

HEALTH INFORMATION MANAGEMENT TECHNOLOGY (HIM)

HIM-1060 Health Unit Coordinator 3 Credits

Specific application of health unit coordinating duties and responsibilities relating to entry-level positions. Basic information with emphasis on clerical tasks: patient processing for admissions, transfers, discharges, charts, preoperative, postoperative, scheduling and processing orders. Accuracy and appropriate understanding with physician, nursing, and dietary treatment orders. Accuracy in transcribing medication orders, laboratory orders and other diagnostic orders. Emphasis on Allied Health professional principles.

Lecture: 3 hours

Prerequisite(s): MA-1020 Medical Terminology I.

HIM-1112 Physician Office Coding 4 Credits

Introduction to basic concepts of coding using ICD-10-CM (International Classification of Diseases, 10th Revision, Clinical Modification) for diseases and CPT (Current Procedural Terminology) to meet requirements for physician office coding and billing.

Lecture: 4 hours

Prerequisite(s): MA-1020 Medical Terminology I and ENG-1010 College Composition I.

HIM-1121 Medical Billing Practices 2 Credits

Introduction to basic terminology regarding medical insurance, third party payers, reimbursement methodologies, claims processing procedures for posting payments and claims follow up in physician office setting.

Lecture: 2 hours

Prerequisite(s): MA-1020 Medical Terminology I and ENG-1010 College Composition I.

HIM-1301 Introduction to Health Information Management 3 Credits

Introduction to the field of health information management technology (HIMT) including an overview of the profession; functions of HIMT department; purposes, uses and flow of patient information through the health care systems. Introduction to the history of Western Medicine, allied health professions, health care organizations and the operation of modern health care delivery.

Lecture: 3 hours

Prerequisite(s): BIO-2331 Anatomy and Physiology and MA-1010 Introduction to Medical Terminology and departmental approval: admission to the program. CTAN Approved: Career Technical Assurance Guide CTHIM001.

HIM-1311 Legal Aspects of Health Care 3 Credits

Introduction of legal and ethical issues applicable to health information including confidentiality; release of information; legislative process; the court system; legal vocabulary; retention guidelines; patient rights/advocacy; advance directives and ethics.

Lecture: 2 hours. Laboratory: 2 hours

Prerequisite(s): ENG-1010 College Composition I; and MA-1010 Introduction to Medical Terminology, or MA-1020 Medical Terminology I.

OAN Approved: Transfer Assurance Guide OHL021. CTAN Approved: Career Technical Assurance Guide CTHIM002

HIM-1401 Systems in Healthcare Delivery 2 Credits

A study of health information management (HIM) in various health care settings. Includes an overview of the setting, documentation requirements, regulatory issues, reimbursement, information management, quality assessment, utilization, and risk management/legal issues, role of the HIM professional and trends.

Lecture: 2 hours

Prerequisite(s): Departmental approval.

HIM-1411 Healthcare Statistical Applications & Research 2 Credits

Introduction to the use, collection, calculation, presentation, and verification of health care statistical data including measures of central tendency; frequency, percentile, standard deviation; specific healthcare statistical formulas such as census days, discharge days, length of stay, percent of occupancy, autopsy rates, birth rates and more; fundamental concepts of descriptive statistics; data validity and reliability; data presentation techniques; vital statistics; healthcare institutional research; management functions related to departmental budget calculations, employment statistics and productivity.

Lecture: 1 hour. Laboratory: 3 hours

Prerequisite(s): HIM-1301 Introduction to Health Information Management, and HIM-1311 Legal Aspects of Health Care, and completion of Mathematics 1000 level or higher.

HIM-1423 Health Data Documentation, Sources and Classification Systems 3 Credits

Documentation requirements for complete and accurate health records as required by licensing, certifying and accrediting agencies; forms design; functions of data analysis and abstracting; healthcare data sets and standards; clinical vocabularies and classification standards; primary and secondary healthcare data sources.

Lecture: 2 hours. Laboratory: 2 hours

Prerequisite(s): HIM-1301 Introduction to Health Information Management, and HIM-1311 Legal Aspects of Health Care.

HIM-1432 Computer Systems in Health Information Management 3 Credits

Introduction to using and understanding the Electronic Health Record (EHR), various computerized healthcare software systems. Includes a history of computers in health care and utilizes software in the completion of Health Information Management processes.

Lecture: 2 hours. Laboratory: 2 hours

Prerequisite(s): IT-1090 Computer Applications or IT-109H Honors Computer Applications, and HIM-1311 Legal Aspects of Health Care, and HIM-1301 Introduction to Health Information Management.

HIM-1820 Independent Study/Research in Health Information Management

1-3 Credits

Directed individual study. Study/research title and specific content arranged between instructor and student. May be repeated for a maximum of six credits of different topics.

Lecture: 1-3 hours

Prerequisite(s): Departmental approval, and instructor approval, and ENG-0995 Applied College Literacies, or appropriate score on English Placement Test. Note: ENG-0990 Language Fundamentals II taken prior to Fall 2021 will also meet prerequisite requirements.

HIM-2130 Coding with CPT (Current Procedural Terminology)

2 Credits

Theories, concepts and applications of Current Procedural Terminology (CPT) coding and its relationship to the Centers for Medicare and Medicaid Service's Healthcare Common Procedure Coding System (CMS/HCPSCS). Students will validate the assignment of procedural codes in accordance with official guidelines for hospital settings.

Lecture: 1 hour. Laboratory: 3 hours

Prerequisite(s): BIO-2600 Pathophysiology, and departmental approval.

HIM-2160 Coding with ICD-10-CM

2 Credits

Principles, theories, concepts and applications required to code diseases and procedures using the International Classification of Diseases, Tenth Revision, Clinical Modification (ICD-10-CM) Classification System.

Lecture: 1 hour. Laboratory: 3 hours

Prerequisite(s): BIO-2341 Anatomy and Physiology II, and HIM-1301 Introduction to Health Information Management and departmental approval: Program Manager approval.

HIM-2200 Project Management for the Health Information Management Professional

2 Credits

Organizing and managing effective project teams, from planning and scheduling to cost management, including use of project management software. The latest business developments and challenges and issues such as project constraints, stakeholder issues, project charter, and how projects relate to an organization's strategic plan. Effective communication both within and outside of a team.

Lecture: 1 hour. Laboratory: 3 hours

Prerequisite(s): HIM-1432 Computer Systems in Health Information Management, and HIM-1423 Health Data Documentation, Sources and Classification Systems; or departmental approval.

HIM-2260 Coding with ICD-10-PCS

2 Credits

Coding with ICD-10-PCS will prepare and train Health Information Management Technology students to understand the format used and how to build an ICD-10-PCS procedure code. Key terms related to ICD-10-PCS, the system's use and the different sections contained within the PCS coding system: medical and surgical, obstetrics, placement, administration, measurement and monitoring; extracorporeal assistance, performance and therapies; osteopathic, chiropractic, and other procedure and treatment sections.

Lecture: 1 hour. Laboratory: 3 hours

Prerequisite(s): HIM-2160 Coding with ICD-10-CM, and departmental approval.

HIM-2312 Quality Assessment and Improvement

3 Credits

Introduction to the components of quality assessment and improvement programs in healthcare facilities. Focus on the issues inherent in the management of quality and performance improvement programs.

Lecture: 3 hours

Prerequisite(s): HIM-1301 Introduction to Health Information Management, and departmental approval.

HIM-2401 Intermediate Coding

2 Credits

Continuation in the study of coding and classifications systems in a variety of healthcare settings. Upon completion students should be able to apply coding principles to correctly assign codes using the International Classification of Diseases, Ninth Revision, Clinical Modification and Procedural Coding System (ICD-10-CM and PCS) and Current Procedural Terminology (CPT) and apply systems to optimize reimbursement.

Lecture: 1 hour. Laboratory: 3 hours

Prerequisite(s): HIM-2130 coding with CPT (Current Procedural Terminology) and HIM-2160 Coding with ICD-10-CM, or departmental approval.

HIM-2410 Management Practices in Health Information

2 Credits

Management principles used in managing health information functions and personnel, with emphasis on duties and responsibilities of supervisor in coordinating goals of a health information management department, training of personnel, concepts of continuous quality improvement.

Lecture: 1 hour. Laboratory: 2 hours

Prerequisite(s): Departmental approval.

HIM-2430 Medical Reimbursement Methodologies

2 Credits

Reimbursement issues and systems, including: compliance environment payers, reimbursement vocabulary and systems such as Diagnostic Related Groups (DRGs), Resource Based Relative Value Scale (RBRVS), Ambulatory Payment Classifications (APC), and the chargemaster.

Lecture: 1 hour. Laboratory: 2 hours

Prerequisite(s): HIM-2160 Coding with ICD-10-CM, and departmental approval. OAN Approved: Transfer Assurance Guide OHL022.

HIM-2441 Project Management Capstone

2 Credits

Intermediate capstone course utilizing Project Management Methodologies for completing a project.

Lecture: 1 hour. Laboratory: 3 hours

Prerequisite(s): HIM-2200 Introduction to Project Management, or departmental approval.

HIM-2500 Introduction to Cancer Registry and Disease Management

2 Credits

Introduction to the organization of the Cancer Registry, including cancer data management and utilization, quality control activities and the cancer program and accreditation processes. The function of the cancer registry in the electronic environment including Health Information Privacy and Security.

Lecture: 2 hours

Prerequisite(s): Departmental approval: admission to program. Requires a minimum of an Associate Degree in a health care field that includes two semesters of Anatomy and Physiology, one semester of Pathophysiology, and one semester of Medical Terminology. If the degree does not include these courses, the courses will need to be taken prior to acceptance of the student.

HIM-2510 The Cancer Disease Process and Management
3 Credits

Introduction to the Pathophysiology of the cancer disease process. Ascertainment of presenting symptomatology, diagnostic evaluations, extent of disease, evaluations and treatment modalities to include surgery, chemotherapy, radiation therapy, hormonal therapy, immunotherapy, palliative therapies, and alternative therapies. Introduction to the role of clinical research trials in development of cancer treatments.

Lecture: 3 hours

Prerequisite(s): Departmental approval.

HIM-2520 Oncology Coding and Staging
3 Credits

Explanation of oncology coding methodologies and cancer staging systems. Students will use a variety of resources to accurately assign correct oncology codes for topography, histology, grade, tumor status, nodal status, metastatic status, stage group and summary state. Students will use a variety of cancer staging resources to determine the stage of the disease for reporting purposes. This course will provide an overview of cancer and the natural course of the disease progression.

Lecture: 3 hours

Prerequisite(s): BIO-2600 Pathophysiology; and concurrent enrollment in HIM-2510 The Cancer Disease Process and Management, and departmental approval: admission to Cancer Registrar Post Degree Certificate Program.

HIM-2530 Oncology Treatment and Coding
3 Credits

This course covers treatment and management of cancerous diseases. Includes identification and coding of surgical treatments, radiation treatments, chemotherapy treatments, immunotherapy treatments, hormonal treatments, alternative, palliative and experimental treatments, and other treatment coding. Clinical Trials with coding and monitoring also discussed.

Lecture: 3 hours

Prerequisite(s): BIO-2600 Pathophysiology, and departmental approval: admission to Cancer Registrar Post-Degree Certificate program.

HIM-2540 Abstracting Principles and Methodologies for Oncology
3 Credits

Covers the components and organization of a cancer patient health record. This course provides both general and specific instructions for abstracting pertinent information from: the patient record; and source documents using sample operative and pathologic reports. Instruction includes details on what should be recorded and how to record cancer information on the cancer registry abstract, study of the structure and content of source documents from the record, as well as abstracting principles and practices using patient health records. Normal methods and procedures used to diagnose cancer also discussed.

Lecture: 3 hours

Prerequisite(s): HIM-2530 Oncology Treatment and Coding; or departmental approval.

HIM-2550 Database Analytics, Quality and Tracking
3 Credits

Policies and procedures for Cancer Program Standards including the patient follow-up process. Managing follow-up files, data quality, and database management. Gathering, manipulating, storing, retrieving and classifying recorded information. Monitoring statistics and epidemiology factors.

Lecture: 3 hours

Prerequisite(s): HIM-2500 Introduction to Cancer Registry and Disease Management.

HIM-2560 Oncology Database and Manuals
3 Credits

Investigating and exploring the coding rules in the Multiple Primary Histology (MP/H) Manual and the Hematopoietic database. The course will also provide study in hematopoietic and lymphoid neoplasms.

Lecture: 3 hours

Prerequisite(s): HIM-2500 Introduction to Cancer Registry and Disease Management.

HIM-2820 Advanced Independent Study/Research in Health Information Management
1-3 Credits

Directed individual advanced study. Study/research title and specific content arranged between instructor and student. May be repeated for a maximum of six credits of different topics.

Lecture: 1-3 hours

Prerequisite(s): Departmental approval, and instructor approval, and ENG-0995 Applied College Literacies, or appropriate score on English Placement Test. Note: ENG-0990 Language Fundamentals II taken prior to Fall 2021 will also meet prerequisite requirements.

HIM-2851 Practicum I
3 Credits

Supervised practicum designed to allow student to apply technical knowledge and skills learned in the classroom to procedures performed in the health information management department. Assignments will be made to various types of health care facilities to gain exposure to health information practices.

Lecture: 1 hour

Other Required Hours: Practicum: 14 hours per week; Seminar: 1 hour per week

Prerequisite(s): HIM-2410 Management Practices in Health Information, and departmental approval.

HIM-2861 Practicum II
3 Credits

Capstone course in Health Information Management. The second of two supervised practicums designed to allow the student to apply technical knowledge and skills learned in the classroom to procedures performed in the health information management department. Assignments will be made to various types of health care facilities to gain exposure to health information practices.

Lecture: 1 hour

Other Required Hours: Practicum 14 hours a week; Seminar 1 hour a week.

Prerequisite(s): HIM-2130 Coding with CPT (Current Procedural Terminology), and HIM-2160 Coding with ICD-10-CM, and HIM-2312 Quality Assessment and Improvement, and HIM-2851 Practicum I, or departmental approval.

HIM-2870 Clinical Professional Practice Experience for Cancer Registry

2 Credits

Direct clinical practice and observation at a Cancer Registry location that will include: Data collection and abstracting using ICD-0-3 coding; Staging cancer (CS, AJCC TNM, SEER Summary); treatments; case follow-up; Cancer committee activities; reporting; quality control and management studies. Case-finding; Cancer Conference; HIPAA, Central Registry Operations; and Electronic Health Record exposure.

Other Required Hours: Clinical Practice hours: minimum 160 clock hours at a clinical site that is an approved Cancer Registry.

Prerequisite(s): HIM-2560 Oncology Database and Manuals, and departmental approval: admission to program.