

Bachelors of Science in Health Information Management

- **HSC 101 Orientation to Health Sciences (3)**
A review of the history of health care, an introduction to the organizational structure of health care institutions, orientation to hospital departments; brief introduction to other healthcare employers; organization of healthcare systems; inter and intra-relationships of hospital and community agencies, regulatory and licensure requirements. In addition, students engage in teaching/learning processes such as goal setting, time management, test-taking, note-taking, which will enhance achievement and retention in subsequent courses.
Pre-requisite: none
- **HSC 190 Medical Terminology (3)**
Basic study of the professional language of medicine, including word construction, pronunciation, spelling, definition, and the use of terms from all areas of medical science and hospital service, including diagnostic procedures and pharmacology.
Pre-requisite: None
- **HSC 312 Pathophysiology (3)**
Introduces basic principles and concepts related to pathophysiologic processes, including biochemical concepts. This course analyzes structure and function of the human body related to disease and injury.
Pre-requisite: HSC 190; BIOL 201, 203
- **HSC 313 Pharmacology (3)**
A basic understanding of pharmacology with an emphasis on drug therapy and drug interaction. A review of pertinent physiology and related diseases precedes the discussion of the pharmacology of the drugs.
Pre-requisite: HSC 312
- **HIM 300 Fundamentals of Health Information Management (4)**
A structured learning experience to introduce students to HIM profession, professionalism, health information departments, the content and format of medical records, filing and numbering methods, and functions within a HIM department. Discussions on ethical challenges that impact the profession, various aspects of information storage and retrieval systems, development of forms and health record documentation guidelines and standards will be studied, particular as they apply to accurate coding. Examination of and influence of accrediting and regulatory agencies. Students will apply what is learned to various scenarios and case studies in lab to prepare them for professional practice experiences and turn theory into application. A review of HIM related Associations. Overview of HIM policies and procedures. Lecture/Laboratory experience.
Pre-requisite: Admission to the Major; HSC 101
- **HIM 301 Advanced Concepts in Quality and Health Care Standards (3)**
Focuses on principles and approaches to assessment of quality in health care and how this impacts the role of the health information manager. Theoretical and pragmatic issues related to quality management, utilization review, and risk management is addressed. Responsibilities of governing board, medical staff and other health care personnel in relation to quality management and improvement is examined. Requirements of accrediting and licensing agencies related to quality management are presented.
Pre-requisite: HIM 300
- **HIM 303 HIM Non-traditional setting (3)**
An overview of health information systems in community-based facilities

emphasizing information requirements of ambulatory-care centers, mental health, rehabilitation, emergency medicine, occupational health and long-term care facilities. The role of the health information manager as a consultant in these settings is discussed.

Pre-requisite: none

- **HIM 305 Healthcare Finance and Reimbursement Methodologies (2)**
Information on topics relating to financial and reimbursement issues in the health care environment will be introduced. Areas include DRG optimization, billing, contract negotiations with insurers, reimbursement methodologies, role of the fiscal intermediary, etc. This course will present data elements that apply to prospective payment systems. It will allow the student to gain the knowledge of correct reimbursement systems and to identify issues, patient types in meeting medical necessity guidelines.

Pre-requisites: HIM 301

- **HIM 307 Medical Classification Systems I (3)**
Introduction to the concepts, principles and applications for clinical classification and coding. Laboratory experience.
Prerequisite: HSC 312, HSC 313 or satisfactory grade on the placement test or permission of instructor

- **HIM 311 Professional Practice Experience I (1)**
A supervised learning experience in a health information management department. Students will review and be oriented to the health information functions performed in an acute care hospital. Students will apply theory and laboratory experience to actual departmental functions as they rotate through technical functions of the department following the flow of the patient's record after discharge. The student will spend up to 60 hours on professional practical activities.

Pre-requisite: HIM 301

- **HIM 400 Management Affiliation (3)**
The HIM Internship is the capstone course that provides the student with the opportunity to integrate knowledge, behaviors, and professional attributes acquired throughout the curriculum that are necessary to the practice of Health Information Management. The Internship takes place in any healthcare delivery organization that develops, process, collect or otherwise utilizes health data/information under the guidance of an HIM Professional. While at these organizations, the student will be involved in developing insight, understanding and skill in the management of a health information system. The student will spend a total of 120 hours off campus to complete this internship.

Pre-requisites: All prior HIM courses

HIM 402 Legal Aspects of Health Information (3)

A study of the legal issues of Health Information Management with focus on statutory and regulatory requirements, case law and practical applications. Special legal problems associated with access to patient information, disposition of records, confidentiality and privacy, reporting requirements and compliance with current state and federal legislation are emphasized.

Pre-requisite: none

- **HIM 408 Medical Classification Systems II (3)**
Continued study of ICD-9-CM principles with focus on DRG assignment and analysis. Coding procedures according to CPT. Purpose, use and administration of various classification and nomenclature systems, indices, and registries. Laboratory experience.

Pre-requisite: HIM 307 or satisfactory grade on the placement test or permission of instructor

- **HIM 412 Organization and Management Health Information I (4)**
Study of management theories with practical application as related to the operation of a health information department and managing resources. Continued structured learning experiences designed to enable the student to enter the health information management field; to prepare and assist students in developing career objectives and defining career plans. The student will use case studies and scenarios in the lab to learn career management strategies, problem solving strategies for managing a diverse culture of human resources. Lecture/Laboratory experience.

Pre-requisite: HIM 301

- **HIM 413 Organization and Management Health Information II (3)**
Continued study of management theories with focus on organizational environment, strategic planning, and organizing.

Pre-requisite: HIM 412

- **HIM 414 Professional Practice Experience II (1)**
Supervised learning experiences in a health information department of a traditional acute care facility or other healthcare delivery organization, with emphasis on utilization review and quality improvement and coding quality and compliance. Students will apply knowledge learned in HIM courses to functions in health related organization under the supervision of HIM professionals. These experiences will also include reimbursement and personnel management. The student will spend up to 60 hours on professional practice activities.

Pre-requisite: HIM 311

- **HIM 415 Health Statistics and Research (3)**
Examination of types of health statistics, as well as techniques and computerized software for data collection, presentation and retrieval. Methodology necessary to identify, prepare, and disseminate research projects and findings in the health care field. Study of the research process including development of a hypothesis, review of the literature, developing data collection instruments, and design of a research study. The course is designed to assist students in developing an understanding of the research process. Students learn to selectively apply the steps of the research process and to critically analyze research studies. The course will include a discussion on epidemiological research and ethical issues in health care research.

Pre-requisite: HIM 301

- **HIM 420 Health Information Systems (3)**
Overview of health informatics, clinical classification systems, medical vocabularies and analysis of information systems for computerized health information collection, retrieval, interpretation, appropriate uses and application. **Pre-requisite:** HIM 301