HEALTH INFORMATION MANAGEMENT

The Health Information Management program prepares students for local or national employment opportunities in the medical field, information management, and computer technology. It includes more than 40 work settings and more than 125 job titles.

See the Health Information Management page for program and contact information.

Programs

Career and Technical Education

Associate of Applied Science

- Health Information Management - Associate of Applied Science (AAS)

One-Year Certificate of Completion

- Medical Office Specialist - One-Year Certificate of Completion (CC1)

Courses

AH 111 Medical Terminology I (3 Credits)
Covers terminology pertaining to medical term construction, body structure, integumentary, hematopoietic/lymph, cardiovascular, pharmacology, respiratory and musculoskeletal systems. Includes standard abbreviations, anatomic, diagnostic, symptomatic and operative terms related to these body systems. Students (online and face-to-face) must pass a face-to-face written final exam at 70% or higher to pass this class. The overall grade parameter to pass this class is "C" (75%) or higher.

AH 112 Medical Terminology II (3 Credits)
Prerequisites: AH 111.
The second of a two-quarter sequence that provides continuity from AH 111 in medical terminology used in the health sciences that pertain to the human body. Studies medical terms related to endocrine & neurologic systems and disorders; the digestive system; special senses (eye/ear); urinary system; male and female reproductive systems, obstetric terminology; child health; oncology; mental health; and gerontology. Students (online and face-to-face) must pass a face-to-face, written final exam at 70% or higher to pass this class. The overall grade parameter to pass this class is "C" (75%) or higher.

AH 298 Independent Study: Allied Health (1-4 Credits)
Prerequisites: Instructor approval required.
Recommended preparation: Prior coursework in the discipline.
Individualized, advanced study to focus on outcomes not addressed in existing courses or of special interest to a student. P/NP grading.

HIM 103 Introduction to Health Information Management (4 Credits)
Prerequisites: AH 111, BA 214 or WR 121, and CIS 120.
Provides an introductory survey of the subject matter covered throughout the health information management programs. Includes data and information governance, informatics, revenue cycle management, health law and compliance, and leadership. Students are required to pass a criminal history check prior to beginning HIM 103.

HIM 104 Health Information Standards and Governance (4 Credits)
Prerequisites: Instructor approval.
Provides an in-depth study of documentation standards in the healthcare system. Emphasis is defining quality healthcare data, data analysis, and information governance. Also explores the legislation that has impacted documentation standards, as well as the functions of healthcare documentation.

HIM 105 Health Information Compliance and Analytics (4 Credits)
Prerequisites: Instructor approval.
Provides an in-depth study of the federal and state requirements and accreditation guidelines for health data and information compliance. Emphasis is defining the role of the healthcare record as a basis for compliance and risk management in diverse healthcare settings.

HIM 171 Project Management (2 Credits)
Prerequisites: Instructor approval.
Provides a formal set of principles and procedures to use when implementing large undertakings to achieve a specific goal. Topics include project life cycle and tools.

HIM 182 Introduction to Reimbursement and Classification Systems (4 Credits)
Prerequisites: Instructor approval.
Introduces healthcare reimbursement methodologies and healthcare classification (coding) systems. Provides foundational skills for understanding healthcare financing and reimbursement. Introduces the use of classification systems with a focus on the Current Procedural Terminology and the International Classification of Diseases Clinical Modification.

HIM 184 Pathophysiology and Pharmacology (5 Credits)
Prerequisites: Instructor approval.
Provides an in-depth study of human disease processes which affect organs and interrelated body systems. Introduces general principles of pharmacology. Topics include etiology, physical signs and symptoms, diagnosis/treatment modalities, manifestations, prognosis of disease conditions, drugs, drug classes, and drug actions.

HIM 188 Special Studies: Health Information Management (1-4 Credits)
Explores topics of current interest in the health information management discipline.

HIM 190 HIPAA for Practical Experience (2 Credits)
Prerequisites: Instructor approval.
Provides a medical legal foundation for professional practice experience with respect to HIPAA (Health Insurance Portability and Accountability Act), federal legislation enacted in 1996. Course focus is on the privacy and security rules of HIPAA Title II. This course is a requirement for enrollment in Professional Practice Experience (HIM 193).

HIM 199 Selected Topics: Health Information Management (1-4 Credits)
This course is in development.

HIM 201 Legal and Ethical Aspects of Health Care (4 Credits)
Prerequisites: Instructor approval.
Provides a medico-legal foundation with respect to laws and regulations affecting the health care industry. Special emphasis is placed on HIPAA (Health Insurance Portability and Accessibility Act). Topics include: general law and ethics, bioethics, hospital and physician liability, medical staff bylaws, consents, and release of protected health information.

HIM 202 Health Information Management Applications (2 Credits)
Prerequisites: instructor approval.
Provides an opportunity to apply documentation standards, data analysis, and compliance and risk management policies and procedures through the use of simulated health records and other clinical documentation.

HIM 203 Health Information Technologies (4 Credits)
Prerequisites: Instructor approval based on completion of first-year HIM curriculum.
Provides an introduction and history of computer systems used in health care, the current status of health information systems in health care, and how they are specifically used in Heath Information Management.

HIM 271 Quality Improvement in Health Care (4 Credits)
Prerequisites: Instructor approval based on completion of first-year HIM curriculum.
Provides an analysis and application of quality management, risk management, and performance improvement. Includes performance improvement data analysis, identification of improvement opportunities based on performance measurements, and communicating improvement activities. Students will have the opportunity to examine and and apply known team structures and quality improvement techniques while creating a performance improvement model.

HIM 272 Management Principles and Leadership in HIM (4 Credits)
Prerequisites: Instructor approval based on completion of first-year HIM curriculum.
Provides an introductory survey to management principles and leadership development in the Health Information Management profession. Course emphasizes management theory, planning, organizational models, financial resources, and the interpersonal aspects of leadership and management.

HIM 273 HIM Capstone (2 Credits)
Prerequisites: Instructor approval required based on completion of first-year HIM curriculum.
This capstone course is the culmination of the HIM program. The capstone project provides the student the opportunity to review and apply the knowledge, skills, and tools gained throughout the HIM course of study. Students will also review core curriculum identified by AHIMA as essential domains of learning and includes RHIT and CCA practice exams.

HIM 281 Healthcare Statistics (4 Credits)
Prerequisites: MTH 015 or higher or minimum placement Math Level 7 and instructor approval based on completion of first-year HIM curriculum.
Provides a study of statistical terminology and health care data collection. Focuses on specific statistical analysis of common health care data, percentile use, research, and descriptive data presentations.

HIM 282 Reimbursement Systems (4 Credits)
Prerequisites: Instructor approval required based on completion of first-year HIM curriculum.
Provides an overview of third party payers in a variety of healthcare settings. Includes commercial health insurance, government payers, workman's comp, and liability. This course also addresses coding compliance, coding for medical necessity and completion and submission of claims, including their electronic versions.

HIM 283 Coding Classifications I (4 Credits)
Prerequisites: Instructor approval required based on completion of first-year HIM curriculum.
Provides intermediate skill development in correct code assignment based on the health record documentation and application of coding standards, guidelines and conventions for the Current Procedural Terminology, and the International Classification of Diseases Clinical Modification.

HIM 284 Coding Classifications II (5 Credits)
Prerequisites: Instructor approval based on completion of first-year HIM curriculum.
Develops advanced skills in applying the Current Procedural Terminology and the International Classification of Diseases Clinical Modification. Introduces skills required for correct code assignment based on the health record documentation and application of coding standards, guidelines and conventions for HCPCS Level II, and International Classification of Diseases Procedure Classification.

HIM 285 Revenue Cycle Management (5 Credits)
Prerequisites: Instructor approval required based on completion of first-year HIM curriculum.
Provides an in-depth study of revenue cycle management from a multi-disciplinary approach. Includes the components of the revenue cycle across health care settings and from the facility/provider prospective versus the patient perspective. Application of knowledge, skills, and abilities accumulated in prior terms related to classification and reimbursement systems.

HIM 288 Special Studies: Health Information Management (1-4 Credits)
Explores topics of current interest in the health information management discipline.

HIM 293 Professional Practice Experience (2 Credits)
Prerequisites: Instructor approval based on completion of first and second-year HIM curriculum.
Provides practical experience in a healthcare setting, under the supervision of a registered health information administrator or registered health information technician. Students report to an approved location and participate in activities related to HIM. Fulfills 60 hours (40 on site/20 off site) of 120 total professional practice experience hours required for program completion. P/NP grading.

HIM 298 Independent Study: Health Information Management (1-4 Credits)
Prerequisites: Instructor approval required.
Recommended preparation: Prior coursework in the discipline.
Individualized, advanced study in health information management to focus on outcomes not addressed in existing courses or of special interest to a student. P/NP grading.

HIM 299 Selected Topics: Health Information Management (1-4 Credits)
Provides a learning experience in health information management not currently available; this course is in development to be proposed as a permanent course.