### AHMS 094 PCE Non-Credit HIT Course

Credits: 0-6
Prerequisite: None
Term: (Based on sufficient demand)

This course will provide students with an overview of the healthcare system. Topics include organization, financing, and delivery of healthcare through various types of facilities, agencies, health organizations, and hospitals. Medical ethics, professional behavior, and patient rights are also covered.

### AHMS 103 Research in HIM

Credits: 2
Prerequisite: None
Term: (F, S)

This course will introduce students to the research process in healthcare settings. Students will learn to develop, organize, and maintain a portfolio of useful HIM websites.

### AHMS 108 Health Data Content & Struct

Credits: 3
Prerequisite OR Corequisite: CAPP 131
Term: (S, Su)

This course provides an introduction to the health information department and its organization interrelationships in healthcare facilities. This course also covers the content and format of the health record (both conventional and alternative formats), quantitative and qualitative analysis of the record according to regulatory and accreditation standards, numbering, filing, retention, storage, and destruction of records. Application will be provided using extensive discussion and assignments designed to approximate real life situations.

### AHMS 109 Disease Concepts

Credits: 2
Prerequisite: BIOH 104 or BIOH 112
Term: (F, S, Su)

This course is designed to provide students in the Health Sciences field with foundational knowledge of the general mechanisms of disease and the clinical manifestations of disease commonly seen in the healthcare environment. Disease processes specific to each body system are studied, and treatment interventions and prognoses are discussed.

### AHMS 118 Hlth Care Personnel & Supervs

Credits: 2
Prerequisite: None
Term: (S)

This course promotes knowledge of the elements of medical terminology for professional and personal development. Exercises in each unit will stress definitions, spelling, and pronunciation of medical words. The course is designed to build an understanding of the logical method used to form medical terms, including word analysis and word building.

### AHMS 142 Intro to Medical Terminology

Credits: 1
Term: (F, S, Su)

This course promotes knowledge of the elements of medical terminology for professional and personal development. Exercises in each unit will stress definitions, spelling, and pronunciation of medical words. The course is designed to build an understanding of the logical method used to form medical terms, including word analysis and word building.

### AHMS 144 Medical Terminology

Credits: 3
Prerequisite or Corequisite: AHMS 144
Term: (F, S, Su)

The goals of this course are to promote knowledge of the elements of medical terminology for professional and personal development, the ability to spell and pronounce medical terms, an understanding of medical abbreviations, and an appreciation of the logical method found in medical terminology. This includes word analysis and word building. Knowledge of terms relating to body structures, positions, directions, divisions, and planes will be required. An awareness of current health events is encouraged, as is knowledge of basic scientific and specialty areas in healthcare practice.

### AHMS 156 Medical Billing Fundamentals

Credits: 4
Prerequisite: AHMS 144
Term: (F, S, Su)

This course is designed to introduce students to the major national medical insurance programs, including Medicare, Medicaid, Blue Cross/Blue Shield, and TRICARE. Topics covered will include plan options, carrier requirements, state and federal regulations, abstracting from source documents, manual claim form completion, legal and ethical issues, and a review of diagnostic and procedural coding. Inpatient and outpatient billing will be covered.

### AHMS 157 Healthcare Reimbursement Meth

Credits: 4
Prerequisite: AHMS 144, AHMS 108
Term: (F, others based on sufficient demand)

This course covers healthcare reimbursement, revenue cycle, chargemaster, compliance regulations, and activities related to revenue management (coding compliance, fraud, and abuse).
AHMS 158 Legal & Rgltry Aspects Hlthcare  
Credits: 3  
Term: (F, S)  
Prerequisite: WRIT 095 or higher  
This course covers basic knowledge of the legal, regulatory, and ethical aspects of healthcare including: doctrines, principles, and processes of civil law; state licensure and national accreditation standards; and professional requirements for personal liability, confidentiality, and documentation of the health record. Application will be provided using extensive discussion and assignments designed to approximate real life situations.

AHMS 160 Beginning Procedural Coding  
Credits: 3  
Term: (F, S)  
Prerequisite OR Corequisite: AHMS 201  
The structure, format, and use of CPT coding for physician and non-physician services is the purpose of this course. Case studies and lab exercises are used to develop basic procedural coding skills that cover all sections of the CPT coding manual, with a focus on the interpretation of CPT manual section guidelines and proper modifier usage.

AHMS 164 Beg Diagnosis Coding: ICD-10  
Credits: 3  
Term: (F, S)  
Prerequisite: BIOH 104 or BIOH 112 or BIOH 201  
Prerequisite OR Corequisite: AHMS 201  
This course covers basic and intermediate levels of theory and application of ICD-10 principles and guidelines for coding and sequencing diagnoses and procedures. Students perform basic and intermediate coding using real health records, case studies, and scenarios. Application will focus on the use of the electronic ICD-10-CM with an overview of encoder software. This coding class involves hands-on coding, and knowledge of basic use of applicable coding books or the electronic ICD-10-CM.

AHMS 194 Credit-Bearing PCE AHMS Course  
Credits: 1-6  
Term: (Based on sufficient demand)  
Credit-bearing professional and continuing education (PCE) courses offered to provide students and professionals condensed courses for skills upgrades, Professional Certification requirements, and as electives for the Associate of Arts (AA) or Associate of Science (AS) degrees. These courses may be eligible for financial aid for students pursuing the AA or AS degrees and are transcribed on the student’s undergraduate transcript.

AHMS 201 Medical Science  
Credits: 3  
Term: (F, S)  
Prerequisite: AHMS 144 and either BIOH 112 or BIOH 201  
This course provides basic knowledge of the most common diseases, anomalies, treatments, and procedures needed to analyze healthcare documentation for various health science support functions including abstracting, coding, transcription, auditing, and reimbursement. Drug classification, diagnostic tests, pathology, laboratory, radiology, nuclear medicine, and ultrasound procedures are also included.

AHMS 208 Healthcare Statistics  
Credits: 2  
Term: (F, others based on sufficient demand)  
Prerequisite OR Corequisite: M 090 or M 108, and CAPP 131  
This course will include gathering, compilation, and computing of healthcare-related statistics, and the use of research, surveys, and statistical methods for developing healthcare data into information for various requesters.

AHMS 212 CPT Coding  
Credits: 3  
Term: (F, S)  
Prerequisite: AHMS 160  
A basic understanding of the CPT and coding principles should already be established. This course covers extensive procedural coding protocols that apply to interpreting and abstracting data from case studies and authentic outpatient-based medical records. Proper use of HCPCS level II codes, ASC modifiers, and code sequencing is stressed. Applications include the use of encoder software to determine APC and RBRVS calculations, as well as CCI compliance.

AHMS 213 ICD-10 Coding  
Credits: 3  
Term: (F, S)  
Prerequisite: AHMS 164  
Basic understanding of diagnostic and procedural coding principles should already be established. The course requires interpreting ICD-10-CM coding and reporting guidelines to sequence and assign appropriate diagnostic codes for both inpatient and various outpatient settings. Compliance issues associated with various IPPS reimbursement systems such as MS-DRGs, as well as APCs are covered. Encoder software will complement the ICD-10-CM manual in the application of coding processes. Clinical information will be interpreted from brief case studies and progress to the coding of health record excerpts.

AHMS 220 Medical Office Procedures  
Credits: 3  
Term: (F, S, Su)  
Corequisite: CAPP 131 and AHMS 144, or consent of instructor  
Students will utilize medical office software to perform basic administrative procedures in the medical office. These include: scheduling, managing patient accounts, and office documentation. An emphasis will be placed on professionalism, legal and ethical issues, and HIPAA standards.

AHMS 227 Health Information Management  
Credits: 3  
Term: (F, others based on sufficient demand)  
Prerequisite OR Corequisite: AHMS 108  
General and financial management topics are studied in this course. The management functions of planning, organizing, directing, and controlling are related to the healthcare environment. Specific healthcare examples of budgeting, managerial accounting and selection, procurement, and maintenance of equipment and supplies are provided through extensive application of healthcare-related case studies and student projects.

AHMS 240 Clinical Quality Assessment  
Credits: 3  
Term: (S, others based on sufficient demand)  
Prerequisite: CAPP 131, and M 090 or M 108  
The principles and procedures of quality, utilization, risk, and compliance processes used to improve the quality of patient health care are taught in this course. Quality assessment and improvement standards and requirements of licensing, accrediting, fiscal and other regulatory agencies are presented. Methods for identifying variations and deficiencies for follow-up action will be achieved using extensive discussion and assignments designed to approximate real life situations.
AHMS 252 Computerized Medical Billing
Credits: 3
Term: (S)
Prerequisite: AHMS 156
This course will build on topics covered in AHMS 156. Students will study characteristics and requirements of each type of insurance including: indemnity plans, HMOs, PPOs, and Worker's Compensation (including state by state variances). Students will also discuss the adjudication process, resolve reimbursement problems, and respond to claims reviews and appeals. Students will use a medical office software package to complete assignments.

AHMS 255 Medical Transcription I
Credits: 3
Term: (F)
Prerequisite OR Corequisite: AHMS 144 and CAPP 131, or consent of instructor
Students are introduced to ethical considerations, rules, regulations, forms, and techniques in recording medical documents. Transcription of various medical reports is required, with emphasis on competency in medical vocabulary, spelling, punctuation, and extensive usage of medical reference materials.

AHMS 256 Medical Transcription II
Credits: 3
Term: (S)
Prerequisite: AHMS 255 with a grade of C- or better
This course is designed to increase speed and accuracy in transcribing medical data with exposure to advanced technical language in a variety of specialties. Special attention is on speed, accuracy, production, style, and formats. The AHDI Book of Style will be utilized throughout the course.

AHMS 257 Medical Transcription III
Credits: 3
Term: (F)
Prerequisite: AHMS 256 with a grade of C- or better
This is a capstone class in medical transcription. Students will transcribe a variety of provider-generated medical reports in all specialty areas, demonstrating progressively demanding accuracy and productivity standards. Emphasis will be placed on proofreading and correcting transcribed documents, noting and correcting inconsistencies and inaccuracies, and utilizing the AHDI Book of Style and other references appropriately. Professionalism and job seeking techniques will also be discussed.

AHMS 258 Medical Transcription Practicum
Credits: 3
Term: (S)
Prerequisite: AHMS 257 with a grade of C- or better
During the medical transcription practicum, students will transcribe a minimum of 10 dictated hours of actual healthcare provider-generated dictation. This may occur in an externship setting or in a simulated professional practice setting. The focus will be on building speed and accuracy, applying the guidelines of the Book of Style, and using productivity tools appropriately.

AHMS 288 HIT Exam Preparation
Credits: 3
Term: (S)
Prerequisite OR Corequisite: AHMS 298
The course provides a forum for students to prepare for the Registered Health Information Technician (RHIT) national examination sponsored through AHIMA. Reviewing and integrating new knowledge, regulations, and standards in the field of health information technology will be achieved. Guidance on the completion of job applications, preparing a resume, writing cover and follow-up letters, and job interviews (as both applicant and interviewer) are studied and practiced.

AHMS 298 HIT-Professional Practice Exp
Credits: 2
Term: (S)
Prerequisite: AHMS 108, AHMS 157, AHMS 158, AHMS 160, AHMS 164, AHMS 208, and AHMS 227
Students in this course will gain professional practice experience in their program of study, create written records of their experiences, and complete assigned projects as indicated.

AHMS 298A HICS/Coding Professional Practice Experience
Credits: 2
Term: (S)
Prerequisite: AHMS 108, AHMS 157, AHMS 158, AHMS 160, and AHMS 164
Corequisite: AHMS 212 and AHMS 213
Lab based course in which students utilize the Automated Coding Software. The Automated Coding Software exposes students to software utilized in health information management and healthcare reimbursement. This course is a mastery-level course, where students utilize skills acquired in previous programmatic courses. Coding of authentic records will be included. This course serves as a virtual practical experience.

AHMS 298B MBC-Professional Practice Exp
Credits: 2
Term: (S)
Prerequisite: AHMS 108, AHMS 156, AHMS 160, and AHMS 164
Corequisite: AHMS 212 and AHMS 213
Students in this course will gain professional practice experience in their program of study. Students will complete coding/reimbursement assignments using a virtual lab. The virtual lab exposes students to software utilized in health information management and healthcare reimbursement. This is a capstone course in which students solve problems and apply knowledge from previous coursework.