



EMPLOYABILITY PROFILE

Health Information Technology

Industry-Based Skill Standards

Proficiency Definitions

NA = Not Applicable

1 = Developing

2 = Basic

3 = Proficient

4 = Mastery

	9th	10th	11th	12th		9th	10th	11th	12th
Demonstrates knowledge of health careers					Anatomy and physiology				
Demonstrates an awareness of a variety of health careers, understands roles, responsibilities and scope of practice for these careers. Has identified a career interest and has developed a career plan to move forward with education or training.					Is able to identify the structures of each body system, describe their microscopic and macroscopic anatomy, and identify their functions. Can locate structures using anatomical directions and regions.				
Body as an interconnected system					Scheduling and Patient Management				
Demonstrates knowledge of the human body and its interconnected systems. Knows both parts and functions of organs and organ systems and is able to explain how they work together to maintain homeostasis.					Explains the importance of using the scheduling feature in an Electronic Health Record (HER), and demonstrates how to schedule, cancel and reschedule an appointment in the EHR.				
Hospital Organization and the Medical Staff					Diagnostic Procedures and Coding				
Explains what departments and services are found in the healthcare setting and the basic structure and privileges of the medical staff.					Defines and describes computer-assisted coding and demonstrates coding processes utilizing EHR software.				
Electronic Health Records					Data Management and Analytics				
Defines the terminology of information technology and distinguish between administrative, physical, and technical safeguards used to secure electronic personal health information.					Demonstrates how data collection and tools are used in maintaining health data.				
Social, legal and ethical issues					Reimbursement and Classification Systems				
Is aware of state and federal patient privacy regulations. Demonstrates an awareness of ethical issues that might be encountered in the healthcare setting and effectively communicates possible solutions.					Describes the reimbursement process, forms, and support practice for healthcare reimbursement and can identify code systems for laboratory and clinical observations; professional services, procedures, and supplies; and drugs.				
Use of medical terminology					Electronic Health Records				
Recognizes and uses medical terms in a patient care setting with other health care professionals. Defines new words by utilizing knowledge of roots, prefixes and suffixes.					Can create a development and implementation plan for an electronic health record (EHR).				
Communication with patients, families and caregivers					Security				
Communicates with health care professionals, patients, and caregivers both verbally and in writing to express ideas and obtain information. Uses appropriate vocabulary to share information, demonstrates active listening skills.					Demonstrates how to control access to protected health information, and can describe recommended security measures for a healthcare facility				
Works as a productive member of the healthcare team					Professional Skills				
Actively participates as a member of a healthcare team while recognizing and appreciating others skills and abilities. Adds to the collective value of the team, and invigorates others to add to the collective efforts and goals.					Writes a professional resume appropriate for college admissions and job applications, and creates a professional portfolio that demonstrates mastery of program content, creativity, professionalism, and experience within their chosen field.				



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WORK-BASED LEARNING			POSTSECONDARY CREDIT				
Type of WBL Experience	Year	Hours	College Course	Possible Cr.		Attained	
						Y	N
						Y	N
						Y	N
						Y	N
			Technical Assessment	Passed			
					Y	N	
					Y	N	
					Y	N	
			CERTIFICATIONS, ENDORSEMENTS, LICENSES				
			Title	Date Obtained			
TOTAL							

AWARDS, SPECIAL RECOGNITION, SCHOLARSHIPS	DIPLOMA	Date Obtained	
	Diploma Earned: Insert diploma type here		
	Technical Endorsement on Diploma?	Y	N