

## Administrative Master Syllabus

### Course Information

<b>Course Title</b>	RHIT Competency Review
<b>Course Prefix, Num. and Title</b>	HITT 2149 RHIT Competency Review
<b>Division</b>	Allied Health
<b>Department</b>	Health Information Technology
<b>Course Type</b>	WECM Course
<b>Course Catalog Description</b>	Review Health Information Technology (HIT) competencies, skills, and knowledge.
<b>Pre-Requisites</b>	HITT 2343 and HITT 2335
<b>Co-Requisites</b>	Enter Co-Requisites Here.

### Semester Credit Hours

<b>Total Semester Credit Hours (SCH): Lecture Hours:</b>	1:1:1
<b>Lab/Other Hours</b>	
<b>Equated Pay Hours</b>	1.5
<b>Lab/Other Hours Breakdown: Lab Hours</b>	1
<b>Lab/Other Hours Breakdown: Clinical Hours</b>	Enter Clinical Hours Here.
<b>Lab/Other Hours Breakdown: Practicum Hours</b>	Enter Practicum Hours Here.
<b>Other Hours Breakdown</b>	List Total Lab/Other Hours Here.

### Approval Signatures

Title	Signature	Date
<b>Department Head:</b>		
<b>Division Chair:</b>		
<b>VPI:</b>		

## **Additional Course Information**

**Topical Outline:** Each offering of this course must include the following topics (be sure to include information regarding lab, practicum, and clinical or other non-lecture instruction).

The following topics HIT competencies are reviewed in the course:

- A. Data Content, Structure, and Information Governance
- B. Access, Disclosure, Privacy, and Security
- C. Data Management, Analytics and Use
- D. Revenue Cycle Management
- E. Compliance & Quality Management
- F. Leadership

### **Course Learning Outcomes:**

**Learning Outcomes – Upon successful completion of this course, students will:**

Perform self-assessment of HIT competencies; resolve learning gaps

**Methods of Assessment:**

Quizzes, assignments, exams, and a final exam

### **Required text(s), optional text(s) and/or materials to be supplied by the student:**

Registered Health Information Technician (RHIT) Exam Preparation

### **Suggested Course Maximum:**

20

### **List any specific or physical requirements beyond a typical classroom required to teach the course.**

Carter & Shaw, Registered Health Information Technician (RHIT) Exam Preparation, current edition. AHIMA Press, Chicago, IL.

Access to a computer with an external webcam and microphone, a reliable internet connection, and access to the WCJC learning management system.

**Course Requirements/Grading System:** Describe any course specific requirements such as research papers or reading assignments and the generalized grading format for the course.

Final evaluation will be based on grades achieved during the semester and the final exam.

Assignments/Attendance/Quizzes 50%; Exams 30%; Final Exam 20%

Grading scale:

93—100% A

85—92% B

78—84% C

70—77% D

69—0% F

**Curriculum Checklist:**

- Administrative General Education Course** (from ACGM, but not in WCJC Core) – No additional documents needed.
- Administrative WCJC Core Course** – Attach the Core Curriculum Review Forms
  - Critical Thinking
  - Communication
  - Empirical & Quantitative Skills
  - Teamwork
  - Social Responsibility
  - Personal Responsibility
- WECM Course** – If needed, revise the Program SCANS Matrix and Competencies Checklist