

HEALTH INFORMATION MANAGEMENT

Cascade Campus
 Student Services Building (SSB), Room 313
 971-722-5667

www.pcc.edu/programs/health-info-mgmt/

CAREER AND PROGRAM DESCRIPTION

Health information management (HIM) professionals manage health care data and information resources. The profession encompasses planning, collecting, aggregating, analyzing and disseminating individual patient and aggregate clinical data. HIM professionals serve the health care industry wherever health information is collected, organized, and analyzed. HIM professionals work in a variety of health care settings, payer organizations, research and policy agencies and accounting and legal firms.

HIM professionals bring unique skills to the health care industry such as managing health records and health information systems, summarizing data into useful information, protecting the privacy and security of patient health information and assisting providers in understanding data flow and reporting requirements within the context of dynamic rules, regulations and guidelines.

The PCC program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM), in cooperation with the Council on Accreditation of the American Health Information Management Association. Graduates are eligible to take the national certification examination given through the American Health Information Management Association.

The program begins fall term only. Students must receive a C or better in all program required courses. The program is designed to correlate classroom and lab experience with practical experience in health care facilities. The lecture and lab portion of the program is offered entirely through distance learning.

DEGREES AND CERTIFICATES OFFERED

Associate of Applied Science Degree
 Health Information Management

PREREQUISITES AND REQUIREMENTS

1. Compass scores to show readiness to enter WR 121, RD 115 and MTH 60.
2. Four credits of computer courses including windows, word processing, spreadsheet and database must be completed prior to taking any HIM courses.
3. Four credit medical terminology course must be completed prior to taking any HIM courses.
4. Evidence of immunity to measles.
5. Program advising with a Health Information Management program advisor.
6. Transportation to clinical facilities.
7. Criminal Background Check. Please contact the department office for information.

HEALTH INFORMATION MANAGEMENT AAS DEGREE

Minimum 96 credits. Students must also meet Associate Degree Comprehensive Requirements and Associate of Applied Science Requirements. Students must complete a total of sixteen credits of General Education. Some courses specified within the program may be used as General Education. Students should consult with program advisors for course planning.

Health Information Management Degree Credit Summary

HIM	76
Remaining General Education	12
SP	4
WR	4
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	Credit Total 96

COURSE OF STUDY

The coursework listed below is required. The following is an example of a term-by-term breakdown.

First Term

HIM	110	Health Information Technology I	4
HIM	120	Health Information Technology Lab I	1
HIM	182	Health Care Delivery Systems	3
HIM	128	Anatomy & Physiology for HIM	4
WR	121	English Composition	4

Second Term

HIM	105	Ancillary Information Analysis	3
HIM	107	Ancillary Information Analysis Lab	1
HIM	121	Legal & Ethical Aspects of Healthcare	3
HIM	129	Anatomy & Physiology for HIM II	4
		General Education	4

Third Term

HIM	131	Medical Science	5
HIM	136	Medications	3
SP	100	Introduction to Speech Communication*	4
		General Education	4

Fourth Term

HIM	141	Health Information Technology II	3
HIM	275	Classification Systems III	3
HIM	281	Data Management and Analysis I	3
HIM	286	Data Management and Analysis I Lab	2
HIM	283	Health Information Systems	4
HIM	292	Health Information Directed Practice I	1

Fifth Term

HIM	270	Classification Systems I	4
HIM	285	Healthcare Financing/Compliance	3
HIM	271	Quality Improvements in Healthcare	3
HIM	274	Quality Improvement in Healthcare Lab	1
HIM	282	Data Management & Analysis II	3
		General Education	4

Sixth Term

HIM	273	Classification Systems II	4
HIM	276	Classifications Systems Lab	2
HIM	290	Health Information Technology III	3
HIM	272	Health Information Management	3
HIM	277	Health Information Management Lab	2
HIM	293	Health Information Directed Practice II	1

*Could be used as General Education.

COURSE DESCRIPTIONS

HIM 105 Ancillary Information Analysis 3.00 Develops knowledge of health care ancillary services, laboratory tests, and imaging services. English communication skills necessary. Audit available.

HIM 107 Ancillary Information Analysis Lab 1.00 Develops proficiencies in the skills taught in HIM 105. Corequisite: HIM 105.

HIM 110 Health Information Technology 1 4.00 Introduces the concept of health information management and health informatics including the components of content, use the structure of healthcare data along with information keeping practices in both paper and electronic systems. Corequisites: HIM 120. Prerequisites: Placement into RD 90, WR 90, MTH 20. Audit available.

HIM 120 Health Information Technology 1 Lab 1.00 Laboratory course for HIM 110 Health Information Technology 1 and allows students to practice the skills and knowledge learned in that course. Corequisite: HIM 110.

HIM 121 Legal and Ethical Aspects of Healthcare 3.00 Overview of the legal system and the legal principles that govern the delivery of healthcare. Covers patient confidentiality and the disclosure of patient information. Discusses codes of ethics and bioethical issues facing today's healthcare professionals. English communication skills necessary. Audit available.

HIM 128 Anatomy & Physiology for Health Information Management 1 4.00 Provides the conceptual framework, factual knowledge and analytical skills needed to pursue a career in health information management. Surveys anatomical terminology, basic chemistry, cell structure and function, tissues, and the following systems: integumentary, skeletal, muscular, and nervous. Prerequisites: WR 115, RD 115 and MTH 20 or equivalent placement test scores. Audit available.

HIM 129 Anatomy & Physiology for Health Information Management 2 4.00 Provides the conceptual framework, factual knowledge and analytical skills needed to pursue a career in health information management. Surveys the endocrine, lymphatic, cardiovascular, digestive, respiratory, reproductive, urinary, and some coverage of human development, human genetics, and immunology. Prerequisites: HIM 128; WR 115, RD 115 and MTH 20 or equivalent placement test scores. Audit available.

HIM 131 Medical Science 5.00 Concepts of disease processes as they relate to the normal physiology of the major body systems. Audit available.

HIM 136 Medications 3.00 Covers appropriate drug uses, effects, dangers, and precautions; routes of administration. Review common prescription abbreviations, forms of medications and basic drug categories. Audit available.

HIM 141 Health Information Technology 2 3.00 Continues the concepts of health information management covered in Health Information Management 1 including components of the content, use and structure of non-hospital healthcare data. Audit available.

HIM 182 Health Care Delivery Systems 3.00 Explains the past, present, and future influences on the delivery of health care. Covers provider organizations and settings in health care, financing of health care, causes and characteristics of health care utilization in the United States, regulation and monitoring of health care systems and ethical issues associated with health care technology. Audit available.

HIM 270 Classification Systems I 4.00 Classification of diseases and current reimbursement systems utilizing ICD. Prerequisite: HIM 105, HIM 107, HIM 110, HIM 120, HIM 131, HIM 182, MP 111, (BI 122 or BI 233 or HIM 129). Audit available.

HIM 271 Quality Improvement in Healthcare 3.00 Covers medical staff organization, physician credentialing, and quality improvement techniques in the health-care setting. Audit available.

HIM 272 Health Information Management 3.00 Principles of personnel supervision and management of a health information department. Audit available.

HIM 273 Classification Systems 2 4.00 Continuation of HIM 270. Prerequisite: HIM 270 Audit available.

HIM 274 Quality Improvement in Healthcare Lab 1.00 Corequisite: HIM 271.

HIM 275 Classification Systems 3 3.00 Introduces coding and classification systems for outpatient procedures and ambulatory care facilities. Prerequisite: HIM 105, 107, 110, 120, 131, 182, MP 111, and (BI 122 or BI 233 or HIM 129). Audit available.

HIM 276 Classification Systems Lab 2.00 Laboratory course for HIM 273 and HIM 275. Allows students to practice the skills and apply the knowledge learned in Classification Systems 2 and Classification Systems 3. Corequisites: HIM 273

HIM 277 Health Information Management Lab 2.00 Develop proficiencies in the skills included in HIM 272. Corequisite: HIM 272.

HIM 281 Data Management & Analysis 1 3.00 Collection, retrieval, analysis, and quality review of administrative and clinical information and data. Audit available.

HIM 282 Data Management & Analysis 2 3.00 Statistical analysis and presentation of administrative and clinical information and data. Prerequisite: HIM 281. Audit available.

HIM 283 Health Information Systems 4.00 Introduces the history and current status of information systems in health care: information architectures, administrative and clinical applications, evidence-based medicine, information retrieval, decision support systems, security and confidentiality, bioinformatics, information system cycles, the electronic health record, key health information systems and standards, and medical devices. Teaches strategies and tools to insure the development and/or selection of health information systems. Discusses the role of healthcare information and communication technologies in healthcare delivery including their role in improving the quality, safety and efficiency of healthcare delivery. Audit available.

HIM 285 Healthcare Financing and Compliance 3.00 Provides an understanding of the essential components of financing and compliance in health care facilities. Audit available.

HIM 286 Data Management and Analysis 1 Lab 2.00 Laboratory course for HIM 281. Allows students to practice skills and apply the knowledge learned in Data Management and Analysis 1. Corequisite: HIM 281

HIM 290 Health Information Technology 3 Examines and develops skills for training healthcare teams, healthcare entities, and consumers on health information. Project management and the management of change in relation to health information management are also covered. Audit available.

HIM 293 Health Information Directed Practice 2 1.00 Work under supervision of facility personnel in local health care facilities. Experience actual working conditions and various aspects of medical records.