Health Information Coding Specialist Certificate

The Health Information Coding Specialist Certificate prepares the students to apply medical coding classifications to healthcare encounters using industry standards through both theory and practical (externship) applications for meeting healthcare industry needs, preparing students for appropriate certificate exams, and providing career ladder opportunities for health care workers.

Total Units: 35-36

First Year

Program Pre-req & Apply to the Program

14-15 Units

COURSE	UNITS	PRE-REQS^	SEMESTERS OFFERED*
AH 311[1] Ⓩ Medical Language for Health-Care Providers	3		F(O), S(O), Su(O)
AH 120 Ⓩ Human Disease	3	Co or Pre-req: AH 110 and BIOL 100, 102 or 430/431	F(O), S(O), Su(O)
AH 124 Pharmacology for the Health Care Professional	2		F(O), S(O)
BIOL 100[2] Ⓩ Introduction to Concepts of Human Anatomy and Physiology **or**	3		F(O), S, Su
BIOL 102[2] Ⓩ Essentials of Human Anatomy and Physiology	4		F, S
CISC 310 Ⓩ Introduction to Computer Information Science	3	Advisory: familiar with basic functions of word process, spreadsheet, web browser software applications	8W1: F(O,P), S(O,P), Su(O)

Ⓩ At least one section of this course is offered with free textbooks and is labeled as zero textbook costs (ZTC). If it is a GE area class or elective, there may be several ZTC offerings to fulfill the GE requirement. Use the Free Textbook filter to find these courses. Learn more on the ZTC page of the college website.

[1] Formerly AH 110.

[2] or BIOL 430 Anatomy & Physiology (5 units) and BIOL 431 Anatomy & Physiology (5 units).

Career Options/Outlook:

Health Information Technicians compile, process, and maintain health records of hospital and clinic patients consistent with the healthcare system's medical, administrative, ethical, legal, and regulatory requirements. Typical tasks include: processing, maintaining, compiling, and reporting patient information for health requirements and standards in a manner consistent with the healthcare industry's numerical coding system; protecting the security of medical records to ensure that confidentiality is maintained; reviewing records for completeness, accuracy, and compliance with regulations; assigning the patient to diagnosis-related groups (DRGs).

A sample of reported job titles:

Coder, Health Information Clerk, Health Information Specialist, Health Information Technician (Health Information Tech), Health Records Analyst, Health Records Clerk, Health Records Coordinator, Health Records Director, Health Records Technician (Health Records Tech), Registered Health Information Technician (RHIT)

Projected job openings in California (2020-2030):

900

Semester 2 -Acceptance to the HIT Program

10 Units

COURSE	UNITS	PRE-REQS^	SEMESTERS OFFERED*
STAT 300 Ⓩ Introduction to Probability and Statistics	4	MATH 120, MATH 125, or STAT 100	F(O), S(O), Su
HIT 100 Introduction to Health Information Technology: Part 1	3	Admission to the HIT Program	8W1: F(O), S(O)
HIT 120 Basic ICD-CM Coding	3	Admission to the HIT Program	F(O), S(O)

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8W1 = first 8 weeks of the semester

8W2 = second 8 weeks of the semester

Year 2

Semester 3

10 Units

COURSE	UNITS	PRE-REQS^	SEMESTERS OFFERED*
HIT 122 Advanced ICD Coding	3	Admission to HIT Program	F(O), S(O)
HIT 123 Current Procedural Terminology (CPT) Coding	1	Admission to HIT Program	8W1: F(O), S(O)
HIT 150 Continuous Quality Improvement	3	Admission to HIT Program & HIT 100	8W2: F(O), S(O)
HIT 110 Medical Legal Aspects of Health Information	3	Admission to HIT Program	F(O), S(O)

Semester 4

1 Units

COURSE	UNITS	PRE-REQS^	SEMESTERS OFFERED*
HIT 170 Ⓩ Health Information Technology Directed Practice	1	HIT 102, 110, 122, 123, & 150	8W1: F(O), S(O)

Ⓩ At least one section of this course is offered with free textbooks and is labeled as zero textbook costs (ZTC). If it is a GE area class or elective, there may be several ZTC offerings to fulfill the GE requirement. Use the Free

About this program map:

This program map represents one possible pathway to complete the program. Please see a counselor to create an education plan customized to meet your needs. This map is not a guarantee of course availability or financial aid applicability.

Zero Textbook Costs (ZTC):

The Zero Textbook Costs designation and logo are added to any course that provides free access to all required instructional materials. These are typically shared with students through Canvas. Courses that are designated as ZTC may still require students to purchase supplemental materials such as lab coats, a calculator, art supplies, etc. See full definitions and searching tips on the Zero Textbook Costs page of the college website.

Textbook filter to find these courses. Learn more on the ZTC page of the college website.

^You must have passed the prerequisite course(s) with a "C" or better; Corequisite must be taken during the same semester; Advisory means it is recommended but not required to enroll in the course.

*(O) = online available (P) = partially online