

# HEALTH INFORMATION MANAGEMENT TECHNOLOGY, ASSOCIATE OF APPLIED SCIENCE



The Health Information Management Technology (HIM) program prepares graduates who can identify and use a variety of health information resources and technologies to accomplish the objectives of diverse practice environments. In general, these individuals may perform tasks related to the use, analysis, validation, presentation, abstracting, coding, storage, security, retrieval, quality measurement and control of health care data. Their task responsibility may also include supervision of personnel. The program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). The goal of the Health Information Management Technology Program is to provide an educational experience within the framework of professional standards. Graduates of the program may be eligible to take the national certification examination to become a Registered Health Information Technician (RHIT). Upon passing the examination, an individual is permitted to use the credential RHIT behind his/her last name. Earning a credential validates your competence as an HIM professional to employers and the public.

**Program contact:** Learn more

Learn more about how certificate credits apply to the related degree.

## Related Degrees and Certificates

- Cancer Registrar, Post-Degree Professional Certificate

## Related Training and Credentials

- State-Tested Nursing Assistant Training
- State-Tested Nursing Assistant (Accelerated)
- Comprehensive Professional Medical Coding (Classroom)
- Comprehensive Professional Medical Coding (Online)
- Community Health Worker
- Comprehensive Patient Access Specialist

## Program Admission Requirements

Applications may be submitted after meeting admissions requirements, or when student is enrolled in the final admissions requirements course(s). Students must request an application packet from the Health Careers Enrollment Center 216-987-4247 for comprehensive admissions and program information. The form may also be downloaded and printed

from the Health Careers website, completed by hand, scanned and emailed back to the Health Careers Enrollment Center.

- High School Diploma/GED.
  - Complete ENG-1010 College Composition I or ENG-101H Honors College Composition I with "B" or higher.
  - Completion of MATH-0955 Beginning Algebra with "C" or higher, or appropriate placement score to enroll in 1000-level Mathematics.
  - Complete the following:
    - BIO-2331 Anatomy and Physiology I with "B" grade or higher
    - IT-1090 Computer Applications with "B" grade or higher
    - MA-1010 Introduction to Medical Terminology with "B" grade or higher
    - HTEC-1120 Critical Thinking in Healthcare or PHIL-1000 Critical Thinking with "B" grade or higher
  - GPA required: 3.00 admission requirements. 2.50 overall.
  - Non-native English speaking applicants: Admission into Cuyahoga Community College is premised on a complete and accurate initial application to the College, including, if applicable, proof of English Language Proficiency Requirements for admission as indicated on the English Language Proficiency Requirements for Admissions to the College, and available on the web at: <http://www.tri-c.edu/get-started/international-students/english-language-proficiency-requirements-for-admission.html>
- To be accepted into any selective admission programs, students must successfully complete English as a Second Language (ESL) course/s, as referenced above, if deemed necessary by the College at the time of enrollment. Admission is conditioned upon achieving the necessary grade point average (GPA), English language proficiency requirements and any specific pre-requisite courses, and by meeting program accreditation or licensing requirements as evidenced in the Program Handbook for the specific program.

## Other Information

- 30 students accepted per year.
- Admission courses may be repeated multiple times to achieve the "B" grade or higher.
- HIM courses may only be repeated once to improve a grade.
- Criminal background check required.
- Biology courses are acceptable for HIM program admittance for 5 years.
- HIM courses expire after one year of absence from the program and will need to be repeated if student requests re-admittance to the degree program.
- Students who withdraw from or leave the Health Information Management Technology Program for any amount of time will have to reapply for admission and will be required to repeat all HIM courses previously taken.
- Upon acceptance into program and prior to clinical practice, student must submit evidence of good health.

## Program Learning Outcomes

This program is designed to prepare students to demonstrate the following learning outcomes:

1. Utilize oral and written skills to effectively communicate and interact with health care professionals, colleagues, administration and customers to enhance satisfaction.

2. Develop effective interpersonal skills to conduct yourself professionally among clients, colleagues, and other health care professionals.
3. Conduct yourself ethically and professionally according to the AHIMA code of ethics and standards of practice.
4. Use a variety of techniques to problem solve and arrive at best outcome.
5. Apply regulatory and accreditation standards to identify and support documentation compliance.
6. Apply hospital policies, federal regulations and/ or state statutes in the release and management of protected health information (PHI).
7. Identify areas of quality assurance/Continuous Quality Improvement (CQI) that relate to risk management, utilization review and documentation compliance.
8. Apply skills to find, build, research, manage and report both electronic and paper data.
9. Employ auditing skills and methodologies to insure compliance, accuracy, completeness, regulations, policies and procedures, and protocols in the health care delivery system.
10. Utilize knowledge and skills of anatomy and physiology (A&P), medical terminology, pharmacology, pathophysiology, code sets, reimbursement methodologies and regulations to analyze clinical documentation to accurately and thoroughly assign respective code sets for entity's database and third party reimbursement.
11. Apply skills to find, build, restart and manage the system.
12. Apply management skills for the daily operations of Health Information Management department related entity.

HIM-1432	Computer Systems in Health Information Management	3
HIM-2160	Coding with ICD-10-CM	2
Select one of the following:		3
PSY-1010	General Psychology	
PSY-101H	Honors General Psychology	
Credit Hours		16
<b>Summer Session</b>		
HIM-2130	Coding with CPT (Current Procedural Terminology)	2
HIM-2410	Management Practices in Health Information	2
Credit Hours		4
<b>Third Semester</b>		
HIM-2200	Project Management for the Health Information Management Professional	2
HIM-2260	Coding with ICD-10-PCS	2
HIM-2312	Quality Assessment and Improvement	3
Credit Hours		7
<b>Fourth Semester</b>		
HIM-2401	Intermediate Coding	2
HIM-2430	Medical Reimbursement Methodologies	2
HIM-2441	Project Management Capstone	2
HIM-2851	Practicum I	3
Credit Hours		9
Total Credit Hours		64

## Suggested Semester Sequence

Program Admissions Requirements		Semester	Credit Hours
BIO-2331	Anatomy and Physiology I	<sup>1</sup>	4
HTEC-1120	Critical Thinking in Healthcare	<sup>1,2</sup>	1
MA-1010	Introduction to Medical Terminology	<sup>1,3</sup>	2
Select one of the following:			3
ENG-1010	College Composition I	<sup>1</sup>	
ENG-101H	Honors College Composition I		
Select one of the following:			3
IT-1090	Computer Applications	<sup>1</sup>	
IT-109H	Honors Computer Applications		
Credit Hours			13
<b>First Semester</b>			
BIO-2341	Anatomy and Physiology II		4
HIM-1301	Introduction to Health Information Management		3
HIM-1311	Legal Aspects of Health Care		3
HIM-1401	Systems in Healthcare Delivery		2
MATH-1xxx	1000-level MATH course or higher		3
Credit Hours			15
<b>Second Semester</b>			
BIO-2600	Pathophysiology		3
HIM-1411	Healthcare Statistical Applications & Research		2
HIM-1423	Health Data Documentation, Sources and Classification Systems		3

<sup>1</sup> Grade of B or better in course.

<sup>2</sup> PHIL-1000 Critical Thinking may be taken in place of HTEC-1120 Critical Thinking in Healthcare.

<sup>3</sup> MA-1020 Medical Terminology I will be accepted in place of MA-1010 Introduction to Medical Terminology.