

## **HIT 280 PROFESSIONAL ISSUES**

Prerequisites: HIT 214, HIT 222, and Enrollment in Health Information Technology program  
Co-requisites: None

### **COURSE DESCRIPTION:**

This course provides a comprehensive discussion of topics common to the Health Information Management profession. Emphasis is placed on application of professional competencies, job search tools, and preparation for the certification examination (RHIT). This course provides a complete overview of the entire curriculum, with focus on individual course topics enrichment, project presentations, job-seeking skills, and professional preparation. Upon completion, students should be able to demonstrate competence in intra-level domains, tasks, and subtasks for health information technology as required by the AHIMA. Course Hours Per Week: Class, 2. Semester Hours Credit, 2.

### **COURSE GOALS:**

Upon successful completion of this course, the student will be able to:

- ◆ Improve study and test-taking skills
- ◆ Identify individual areas of deficient knowledge in overall curriculum.
- ◆ Develop a personal course of study to improve areas of deficit and weakness
- ◆ Apply computer technology in various health care settings
- ◆ Develop individual management style
- ◆ Apply principles of quality management
- ◆ Develop job-seeking skills
- ◆ Write an effective cover letter and resume
- ◆ Develop interviewing techniques
- ◆ Demonstrate professional conduct
- ◆ Participate in professional organization activities
- ◆ Apply ethical and legal principles of health information management
- ◆ Identify the roles of the health information professional in various health care settings
- ◆ Identify and use common resources regarding issues of law and ethics applicable to the maintenance of health information
- ◆ Apply AHIMA-recommended methods of information collection and maintenance
- ◆ Apply principles and practices of tumor registries
- ◆ Apply principles of statistics related to the maintenance of health information
- ◆ Use Internet functions in research, and maintenance of health information
- ◆ Apply quality management and improvement tools
- ◆ Use principles of management in the maintenance of health information
- ◆ Present statistical information in a usable format

## **REQUIRED TEXTBOOKS AND REFERENCES:**

(Current Year) Professional Review Guide for the RHIA and RHIT Examinations, various authors, PRG Publishing Inc.

Johns, Merida , Health Information Management Technology, AHIMA Publishers

## **STATEMENT OF STUDENTS WITH DISABILITIES:**

Students who require academic accommodations due to any physical, psychological, or learning disability should request assistance from the Disability Services Coordinator within the first two weeks of class. Likewise, students who potentially require emergency medical attention due to any chronic health condition are encouraged to disclose this information to the Disability Coordinator within the first two weeks of class. The Coordinator can be contacted by calling 686-3652, (V/TT), or by visiting the Student Services Office, Room 23 of the White Building.