

## Health Information Management Course Descriptions

### ACCT 105: Principles of Bookkeeping (3)

Prerequisite: None

This course demonstrates the application of the full accounting cycle using a manual system and the elements of financial statements. Course is designed for non-accounting majors.

### ACCT 110: Computerized Accounting with QuickBooks (1)

Prerequisite: ACCT 105 and BOTE 127 or CSCI 101

To acquaint and provide students with skills in using the desktop computer to perform accounting tasks from start-up of the system, entering and verifying daily transactions, and printing and interpreting reports. Skills can be readily generalized to any commercial computerized accounting situation. This course utilized QuickBooks accounting software.

### BADM 103: Leadership Techniques (2)

Prerequisite: None

This course provides students with the opportunity to develop or enhance their leadership styles and techniques. Prepares students for a variety of career areas. Example topics include, but not limited to: employee motivation, business ethics, and self-managing work teams.

### BADM 120: Fundamentals of Business (3)

**Prerequisite: None**

Acquaints the student with the free enterprise system. Topics include consumer rights, personal finance, business ethics, employment and careers in finance, management, marketing and international business. An excellent course for beginning business students and non-business majors.

### BIOL 115: Human Structure and Function I (4)

Prerequisite: None

This course is designed to familiarize the student with the basic functions of the human structure and function. The disease process is presented in a format that will allow students discussion on the basic principles of how diseases affect the human body.

### BOTE 102: Keyboarding I (3)

Prerequisite: None

An introductory keyboarding course teaching the "touch" system of typing. Development of basic keyboarding skills is measured in words per minute and accuracy of one error per minute. Emphasis is placed on learning alphabetic keys and essential punctuation.

BOTE 127: Information Processing (3)

Prerequisite: None

Introduction to computer concepts, hardware and software application, operating systems, word processing, spreadsheets, presentations, and Internet. Course may be waived if student holds MOS Certification in Word, Excel, and PowerPoint at the specialist level.

BOTE 138: Medical Coding I (3)

Prerequisites: BOTE 171

This course teaches the basic skills needed for medical coding. Emphasis is on CPT coding with practical application.

BOTE 139: Medical Coding II (3)

Prerequisites: BOTE 171 and BOTE 138

This course teaches the basic skills needed for medical coding. An overview of ICD-9-CM coding and reimbursements issues.

BOTE 148: Keyboard Skill Building (2)

Prerequisite: BOTE 102

Designed to provide students with increased skills in the operation of the keyboard. Greater speed and accuracy are the goals using straight-copy material.

BOTE 152: Keyboarding II (3)

Prerequisites: BOTE 102 and BOTE 148

An advanced course reinforcing keyboarding skills by touch while incorporating numeric keys. Using Microsoft Word the course is designed to teach a variety of business correspondence, reports and various business forms with an emphasis on correct techniques, proofreading, decision-making skills and accuracy. Further development of keyboarding speed measured in words per minute and accuracy of one error per minute on five minute timings.

BOTE 162: Supervised Occupational Experience (3)

Prerequisite: Sophomore Status

This course integrates on-campus classroom study with off-campus related work experience. Course offers the student the opportunity to integrate career, social and personal development into the educational process along with gaining practical work experience related to their career interests. Requires that a student has successfully completed two years of academic study.

BOTE 171: Medical Terminology (3)

Study of prefixes, suffixes, and root words of medical terms and their meaning, spelling, and pronunciation. Emphasis on building a working medical vocabulary based on body systems.

BOTE 176: Job Preparation (1)

Prerequisite: None

This course is designed to equip student with job search procedures, resume writing, cover letter, interviewing skills and various job applications.

BOTE 211: Business Communications (3)

Prerequisites: ENGL 110, BOTE 102, and BOTE 127 or BOTE 147

Theories of communication applied to internal and external business communications including oral, written and nonverbal. Emphasis on interpersonal communication, collaborative skills, and virtual and global communication. Students develop a high degree of skill pertaining to the principles of grammar usage, sentence analysis and sentence structure.

BOTE 217: Records and Information Management (3)

Prerequisite: None

This course is designed to provide knowledge of efficient handling of records through the study of the ARMA filing methods and the systematic control of manual and electronic database applications. Record creation, distribution, utilization, preservation, and final distribution topics are incorporated.

BOTE 222: Medical Transcription (3)

Prerequisites: BOTE 171 and BIOL 115

This course will train students in transcription by using a modular-based approach designed for entry-level medical transcription through scenario drills and building block format. Student will utilize their English, medical terms and abbreviations. Students will also learn proper formatting and transcription rules. The second half of the courses consists of using actual transcription audiotapes.

BOTE 275: Administrative Office Procedures (3)

Prerequisites: BOTE 102, BOTE 148 and BOTE 147

This upper-level course is designed for second-year students who are preparing to enter an office administration position or who are currently working in an office. Course emphasizes the duties, responsibilities and personal qualities of office personal in today's automated office. Use of advance computer application and related office technologies are included. Other topics included, but not limited to: preparing meetings and conferences, making travel arrangements, office etiquette, preparing meeting minutes, leadership, and communication.

BOTE 281: Medical Insurance/Billing (3)

Prerequisite: None

This course offers an overview of the various types of insurance and billing forms for completion of processing medical claims. Upon successful completion of this course, students will be able to: identify the background and importance of insurance claims completion, coding and billing; recognize billings practices that would be considered either fraud or abuse; recognize the components of a compliance program; describe the general terms and importance of federal, state and private health insurance plans; handle insurance claims in the physician's office to obtain payment and minimize their rejection by insurance carriers; explain the full billing cycle of a physician-based insurance claim from the point of service through receipt of payment; explain the differences between clean, pending, rejected incomplete and invalid claims; describe reasons why claims are rejected; execute general guidelines for completing the HCFA-1500 claim form for federal, state and private payer insurance contracts; specify differences between manual and electronic claim submissions; state solutions or problem claims; describe situations for filing appeals; explain the sequence of an inpatient hospital stay from billing

through receipt of payment; state when the Uniform Bill, UG-92, and claim may and may not be sued and state the general billing for completion of the UB-92 claim form.

ENTR 233: Entrepreneurship/Small Business Management (3)

**Prerequisite: None**

This course provides specialized instruction to both theory and practical application of the small business principles necessary for the operation of a successful small business. Designed for students who want to evaluate going into business for themselves or working for a small business. Course content should prove valuable to small business sales, finance, personnel and the concepts and current practices of managing a small business. Course is designed for small business start-up and existing businesses who desire to upgrade their skills.

ENTR 234: Entrepreneurship II (3)

Prerequisite: ENTR 233 suggested

Course combines the necessary research and methods necessary to provide students the skill to complete a detailed analysis of their small business idea. By the end of the course the student will have completed a detailed business plan ready for small business start-up.

HIT 281: Medical Law and Ethics (3)

Prerequisite: None

The course introduces the students to the legal system in relation to healthcare. Students will take a comprehensive look at case studies, medical ethics and malpractice for the medical profession. The understanding of the law as it pertains to their legal and ethical responsibility to the profession. Students are also made aware of their responsibility to confidentiality as well.