



Health Information Technology Program

Associate in Specialized Business Degree Program

Objective: This sixteen-month program is designed to provide a strong foundation in the basic principles of medical business technology, billing and coding. This program highlights accounting, anatomy/physiology, medical terminology, electronic health records, billing, coding, and the use of the latest technology and software in the medical business field today. This program provides for a high degree of training in anatomy/physiology and medical terminology, which are the primary tools needed for medical billing and CPT/ICD-9-CM coding. It also introduces students to ICD-10-CM coding which is a code set that will be required after October 2013. Graduates are prepared for various entry-level positions in such areas as medical billing, medical accounting and office management, coding, and medical claims adjusting for insurance.

Course #	Title	Theory	Lab	Externship	Credit
107	Microsoft Office Word I	25	50		3
221	Principles of Electronic Health Records	25	50		3
202	Fundamentals of Medical Terminology and Anatomy I	50	25		4
GE102*	English	50	25		4
GE103*	Mathematics I	25	50		3
135	Basic Accounting	50	25		4
203	Fundamentals of Medical Terminology and Anatomy II	50	25		4
211	Ancillary Services	25	50		3
217	Insurance Procedures	25	50		3
GE401*	The Psychology of Personalities	50	25		4
136	Advanced Accounting	50	25		4
109	Microsoft Office Access I	25	50		3
222	Principles of Health Care Reimbursement	25	50		3
210	Pathophysiology	50	25		4
220	Fundamentals of Medical Coding	25	50		3
111	Microsoft Office Excel I	25	50		3
201	Medical Office Procedures	25	50		3
205	Fundamentals of Medical Terminology and Anatomy III with Medical Transcription	50	25		4
219	Advanced Coding	25	50		3
1000	Professional Skills Workshop	50	25		4
1001	Externship			100	2
Totals		700	800	100	71

* General education courses are denoted with an asterisk.

**All DEC credit hour courses will include the mandatory US Department of Education required amount of out-of-class clock hour assignments.*

4	Semesters
62.5	Weeks
71	Credits

For more information about graduation rates, median debt of students who completed the programs, and consumer information, please visit: www.dec.edu/hit

Douglas Education Center has established an Educational Advisory Board. The purpose of the Board is to ensure that the curriculum is consistent with current job market trends and opportunities. Upon recommendation of the Board, Douglas Education Center reserves the right to make program changes to achieve the goal of job placement. Changes are made with the approval of the Pennsylvania State Board of Private Licensed Schools and the Accrediting Council for Independent Colleges and Schools.