HITT 2231
AUSTIN COMMUNITY COLLEGE

PROGRAM: Health Information Technology

COURSE NUMBER: HITT 2231—Advanced Medical Terminology

COURSE TIME/LOCATION: Hybrid/Online

FACULTY NAME: 
OFFICE HOURS/LOCATION: 
Phone: 
Email: 
HITT Website: www.austincc.edu/health/hitt
Arranging Conferences/Appointments: by appointment

COURSE DESCRIPTION: Study of advanced medical terminology in various medical and surgical specialties.

COURSE PREREQUISITES: HITT 1301, HITT 1305, BIOL 2404

COURSE RATIONALE: Identify, spell, and pronounce advanced medical terms; use advanced medical terms in context; construct and analyze advanced medical terms; and use medical references as resource tools. Provides students with an opportunity to learn and to advance skills in medical terminology to support the transition from ICD-9-CM to ICD-10. This course requires using a computer.

COURSE OBJECTIVES: Upon completion of the course the student will be able to:
1. Interpret complex abbreviations for structures, conditions, and diagnostic testing (i.e. SIADH/VBAC - Abbreviation List A & B).
2. Match complex root words, prefixes and suffixes with definitions.
3. Create compound terms using multiple word parts and use medical dictionary to verify existence, definition and use term in context.
4. Identify and make connections between specificity in clinical documentation and specificity in ICD-10 (i.e. disease causing pathological fracture).
5. Define and provide examples of Root Operations in ICD-10-PCS.
6. Abstract clinical documentation using medical terms and abbreviations.
7. Distinguish between complex diagnostic and laboratory tests, and clinical and radiological procedures common to each body system.
8. Compare root operation terminology currently used in ICD-9-CM with root operation terminology that will be used in ICD-10-PCS.
9. Identify and describe the clinical data captured on various types of clinical documentation found in health records (i.e. pathology, discharge summary, progress notes, operative report).

10. Locate secondary/tertiary components of the major body systems (i.e. anatomical locations on bones) used in most common diagnostic and therapeutic procedures.

11. Explain the primary physiological functions for the major organ systems (i.e. resp/renal/card - ex: blood flow/cardiac cycle).

12. Explain the diagnostic and treatment components of most common medical conditions (i.e. DM, CHF, CKD, PNA).

13. Identify and define terms related to the physiology and pathology of neoplasms and the diagnostic/surgical procedures for detecting and treating.

**COURSE STUDENT LEARNING OUTCOMES:**

The curriculum of the Austin Community College Health Information Technology program is designed to meet or exceed the professional course content as published in the AHIMA Model Curriculum that includes the HIM Entry-Level Competencies and Knowledge Clusters. This course addresses the specific Domains, Subdomains, and Competencies identified below:

Biomedical Sciences – Medical Terminology

Upon completion of the **Associate of Applied Science Degree in Health Information Technology**, the student will be able to:

A. Appropriately manage and use health data.

B. Collect, report and interpret database information and compute related healthcare statistics.

C. Apply and participate in the implementation of laws and policies and procedures within healthcare delivery systems as they relate to payment systems, healthcare provider information needs, patient privacy and disclosure and ethical standards of practice.

D. Utilize technology, including specialized hardware and software applications to ensure accurate data collection, record tracking, analysis, reporting and will be able to apply and contribute to the application of electronic health records and to the maintenance and design of patient information retrieval systems, while maintaining confidentiality and security of information.

E. Apply the fundamentals of team and financial resource management, including budgeting, teamwork, education, communication and interpersonal skills in order to contribute to work plans, policies and procedures, resource management and others in performance as a member of a team.
SCANS Competencies

In 1990, the U.S. Department of Labor established the Secretary’s Commission on Achieving Necessary Skills (SCANS) to examine the demands of the workplace and whether our nation’s students are capable of meeting those demands. The Commission determined that today’s jobs generally require competencies in the following areas:

- Resources: Identifies, organizes, plans and allocates resources
- Interpersonal: Works with others
- Information: Acquires and uses information
- Systems: Understands complex interrelationships
- Technology: Works with a variety of technologies

The Texas Higher Education Coordinating Board requires that all degree plans in institutions of higher education incorporate these competencies and identify to the student how these competencies are achieved in course objectives.

<table>
<thead>
<tr>
<th>HITT 1305 COMPETENCE</th>
<th>EXAMPLE OF LEVEL</th>
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</thead>
<tbody>
<tr>
<td>Resources</td>
<td>Identifies resources used in course and allocates time for studying.</td>
</tr>
<tr>
<td>Interpersonal</td>
<td>Shares experiences and knowledge with classmates, works as a member of a team for any assigned activities.</td>
</tr>
<tr>
<td>Information</td>
<td>Identifies suffixes, root words and prefixes in order to identify vocabulary.</td>
</tr>
<tr>
<td>Systems</td>
<td>Identifies body system for various vocabulary words.</td>
</tr>
<tr>
<td>Technology</td>
<td>Discusses electronic health record with classmates and instructor.</td>
</tr>
<tr>
<td>Basic Skills</td>
<td>Reads assigned pages.</td>
</tr>
<tr>
<td>Thinking Skills</td>
<td>Identifies and prepares for tests, quizzes and research activities.</td>
</tr>
<tr>
<td>Personal Qualities</td>
<td>Works as a team member for any assigned activities. Asserts self and networks with classmates and virtual lab to obtain information on current topics.</td>
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</table>

TEXTBOOK:
Mastering Healthcare Terminology, 3rd Edition
Betsy J. Shiland
10: 9780323055062

INSTRUCTIONAL METHODOLOGY: Online- Blackboard
GRADING SYSTEM: The Health Information Technology courses use the following scale for determination of final grades:
A = 90-100%
B = 80-89%
C = 70-79%
D = 60-70%
F = 59 and below

A grade of 70% or above is required for passing any subject area.

METHOD OF EVALUATION: Your final grade is composed of final exam for medical terminology, Root Operations in ICD-10-PCS. chapter reviews, case studies, exams, and comprehensive final and will based on the following percentages:
Final Exam for Med Terms 5% To be completed by 2"nd week of class
Root Operations in ICD-10-PCS 5%
Chapter Reviews 10% This will be checked at our onsite classes
Case Studies 10% To be turned in on [DATE] via notebook
Exam 1 15%
Exam 2 15%
Exam 3 20%
Comprehensive Final 20% [DATE]
100%

COURSE POLICIES:

Exam Policy: All exams will be taken in ACC testing centers and deadline dates for each exam can be found in the schedule at the end of this document. There will be no retests if a student misses the deadline date. If a student misses one exam for a documented medical or family emergency, the grade of the comprehensive final exam will be averaged in the place of the missed exam grade. If any other exams are missed or if an exam is missed for any other reason, a grade of “0” will be given. If a student misses more than one exam, a zero will be given for the second missed exam. EXAMS MUST BE TAKEN NO LATER THAN THE DEADLINE DATE ON THE COURSE SCHEDULE.

Attendance/Class Participation
Regular and punctual class and laboratory attendance is expected of all students. If attendance or compliance with other course policies is unsatisfactory, the instructor may withdraw students from the class.

Withdrawal Policy
It is the responsibility of each student to ensure that his or her name is removed from the roll should he or she decide to withdraw from the class. The instructor does, however, reserve the right to drop a student should he or she feel it is necessary. If a student decides to withdraw, he
or she should also verify that the withdrawal is submitted before the Final Withdrawal Date. The student is also strongly encouraged to retain their copy of the withdrawal form for their records.

**The student is required to turn in their program student ID and any equipment or items that belong to the department. Failure to do so may compromise their standing at ACC.**

Students who enroll for the third or subsequent time in a course taken since Fall, 2002, may be charged a higher tuition rate, for that course.

State law permits students to withdraw from no more than six courses during their entire undergraduate career at Texas public colleges or universities. With certain exceptions, all course withdrawals automatically count towards this limit. Details regarding this policy can be found in the ACC college catalog.

**Incompletes**
An instructor may award a grade of “I” (Incomplete) if a student was unable to complete all of the objectives for the passing grade in a course. An incomplete grade cannot be carried beyond the established date in the following semester. The completion date is determined by the instructor but may not be later than the final deadline for withdrawal in the subsequent semester.

**Statement on Scholastic Dishonesty**
A student attending ACC assumes responsibility for conduct compatible with the mission of the college as an educational institution. Students have the responsibility to submit coursework that is the result of their own thought, research, or self-expression. Students must follow all instructions given by faculty or designated college representatives when taking examinations, placement assessments, tests, quizzes, and evaluations. Actions constituting scholastic dishonesty include, but are not limited to, plagiarism, cheating, fabrication, collusion, and falsifying documents. Penalties for scholastic dishonesty will depend upon the nature of the violation and may range from lowering a grade on one assignment to an “F” in the course and/or expulsion from the college. See the Student Standards of Conduct and Disciplinary Process and other policies at [http://www.austincc.edu/current/needtoknow](http://www.austincc.edu/current/needtoknow).

The complaints and grades dispute process can also be found at the above site and is located in your Health Information Technology Program handbook at [http://www.austincc.edu/health/hitt/resources.php](http://www.austincc.edu/health/hitt/resources.php)

**Student Rights and Responsibilities**
Students at the college have the rights accorded by the U.S. Constitution to freedom of speech, peaceful assembly, petition, and association. These rights carry with them the responsibility to accord the same rights to others in the college community and not to interfere with or disrupt the educational process. Opportunity for students to examine and question pertinent data and assumptions of a given discipline, guided by the evidence of scholarly research, is appropriate in
a learning environment. This concept is accompanied by an equally demanding concept of responsibility on the part of the student. As willing partners in learning, students must comply with college rules and procedures.

**Statement on Students with Disabilities**

Each ACC campus offers support services for students with documented disabilities. Students with disabilities who need classroom, academic or other accommodations must request them through the Office for Students with Disabilities (OSD). Students are encouraged to request accommodations when they register for courses or at least three weeks before the start of the semester, otherwise the provision of accommodations may be delayed.

Students who have received approval for accommodations from OSD for this course must provide the instructor with the ‘Notice of Approved Accommodations’ from OSD before accommodations will be provided. Arrangements for academic accommodations can only be made after the instructor receives the ‘Notice of Approved Accommodations’ from the student.

Students with approved accommodations are encouraged to submit the ‘Notice of Approved Accommodations’ to the instructor at the beginning of the semester because a reasonable amount of time may be needed to prepare and arrange for the accommodations. Additional information about the Office for Students with Disabilities is available at [http://www.austincc.edu/support/osd/](http://www.austincc.edu/support/osd/)

**Safety Statement**

Austin Community College is committed to providing a safe and healthy environment for study and work. You are expected to learn and comply with ACC environmental, health and safety procedures and agree to follow ACC safety policies. Additional information on these can be found at [http://www.austincc.edu/ehs/](http://www.austincc.edu/ehs/).

Because some health and safety circumstances are beyond our control, we ask that you become familiar with the Emergency Procedures poster and Campus Safety Plan map in each classroom. Additional information about emergency procedures and how to sign up for ACC Emergency Alerts to be notified in the event of a serious emergency can be found at [http://www.austincc.edu/emergency/](http://www.austincc.edu/emergency/).

Please note, you are expected to conduct yourself professionally with respect and courtesy to all. Anyone who thoughtlessly or intentionally jeopardizes the health or safety of another individual will be dismissed from the day’s activity, may be withdrawn from the class, and/or barred from attending future activities.

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Use of ACC email
All College e-mail communication to students will be sent solely to the student’s ACCmail account, with the expectation that such communications will be read in a timely fashion. ACC will send important information and will notify you of any college related emergencies using this account. Students should only expect to receive email communication from their instructor using this account. Likewise, students should use their ACCmail account when communicating with instructors and staff. Instructions for activating an ACCmail account can be found at http://www.austincc.edu/accmail/index.php.

For help setting up your ACCeID, ACC Gmail, or ACC Blackboard, see a Learning Lab Technician at any ACC Learning Lab.

Testing Center Policy
Under certain circumstances, an instructor may have students take an examination in a testing center. Students using the Academic Testing Center must govern themselves according to the Student Guide for Use of ACC Testing Centers and should read the entire guide before going to take the exam. To request an exam, one must have:

- ACC Photo ID
- Course Abbreviation (e.g., ENGL)
- Course Number (e.g., 1301)
- Course Synonym (e.g., 10123)
- Course Section (e.g., 005)
- Instructor's Name

Do NOT bring cell phones to the Testing Center. Having your cell phone in the testing room, regardless of whether it is on or off, will revoke your testing privileges for the remainder of the semester. ACC Testing Center policies can be found at http://www.austincc.edu/testctr/

Student And Instructional Services
ACC strives to provide exemplary support to its students and offers a broad variety of opportunities and services. Information on these services and support systems is available at: http://www.austincc.edu/s4/

Links to many student services and other information can be found at: http://www.austincc.edu/current/

ACC Learning Labs provide free tutoring services to all ACC students currently enrolled in the course to be tutored. The tutor schedule for each Learning Lab may be found at: http://www.austincc.edu/tutor/students/tutoring.php
### HITT 2231 – Advanced Medical Terminology - COURSE OUTLINE/CALENDAR:

<table>
<thead>
<tr>
<th>DATE</th>
<th>Topics Area/Objective</th>
<th>Reading/Other Assignments **</th>
<th>Activities: ** Activity Details May Be Found in Blackboard</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
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</tr>
<tr>
<td>Week 1</td>
<td>Introduction Structure and Directions Interpret complex abbreviations for structures, conditions, and diagnostic testing</td>
<td>Orientation Chapter 1 Chapter 2 Final for Medical Terminology Complete Pretest</td>
<td>Complete Final for Med Terms (to be completed 1 week of Class). Complete Chapter Reviews for Chapters 1 &amp; 2 Complete Case Study Ch 1 &amp; 2 Case Study Completion: Response to designated questions</td>
</tr>
<tr>
<td>Week 2</td>
<td>Musculoskeletal System</td>
<td>Chapter 3 Complete Pretest</td>
<td>Complete Chapter Reviews for Chapter 3 Complete Case Study Ch 3</td>
</tr>
<tr>
<td>Week 3</td>
<td>Integumentary System</td>
<td>Chapter 4 Complete Pretest</td>
<td>Complete Chapter Reviews for Chapter 4 Complete Case Study Ch 4</td>
</tr>
<tr>
<td>Week 4</td>
<td>Gastrointestinal System</td>
<td>Chapter 5 Complete Pretest</td>
<td>Complete Chapter Reviews for Chapter 5 Complete Case Study Ch5</td>
</tr>
<tr>
<td>Onsite Class 1 EVC Campus [Room/Time]</td>
<td></td>
<td></td>
<td>[Date] Chapters 1-5</td>
</tr>
<tr>
<td><strong>Exam 1</strong></td>
<td></td>
<td>Ch 1-5</td>
<td><strong>Deadline to Take Exam: [Date]</strong></td>
</tr>
<tr>
<td>Week 5</td>
<td>Urinary System</td>
<td>Chapter 6 Complete Pretest</td>
<td>Complete Chapter Reviews for Chapter 6 Case Study Chapter 6</td>
</tr>
<tr>
<td>Week 6</td>
<td>Male Reproductive</td>
<td>Chapter 7 Complete Pretest</td>
<td>Complete Chapter Reviews for Chapter 7 Case Study Chapter 7</td>
</tr>
<tr>
<td>Week 7</td>
<td>Female Reproductive</td>
<td>Chapter 8 Complete Pretest</td>
<td>Complete Chapter Reviews for Chapter 8 Case Study Chapter 8</td>
</tr>
<tr>
<td>Week 8</td>
<td>Blood, Lymphatic and</td>
<td>Chapter 9 Complete Pretest</td>
<td>Complete Chapter Reviews for Chapter 9</td>
</tr>
<tr>
<td>Week</td>
<td>System/Subject</td>
<td>Pretest</td>
<td>Review/Exam Details</td>
</tr>
<tr>
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<tr>
<td>9</td>
<td>Immune System</td>
<td>Complete Pretest</td>
<td>Case Study Chapter 9</td>
</tr>
<tr>
<td>9</td>
<td>Cardiovascular System</td>
<td>Chapter 10 Complete Pretest</td>
<td>Complete Chapter Reviews for Chapter 10 Case Study Chapter 10</td>
</tr>
<tr>
<td>2</td>
<td>Onsite Class 2 EVC Campus</td>
<td>[Room/Time]</td>
<td>[Date] Review Exam 1 Review Chapters 1-10 Root Operations in ICD-10-PCS</td>
</tr>
<tr>
<td>2</td>
<td>Exam 2</td>
<td>Ch 1-10</td>
<td>Deadline to Take Exam: [Date]</td>
</tr>
<tr>
<td>10</td>
<td>Respiratory System</td>
<td>Chapter 11 Complete Pretest</td>
<td>Complete Chapter Reviews for Chapter 11 Case Study Chapter 11</td>
</tr>
<tr>
<td>11</td>
<td>Nervous System</td>
<td>Chapter 12 Complete Pretest</td>
<td>Complete Chapter Reviews for Chapter 12 Case Study Chapter 12</td>
</tr>
<tr>
<td>12</td>
<td>Mental &amp; Behavioral Health</td>
<td>Chapter 13 Complete Pretest</td>
<td>Complete Chapter Reviews for Chapter 13 Case Study Chapter 13</td>
</tr>
<tr>
<td>13</td>
<td>Eye and Ear</td>
<td>Chapter 14 Complete Pretest</td>
<td>Complete Chapter Reviews for Chapter 14 Case Study Chapter 14</td>
</tr>
<tr>
<td>14</td>
<td>Endocrine System</td>
<td>Chapter 15 Complete Pretest</td>
<td>Complete Chapter Reviews for Chapter 15 Case Study Chapter 715</td>
</tr>
<tr>
<td>15</td>
<td>Oncology</td>
<td>Chapter 16 Complete Pretest</td>
<td>Complete Chapter Reviews for Chapter 16 Case Study Chapter 16 Case Studies due today: [Date]</td>
</tr>
<tr>
<td>3</td>
<td>Onsite Class 3 EVC Campus</td>
<td>[9209/6:00 p.m.]</td>
<td>[Date] Review Exam 2 Review Chapters 1-16</td>
</tr>
<tr>
<td>16</td>
<td>Comprehensive Final Exam</td>
<td>Ch 1-16 Handouts</td>
<td>Deadline to Take Exam: [Date]</td>
</tr>
</tbody>
</table>