Information Credentialing Manager

What do students express as the thing they enjoy the most about this program?
Students like the class schedule (2 to 3 days a week) and they are able to have a job and complete the Program. Nonclinical healthcare career and no direct patient contact.

What is the least? Fast-paced curriculum and work load.

What are some typical misconceptions about this program of study?
What it is, how diverse it is and the employment opportunities.

What are some essential skills a student needs to have to be successful in this program of study?
Active Listening – Giving full attention to what other people are saying, taking time to understand the points Being made, asking questions as appropriate, and not interrupting at inappropriate times.
Reading Comprehension – Understanding written sentences and paragraphs in work related documents.
Critical Thinking – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
Monitoring – Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
Time Management – Managing one's own time and the time of others.

What are some essential abilities a student needs to have to be successful in this program of study?
Near Vision – The ability to see details at close range (within a few feet of the observer).
Information Ordering – The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g. patterns of numbers, letters, words, pictures, mathematical operations).
Category Flexibility – The ability to generate or use different sets of rules for combining or grouping things in different ways.
Finger Dexterity – The ability to make precisely coordinated movements of the fingers of one or both hands to grasp, manipulate, or assemble very small objects.

What are typical skills and abilities that a student gains once he/she has completed this program?
- Conduct analysis to ensure documentation in the health record supports the diagnosis and reflects the patient's progress, clinical findings, and discharge status.
- Verify timelines, completeness, accuracy, and appropriateness of data and data sources for patient care, management, billing reports, registries, and/or databases.
- Maintain the accuracy and completeness of the patient record as defined by organizational policy and

external regulations and standards.

- Collect, maintain, and record data for clinical databases and registries to meet specific organization needs such as medical research and disease registries.
- Abstract and report data for facility-wide quality management and performance improvement programs.
- Analyze clinical data to identify trends that demonstrate quality, safety, and effectiveness of healthcare.
- Apply current laws, accreditation, licensure, and certification standards related to health information initiatives from the national, state, local and facility levels.

What are typical work activities/occupational functions?

- Assemble patients' health information by first making sure their initial medical charts are complete.
- Ensure all forms are completed and properly identified and signed, and all necessary information is in the computer.
- Sometimes, they communicate with physicians or others to clarify diagnoses or get additional information.
- Technicians assign a code to each diagnosis and procedure.
- Consult classification manuals and rely, also, on their knowledge of disease processes.
- Use a software program to assign the patient to one of several hundred "diagnosis-related groups," or DRG's

What additional training would you recommend for a student who wants to go to the next level in this field?
Job experience is the most important.

Do any of the occupational courses transfer easily?   None transfer.

What are some common limitations, if any, in this program that students face?
Students graduating from an accredited program with an associate's degree in Health Information Technology will be eligible to sit for the certification exam to become a Registered Health Information Technician (RHIT).   Our program is applying for "candidacy status" Fall 2013.

Are there any exams/certifications that student needs to take after completing the courses? Are these offered on campus?
There are CSCMP certifications and Six Sigma that will enhance the student's career. These are not mandatory. Six Sigma is offered at CTC.

Possible employment settings:
Hospitals, physician's offices, behavioral health facilities, ambulatory care facilities, health departments, Insurance providers, home health agencies, hospice agencies, rehabilitation facilities.

Names of potential employers:

Children's Healthcare of Atlanta	Northside Hospital	Take Care Health
DeKalb Medical Center	Cigna	Coding Associates