



Health Information Management Program Coding Specialist Option

State Submission

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HEALTH INFORMATION MANAGEMENT PROGRAM

EXECUTIVE SUMMARY

Western Dakota Technical Institute is seeking approval to expand the HIM program to include a Coding specialty. Advisory Board members believe that the Coding specialty would be a viable option for students to pursue especially in light of the ICD-10 changes being mandated for hospitals. The US Department of Health and Human Services (HHS) has mandated the replacement of the ICD-9-CM code sets used by medical coders and billers to report health care diagnoses and procedures with ICD-10 code sets by October 1, 2013. ICD-10 implementation will greatly change the way coding is currently done. Adding this option to the degree would prepare students to be valuable members in the healthcare field to help implement this change.

Labor market information for the state indicates that the demand for HIM professionals including coders is strong now and in the future. Graduates of this program will be able to seek employment in a variety of settings including hospitals, medical clinics, insurance companies, and other medical specialties such as dental offices.

Western Dakota Technical Institute will market this program as Health Information Management or HIM with a Coding specialty which will result in the HIM offering having three options versus the current two – diploma or degree in Medical Transcription/Editor. The diploma option is a 15 month or 3-semester curriculum, and the degree options would primarily be a 20-month or 4-semester AAS degree. This would be a simple addition as Western Dakota Technical Institute currently offers all of the courses needed to obtain this specialty in conjunction with our other medical programs.

IDENTIFICATION AND DESCRIPTION OF THE PROGRAM

The Health Information Management program is designed for students who are interested in working in the medical field as office support staff. The diploma option provides entry-level skills such as level one transcription, reimbursement/billing, patient scheduling, et cetera. The degree option allows the student to gain the skills of the diploma option and specialize in Transcription/Editor. Western Dakota Technical Institute is requesting to expand the degree option by giving students the choice to graduate with a Coding specialty.

OBJECTIVES AND PURPOSE OF THE PROGRAM

The primary objective of the Health Information Management program is to prepare students with the necessary skills to work in the medical field maintaining a patient's health information. Students in both the diploma option and the degree option will take coursework in anatomy & physiology, medical terminology, medical office software, records management, electronic health records, billing/reimbursement, and level one transcription. Students who choose to continue with the degree option will either specialize in Transcription/Editor or in Coding. This program will also provide education and training in soft skills such as communication, teamwork, interpersonal skills, and attention to detail.

The aim of this program is to provide students a solid foundation in core medical office skills for patient information management, and to provide students with the skills and knowledge of new trends in technology such as electronic health records and voice recognition. According to the [Occupational Outlook Handbook](#) graduates of HIM may do the following: *assemble patients' health information including medical history, symptoms, examination results, diagnostic tests, treatment methods, and all other healthcare provider services. Technicians organize and manage health information data by ensuring its quality, accuracy, accessibility, and security. They regularly communicate with physicians and other healthcare professionals to clarify diagnoses or to obtain additional information.*

The increasing use of electronic health records (EHR) will continue to broaden and alter the job responsibilities of health information technicians. For example, with the use of EHRs, technicians must be familiar with EHR computer software, maintaining EHR security, and analyzing electronic data to improve healthcare information. Health information technicians use EHR software to maintain data on patient safety, patterns of disease, and disease treatment and outcome. Technicians also may assist with improving EHR software usability and may contribute to the development and maintenance of health information networks.

Medical records and health information technicians' duties vary with the size of the facility where they work. Technicians can specialize in many aspects of health information.

Some medical records and health information technicians specialize in codifying patients' medical information for reimbursement purposes. Technicians who specialize in coding are called medical coders or coding specialists. Medical coders assign a code to each diagnosis and procedure by using classification systems software. The classification system determines the

amount for which healthcare providers will be reimbursed if the patient is covered by Medicare, Medicaid, or other insurance programs using the system. Coders may use several coding systems, such as those required for ambulatory settings, physician offices, or long-term care.

The program will articulate appropriate high school credits whenever possible. However, high school articulation will be limited due to the specialized nature and detail of the Health Information Management curriculum. WDT will explore possible articulation agreements with the Board of Regents and other higher education entities once the name change is complete and specialties approved.

PROGRAM OUTCOMES

The Health Information Management diploma graduate will be able to:

- Demonstrate professional ethics and confidentiality as required of a medical profession team member
- Recognize inaccuracies in medical documentation
- Analyze medical office issues
- Utilize office skills while preparing medical documents using standard English principles
- Communicate medical office information in the proper context
- Utilize technology to perform medical office functions
- Prepare medical documents at a speed acceptable in the medical field
- Demonstrate the ability to work collaboratively within the medical practice setting
- Respect differences in patients, healthcare providers, and co-workers
- Obtain employment in the medical field utilizing their knowledge in anatomy and physiology, medical terminology, transcription, computerized office applications and records management

The Health Information Management graduate who specializes in Transcription/Editor will be able to:

- Demonstrate professional ethics and confidentiality as required of a medical profession team member
- Recognize inaccuracies in medical dictation
- Transcribe medical documents accurately using correct medical terms
- Utilize listening skills while transcribing medical documents and using standard English principles
- Communicate medical terms in the proper context
- Utilize technology to perform medical transcription functions
- Keyboard medical documents at a speed acceptable in the medical field
- Demonstrate the ability to work collaboratively within the medical practice setting
- Respect differences in patients, healthcare providers, and co-workers

- Obtain employment in the medical field utilizing their knowledge in anatomy and physiology, medical terminology, disease processes, pharmacology, transcription, and records management

The Health Information Management graduate who specializes in Coding will be able to:

- Demonstrate professional ethics and confidentiality as required of a medical profession team member
- Understand the importance of accurate coding to the organization, patients and third party payers
- Evaluate documentation for discrepancies and errors
- Communicate effectively with other healthcare professionals, patients and the public on documentation and coding issues
- Demonstrate knowledge of third party websites to reference coding policies, procedures, electronic billing, coding software and communication systems
- Research disease processes, invasive and noninvasive procedures and coding scenarios on reputable websites
- Demonstrate ability to work together collaboratively with other health care professionals, patients and third party payers
- Work collaboratively within the healthcare coding arena
- Obtain employment to evaluate medical documentation for the diagnosis, medical necessity and medical procedures within the record
- Adhere to the Coder's Code of Conduct

METHODS OF OBTAINING THE OBJECTIVES OF THE PROGRAM

The program will include: classroom instruction, online instruction, guest speakers, and internship opportunities. All students entering the Health Information Management program will take a common first-year curriculum. In the student's second semester of curriculum, they will work closely with their advisor to decide if they should pursue the diploma option or a degree option upon completing their first year of curriculum.

The Health Information Management program will work closely with an industry advisory board composed of representatives who are from hospitals, medical clinics, insurance companies, and others in the field. The Advisory Board will approve the curriculum, discuss and recommend equipment purchases and assist in forming partnerships to assist WDT with innovative curriculum, internships, and presentations.

POPULATION SERVED BY THE PROGRAM

The expanded options of the HIM program will be available to all interested individuals who successfully meet the WDT admission criteria established for the program. The program will be open to full-time or part-time students. All applicants must be high school graduates and take an admission test to establish reading, writing, and math abilities. No restriction will be made regarding race, creed, gender or age. The program will draw students primarily from South Dakota. The opportunities for employment in the field will be primarily in South Dakota. Western Dakota Tech is exploring options to put the HIM program online to increase opportunities for those employed in remote locations.

PROJECTED THREE-YEAR BUDGET

The program changes will not affect current staffing or funds needed as the curriculum is currently offered at Western Dakota Technical Institute. Careful consideration was taken when designing the curriculum sequence so that the expanded options of the Health Information Management program would be offered in the same order as existing courses. The program currently has no enrollment cap. By adding the Coding specialty, we may find an increase in students that will warrant a need for adjuncts.

PROGRAM COMPETENCIES AND ENTRY AND EXIT POINTS OF SUBOCCUPATIONS

Entry point: Fall or Spring Semesters

Exit point: Graduation with an Associate of Applied Science degree in Health Information Management with either a Transcription/Editor or Coding specialty after four semesters. Graduation with a diploma in Health Information Management after three-semester of coursework.

STATEMENT OF NONDUPLICATION

Western Dakota Tech is expanding our current program offerings to meet industry needs for coding specialist which will make our graduates more marketable. There are no other Health Information Management A.A.S. degree programs in South Dakota.

CURRICULUM DESIGN

See Appendix A for Curriculum Sequence

WAGE FACTOR

South Dakota Wage Projections for Statewide, Rapid City, and West					Placement				
AREA	SOC CODE	Occupation	Workers	Ave. Wage	10 th	25 th	50 th	75 th	90 th
Statewide	29-2071	Medical Records & Health Information Tech	1000	15.33	10.80	12.10	14.28	17.72	21.38
Statewide	31-094	Medical Transcriptionist	780	13.92	10.56	11.98	13.77	15.77	18.10
Rapid City MSA	29-2071	Medical Records & Health Information Tech	180	16.17	11.03	12.55	15.22	18.86	22.98
Rapid City MSA	31-094	Medical Transcriptionist	160	14.47	11.29	12.70	14.09	16.25	19.04
West	29-2071	Medical Records & Health Information Tech	90	17.42	12.28	13.93	17.06	19.92	21.78
West	31-094	Medical Transcriptionists	30	12.53	10.29	11.25	12.65	14.03	14.90

Data derived from SD Department of Labor <https://apps.sd.gov/applications/ld54lmicinfo/WAGES/OWLISTPUBA.ASP>

EMPLOYMENT OUTLOOK

South Dakota Occupational Projections 2008-2018

SOC	SOC Title	2008	2018	Growth	% Growth	Average Annual Demand
29-2071	Medical Records & Health Information Tech	1080	1235	155	14.4%	38
31-094	Medical Transcriptionists	800	890	90	11.3%	18

Data derived from SD Department of Labor <https://apps.sd.gov/applications/ld54lmicinfo/WAGES/OWLISTPUBA.ASP>

On a National Level (retrieved from the Occupational Outlook Handbook):

Employment of medical records and health information technicians is expected to increase by 20 percent, much faster than the average for all occupations through 2018. Employment growth will result from the increase in the number of medical tests, treatments, and procedures that will be performed. As the population continues to age, the occurrence of health-related problems will increase.

Health Information Management CIP Code: 51.0708

APPENDIX A

Health Information Management Program Curriculum

First Semester - HIM			Second Semester - HIM		
#	Name	CR	#	Name	CR
COC110	Keyboarding 1	3	BUS134	Written Communications for Business	4
HC114	Anatomy and Physiology	3	MDS122	Medical Terminology II	3
MDS110	Medical Terminology I	3	MTS102	Medical Transcription I	3
CIS105	Microcomputer Software Apps I	3	CIS106	Microcomputer Software Apps II	3
ENGL010	Basic English	3	COC132	Records Management	3
COC141	Computerized Office Apps	2	HC145	Electronic Health Records	2
ORT010	Orientation	1			
	Total Credit Hours	18		Total Credit Hours	18

After the first year, the student can decide whether to pursue a diploma or a degree as shown below.

Third Semester - HIM Diploma		
#	Name	CR
BUS137	Professional Development	1
	HC Fundamentals &	
MDS212	Reimbursement	3
MATH112	Business Math	3
PSYC103	Human Relations in the Workplace	3
???	Electives	6
	Total Credit Hours	16



Third Semester - HIM Degree - Transcription/Editor			Fourth Semester - HIM Degree - Transcription/Editor		
#	Name	CR	#	Name	CR
PSYCH103	Human Relations in the Workplace	3	ENGL101	Composition (Tech Writing II)	3
MTS213	Medical Transcription II	3	ECN204	Principles of Macro Economics (or Soc 100)	3
MATH112	Business Math	3	MTS214	Disease Processes II	3
???	Electives	3	MTS212	Basic Pharm	3
MTS124	Disease Processes I	3	MTS222	Medical Transcription III	3
MTS???	Voice Recognition Added	2	???	Electives	3
	Total Credit Hours	17		Total Credit Hours	18

Continued on next page ...

Third Semester - HIM Degree - Coding			Fourth Semester - HIM Degree - Coding Semester		
#	Name	CR	#	Name	CR
BUS137	Professional Development HC Fundamentals &	1	ENGL101	Composition (Tech Writing II)	3
MDS212	Reimbursement	3	ECN204	Principles of Macro Economics (Soc)	3
MATH112	Business Math	3	MTS214	Disease Processes II	3
PSYC103	Human Relations in the Workplace	3	MTS212	Basic Pharm	3
MDS210	Coding I	4	MDS211	Coding II	3
MTS124	Disease Processes I	3	???	Electives	3
	Total Credit Hours	17		Total Credit Hours	18



Surgical Hospital
216 Anamaria Drive

Imaging/Pain Center
215 Anamaria Drive

Business Office
1868 Lombardy Drive

March 1, 2011

Regarding: Health Information Management program

Dr. Craig J. Bailey, President
Western Dakota Tech
800 Mickelson Drive
Rapid City, SD 57703

Dear Dr. Bailey:

Black Hills Surgical Hospital supports WDT proposed name change to their existing transcription and coding program to Health Information Management. As an employer we would look to Health Information Management people to find the existing and future transcription and coding personnel. People with transcription and coding degrees are filling roles that go beyond the traditional transcription and coding roles, such as Chart Analyzers, Billing and Reimbursement Specialist, etc.

We are finding that with so many insurance companies utilizing different aspects of coding to determine what will be inpatient versus outpatient services that it's becoming necessary for some of our clinical staff to have some knowledge of coding.

Sincerely,

Sue Smith
HIM Manager

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February 25, 2011

Dr. Craig J. Bailey, President
Western Dakota Tech
800 Mickelson Drive
Rapid City, SD 57703

Reference: Health Information Management Program
Western Dakota Technical Institute

Dear Dr. Bailey:

Rapid City Medical Center, LLP, is excited that WDT is proposing the additional programs to the Health Information Management Program for students.

As for the three proposed programs, 1) a 3 semester diploma in HIM would be highly recommended for students who are interested in Health Management; 2) a two year associated degree in Medical Transcription/Editor is exciting to see. As the nation transitions into Electronic Medical Records, the Editing piece will benefit any medical facility; 3) a two year associate's degree in Healthcare Coding is also highly recommended. Again, as we transition into Electronic Medical Records employees will be utilizing computers for coding assistance, so a program of Healthcare Coding is required.

With Health Care Reform inching its way into our nation Medical Facilities need employees who are knowledgeable to maintain compliance with any changes that could be coming our way in a matter of years.

Having employees with this type of knowledge assists our current staff with changes and gives our providers and nursing staff the support needed to provide our community and patients great healthcare.

Sincerely,


Amy Emery
Customer Service Manager

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