HEALTH INFORMATION MANAGEMENT

ASSOCIATE OF APPLIED SCIENCE (AAS) – 64 CREDITS

About this program

The health information management technician is an important member of the healthcare team who secures, analyzes, integrates and manages health information for patient care, performs diagnostic and procedure coding, utilizes electronic systems for revenue cycle and data management activities, and maintains a legal patient record. This information steers the healthcare industry. This program is designed to combine general education and technical courses to provide a well-rounded, functional education. To further student knowledge, the program utilizes web-based educational electronic health record-related systems, and an internship is required.

Program outcomes

1. Apply Health Information Management (HIM) knowledge in the collection, maintenance and reporting of data for organizational and regulatory needs and requirements.
2. Demonstrate effective written and oral communication.
3. Apply privacy, security and compliance standards to health information.
4. Apply analytics and informatics to health information.
5. Summarize and evaluate revenue cycle management.
6. Apply HIM knowledge to promote ethical standards of practice.
7. Determine diagnosis and procedure codes and groupings according to official guidelines.
8. Demonstrate, identify and utilize organizational management and leadership skills.
9. Manage health information department resources.
10. Apply knowledge of medical terminology, anatomy and physiology, pathophysiology, pharmacology, computer concepts and application, and math statistics.

Curriculum overview

Crds	Requirement type
61	Required courses
3	Restricted electives in courses
64	**Total**

Developmental courses note: A student may be required to enroll in developmental courses in reading, writing and math. A student's scores on the Accuplacer assessment will determine enrollment in developmental courses. The purpose of developmental courses is to prepare students for the demands of a college-level curriculum. *Credits may vary.*

Accreditation: Minnesota State Community and Technical College is accredited by the Higher Learning Commission, a regional accreditation agency recognized by the U.S. Department of Education. The Higher Learning Commission 230 South LaSalle Street, Suite 7-500 Chicago, IL 60604-1411 http://www.ncahigherlearningcommission.org Phone: 312.263.0456 / 800.621.7440

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Curriculum requirement details

Required courses

Course	Crds
BIOL1170 - Essentials of Human Anatomy and Physiology	4
BUS1100 - Business Computers	3
CPTR1106 - Microcomputer Databases	3
ENGL1101 - College Writing	3
HITM1151 - Introduction to Health Information Management	3
HITM1155 - Medicolegal Aspects	3
HITM1165 - Information Systems in Health	3
HITM1236 - Essentials of Medical Coding	2
HITM2224 - Inpatient Procedure Coding	2
HITM2230 - Medical Science for Health Information Professionals	3
HITM2237 - Outpatient Procedure Coding	2
HITM2253 - Quality Management Studies	3
HITM2256 - Management Practice in Health Information Management	3
HITM2264 - Revenue Cycle Management	3
HITM2283 - Intermediate Diagnosis Coding	3
HITM2286 - Advanced Medical Coding	3
HITM2290 - Health Care Data Management and Analysis	3
HITM2310 - Health Information Professional Practice	2
HITM2320 - Registered Health Information Technician (RHIT) Exam Review	1
HLTH1116 - Medical Terminology	3
MATH1112 - Applied Statistics	3
PHIL1200 - Applied and Professional Ethics	3

Other requirements or restricted electives

3 credits from one or more of these Courses:

Course title	Credits
COMM1120 - Introduction to Public Speaking	3
COMM1130 - Small Group Communication	3
COMM1140 - Interpersonal Communication	3

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Course summaries

BIOL1170 - Essentials of Human Anatomy and Physiology ..... ***(4 credits)***
Meets MnTC Goal Area 3. This course introduces students to the structure and function of the human body using an organ system approach. Beginning with the levels of biological organization, study will proceed through the following organ systems: integumentary, skeletal, muscular, nervous, sensory, endocrine, cardiovascular, lymphatic and immune, respiratory, digestive, urinary, and reproductive systems. This course is open to all students desiring a greater understanding of human anatomy and physiology; however, it is specifically designed for students pursuing health care-related programs such as Pharmacy Technology and Massage Therapy. This course contains a lab-like component.

Prerequisites:

- Successful completion of or assessment into ENGL 1101.

BUS1100 - Business Computers ..... ***(3 credits)***
Students will utilize business computer software applications including word processing, spreadsheets, databases and presentation software to solve business problems, emphasizing professional design and organization. Additional topics include basic computer hardware, computer security and ethics, privacy concerns and professional communication standards.

CPTR1106 - Microcomputer Databases ..... ***(3 credits)***
This course covers database concepts, design and construction using the latest database software. Topics include database normalization and table relationships, database objects, file creation, file manipulation, queries, macros, form development and report generation. Database programming concepts will also be introduced.

ENGL1101 - College Writing ..... ***(3 credits)***
Meets MnTC Goal Area 1. This is an introductory course designed to prepare students for later college and career writing through a process approach with particular emphasis on revision. Students consider purpose and audience as they read, discuss and refine their work to develop confidence in their writing and communication skills.

Prerequisites:

- ELL1085
- ENGL0097
- or placement in College Level English.

HITM1151 - Introduction to Health Information Management ..... ***(3 credits)***
This course is an introduction to the delivery of healthcare in the United States and the health information management profession.

HITM1155 - Medicolegal Aspects ..... ***(3 credits)***
This course focuses on the application of legal principles, policies, regulations and standards for the control and use of health information.

Prerequisites:

- HITM1151

HITM1165 - Information Systems in Health ..... ***(3 credits)***
This course provides an introduction to computer use in healthcare and health information management. It focuses on electronic health records and other computer systems used in healthcare.

Prerequisites:

- BUS1100
- HITM1151

HITM1236 - Essentials of Medical Coding ..... ***(2 credits)***
This course is the first in a three-semester series of medical coding courses. It introduces students to coding and classification systems used in the delivery of healthcare, along with the basic rules and regulations of coding.

HITM2224 - Inpatient Procedure Coding ..... ***(2 credits)***
This course is a continuation of coding guidelines using current procedural classification systems. Students practice assigning procedure codes to clinical information found in an inpatient healthcare record while maintaining ethical coding standards.

Prerequisites:

- BIOL1170
- HITM1236
- HLTH1116

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HITM2230 - Medical Science for Health Information Professionals ..... ***(3 credits)***
This course provides students with an understanding of fundamental concepts of pathological conditions and therapeutics associated with multiple medical conditions. A working knowledge of the nature and cause of disease processes, including etiology, signs, symptoms and diagnostic evaluation, is covered. Appropriate treatment modalities are covered for each body system, including pharmacological, preventative, palliative, therapeutic and surgical. This allows health information professionals to apply diagnosis and treatment knowledge to code assignment according to current guidelines.

Prerequisites:

- BIOL1170
- HLTH1116

HITM2237 - Outpatient Procedure Coding ..... ***(2 credits)***
This course is a continuation of coding guidelines using current procedural classification systems. Students practice assigning procedure codes to clinical information found in outpatient healthcare records while maintaining ethical coding standards.

Prerequisites:

- BIOL1170
- HITM1236
- HLTH1116

HITM2253 - Quality Management Studies ..... ***(3 credits)***
This course covers the components of quality improvement systems in healthcare, such as quality assessments, performance improvement and risk management.

Prerequisites:

- BUS1100
- HITM1151
- MATH0070

HITM2256 - Management Practice in Health Information Management ..... ***(3 credits)***
This course provides instruction in management principles from a health information management (HIM) viewpoint, providing a foundation for management practice and decision making. In addition to theories of management, budgeting, staffing and performance management are studied.

Prerequisites:

- HITM1151
- MATH0070

HITM2264 - Revenue Cycle Management ..... ***(3 credits)***
This course covers the current revenue cycle systems used in the healthcare industry, from initial patient encounter to receipt of payment.

Prerequisites:

- HITM1151
- HITM1236
- MATH0070

HITM2283 - Intermediate Diagnosis Coding ..... ***(3 credits)***
This course is a continuation of coding guidelines using the current International Classification of Diseases. Students practice assigning diagnosis codes to clinical information found in a health record while maintaining ethical coding standards.

Prerequisites:

- BIOL1170
- HITM1236
- HLTH1116

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HITM2286 - Advanced Medical Coding ..... ***(3 credits)***
This course provides advanced cases for students to code utilizing various classification systems, with added emphasis on evaluating and auditing code assignment.

Prerequisites:

- HITM2224
- HITM2237
- HITM2283
- MATH0070

HITM2290 - Health Care Data Management and Analysis ..... ***(3 credits)***
This course provides an in-depth look into the management of healthcare data and how this data is used for analysis, statistics and graphical representation.

Prerequisites:

- HITM1165
- MATH0070

HITM2310 - Health Information Professional Practice ..... ***(2 credits)***
This course provides students with professional practice experience within the field of health information under the supervision of a qualified health information professional.

Prerequisites:

- Pre-requisite: Instructor Approval

HITM2320 - Registered Health Information Technician (RHIT) Exam Review ..... ***(1 credits)***
This course assists students in the development of a personal plan to prepare for the Registered Health Information Technician (RHIT) certification examination offered by the American Health Information Management Association (AHIMA). This course should be taken during a student's final semester.

Prerequisites:

- Pre-requisite: Instructor approval.

HLTH1116 - Medical Terminology ..... ***(3 credits)***
This course covers prefixes, suffixes and root words used to compose medical terms. The student learns to spell, pronounce, define, analyze and formulate terminology related to body structure, disease, diagnosis and treatment. Medical abbreviations are also included.

MATH1112 - Applied Statistics ..... ***(3 credits)***
Meets MnTC Goal Areas 2 and 4. This course focuses on the principles and applications of statistics and data analysis with an emphasis on inference. Students acquire a solid foundation in the basics of statistics and its application in solving practical problems. This course uses examples from various disciplines to illustrate the relevancy of statistics in real-world situations. Topics include frequency distributions, introduction to probability, normal distribution, central limit theorem, design of experiments, estimation, simple linear regression and hypothesis testing.

Prerequisites:

- MATH1020

OR

- Placement Exam

Corequisites:

- MATH0097

PHIL1200 - Applied and Professional Ethics ..... ***(3 credits)***
Meets MnTC Goal Areas 2 and 9. In this course students will explore ethical issues that arise in professional settings including business, medical and technical settings. The course will also look at the philosophical underpinnings of current professional policies and how philosophy can offer insights that can enhance and deepen such policies.

COMM1120 - Introduction to Public Speaking ..... ***(3 credits)***
Meets MnTC Goal Area 1. This course clarifies the process of oral communication, clarifies the basic principles of public speaking and allows the student to increase the application of these principles while both speaking and listening.

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COMM1130 - Small Group Communication ..... ***(3 credits)***
Meets MnTC Goal Areas 1 and 2. This course focuses on communication issues in small groups and the importance of small group work in business today. An emphasis will be placed on improving communication skills for successful teamwork, group cohesiveness and the responsibility to group goals and tasks. Students will be provided with opportunities to build their group communication skills through practice.

COMM1140 - Interpersonal Communication ..... ***(3 credits)***
Meets MnTC Goal Area 1. This course will focus on improving students' abilities to communicate effectively in one-to-one dyadic encounters by providing experience-based instruction. Extensive in-class and out-of-class analyses allow the student to examine his/her own and others' informal social interactions. The long-term goal is for the student to apply interpersonal communication theories to daily interactions and draw his/her own conclusions about the effectiveness of interpersonal communication.

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Program Plan — "Primary"

Locations: Online

1st Fall Term (18 credits)

Courses

Course	Crds
BIOL1170 - Essentials of Human Anatomy and Physiology	4
BUS1100 - Business Computers	3
HITM1151 - Introduction to Health Information Management	3
HITM1236 - Essentials of Medical Coding	2
HLTH1116 - Medical Terminology	3
PHIL1200 - Applied and Professional Ethics	3

1st Spring Term (16 credits)

Courses

Course	Crds
CPTR1106 - Microcomputer Databases	3
HITM1155 - Medicolegal Aspects	3
HITM2224 - Inpatient Procedure Coding	2
HITM2230 - Medical Science for Health Information Professionals	3
HITM2237 - Outpatient Procedure Coding	2
HITM2283 - Intermediate Diagnosis Coding	3

2nd Fall Term (15 credits)

Courses

Course	Crds
ENGL1101 - College Writing	3
HITM1165 - Information Systems in Health	3
HITM2264 - Revenue Cycle Management	3
HITM2286 - Advanced Medical Coding	3
MATH1112 - Applied Statistics	3

2nd Spring Term (15 credits)

Courses

Course	Crds
HITM2253 - Quality Management Studies	3
HITM2256 - Management Practice in Health Information Management	3
HITM2290 - Health Care Data Management and Analysis	3
HITM2310 - Health Information Professional Practice	2

3 credits in one or more of the following:

COMM1120 - Introduction to Public Speaking 3
COMM1130 - Small Group Communication 3
COMM1140 - Interpersonal Communication 3

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Course	Crds
HITM2320 - Registered Health Information Technician (RHIT) Exam Review	1

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