

HEALTH INFORMATION FOUNDATIONS O.E.

Sitka, e-Learning

Provides the essential knowledge and skills needed for entry-level roles in healthcare. Offered fully online, the program covers medical terminology, health data management, and electronic health records, and prepares students to take the Certified Medical Administrative Assistant (CMAA) exam.

The Outpatient Coding Emphasis prepares students for an entry-level role in professional office coding. Students will be eligible to sit for the Certified Professional Coder (CPC) through AAPC.

Requirement	Hours
Minimum Credit Hours	16
Major Requirements	10
Emphasis Requirements	6-10

Code	Title	Credits
Major Requirements		10
HS S114	Fundamentals of Anatomy and Physiology	4
HS S116	Mathematics in Health Care	3
HIM S135	Medical Terminology	3
Emphasis Area (select one of the following emphases)		6-10
Front Office Fundamentals Emphasis		6
Outpatient Coding Emphasis		10

Front Office Fundamentals Emphasis

Code	Title	Credits
Emphasis Requirements		
HIM S101	Introduction to Health Information Management I	3
HIM S102	Introduction to Health Information Management II	3
Total Credits		6

Outpatient Coding Emphasis

Code	Title	Credits
Emphasis Requirements		
HIM S155	Coding I: CPT and HCPCS	3
HIM S255	Coding II: ICD-10-CM and ICD-10-PCS	3
HIM S258	Coding III: Advanced Coding	3
HIM S282	CCS Examination Preparation	1
Total Credits		10

Upon completion, students will be able to:

1. Apply professional and ethical standards to protect patient privacy and maintain data integrity.

2. Manage health information and office tasks using electronic systems and digital tools common in today's healthcare settings.
3. Use medical terminology and knowledge of body systems to accurately document and interpret patient information.
4. Support billing and reimbursement processes through accurate coding and compliance with payer and regulatory guidelines.
5. Communicate effectively and professionally in virtual and in-person healthcare environments to support teamwork and quality patient care.