P-TECH Health Information Technology

Health Information Technology (HIT) is information technology applied to health care. Today, HIT is one of the fastest growing careers in the country. It provides the umbrella framework to describe the comprehensive management of health information across computerized systems and its secure exchange between consumers, providers, government and insurers.

Students enrolled in the P-Tech Health Information Technology/ Medical Records program at Henninger High School will learn to use the most current information systems for collecting, analyzing, disseminating and maintaining health care and patient data. Students will learn to understand medical information through coursework in anatomy and physiology as well as medical terminology.

This is a six year program culminating with a NYS Regents Diploma or a Regents Diploma with Advanced Distinction as well as a Health Information Technology/Medical Records A.A.S. from Onondaga Community College.

CAREER OPPORTUNITIES:
Ambulatory Care, Long-Term Care, Home Care, Residential Care, Psychiatric Facilities, Industrial Clinics, Physician's Offices, Law Offices, Insurance Companies, State and Federal Health Agencies

Course of Study **P-Tech Health Information Technology**

9th Grade	10th Grade	11th Grade	12th Grade
■ Health Information Technology HT100 (1 Credit CTE)	■ Health Information Technology 200 HT200 (1 Credit CTE) ■ Health Information Technology Integrated Health CHE300 (.5 Health Credit)	■ Health Information Technology 300 HT300 (1 Credit CTE) ■ HIT CTE Specialized Math CTE201 (1 Credit)	■ Health Information Technology 400 HT400 (1 Credit CTE) ■ HIT CTE Integrated Science CTE300 (1 Credit) ■ HIT CTE Integrated ELA CTE400 (1 Credit)

DISTRICT REQUIREMENTS

■ Students must pass PTECH Health Information Technology 100, 200, 300 and 400 to challenge the course approved technical assessment.

■ All students in 9th grade will receive Career and Financial Management.

■ Student will have earned the 12th grade integrated ELA credit upon successful completion of the PTECH HIT 100, 200, 300 and 400 sequences.

■ Student will receive the CTE Endorsement upon successful completion of the CTE PTECH HIT 400, passing the prescribed technical assessment and completion of a commencement level project.

■ Student will have earned the 12th grade integrated science upon successful completion of the PTECH HIT 400.

■ Student will have earned the 12th grade specialized math upon successful completion of the PTECH HIT 300.

Course Syllabus P-Tech Health Information Technology 200

COURSE DESCRIPTION

This course is designed to help students develop the knowledge and skills needed to meet the requirements for certification as a Health Information Technologist (HIT). Students will be introduced to the duties of a Health Information Technician in ambulatory and non-ambulatory health care settings, medical record operations including telephone and communication techniques, scheduling, billing, bookkeeping, the use of computers, computer software, office equipment and office maintenance. Medical records management is emphasized including ICD10/CPT coding. Students will build knowledge of medical ethics, legal and safety issues including OSHA, CDC and HIPAA regulations. Employability, professionalism and career readiness skills are emphasized. The class will primarily be taught by the lecture and demonstration method and supported by various media materials to address various learning styles. Supervised lab time is provided for students to complete required projects.

COURSE OBJECTIVES

By the end of the Health Information Technology 200 course, students will:

1. Be acquainted with a wide range of occupational and educational opportunities for college and career readiness.
2. Participate in hands-on activities and create products to demonstrate the knowledge and skills of a Health Information Technician.
3. Understand the career application of Health Information Technology information through participation in field experiences.
4. Demonstrate skills in processing self-knowledge in relation to the Health Information Technology course and program, in relation to the world of work, and in relation to future planning.

INTEGRATED ACADEMICS

- .5 Health Credit (MHE100)

EQUIPMENT AND SUPPLIES

- School will provide: All text books and lab supplies
- Student will provide: Black Scrubs/Patch: externship office attire, CPR Training Course

TEXTBOOK

- Primary: TBD
- Resource: Shiland, Betsy. *Mastering Health Care Terminology,* 4th Edition. St. Louis: Mosby Elsevier, 2012. Venes, Donald, ed. *Taber's Cyclopedic Medical Dictionary*, Edition 22. Philadelphia: F. A. Davis, 2013.

GRADING

Students are graded on theory and lab practice and performance. The course must be passed with 70% or better. Grading scale: A=90-100%, B=80-89%, C=70-79%, D=60-69%, F=50-59%.

ADDITIONAL COURSE POLICIES

Attendance is an important asset in any program. Students who attend all class meetings are more likely to accomplish the course successfully.

There will be no cellular phones permitted during lectures. Calls and texts can be made before or after class, or during break. All students are expected to follow all posted clinic rules. The first offense will result in a verbal warning. The second will be a written warning and possible class suspension. The third offense will result in immediate dismissal from the externship. Professional behavior at all times is expected.

Course Calendar P-Tech Health Information Technology 200

QUARTER			
1	**2**	**3**	**4**
■ Office Safety and Emergency ■ Interpersonal Communications ■ Classroom Safety ■ CPR Training ■ First Aid Training	■ Ambulatory Care and Other Healthcare Settings ■ Health Care Computers, Software and Keyboarding	■ Telephone Communications ■ Appointment Scheduling ■ Office Equipment ■ Records Management	■ Office Financial Management ■ Health Insurance Coding

UNITS OF STUDY

Scope and Sequence P-Tech Health Information Technology 200

Time Frame Unit of Study	Key Questions	Key Learning Targets (Students will know and be able to)	Assessment Evidence of Learning	Related Standards	CCLS Literacy, Math, Science
WEEKS 1-2 **Office Safety and Emergency**	• What is important to know about general office safety and security? • What OSHA and CDC regulations are important to know for a medical office?	• Identify and perform safety check for all office spaces • List four safety hazards • Explain OSHA and CDC regulations • Demonstrate use of fire extinguisher • Identify and use four Personal Protective Devices (PPDs) • Summarize an article from a professional journal to understand new information and its relevance to careers in this field	• Written objective quiz which includes questions based on current OSHA and local safety standards • Related workbook assignments • Office emergency video worksheet • Office design rubric • Office manual rubric-safety section • ELA article summary rubric	**Career Ready Practices** CRP 1,2,3,4,8 **Cluster Standards** HL 2,3,5 **Pathway Standards** HL-HI 1 **Industry Standards**	**Literacy** RST.11-12.1,2,4,9 WHST.11-12.2,4,9 **Math** **Science**
WEEKS 3-4 **Interpersonal Communications**	• What does effective communication look like? • Why are staff meetings important? • What are effective stress management techniques?	• Describe professional relationships in a medical office • List methods for stress management • Discuss the importance of staff meetings • Explain and demonstrate methods of office communication • Identify communication issues and propose viable solutions with a plan for implementation and resolution	• Video task sheet and scoring rubric • Classroom medical clinic evaluation rubric • Written objective quiz including theory-based questions on interpersonal communications • Related workbook assignments • Death and dying video worksheet • ELA problem and solution rubric	**Career Ready Practices** CRP 1,2,4,8,9,12 **Cluster Standards** HL 2,4 **Pathway Standards** HL-HI 1,2 **Industry Standards**	**Literacy** RST.11-12.1,2,4,9 WHST.11-12.2,4,9 **Math** **Science**
Weeks 5-6 **Classroom Safety**	• Why is knowledge of safety requirements necessary in a classroom environment? • What do OSHA and the CDC do?	• Identify and perform safety checklist for all classroom spaces • List four classroom safety hazards • Explain of OSHA and CDC regulations • Identify location of safety equipment within building	• Written objective quiz covering safety issues in classroom • Poster rubric	**Career Ready Practices** CRP 1,2,3,4,8 **Cluster Standards** HL 2,3,5 **Pathway Standards** HL-HI 1 **Industry Standards**	**Literacy** RST.11-12.1,2,4,9 WHST.11-12.2,4,9 **Math** **Science**

Scope and Sequence P-Tech Health Information Technology 200

Time Frame Unit of Study	Key Questions	Key Learning Targets (Students will know and be able to)	Assessment Evidence of Learning	Related Standards	CCLS Literacy, Math, Science
WEEKS 7-8 **CPR Training**	• What is important to know to correctly administer CPR?	• Explain normal heart rate and respiration values for infant, child and adult patients • Demonstrate correct CPR techniques including correct ratio of breaths to compressions for infant, child and adult patients and pulse monitoring • Complete accurate documentation • Use standard precautions including biohazardous waste and protective equipment procedures including CPR masks • Complete current CPR test from the American Heart Association	• Written objective quiz • Clinical evaluation with rubric • American Heart Association CPR test • Situational role play evaluation sheet	**Career Ready Practices** CRP 1,2,4,8,12 **Cluster Standards** HL 2,3,5 **Pathway Standards** HL-HI 1 **Industry Standards**	**Literacy** RST.11-12.1,2,3,4 WHST.11-12.2,4,9 **Math** **Science**
WEEKS 9-10 **First Aid Training**	• What is important to know to correctly administer first aid?	• Correctly identify current first aid technology • Display knowledge of "rule of 9s" with burn assessment • Use standard precautions including biohazardous waste and protective equipment procedures • Complete current first aid test from the American Heart Association	• Clinical Evaluation with physical assessments of the condition of the patient with a rubric • Rubric for patient information brochures • Situational role play evaluation sheet • American Heart Association First Aid test	**Career Ready Practices** CRP 1,2,4,8,12 **Cluster Standards** HL 2,3,5 **Pathway Standards** HL-HI 1 **Industry Standards**	**Literacy** RST.11-12.1,2,3,4 WHST.11-12.2,4,9 **Math** **Science**

Scope and Sequence P-Tech Health Information Technology 200

Time Frame Unit of Study	Key Questions	Key Learning Targets (Students will know and be able to)	Assessment Evidence of Learning	Related Standards	CCLS Literacy, Math, Science
WEEKS 11-15 Ambulatory Care Other Healthcare Settings	• What is important to know about ambulatory care settings and other care settings? • What verbal and written communication skills are necessary for effective health care settings? • What health information technology skills are necessary for effective care settings? • What professional character traits and ethics are necessary for effective care settings? • What knowledge or evidence deficits exist regarding needed information to support estimates of cost, benefit, and net value with regard to health IT systems?	• Explain standard infection control procedures • Use effective communication skills related to problem solving, scheduling and reporting clinical information • Summarize an article from a professional journal to understand new information and its relevance to careers in this field • Develop a written plan with a budget for a medical clinic including room dimensions, a list of prioritized clinical and administrative equipment and supplies, newspaper advertisements, inclusion of safety codes and knowledge of chosen specialty	• Written objective quiz • Workbook assignment • Clinical performance rubric • Self evaluation • Peer evaluation • ELA article summary rubric • Clinic scoring rubric with criteria for floor plan and supplies, advertisement, economic considerations, and technology • Verbal feedback • Verbal communication/voice rubric • Poster rubric • ELA speech and outline rubric	**Career Ready Practices** CRP 1,2,4,7,8, 12 **Cluster Standards** HL 1,2,5 **Pathway Standards** HL-HI 1,2 **Industry Standards**	**Literacy** RST.11-12.1,2,4,9 WHST.11-12.2,4,7,8,9 **Math** **Science**

Scope and Sequence P-Tech Health Information Technology 200

Time Frame Unit of Study	Key Questions	Key Learning Targets (Students will know and be able to)	Assessment Evidence of Learning	Related Standards	CCLS Literacy, Math, Science
WEEKS 16-20 Health Care Computers, Software and Keyboarding	• What software programs are used regularly in the medical office? • What computer knowledge and skills are important for a medical assistant? • What are the barriers that health care providers and health care systems encounter that limit implementation of electronic health information systems?	• Use medical office computer software programs including: MS Word, Excel, Publisher, Power Point and administrative/clinical medical office software • Define the medical terminology for anatomy and physiology and related terms and abbreviations • Use a computer keyboard with accuracy and speed for data entry and access • Explain the meaning of proofreader marks • Troubleshoot computer software problems	• Written objective quiz • Verbal feedback • Medical document rubric • Questions on computer usage, troubleshooting and obtaining patient information for data processing • Computer generated progress report of WPM (words per minute) and accuracy • Rubric for keyboarding goals including knowledge and use of proofreader marks	**Career Ready Practices** CRP 1,2,4,8,11 **Cluster Standards** HL 1,2 **Pathway Standards** HL-HI 1,2,3 **Industry Standards**	**Literacy** RST.11-12.1,2,3,4 WHST.11-12.2,4,9 **Math** **Science**

Weeks 20-21
 	
Telephone Communications
	• What telephone policies and protocols are needed for effective medical office operation?
	• What documentation is necessary for telephone communication?
		• Explain and use medical office telephone policies and protocols for:
		  • Scheduling and confirming appointments
		  • Prescriptions
		  • Communication with health facilities and patients
		  • Referrals
		  • Insurance
		  • Emergencies
		• Complete necessary documentation of telephone communication including related abbreviations and terms
			• Written objective quiz
			• Telephone communication skill rubric
			• Verbal feedback
			• Situational role playing rubric
				Career Ready Practices CRP 1,2,4,8,11 **Cluster Standards** HL 1,2,4 **Pathway Standards** HL-HI 1,2,3 **Industry Standards**	**Literacy** RST.11-12.1,2,3,4,9 WHST.11-12.2,4,9
					
					Math
					
					Science

Scope and Sequence P-Tech Health Information Technology 200

Time Frame Unit of Study	Key Questions	Key Learning Targets (Students will know and be able to)	Assessment Evidence of Learning	Related Standards	CCLS Literacy, Math, Science
WEEKS 21-23 **Appointment Scheduling**	• What systems are used for scheduling patient appointments? • What procedures are important for effective patient scheduling?	• Explain different systems for scheduling patients • Use a written or computerized appointment system to schedule patient appointments and prepare a daily patient schedule • Explain procedures for: • Triaging/prioritizing patient appointments • Arranging hospital admissions • Scheduling diagnostic testing • Cancellations and missed appointments • Medical emergencies • Define medical terminology and related abbreviations	• Written objective quiz • Workbook-scheduling/matrix outlines • Clinical performance rubric	**Career Ready Practices** CRP 1,2,4,8,11 **Cluster Standards** HL 1,2,4 **Pathway Standards** HL-HI 1,2,3 **Industry Standards**	**Literacy** RST.11-12.1,2,3,4,9 WHST.11-12.2,4,9 **Math** **Science**
WEEKS 23-24 **Office Equipment**	• What office equipment is commonly found in medical offices? • How is office equipment properly used and maintained?	• List types of office equipment used in a medical facility and explain their operation • Explain methods of troubleshooting and maintaining office equipment including arranging for equipment maintenance or repair • Explain methods for maintaining an inventory of equipment, warranty and service files	• Written objective quiz • Workbook assignment • Related rubrics	**Career Ready Practices** CRP 1,2,4,8,11 **Cluster Standards** HL 1,2,4 **Pathway Standards** HL-HI 3 **Industry Standards**	**Literacy** RST.11-12.1,2,3,4 WHST.11-12.2,4,9 **Math** **Science**

Scope and Sequence P-Tech Health Information Technology 200

Time Frame Unit of Study	Key Questions	Key Learning Targets (Students will know and be able to)	Assessment Evidence of Learning	Related Standards	CCLS Literacy, Math, Science
WEEKS 25-28 Records Management	• How are medical records managed? • What legal and ethical considerations are important in the management of medical records? • What is HIPAA?	• Explain filing systems for medical records including alphabetical, numerical, subject and chronological filing • Describe various medical documents and the sections commonly found in them • Describe the legal and ethical regulations and considerations in managing medical records, including HIPAA • Explain procedures for maintaining files • Define medical terminology and related abbreviations	• Practical exam with rubrics • Written objective quiz with questions on various methods of filing and legal and ethical considerations	**Career Ready Practices** CRP 1,2,4,8,9, 11 **Cluster Standards** HL 1,2,4,5 **Pathway Standards** HL-HI 1,2,3 **Industry Standards**	**Literacy** RST.11-12.1,2,3,4,9 WHST.11-12.2,4,9 **Math**

Scope and Sequence P-Tech Health Information Technology 200

Time Frame Unit of Study	Key Questions	Key Learning Targets (Students will know and be able to)	Assessment Evidence of Learning	Related Standards	CCLS Literacy, Math, Science
WEEKS 29-33 Office Financial Management	• What financial management procedures are necessary in a medical office? • What legal and ethical considerations are important in medical office financial management?	• Explain the role of the banking industry in medical office operation • Explain bookkeeping theory including rules, methods and computer programs • Define bookkeeping terminology • Explain procedures for office financial management including: • Payroll • Day sheets • Posting ledgers • Managing cash flow, bank deposits and statements • Accounts payable/receivable • Preparation of reports • Petty cash management • Describe the legal and ethical regulations and considerations in office financial management	• Written objective quiz • Workbook assignments • Communication skills rubric	**Career Ready Practices CRP** 1,2,4,8,9, 11 **Cluster Standards** HL 1,2,4,5 **Pathway Standards** HL-HI 1,2,3 **Industry Standards**	**Science Literacy** RST.11-12.1,2,3,4,9 WHST.11-12.2,4,9 **Math** **Science**

Scope and Sequence P-Tech Health Information Technology 200

Time Frame Unit of Study	Key Questions	Key Learning Targets (Students will know and be able to)	Assessment Evidence of Learning	Related Standards	CCLS Literacy, Math, Science

WEEKS 34-40 Health Insurance Coding	• What health insurance coding procedures are necessary in a medical office?
	• What legal and ethical considerations are important in health insurance coding?
	• What is HIPAA?
	• What is ICD-10 (International Statistical Classification of Diseases and Related Health Problems)?
	• What is CPT (Current Procedural Terminology)?
		• List common insurance plans
		• Explain procedures for insurance processing including:
		  • Obtaining patient insurance information from medical records
		  • Processing claim forms
		  • Electronic claim filing
		  • Posting insurance payments
		  • Handling delinquent claims
		• Preparing correspondence related to all areas of insurance processing
		• Use ICD-10 and CPT codes
		• Prepare memos, faxes, emails and other standard office documents
		• Describe the legal and ethical regulations and considerations in health insurance coding including HIPAA
			• Written objective quiz on insurance used in the field and troubleshooting insurance processing
			• Insurance form preparation using patient chart and coding
			• Workbook assignments
			• Skills rubrics on insurance processing
			• ELA memo, fax, email rubric
				Career Ready Practices CRP 1,2,4,8,9, 11
				Cluster Standards HL 1,2,4,5
				Pathway Standards HL-HI 1,2,3
				Industry Standards
					Literacy RST.11-12.1,2,3,4,9 WHST.11-12.2,4,9
					
					Math
					
					Science