

HEALTH INFORMATION MANAGEMENT - ASSOCIATE OF APPLIED SCIENCE (AAS)

Description

The Health Information Management Associate of Applied Science prepares students in technical coursework, human relations, communications, mathematics, and computer technology. The program employs a career ladder approach that includes the Medical Office Specialist certificate.

At the end of six academic quarters (approximately two years), students earn the Associate of Applied Science in Health Information Management. Students are eligible to take the Registered Health Information Technician national credential examination upon completion.

Health information technicians collect, analyze, code, manage, and maintain patient information. Health information technicians must be highly organized and detail oriented. They maintain patient medical information in a complete, accurate, and secure manner while modeling high ethical standards. Health information technicians work in a wide range of health care facilities and related industries, including hospitals, clinics, provider offices, long-term care, health insurance companies, medical device companies, and healthcare software companies.

The Commission on Accreditation for Health Informatics and Information Management Education accredits the program.

Program Learning Outcomes

Upon successful completion of the program, students will be able to:

1. Demonstrate leadership skills and the impact of organizational change management in healthcare organizations.
2. Classify and apply concepts and principles to the practice of health information management, including analysis of data and health record privacy, confidentiality, and security.
3. Apply privacy, security, and legal processes impacting health information.
4. Apply the use of coding guidelines to the assignment of diagnostic and procedural coding.

Entrance Requirements

Academic Entrance Requirements

Before enrolling in HIM 103 Introduction to Health Information Management, students must pass CIS 120 Computer Concepts, AH 111 Medical Terminology I, and BA 214 Business Communications.

Other Entrance Requirements

- Students entering the HIM program are required to have a criminal history check before enrolling in HIM 104 Health Information Standards and Governance. A student may be prevented from entering the program if there is a felony conviction on their record.
- Documentation of immunizations is required for directed practice (Tdap, MMR, varicella, TB, hep B, and flu).
- Additional immunizations, background checks, and drug screens may be required by directed practice sites at students' expense.

Additional Program Costs (Beyond Standard Tuition/Fees and Textbooks)

Material Costs

Required:

- Total cost depends upon preparatory coursework and extent of completion within the program (certificate/degree). Additional costs, estimated to be approximately \$2,500, include textbooks, technology fees, directed practice travel expense, OrHIMA annual conference, criminal history check, etc.

Recommended:

- Students are strongly encouraged to have access to a computer with a web camera and reliable high-speed internet.

Course Requirements

Course	Title	Credits
Support Courses		
AH 111	Medical Terminology I	3
BA 214	Business Communications	3-4
or WR 121	Academic Composition	
CIS 120	Computer Concepts	4
Core Courses		
HIM 103	Introduction to Health Information Management	4
HIM 104	Health Information Standards and Governance	4
HIM 105	Health Information Compliance and Analytics	4
HIM 171	Project Management	2
HIM 182	Introduction to Reimbursement and Classification Systems	4
HIM 184	Pathophysiology and Pharmacology	5
HIM 190	HIPAA for Practical Experience	2
HIM 201	Legal and Ethical Aspects of Health Care	4
HIM 202	Health Information Management Applications	2
HIM 203	Health Information Technologies	4
HIM 271	Quality Improvement in Health Care	4
HIM 272	Management Principles and Leadership in HIM	4
HIM 273	HIM Capstone	2
HIM 281	Healthcare Statistics	4
HIM 282	Reimbursement Systems	4
HIM 283	Coding Classifications I	4
HIM 284	Coding Classifications II	5
HIM 285	Revenue Cycle Management	5
HIM 293	Professional Practice Experience	2
Other Required Courses		
AH 112	Medical Terminology II	3
BI 231	Human Anatomy and Physiology I	4
BI 232	Human Anatomy and Physiology II	4
BI 233	Human Anatomy and Physiology III	4
CIS 131	Software Applications	4

COMM 218	Interpersonal Communication	3
Total Credits		101-102

Advising Notes

HIM is a cohort program, which begins each Fall. Students can complete non-HIM courses before entry into the cohort or concurrently. Courses are in sequence for first and second year. Students must complete all first-year courses before enrolling in second-year coursework.

This degree is designed primarily for students planning to enter their chosen career upon graduation. However, credits are transferable per an [articulation agreement](#) with the University of Cincinnati for students choosing to pursue the [online Bachelor of Science in Health Information Management](#).

Performance Standards

- Academic Requirements:
 - Students must have a 2.0 cumulative GPA to earn a COCC certificate or degree.
 - All courses in the program must be completed with a grade of C or higher.

Sample Plan

First Year

Spring		Credits
AH 111	Medical Terminology I	3
BA 214 or WR 121	Business Communications or Academic Composition	3-4
CIS 120	Computer Concepts	4
COMM 218	Interpersonal Communication	3
Credits		13-14

Second Year

Fall

AH 112	Medical Terminology II	3
BI 231	Human Anatomy and Physiology I	4
CIS 131	Software Applications	4
HIM 103	Introduction to Health Information Management	4
Credits		15

Winter

BI 232	Human Anatomy and Physiology II	4
HIM 104	Health Information Standards and Governance	4
HIM 171	Project Management	2
HIM 190	HIPAA for Practical Experience	2
Credits		12

Spring

BI 233	Human Anatomy and Physiology III	4
HIM 105	Health Information Compliance and Analytics	4
HIM 182	Introduction to Reimbursement and Classification Systems	4
HIM 184	Pathophysiology and Pharmacology	5
Credits		17

Third Year

Fall

HIM 201	Legal and Ethical Aspects of Health Care	4
HIM 202	Health Information Management Applications	2
HIM 282	Reimbursement Systems	4
HIM 283	Coding Classifications I	4
Credits		14

Winter

HIM 272	Management Principles and Leadership in HIM	4
HIM 281	Healthcare Statistics	4
HIM 284	Coding Classifications II	5
HIM 271	Quality Improvement in Health Care	4
Credits		17

Spring

HIM 203	Health Information Technologies	4
HIM 273	HIM Capstone	2
HIM 285	Revenue Cycle Management	5
HIM 293	Professional Practice Experience	2
Credits		13
Total Credits		101-102