

AREA: Health Information Management

DEGREE: Associate of Applied Science Degree

LENGTH: Four semesters (two-year program)

PURPOSE: The curriculum is designed to provide training in the management of systems to collect, interpret, and analyze patient data and to communicate information related to the research, planning, provision, and evaluation of every day operations in health care services. Additionally, students gain skills to manage positions related to these functions. The curriculum provides students with a unique blend of courses in administrative technology, information management, and health care services. Students who possess an interest in medical services, medical coding, health information regulations, and computer applications to manage will find this career rewarding. This program is beneficial to individuals who are seeking career advancement and eligibility for the national certifying examination-Registered Health Information Technician (RHIT).

Special Accreditation Status: The HIM associate degree is in Candidacy Status, pending accreditation review by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIM).

Certification Eligibility: Upon accreditation by CAHIIM (though accreditation is not guaranteed) students in their final semester and graduates of the program are eligible to take a national certifying examination. The Registered Health Information Technician (RHIT) Certification is recognized nationwide as proof of proficiency in Health Information Management.

OCCUPATIONAL OBJECTIVES: Health Information (Medical Records) Assistant/Technician, Medical Coder, Coding Manager/Supervisor, Health Information Supervisor/Office Manager, Clinical Documentation Improvement Specialist, Privacy Officer, health data analyst.

Employment opportunities exist in all types of healthcare delivery organizations (hospitals, ambulatory care centers, home health services and long term care facilities) plus managed care, consulting firms, claims and reimbursement companies, software service providers, and research firms.

TRANSFER GUIDELINE: Transfer opportunities for associate of applied science degrees, if existing, are very specific in nature. Students enrolling in an applied science degree with plans to transfer should explore opportunities with an advisor.

PROGRAM REQUIREMENTS. The two-year curriculum in Health Information Management includes instruction in administrative management, medical coding, medical administrative technology, and general education. Students are advised to check with an advisor in planning their programs and selecting electives. Upon satisfactory completion of the program, the graduate will be awarded the Associate of Applied Science Degree with a major in Health Information Management.

The associate degree may be completed in four semesters if the following conditions are met:

- Placement tests indicating readiness to enroll in ENG 111.
 - Students without computer or keyboarding skill (below 25 words per minute) must complete the prerequisite course AST 101 or (below 45 wpm) AST 102 prior to enrolling in ITE 115.
 - Students are willing to enroll in day and evening classes
- Note: BIO 141/142 Human Anatomy and Physiology I/II may be substituted for BIO 145.

Course#	Title	Credits
First Semester (fall)		
BIO 145	Human Anatomy and Physiology for the Health Sciences ¹	4
ENG 111	College Composition I	3
HIM 111	Medical Terminology I	3
HIM 141	Fundamentals of Health Information Systems I	3
SDV 101	Orientation to Health Information Management ²	1
ITE 115	Introduction to Computer Applications	3
	Total	17
Second Semester (Spring)		
HIM 112	Medical Terminology II ³	3
HIM 130	Healthcare Information Systems ⁴	3
HIM 226	Legal Aspects of Health Records or MDA Medical Law and Ethics ⁵	2
HIM 250	Health Data Classification Systems I	4
HIM 110	Introduction to Human Pathology ⁶	3
	Total	15
Third Semester (Fall)		
HIM 249	Supervision & Management Practices	3
HIM 230	Information Systems & Technology in Health Care or ITE 120 Principles of Information Systems ⁴	3
HIM 255	Health Data Classification Systems II (CPT) ^{7,8}	2
HIM 231	Health Records Applications I ^{5,8}	3
PED/HLT	Physical Education or Health Social Science Elective ⁹	1 3
	Total	15

Associate of Applied Science Degree in Health Information Management
152

Fourth Semester (Spring)

AST	206	Professional Development	3
HIM	229	Performance Improvement in Health Care Settings ¹⁰	2
HIM	260	Pharmacology for HIT ¹¹	2
HIM	232	Health Records Application II: Advanced Coding ¹²	3
HIM	220	Health Statistics ⁵	2
HIM	290	Coordinated Internship ¹³	3
		Humanities Elective ⁹	3
		Total	18
		Program Total	65

¹BIO 141/142 Human anatomy and Physiology and I/II may be substituted for BIO 145.

²Prerequisite: Course MUST be taken in the first semester

³Prerequisite: HIM 111

⁴Prerequisite: ITE 115 *strongly recommend before HIM 130*

⁵Prerequisite: HIM 141

⁶Prerequisite: BIO 145 or BIO 141/142

⁷Pre-or-co-requisite: HIM 112

⁸Prerequisite: BIO 145 or BIO 141/142, HIM 112, HIM 250

⁹Student may select from list under humanities/social as applicable on page 42

¹⁰Prerequisite: HIM 226

¹¹Prerequisite: HIM 110

¹²Prerequisite: HIM 231

¹³Prerequisite: Instructor permission required; all HIM core courses must be **successfully** completed prior to coordinated internship.