Tulsa Community College
School of Health Sciences
Health Information Technology

Program Director:
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Application deadline
May 1st each year

Program Basics
5 semesters to complete the Associate degree
3 semesters to complete the Coding Certificate only
All who complete the Associate Degree automatically receive the coding certificate.

Prerequisites
All students who apply to the Health Information Technology program must have the following:
Minimum of 2.5 College GPA, or High School GPA if less than 12 college hours have been completed.

Students wishing to complete the program in one year must have the following prerequisite courses completed
with a "C" or better before the Fall semester in which they start the program:

> BIOL 1314 Human Anatomy & Physiology
> ALDH 1323 Medical Terminology
> MATH 2193 Elementary Statistics
> CSCI 1203 Computer Concepts & Applications

If they choose to complete the Coding & Reimbursement Specialist Certificate in two years, none of the pre-requisites
have to be completed before the Fall semester in which they start.

Application Scoring Criteria
- Students must have a minimum of a 2.5 GPA, but usually successful candidates have a 3.0 or higher
- Having completed BIOL 1314 Human Anatomy & Physiology and ALDH 1323 Medical Terminology prior
    to starting the program is advantageous
- An official iBT TOEFL (internet-based Test of English as a Foreign Language) test score or an IELTS
    (International English Language Testing System) Band score is required as proof of English proficiency for
     any International student for whom English is a second language who is applying to any Tulsa Community
    College allied health program.

Job Description and Basic Essential Functions

Health information Technology is the comprehensive management of electronic health records, including patient medical histories and billing information such as hospital entry and consent forms, medical charts and X-rays. As a health information technologist, you work to improve health care quality, prevent medical errors, decrease paperwork, reduce health care costs and increase administrative effectiveness. Working in health care information technology also entails securing the exchange of documents and information between medical authorities, consumers, insurers, government officials and other personnel. The associate degree program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education. The Tulsa Community College Coding and Reimbursement Specialist Certificate Program is approved by the AHIMA Professional Certificate Approval Program (PCAP).

Job Description and Basic Essential Functions Cont.

MOTOR/SENSORY SKILLS

Ability to remain continuously on task for several hours while standing, sitting, moving bending, and/or reaching

Physical strength to lift and/or carry a maximum weight of 25 lbs.

Physical ability to maintain repetitive motions

Full manual dexterity including the functioning of both arms, both wrists, both hands and fingers

Normal or corrected visual acuity

Normal or correctable hearing in at least one ear

Sufficient olfactory senses for maintaining environmental safety

COMMUNICATION SKILLS

Effective professional interaction with others.

English, as well as non-verbal communication

Demonstrate sensitivity, confidentiality and respect when interacting with others

Read and comprehend written English as found in textbooks, technical and professional Materials policies and
   procedures, health record documentation and correspondence.

Accurately transfer gathered data into a paper and/or electronic health record

COGNITIVE

Comprehend, reason, integrate, analyze, evaluate, synthesize and problem solve

Demonstrate critical thinking skills in the classroom and clinical setting

Computer literacy

Work independently

Respond appropriately to emergencies

BEHAVIORAL/EMOTIONAL

Maintain professionalism and the ability to respond appropriately under all circumstances including
   highly stressful situations

Able and willing to self-evaluate and change behavior when it interferes with productive
   individual and/or team relationships

PROFESSIONAL CONDUCT

Reason morally and practice honest and ethical behavior and maintain accountability

Adhere to delineated ethical standards of professional conduct

Knowledge of and compliance with applicable state and federal legislation, accrediting agency standards, etc.

Respect for individuals of diverse ethnic backgrounds, social, emotional, cultural, intellectual, religion
   and/or sexual orientation

Maintain a professional appearance

Risk Management Requirements

- Current CPR card—Basic Life Support (BLS) Provider/Healthcare Provider, American Heart Association (AHA)
- Completed Health Record with required documentation of annual TB and Flu shot or declination, and evidence of immunity to Varicella or chickenpox, Tdap, Measles, Mumps, Rubella, and Hepatitis B vaccination or declination.
- Drug Screening and Criminal Background Check (CBC), including but not limited to a 7 year county of residence and nationwide criminal history check, national sexual predator screening, Social Security check, and Medicare/Medicaid fraud screening.

SMART START
ALLIED HEALTH ORIENTATION