

**Portland Community College Health Information Management Program  
Course Transfer Requirements**

Use the chart below to identify courses you have taken that meet these requirements. In the right column, list the school, term, course number, and number of credits of the course (s) that you have taken which covers the applicable materials. If possible, provide a copy of the course description or course syllabus.

If you have a coding credential, such as the CCS, CCS-P, CPC, or CPC-A, list that in the appropriate section. If there are other credentials that you believe thoroughly cover the course topics, list those for consideration as well.

If you have work experience that thoroughly covers the course topics, indicate that and submit a detailed resume with verifiable experience.

Course	Transfer Course Should Include	Transfer Course, Work Experience, or applicable certification
HIM 105/107	Material should include ancillary services, such as pathology, laboratory, imaging, and various procedures by body system.	
HIM 110/120	Acute Care Health Record Documentation including the use of an EHR platform. Material should include users of the health record, Joint Commission and COPH highlights pertaining to documentation retention, H&P and verbal order documentation requirements.	
HIM 121	Material should include healthcare law terminology, HIPAA Privacy and ROI processes.	
HIM 128/129	Anatomy and physiology course that covers all body system.	
HIM 131	Pathophysiology of diseases by body systems.	
HIM 136	Classification of medication and uses by body systems and diseases.	
HIM 141	Non-Acute Health Record Documentation that includes settings such as LTC, physician offices, home health, and hospice. Material should include CoP highlights pertaining to documentation requirements.	

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HIM 182	Course provides a broad overview of the types of healthcare settings, healthcare providers, quality measures, and healthcare regulations.	
HIM 270	CCS credential or course covering the coding of IP records using ICD-10-PCS with knowledge of all root operations, approaches, and ICD-10-PCS coding guidelines. This is not the same as inpatient coding for physician services.	
HIM 271/274	Course covers quality improvement topics. Topics include quality measures and reporting requirements, medical staff bylaws, accreditation standards (TJC, AAAHC, DNV, etc.), graphical tools and presentations, strategic use of patient and performance data, structure and use of health information and health outcomes (comparative and aggregate analytics), quality assessment and improvement, utilization review and care management, QIOs, Meaningful Use, clinical outcomes measurement and monitoring, and sentinel events.	
HIM 272/277	Course covers healthcare management. Topics include hospital by-laws, provider contracts, strategic planning process, the information management plan, business planning, market share planning, work design and process improvement, staffing levels and productivity, labor and employment laws, HR structure and operations, orientation and training, recruitment and retention, budgets, accounting methodologies, budget variances, and cultural diversity.	
HIM 273	Course covers ICD-10-CM coding, including all body systems. Course must include use of an Encoder to obtain the DRG and reference to Coding Clinics. Must be thoroughly familiar with ICD-10-CM coding guidelines. Topics include severity of illness systems (POA, HAC). A CCS, CCS-P, or CPC credential may substitute for this course.	
HIM 275	CPC or CCS, or CCS-P credential or course covering all sections of the CPT-4 code book, or experience coding various ambulatory records. E/M coding not enough on its own, but E/M coding must be included in the experience or coursework.	

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HIM 276	Course that includes coding cases using ICD-10-CM, ICD-10-PCS and CPT-4. It must include an auditing component where accuracy of coding is verified. Course must include use of an Encoder.	
HIM 281/286	Course covers HIM tasks with a focus on EHR functions. Topics include data sets (HEDIS, OASIS, DEEDS, etc.), registries (trauma, cancer, etc.), data integrity concepts and standards, health exchange standards (X2, HL7), health data collection tools (screen design), data indexes, data warehousing, secondary data sources, e-Discovery and metadata, analytics and decision support (data visualization, dashboard, data capture tools), consumer informatics, database design, and data dictionaries.	
HIM 282	Healthcare statistics that include LOS, Bed occupancy rate, census, mortality rates, autopsy rates, morbidity rates, descriptive/inferential stats, presentation of data, and research methodology.	
HIM 283	Course covers Health Information Technology concepts. Topics include administrative and clinical systems, data stewardship and data sources for patient care, security processes and policies, PHRs, HIEs, portals, telehealth, disaster recovery planning, CAC technology, medical devices and biotech, and systems acquisition and implementation.	
HIM 285	Course covers healthcare reimbursement. Topics include reimbursement systems (DRGs, APCs, RUGs, etc.), payment methodologies (IPPS, OPSS, capitation, RBRVS, case mix, healthcare insurance policies, ACOs), billing processes (EOB, ABN, EDI, chargemaster, compliance strategies, and external audits (RAC, etc.).	
HIM 290	In this course, the student completes teamwork assignments that involve simulation of a lead role or team member in specific HIM department functions, including ROI, court orders and subpoenas, chart analysis, HIM statistics, MPI data integrity, and more functions. It covers project management, teamwork, team leadership, and customer service topics.	

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HIM 293	Must take at PCC even if directed practice or an internship was completed elsewhere to prepare for the RHIT exam using the most current mock exams in this course. Work experience cannot be substituted for this course.	
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**Please answer the following questions, if applicable:**

How much experience do you have using an EHR on-the-job or using an academic EHR? Describe the details of the types of tasks performed.

What certifications do you have?

Describe the details of your coding experience, including code systems used and types of specialties coded, and include a resume if the experience exceeds that required by a specific course.

Describe any other HIM experience you have and include a resume if the experience matches the requirements listed for a specific course.