

# IDAHO STATE UNIVERSITY COLLEGE OF TECHNOLOGY

## HEALTH INFORMATION TECHNOLOGY

Information included in this handout may change at anytime without notice and should not be considered as a binding contract between Idaho State University and students.

### Program Options & Length:

Health Information Technology, Associate of Applied Science  
 Medical Transcription, Post Secondary Technical Certificate

4 Semesters  
 2 Semesters

#### Entry dates

##### for this program:

AAS: August and January (Can be done Fully Online)  
 Medical Transcription: August (Fully Online)

#### Approximate cost for books, tools, & supplies:

**\$1,709 for Health Information Tech**  
**\$503 for Medical Transcription**

(See below for registration fees.)

#### For more information, Contact:

Idaho State University  
 College of Technology  
 Student Services Office  
 Stop 8380  
 Pocatello, ID 83209-8380  
 208-282-2622  
 e-mail: [ctech@isu.edu](mailto:ctech@isu.edu)  
[www.isu.edu/ctech/](http://www.isu.edu/ctech/)

The **Health Information** professional is responsible for maintaining components of health information systems consistent with the medical, legal, accreditation and regulatory requirements of the health care delivery system. The health information professional maintains, compiles and reports health information data for reimbursement, facility planning, marketing, risk management, utilization management, quality assessment and research; abstracts and codes clinical data using appropriate classification systems; and analyzes health records according to standards.

The Health Information Technology program is accredited by the Commission on Accreditation for Health Informatics and Information Management (CAHIMA) in conjunction with the American Health Information Management Association's Council on Accreditation. Graduates of the program are eligible to write the national certification exam for the Registered Health Information Technician (RHIT).

**Medical Transcriptionists** provide an important service to both physician and patient by transcribing (typing) dictated medical reports that document a patient's medical care and condition. These include office chart notes, history and physical examinations, consultations, letters, memos, admission notes, emergency department notes, operative reports, discharge summaries, and laboratory tests and diagnostic studies. Medical transcriptionists transcribe dictation for a variety of medical specialties. This is a stand-alone program; it does not articulate into Health Information Technology.

### HELPFUL HIGH SCHOOL COURSES

Algebra or Upper Level Math, Biology, Anatomy and Physiology, Computer Science, English, Keyboarding

### TUITION AND FEES

Fees apply to the current Idaho State University fee schedule located at <http://www.isu.edu/finserv/costinfo.shtml>.

Fees include **mandatory** student health insurance, any student with existing health insurance coverage may be exempt and waivers are available at <http://www.isu.edu/stuhlth/insurance/pp.html>.

# IDAHO STATE UNIVERSITY COLLEGE OF TECHNOLOGY

## *Program title: Health Information Technology AAS*

### PROGRAM REQUIREMENTS

- Students will be required to successfully pass a FBI Background Check for the Associate of Applied Science degree. Students who have a criminal history are strongly encouraged to meet with Student Services or the coordinator of the program.
- Upon acceptance, students must show documentation of a current physical examination and immunizations.

### ADMISSION STEPS

- Complete and return an Application for Admission along with a check or money order for \$40 (non-refundable), payable to Idaho State University. You may also apply online via the Idaho State University home page: [www.isu.edu](http://www.isu.edu) . Click on Prospective Students.
- Submit official college transcripts, if applicable, from each accredited institution of higher education that you have attended.
- Submit an official copy of your high school transcript or GED scores (Not required if you have completed and submitted proof of 14 or more academic credits from an accredited institution of higher education.)
- Meet with a College of Technology counselor, if desired, to obtain more in-depth information. To make an appointment, call (208)282-2622.
- Either:
  1. Complete the COMPASS Placement test. This test enables us to place you in the appropriate classes to enhance your success in college.
  2. Submit ACT/SAT scores, valid for seven (7) years from the date of testing. ACT scores are not required for acceptance to the College of Technology, however they are required to qualify for some scholarships
- Apply for financial aid if needed. Questions, call (208) 282-2756.
- Former College of Technology students who have been out of school one semester or more must complete the necessary forms in the Student Services office before returning to the program. Re-entering student must meet the requirements as outlined in the catalog effective at the date of their re-enrollment.

# IDAHO STATE UNIVERSITY COLLEGE OF TECHNOLOGY

## *Program title: Health Information Technology AAS*

### COURSE SEQUENCE

#### Semester 1

Course #	Course Title	
BIOL 100 or 101	Goal 4	4
ENGL 101	English Composition (Goal 1)	3
HIT 202	Health Information I	4
HO 105	Allied Health	2
HO 106	Medical Terminology	2
Total		15

#### Semester 2

Course #	Course Title	Credits
HO 111	Anatomy and Physiology	4
ENGL 102	Critical Reading/Writing (Goal 1)	3
MATH	Goal 3	3-4
HO 107	Medical Law and Ethics	3
HIT 201	Practicum I	2
Total		15-16

#### Semester 3

Course #	Course Title	Credits
PSYC 101 or SOC 101	Goal 12	3
HO 208	Intro to Pathobiology	3
HO 209	Principles of Drugs and Uses	3
HIT 208	ICD-9-CM Coding	3
HIT 209	CPT-4 Coding	3
Total		15

#### Semester 4

Course #	Course Title	
HIT 203	Health Care Statistics/QI	3
HIT 204	Health Information II	4
HIT 207	Practicum II	3
HIT 213	Advanced Coding/Reimbursement	3
Total		13

**Student must have completed H0 111 and Goal 3 before they can progress to the 3<sup>rd</sup> semester of the HIT program.**

**Students must have completed all coursework from the first 3 semesters before they will be enrolled in any 4th semester courses. All courses must be completed with a C (73%) or better.**

# IDAHO STATE UNIVERSITY COLLEGE OF TECHNOLOGY

## *Program title: Medical Transcription Certificate*

### COURSE SEQUENCE

#### 1<sup>st</sup> Year—1<sup>st</sup> Semester—FALL 1

Course #	Course Title	Credits
HO 106	Medical Terminology	2 cr.
HO 105	Intro to Allied Health	2 cr.
HO 108	Basic Anatomy	2 cr.
HO 208	Intro to Pathology	3 cr.
HIT 210	Medical Transcription I	3 cr.
		Total 12 Credits

#### 1<sup>st</sup> Year—2<sup>nd</sup> Semester—SPRING 1

Course #	Course Title	Credits
TGE 158	Employment Strategies	2 cr.
HO 107	Medical Law and Ethics	3 cr.
HO 209	Intro to Drugs and Uses	3 cr.
HIT 211	Medical Transcription II- 1 <sup>st</sup> 8 weeks	3 cr.
HIT 212	Medical Transcription III-2 <sup>nd</sup> 8 weeks	3 cr.
		Total 14 Credits

# IDAHO STATE UNIVERSITY COLLEGE OF TECHNOLOGY

## *Program title: Health Information Technology AAS*

### BOOK AND TOOL LIST

Textbooks may be purchased at the University Bookstore located at the Pond Student Union - Building #14. Textbooks may also be purchased or reserved on-line through [www.efollett.com](http://www.efollett.com) or the bookstore's website at [www.isu.edu/bookstor](http://www.isu.edu/bookstor).  
**Save Your Receipts!**

**Approximate total book and tool costs for this program's options are listed below.  
 Additional book costs will vary depending on the courses taken to fulfill  
 general education requirements for the AAS degree.**

**NOTE: PRICES ARE SUBJECT TO CHANGE AT ANYTIME WITHOUT PRIOR NOTIFICATION**

### FIRST SEMESTER - FALL I

#### I. BOOKS LISTED BY COURSE

DESCRIPTION	APPROXIMATE PRICE	
<b>HO 105 INTRODUCTION TO ALLIED HEALTH CAREERS</b>		
INTRO TO HEALTH PROFESSIONS	0763700492	73.00
<b>HO 106 MEDICAL TERMINOLOGY</b>		
EXPLORING MEDICAL LANGUAGE (W/CARDS & CD ROM & 4 CD'S)	0323051835	73.00
CONCISE MEDICAL DICTIONARY (W/CD)	0781730120	35.00
<b>HO 111 INTRODUCTION TO ANATOMY AND PHYSIOLOGY</b>		
ESSENTIALS OF HUMAN ANATOMY & PHYS	0073228051	136.00
ANATOMY & PHYS REVEALED 2.0 (CASE) (CD-ROM)	0073378077	40.00
<b>HIT 202 HEALTH INFORMATION I</b>		
HEALTH INFORMATION TECHNOLOGY	1416023166	65.00
DOCUMENTATION REQUIREMENTS FOR ACUTE CARE HOS #5860005	1584260300	70.00
<b>APPROXIMATE TOTAL FOR BOOKS - FIRST SEMESTER - FALL I</b>		<b>\$492.00</b>

### SECOND SEMESTER - SPRING I

#### I. BOOKS LISTED BY COURSE

DESCRIPTION	APPROXIMATE PRICE	
<b>HO 107 MEDICAL LAW &amp; ETHICS</b>		
MEDICAL LAW AND ETHICS	0135129043	51.00
<b>HIT 201 SUPERVISED PROFESSIONAL PRACTICE I</b>		
Class fee (HIT 201)		5.00

<b>HO 204 MEDICAL TRANSCRIPTION</b>		
MEDICAL TRANSCRIPTIONISTS DESK REFERNECE	0721697631	33.00
Class fee (HO 204)		20.00
<b>APPROXIMATE TOTAL FOR BOOKS - SECOND SEMESTER - SPRING I</b>		<b>\$109.00</b>

**THIRD SEMESTER - FALL II****I. BOOKS LISTED BY COURSE**

<b>DESCRIPTION</b>	<b>APPROXIMATE PRICE</b>	
<b>HO 208 INTRODUCTION TO PATHOLOGY</b>		
HUMAN DISEASES (W/CD)	1401870881	84.00
HANDBOOK OF PATHOPHYSIOLOGY	1582553023	43.00
<b>HO 209 PRINCIPLES OF DRUGS AND THEIR USES</b>		
UNDERSTANDING PHARMACOLOGY FOR HEALTH PROFESSIONALS	0130417428	66.00
<b>HIT 208 ICD-9-CM CODING</b>		
BASIC ICD-9-CM CODING 2004	1584261285	94.00
SAUNDERS 2004 ICD-9-CM VOLUMES 1, 2, & 3 AND HCPCS LEVEL II	0721602169	90.00
Class fee (HIT 208)		5.00
<b>HIT 209 CPT CODING</b>		
CPT 2004 (Standard Edition)	1579474209	72.00
STEP-BY-STEP MEDICAL CODING (Set: txt/qck gde)	0721601715	53.00
Class fee (HIT 209)		5.00
<b>APPROXIMATE TOTAL FOR BOOKS - THIRD SEMESTER - FALL II</b>		<b>\$512.00</b>

**FOURTH SEMESTER - SPRING II****I. BOOKS LISTED BY COURSE**

<b>DESCRIPTION</b>	<b>APPROXIMATE PRICE</b>	
<b>HIT 203 HEALTH STATISTICS AND QUALITY IMPROVEMENT</b>		
BASIC ALLIED HEALTH STATISTICS	0584260424	64.00
FUNDAMENTALS OF HEALTH CARE QUALITY MANAGEMENT	1929955081	30.00
FUNDAMENTALS OF HEALTH CARE QUALITY MANAGEMENT WKBK	1929955103	16.00
<b>HIT 204 HEALTH INFORMATION II</b>		
MANAGEMENT PRINCIPLES FOR HEALTH PROFESSIONALS	0763746179	82.00
<b>HIT 207 SUPERVISED PROFESSIONAL PRACTICE II (4wks/40 hrs unpaid clinical experience)</b>		

<b>HIT 213 ADVANCED CODING AND REIMBURSEMENT</b>		
CLINICAL CODING	0584261366	94.00
Microcomputer Lab Fee for access to Internet, SWIS, e-mail, & Network Software		10.00
<b>APPROXIMATE TOTAL FOR BOOKS - FOURTH SEMESTER - SPRING II</b>		<b>\$296.00</b>

**II. OTHER EXPENSES**

<b>DESCRIPTION</b>	<b>APPROXIMATE PRICE</b>
Background search and drug screening	85.00
Student Malpractice Insurance	10.00
AHIMA National Qualifying Exam for Certification	185.00
Exam Review Book (Suggested but Optional)	(75.00)
Graduation Application Fee for First Certificate/Degree	20.00
<b>APPROXIMATE TOTAL OTHER EXPENSES - THROUGHOUT PROGRAM</b>	<b>\$300.00</b>

<b>APPROXIMATE TOTAL - BOOKS AND OTHER EXPENSES - HIT PROGRAM</b>	<b>\$1,709.00</b>
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ANTICIPATE ADDITIONAL EXPENSES ASSOCIATED WITH THIS PROGRAM:  
**TEXTBOOKS ASSOCIATED WITH ACADEMIC COURSES,**  
 TRANSPORTATION, PARKING, CHILD CARE, HOUSING.  
 YOU MUST CHECK YOUR CLASS SCHEDULE TO DETERMINE TEXTBOOKS REQUIRED BY INSTRUCTOR.

**Program title: Medical Transcription Certificate****BOOK AND TOOL LIST**

<b>DESCRIPTION</b>	<b>APPROXIMATE PRICE</b>	
<b>HO 105 INTRODUCTION TO ALLIED HEALTH CAREERS</b> No textbook required		
INTRO TO HEALTH PROFESSIONS	0763700492	73.00
<b>HO 106 MEDICAL TERMINOLOGY</b>		
EXPLORING MEDICAL LANGUAGE (W/CARDS & CD ROM & 4 CD'S)	0323051835	73.00
<b>HO 107 MEDICAL LAW AND ETHICS</b>		
MEDICAL LAW AND ETHICS	0135129043	51.00
<b>HO 108 BASIC ANATOMY</b>		
MEMMLERS STRUCTURE AND FUNC OF THE HUMAN BODY (W/CD)	0781762564	73.00
MEMMLERS STRUCTURE AND FUNC OF THE HUMAN BODY (SG)	0781751858	26.00
<b>HO 208 INTRODUCTION TO PATHOLOGY</b>		
HUMAN DISEASES (W/CD)	1401870881	84.00
HANDBOOK OF PATHOPHYSIOLOGY	1582553023	43.00
<b>HIT 209 CPT CODING</b>		
CPT 2007 (Standard Edition)	1579474209	70.00
STEP-BY-STEP MEDICAL CODING (Set: txt/qck gde)	0721601715	58.00
Class fee (HIT 209)		5.00
<b>HIT 210 MEDICAL TRANSCRIPTION I</b>		
<b>HIT 211 MEDICAL TRANSCRIPTION II</b>		
<b>HIT 212 MEDICAL TRANSCRIPTION III</b>		
Graduation Application Fee for First Certificate/Degree		20.00
<b>APPROXIMATE TOTAL - BOOKS AND OTHER EXPENSES – MEDICAL TRANSCRIPTION ONLY</b>		<b>\$503.00</b>

Idaho State University subscribes to the principles and laws of the State of Idaho and the federal government, including applicable executive orders pertaining to civil rights. All rights, privileges, and activities of the University are made available without regard to race, creed, color, sex, age, disability, national origin or veteran status. The University is an Equal Opportunity and Affirmative Action employer. Evidence of practices that are not consistent with such a policy should be reported to: Leonard E. "Buddy" Frazier, Affirmative Action Director; Museum Building, Room 422 Box 8315. E-mail [frazleon@isu.edu](mailto:frazleon@isu.edu), (208) 282-3964.

Idaho State University is committed to equal opportunity in education for all students, including those with documented disabilities. If you have a diagnosed disability or if you believe that you have a disability that might require reasonable accommodations, please contact: Dennis J. Toney, ADA Disabilities and Resource Center Director; Gravely Hall, Room 123 Box 8121. E-mail [tonedenn@isu.edu](mailto:tonedenn@isu.edu), (208)282-3599.

Licensure, certification, and/or employment applications related to some degree programs require students to disclose any history of criminal prosecution which may include the student's driving record. Students who have a criminal history are strongly encouraged to contact the licensing agency or meet with the coordinator of the program they are interested in, prior to beginning classes, to discuss potential impediments to licensure, certification, or employment.