

## Health Information Management

**Sandra McDonald, RHIA, MHSA Chair**

The major in Health Information Management prepares the student for the variety of responsibilities and functions involved in the management of a health information department. Health Information Managers design and supervise systems relating to the collection, analysis, retention, retrieval and evaluation of health information. The priorities of the position include maintaining complete, accurate and timely medical records, assisting other members of the health care team with information-related needs, and developing and implementing policies, procedures and systems which adhere to ethical, financial, and legal requirements designed to meet the accreditation standards established for the health care facility.

The Health Information Management Program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM) in cooperation with the American Health Information Management Association's Council on Accreditation. Graduates are eligible to take the National Certification Examination and become a credentialed Registered Health Information Administrator (RHIA) upon the successful completion of this exam.

### Bachelor of Science in Health Information Management

**Degree Program Hours: 120**

#### Prerequisite Courses

Anatomy and Physiology, Statistics, Accounting I and II, and Introduction to Microcomputers are prerequisites to enroll in certain courses of the required curriculum. All prerequisites should be completed with a passing grade of at least a 'C'.

To qualify for admission to the program, applicants must have met all the lower division requirements including CLAST, completed 60 transferable semester hours with a minimum 2.0 cumulative GPA, and must be otherwise acceptable into the program.

#### Upper Division Program

**Required Courses: (60)**

##### Semester I (13)

HSC 3531	Medical Terminology	3
HIM 3006	Introduction to HIM Profession	3
HIM 3226	Basic ICD-9-CM Coding	3
HIM 3437	Fundamentals of Medical Science I	3
HIM 3806	Directed Practice I	1

##### Semester II (13)

HSA 4421	Legal Aspects and Legislation in Health Care	3
HIM 3236	Advanced ICD-9-CM Coding	3
HIM 3626	Research Methods in Health Information Management	3
HIM 3438	Fundamentals of Medical Science II	3
HIM 3816	Directed Practice II	1

##### Semester III (9)

HIM 3306	Introduction to Management in Health Care	3
HIM 4256	CPT-4 Coding and Reimbursement Issues	3

HSA 4192	Health Management and Systems Engineering	3
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##### Semester IV (13)

HSA 4170	Health Care Finance and Accounting Management	3
HIM 3675	Communication Skills for Health Care Professionals	3
HIM 4344	HIM Departmental Systems	3
HIM 4506	Clinical Quality Assessment and Improvement	3
HIM 4837	Directed Practice III	1

##### Semester V (12)

HIM 4656	Health Information Systems	3
HIM 4676	Problem-Solving Skills in Health Information Management	3
HIM 4406	Multi-Institutional Health Information	3
HIM 4838	Internship in Health Information Management	3

Must earn a minimum grade of 'C' (2.0) in each course. Courses with a grade of 'C-' or below must be repeated.

### Course Descriptions

#### Definition of Prefix

HIM-Health Information Management; HSA - Health Services Administration; HSC- Health Science Concentration.

F-Fall semester offering; S-Spring semester offering; SS-Summer semester offering.

**HIM 3006 Introduction to HIM Profession (3).** Introduces the student to the historical development of health information management and focuses on the work and responsibilities of health information professionals and their relationship with other health care providers. The student will acquire a full understanding of the medical record, including its development, purpose, content, format analysis, value and uses along with the methods used to file and track records. (F)

**HIM 3226 Basic ICD-9-CM Coding (3).** Concepts and principles of nomenclatures and classification systems used to record and compare health data. Development of ICD-9-CM coding skills and applications for research. Prerequisites: Human anatomy and physiology and medical terminology. (F)

**HIM 3236 Advanced ICD-9-CM Coding Procedures (3).** Introduction to coding as it relates to DRG system. Record analysis and data quality addressed. CPT, DSM III and current coding issues and regulations presented and discussed. Encoder experience included.

**HIM 3306 Introduction to Management in Health Care (3).** General principles of management of a health information system in any type of health care facility, including hospitals, intermediate and long term care facilities, clinics, HMO's etc. The basic concepts of management as related to the health care industry are addressed. (SS)

**HIM 3437 Fundamentals of Medical Science I (3).** Beginning with the cell and progressing through the various organ systems, the conceptual patterns of disease are explored and defined by etiology and the immune and repair responses generated by the body. The diagnostic and treatment modalities for each are studied and identified in the medical record for correlation with coding

procedures. Prerequisites: Human Anatomy and Physiology. (F)

**HIM 3438 Fundamentals of Medical Science II (3).** A review of body systems to explore the various disease processes and pathological conditions which affect the organs involved. Includes detailed explanations of how the diagnostic work-ups are recorded in the medical record and how to recognize and interpret the significant findings and make intelligent coding decisions. Prerequisites: Human anatomy and physiology. (S)

**HIM 3626 Research Methods in Health Information Management (3).** This course is designed to introduce students to research concepts and tools. Emphasis is placed on research design and data collection and analysis techniques. Discussion of basic health statistics. Prerequisites: Introduction to Health Information Management, Introduction to Management, Statistics. (S)

**HIM 3675 Communication Skills for Health Care Professional (3).** This course provides an understanding of process of formal communication for the health care profession. It offers an overview of communication techniques leading to sound decision making and effective team work. It prepares students to formulate and present ideas clearly and persuasively. Prerequisites: Intro to Management, Intro to HIM profession, DPI. (F)

**HIM 3806 Directed Practice I (1).** Orientation of the student to the hospital health information department and adjunct diagnostic or therapeutic units; including the outpatient department, emergency room, admitting office, x-ray, pharmacy, physical therapy, laboratory, and pathology department. Corequisite: HIM 3006 (F)

**HIM 3816 Directed Practice II (1).** Orientation of the student to health information department functions. Rotation of the student through technical functions of the department, following the flow of the patient's record after discharge. Includes the discharge procedure, analysis, coding and indexing systems; statistical reporting; correspondence; control of the incomplete medical record; and processing of the completed record. Prerequisites: Directed Practice I, Basic ICD-9-CM Coding, Introduction to Management. Corequisite: HIM 3236 (S)

**HIM 4256 CPT-4 Coding and Reimbursement Issues (3).** CPT-4/HCPSC coding practices, data collection and outpatient reimbursement issues will be presented and discussed. Prerequisites: Anatomy, Physiology, Medical Terminology, Basic and Advanced ICD-9CM Coding. (SS)

**HIM 4344 HIM Departmental Systems (3).** Application of management principles to health information systems, including: development of manuals, job descriptions, interviewing and evaluation techniques, forms design, environmental planning etc. External activities assigned. Prerequisites: Introduction to HIM Profession and Introduction to Management, DPI. (F)

**HIM 4406 Multi-Institutional Health Information (3).** Standards and procedures for long-term, ambulatory care, home health, rehabilitation, psychiatric, dental, hospice, and other health care services are investigated and compared. Prerequisites: Introduction to HIM Profession, Research Methods, Introduction to Management, Quality Assessment.(S)

**HIM 4506 Clinical Quality Assessment and Improvement (3).** Course is designed to introduce student to quality management techniques. It includes areas of UR, RM, QA, and QI. Role of computers in QA/QI is explored. Prerequisites: Introduction to HIM Profession, Introduction to Management, DPI, DPPII, Research Methods. (F)

**HIM 4656 Health Information Systems (3).** Development of health information systems and applications for evaluation and management of a health information department. Emphasis is on computerization and "hands-on" experience. Prerequisite: Introduction to HIM Profession, Intro to Micro Computers, DPI, DPPII, Communication Skills. (S)

**HIM 4676 Problem-Solving Skills in Health Information Management (3).** Through illustrative case reports, group discussions, role playing, oral reports, lectures, buzz sessions, and review of the literature; students explore effective methods for identifying and arriving at satisfactory solutions to specific types of problems they may expect to encounter in the administration of health information services. Prerequisites: HIM 4506, HIM 4837, HIM 4256. (S)

**HIM 4837 Directed Practice III (1).** Experience in quality improvement, risk management, and utilization review areas. Clinical experience in acute care and non-acute care facilities. Prerequisite: Directed Practice I, Directed Practice II, Quality Assessment and Improvement, HIM Department Systems. (F)

**HIM 4838 Internship in Health Information Management (3).** Management experience in a health information department under the supervision of a credentialed Health Information Professional. Emphasis on administrative and medical staff relationships. Prerequisites: DPI, DPPII, DPPIII. (S)

**HIM 4905 Directed Independent Study (1-3).** Individual conferences, assigned readings, and reports on investigations related to the Health Information Management profession. (F,S,SS)

**HIM 4932 Special Topics (3).** Designed to address topics not otherwise offered in the curriculum but specific to or required for health information management. Topics to be announced yearly. (F,S,SS)

**HSC 3531 Medical Terminology (3).** Provides the student with basic medical language skills including, pronunciation, spelling, and definitions as a foundation for developing the degree of competency required to read and understand medical reports and communicate with physicians and other medical professionals. Prerequisites: Human Anatomy and Physiology. (F,S)