

Program Curriculum

	Lect	Lab	Credits			
Fall Semester 1: August - December						
FYE 100 – First Year Experience	1	0	1			
HIM 100 – Introduction to Health Information Management	3	0	3			
HIM 105 – Legal Aspects of Health Information Management	2	0	2			
MCH 101 – Medical Terminology 1	2	0	2			
Total:	8	0	8			
Spring Semester 1: January-April						
HIM 115 – Clinical Abstracting of Health Data	1	0	1			
HIM 120 – Health Information Technology Systems	3	0	3			
MCH 102 – Medical Terminology 2	2	0	2			
HIM 180	0	7	2			
Total:	6	7	8			
Total Program Credits:	14	7	16			

MCH 1XX – includes either MCH 104 or MCH 101 and 102



HITC

Health Information Technician Certificate

About the Program

The Health Information Technology Certificate program provides students with knowledge and skills needed to perform the release of information function in a variety of healthcare settings, such as hospitals, physician practices, and long-term care facilities. Students also gain an understanding of health record content and documentation requirements in accordance with state and federal regulations. Students work with computer applications such as the electronic health record and release of information software.

This program provides a pathway for both the Coding Specialist Certificate and Health Information Management associate degree programs as most courses required to complete the certificate are also required of these programs.

Graduates will receive a Health Information Technician Certificate.

Technical course (HIM) sequence starts every Fall Semester. General requirement courses may be taken prior to a student entering the program. All courses included in the program curriculum can be completed on-line.

Admission to the Program

You may enroll in the program if you are a graduate of an accredited high school or have evidence of high school equivalency by GED scores. In addition to meeting the requirements for admission to the college, students must meet the prerequisites for the Health Information Technician Certificate program.

Starting Salaries

According to the Bureau of Labor Statistics, employment of HIM professionals is expected to grow eight percent through 2032. In 2023, the median annual wage was \$48,780.

Estimated Costs (2024-2025)

- Tuition:
 - Ohio: Approximately \$3,206 (taking exact courses listed in catalog)
 - Out-of-state: Approximately \$6,413 (taking exact courses listed in catalog)
- Textbooks and Other Expenses: Approximately \$650
- Additional expenses include: physical exam, vaccinations, background checks

Financial Aid:

Students are advised to work closely with a Financial Aid advisor, and are cautioned to be aware of Financial Aid limits prior to enrolling in coursework not listed in the curriculum.

Program Advisors

Students not yet admitted to the college are assisted by the Admissions Office, please call 569-1544.

Advisors in the Health & Public Safety division assist students interested in Health Information Technician Certificate program, please call the division at 513-569-1670 to schedule an appointment.

Background Checks/Licensure Eligibility

All students are subject to background checks which must be completed as part of the clinical placement process. Students who have been convicted of felonies and/or misdemeanors are required to contact the program chair before entering the program. Students convicted of possession and/or distribution of controlled substances or who have positive drug screens for non-prescribed controlled substances while enrolled in the program will be automatically dismissed.

Employment Opportunities

Graduates can pursue entry level positions in a variety of healthcare settings performing either release of information, document capture, or health record analysis functions.

Possible job titles include:

Health Information Technician
Release of Information Technician
Medical Data Release Clerk
Medical Records Coordinator

Program Prerequisites Requirements

1. High school diploma or GED (college transcripts can also be submitted for transfer of applicable credit)
 2. Completion of all foundation ENG courses.
 3. Complete IM 111
 4. Cumulative GPA of at least 2.0
 5. Meet with program chair prior to registering.
- Check your college email at least weekly as it is the official mode of communication for the program and the college.

Program Chair

Clarice Warner, MPH, RHIA, CCS-P, CPC, CHC

Has overall responsibility for the program and students enrolled in the programs technical (HIM) courses.

Clarice.warner@cincinnatiastate.edu
513-569-4278

Release of Information Practicum Requirements

HIM 180, the Release of Information Practicum course requires students to spend time at a healthcare clinical site(s) or complete a virtual experiential learning experience, as well as complete course assignments. This is a time commitment of four to eight hours per week over a 15 week semester. In order to participate in the practicum at a clinical site, students must submit the following documentation prior to the beginning of the semester: during which the practicum is scheduled.

- ◆ Physical exam form completed by a physician
- ◆ Immunization/proof of disease immunity documentation
- ◆ Drug screening (if clinical site requires)
- ◆ FBI and BCI criminal background checks
- ◆ Proof of health insurance coverage

Please note that having a criminal background (felonies or misdemeanors) may prohibit you from participating in professional practice and/or from obtaining employment. Please note also that some healthcare organizations do not hire applicants, or take students for practicum that use tobacco.

Release of Information Practicum Requirements for Remote Students

Students who live outside of the Greater Cincinnati/Middletown/Northern Kentucky areas are responsible for locating a clinical site for the practicum experience. Students must notify the program chair of the site and provide site contacts. The program chair must approve the site and will coordinate the execution of a clinical site affiliation agreement with the site. Students must complete the requirements listed above prior to attending practicum at the site.