

## Health Information Technology Workforce Training Course Schedule

### Mission College

Role	Session Dates	Notes
<b>Practice Workflow and Information Management Redesign Specialist</b>	<b><u>Session III</u></b> July 5, 2011 to December 21, 2011	Program role and course dates are subject to meeting minimum enrollment requirement. Students will be notified if any courses need to be re-scheduled.
	<b><u>Session IV</u></b> Oct 4, 2011 to April 25, 2012	Instruction is offered as online courses using the Angel Learning Management System, with some courses having labs scheduled during the day, evening, or weekend on the Mission College campus. These courses are offered in six-month training sessions and are not for credit.
	<b><u>Session V</u></b> January 30, 2012 to August 8, 2012	
	<b><u>Session VI</u></b> May 14, 2012 to November 14, 2012 (tentative)	Applications are being accepted for Session VI

#### Components:

<b>HITW02 The Culture of Health Care</b>	This course addresses job expectations in health care settings; it will discuss how care is organized inside a practice setting, privacy laws, and professional and ethical issues encountered in the workplace.
<b>HITW03 Terminology in Health Care and Public Health Settings</b>	Explanation of specific terminology used by workers in health care and public health. Definition of medical terms related to each of the major body systems, commonly used terms in public health, nursing, health information technology and clinical vocabularies and terminologies related to the implementation of electronic health records; the purpose and uses of pertinent health care terminologies in the electronic health record; health care terminology in the various health IT roles.
<b>HITW04 Introduction to Computer and Information Science</b>	Provides a basic overview of computer architecture; data organization, representation and structure; structure of programming languages; networking and data communication. Includes basic terminology of computing.
<b>HITW06 Health Management Information Systems</b>	A "theory" component, specific to health care and public health applications. Introduction to health IT standards, health-related data structures, software applications; enterprise architecture in health care and public health organizations.
<b>HITW10 Fundamentals of Health Workflow Process Analysis &amp; Redesign</b>	Fundamentals of health workflow process analysis and redesign as a necessary component of complete practice automation; includes topics of process validation and change management.
<b>HITW12 Quality Improvement</b>	Introduces the concepts of health IT and practice workflow redesign as instruments of quality improvement. Addresses establishing a culture that supports increased quality and safety. Discusses approaches to assessing patient safety issues and implementing quality management and reporting through electronic systems.
<b>HITW15 Usability and Human Factors</b>	Discussion of rapid prototyping, user-centered design and evaluation, usability; understanding effects of new technology and workflow on downstream processes; facilitation of a unit-wide focus group or simulation.

Role	Session Dates	Notes
<b>Implementation Specialist</b>	<b><u>Session II</u></b> July 5, 2011 to December 21, 2011	Program role and course dates are subject to meeting minimum enrollment requirement. Students will be notified if any courses need to be re-scheduled.
	<b><u>Session III</u></b> January 30, 2012 to August 8, 2012	Instruction is offered as online courses using the Angel Learning Management System, with some courses having labs scheduled during the day, evening, or weekend on the Mission College campus. These courses are offered in six-month training sessions and are not for credit.
	<b><u>Session IV</u></b> May 14, 2012 to November 14, 2012 (tentative)	Applications are being accepted for Session IV

#### Components:

<b>HITW03 Terminology in Health Care and Public Health Settings</b>	Explanation of specific terminology used by workers in health care and public health. Definition of medical terms related to each of the major body systems, commonly used terms in public health, nursing, health information technology and clinical vocabularies and terminologies related to the implementation of electronic health records; the purpose and uses of pertinent health care terminologies in the electronic health record; health care terminology in the various health IT roles.
<b>HITW04 Introduction to Computer and</b>	Provides a basic overview of computer architecture; data organization, representation and structure; structure of programming languages; networking and data communication. Includes basic terminology of computing.

<b>Information Science</b>		
<b>HITW07 Working with Health IT Systems</b>	A laboratory component. Students will work with simulated systems or real systems with simulated data. Students will learn about threats to security and appreciate the need for standards, high levels of usability, and how errors can occur. Materials will support hands-on experience in computer labs and on-site in health organizations.	
<b>HITW08 Installation and Maintenance of Health IT Systems</b>	Instruction in installation and maintenance of health IT systems, including testing prior to implementation. Introduction to principles underlying configuration. Materials will support hands-on experience in computer labs and on-site in health organizations.	
<b>HITW09 Networking and Health Information Exchange</b>	More in-depth analysis of data mobility including the hardware infrastructure (wires, wireless, and devices supporting them), the ISO stack, standards, Internet protocol, federations and grids, the NHIN and other nationwide approaches.	
<b>HITW11 Configuring Electronic Health Records</b>	A practical experience with a laboratory component, addressing approaches to assessing, selecting, and configuring EHRs to meet the specific needs of customers and end users.	
<b>HITW14 Special Topics Course on Vendor Specific Systems</b>	Provides an overview of the most popular vendor systems highlighting the features of each as they would relate to practical deployments, and noting differences between the systems.	
	<b>Session Dates</b>	<b>Notes</b>
<b>Technical/ Software Support</b>	<u><b>Session II</b></u> Oct. 4, 2011 to April 25, 2012 <u><b>Session III</b></u> May 14, 2012 to November 14, 2012 (tentative)	Program role and course dates are subject to meeting minimum enrollment requirement. Students will be notified if any courses need to be re-scheduled.  Instruction is offered as online courses using the Angel Learning Management System, with some courses having labs scheduled during the day, evening, or weekend on the Mission College campus. These courses are offered in six-month training sessions and are not for credit.  Applications are being accepted for Session III
<b>Components:</b>		
<b>HITW04 Introduction to Computer and Information Science</b>	Provides a basic overview of computer architecture; data organization, representation and structure; structure of programming languages; networking and data communication. Includes basic terminology of computing.	
<b>HITW07 Working with Health IT Systems</b>	A laboratory component. Students will work with simulated systems or real systems with simulated data. Students will learn about threats to security and appreciate the need for standards, high levels of usability, and how errors can occur. Materials will support hands-on experience in computer labs and on-site in health organizations.	
<b>HITW08 Installation and Maintenance of Health IT Systems</b>	Instruction in installation and maintenance of health IT systems, including testing prior to implementation. Introduction to principles underlying configuration. Materials will support hands-on experience in computer labs and on-site in health organizations.	
<b>HITW09 Networking and Health Information Exchange</b>	More in-depth analysis of data mobility including the hardware infrastructure (wires, wireless, and devices supporting them), the ISO stack, standards, Internet protocol, federations and grids, the NHIN and other nationwide approaches.	
<b>HITW11 Configuring Electronic Health Records</b>	A practical experience with a laboratory component, addressing approaches to assessing, selecting, and configuring EHRs to meet the specific needs of customers and end users.	
<b>HITW14 Special Topics course on Vendor Specific Systems</b>	Provides an overview of the most popular vendor systems highlighting the features of each as they would relate to practical deployments, and noting differences between the systems.	
<b>HITW16 Professionalism/Customer Service in the Health Environment</b>	Development of skills necessary to communicate effectively across the full range of roles that will be encountered in health care and public health settings.	