

HEALTH INFORMATION MANAGEMENT (HIM)

HIM1000 INTRO TO HEALTH INFORMATION TECHNOLOGY MANAGEMENT (3.00 Credits)

This 3 credit course is the initial and introductory course to the health information technology program. This course introduces the student to learning technologies, learning styles, and oral competencies to enhance their degree of success entering the program. The course continues by introducing the student to the program and the Health Information Management professional. The student will also learn about the protected health record, healthcare delivery systems, ethical standards related to coding and protected health records, functions within the traditional health information management department.

Total Contact Hrs: 48.00

Lecture Hrs: 48.00

Complete all the courses in the following option:

- Prerequisite: HSC1531 (minimum grade: C)

HIM1110C HEALTH DATA CONCEPTS (3.00 Credits)

This course provides an introduction to the basic concepts and techniques for managing and maintaining health record systems. Topics include: record content, format and uses of healthcare data, record systems, storage and retrieval, quantitative analysis of health data, forms design and control, release of information, function of indexes and registers, accreditation, certification and licensure standards applicable to healthcare facilities. Through the Virtual Healthcare Systems Lab, students will be given access to work on a variety of healthcare electronic system enhancing their technology skills and knowledge such as : Athens/ Cerner Electronic Health Records, QuadraMed MPI QuadraMed Smart ID, QuadraMed Encoder, and McKesson Horizons. Students will be given the opportunity to utilize and practice with current software packages common to the industry.

Total Contact Hrs: 48.00

Lecture Hrs: 36.00

Lab Hrs: 12.00

HIM1253C CODING I (3.00 Credits)

This coding course is designed to provide an introduction into basic ICD coding and coding guidelines. The course will focus on defining basic coding definitions, review of coding guidelines, introduction to billing methodology and application of codes to specific basic coding assignments using ICD. This class will be taken in conjunction with the Coding I Lab course, HIM1253L.

Total Contact Hrs: 64.00

Lecture Hrs: 32.00

Lab Hrs: 32.00

HIM1253L CODING I LAB (1.00 Credits)

This lab course provides HIM students an opportunity to apply basic concepts and techniques for ICD-9-CM coding using actual patient records and simulated patient records; both paper and electronic format from different treatment venues. Students will be guided through the practice coding by an experienced coding instructor with a detail analysis of correct coding technique. Students will be able to assess their own level of proficiency and access assistance in areas of identified coding weaknesses. Students will be introduced to encoding systems: 3M and QuadraMed.

Total Contact Hrs: 32.00

Lab Hrs: 32.00

HIM1260 REIMBURSEMENT METHODOLOGY (2.00 Credits)

This course examines the complex financial systems within today's healthcare environment and provides an understanding of the basics of health insurance and public funded programs, managed care contracting and how services are paid. In addition to the step by step details about how each payment system functions, a brief historical review is also provided the student for a greater understanding of the impact has had on all stakeholders. This course will include a review of billing forms, different prospective payment systems and a discussion of claims management.

Total Contact Hrs: 32.00

Lecture Hrs: 32.00

HIM1800 PROFESSIONAL PRACTICE EXPERIENCE: BASIC (1.00 Credits)

This is an introductory level course giving the students their initial supervised Professional Practice experience in the health information management department. Emphasis is on record assembly, analysis, filing, admission and discharge procedures. Basic doing will be addressed. Upon completion, the student shall have an understanding of the daily functional operations of a health information management department. Each student will be responsible for completion of a Professional Practice I Workbook.

Total Contact Hrs: 75.00

Other Hrs: 75.00

Fees: EDU/ACCIDENT INSURANCE \$4.75, LIABILITY INSURANCE \$8.15

HIM2012 HEALTH RECORDS LAW (3.00 Credits)

This course focuses on the impact of legal and ethical issues in health information management. Topics include an overview of: the branches of government; tort law; confidentiality and release of information; subpoenaed information; record retention and security; information consent; liability; patient rights; negligence and malpractice; and ethics. Upon completion, students should be able to comply with legal requirements and be aware of legislative and regulatory trends.

Total Contact Hrs: 48.00

Lecture Hrs: 48.00

HIM2112C ELECTRONIC MEDICAL RECORD AND TECHNOLOGY (3.00 Credits)

This course will review the history of the electronic health record and current trends in healthcare information applications such as clinical information systems, administrative information systems, and management support systems. Students will explore the transition from a paper-based health record to an electronic health record and associated issues.

Total Contact Hrs: 48.00

Lecture Hrs: 32.00

Lab Hrs: 16.00

Complete all the courses in the following option:

- Option 1 - Prerequisite: HIM1800 (minimum grade: C), Corequisite: HIM2012 (minimum grade: C) and HIM2652 (minimum grade: C)

HIM2214 HEALTH STATISTICS (3.00 Credits)

This hands-on lab course covers the collection, compilation, analysis, verification and display of healthcare statistics. Topics include: the uses for statistics, basic statistical principles, commonly computed rates, vital health statistics, uniform reporting requirements, data display and the role of the HIM department.

Total Contact Hrs: 48.00

Lecture Hrs: 48.00

HIM2232C CODING II (3.00 Credits)

This coding course is designed to build onto the HIM1253 Coding I course by enhancing the students quality of coding and understanding of sequencing for ICD-10-CM. The student will be introduced to basic CPT coding using both a manual system and automated encoder. Introduction to DRG logic, APC's, RBRVS, PPS as well as Coding Guidelines for Hospital-Based Outpatient Services, Emergency Rooms, and Physician Offices. Different levels of HCPCS as well as outpatient reimbursement issues will be covered. Students will review more advance concepts and techniques for ICD-10-CM and ICD-10- PCS coding using patient records in both paper and electronic format.

Total Contact Hrs: 72.00

Lecture Hrs: 48.00

Lab Hrs: 24.00

Complete all the courses in the following option:

- Prerequisite: HIM1253C (minimum grade: C)

HIM2433 PATHOPHYSIOLOGY AND PHARMACOLOGY (3.00 Credits)

This course provides an in-depth knowledge of disease, its etiology, medical complications, and pathophysiologic nature. Students will learn laboratory and other diagnostic tests used to confirm or rule out those diagnoses addressed. Current pharmacological treatments are explored with review and interpretation of health record data.

Total Contact Hrs: 48.00

Lecture Hrs: 48.00

HIM2500 PERFORMANCE IMPROVEMENT (2.00 Credits)

This course is an introduction to the principles of performance improvement and quality management in health care. Topics include: clinical quality improvement; utilization management; risk management; medical staff credentialing and peer review; accreditation standards; laws and regulations; tools for data collection, analysis, and display; and the role of the HIM department. Upon completion, students should be able to apply performance improvement techniques; collect, analyze, and display data; and support a range of quality management activities.

Total Contact Hrs: 32.00

Lecture Hrs: 32.00

HIM2512 SUPERVISION & ORGANIZATIONAL LIFE (2.00 Credits)

This course covers management and supervision principles as they are applied to healthcare settings. A study of the aspects and techniques of planning, organizing, motivating, and controlling is presented with emphasis on communication, collaboration, and decision making.

Total Contact Hrs: 32.00

Lecture Hrs: 32.00

HIM2652 HEALTH INFORMATION SYSTEMS (3.00 Credits)

This course is an introduction to information technology related to health care and the automated tools and techniques for collecting, storing, and retrieving data. Topics include: system analysis, design, and security; file structure, networking, telecommunications, document imaging, medical informatics, the electronic health record, and implementation issues. Activities include HIM computer applications. Upon completion, students should be able to assist in the design, implementation, evaluation, and maintenance of automated information systems in health care.

Total Contact Hrs: 48.00

Lecture Hrs: 48.00

HIM2728C CODING III (3.00 Credits)

This coding course is designed to provide an introduction into basic ICD procedural coding and coding definitions, and review of coding guidelines including CPT and HCPCS. This course is taught to allow the student sufficient hands on inpatient procedural coding experience.

Total Contact Hrs: 48.00

Lecture Hrs: 24.00

Lab Hrs: 24.00

HIM2810 PROFESSIONAL PRACTICE 2 (3.00 Credits)

This capstone course provides the student with a supervised professional practice experience in either a health information management setting or a simulated health information management setting, using the AHIMA Vlab. Emphasis will be placed on providing opportunities for the student to relate classroom theory to the actual functions of a health information department. This course also enables students to further develop critical thinking and problem solving skills in real life situations.

Total Contact Hrs: 64.00

Clinical Hrs: 64.00

Fees: EDU/ACCIDENT INSURANCE \$4.75, LIABILITY INSURANCE \$8.15

HIM2930 TRANSITION SEMINAR (2.00 Credits)

This is a registry review course. The course will introduce the student to the preparation needed to sit for the RHIT National Examination by AHIMA. The course will also discuss various career options and strategies. To pass this course, the student must pass the final Mock RHIT Exam with a score of 75% or higher as required for the RHIT National Examination.

Total Contact Hrs: 32.00

Lecture Hrs: 32.00