



Health Information Management  
Associate in Science Degree Program

The Health Information Management program will prepare students to be medical records professionals and specialists in the management of electronic medical records.

The program provides instruction in all aspects of health information management. Emphasis will be on the role, purpose, and forms of medical records and related legal and ethical issues, basic employability skills and interviewing techniques for career development. Programs for inpatient as well as outpatient venues will be studied.

Admission Process

The HIM Program has selective admissions. Because enrollment is limited, a point system for admission will be utilized.

In addition to the admission requirements for the College, the following are requirements for admission to the HIM Program:

1. Graduation from high school or receipt of a General Educational Development certificate (GED).
2. Completion of admission requirements to Edison State College.
3. Completion of Learning Assistance courses, if required, by the start of the program.
4. Completion of prerequisites: MAC 1105 (College Algebra), BSC 1093C (Anatomy & Physiology I), CGS 1100 Microcomputers Skills.
5. Attainment of a minimum grade of "C" or above in all general education courses, including prerequisites, required in the HIM program.
6. Cumulative grade point average of 2.5.
7. Submission of Official transcripts from post-secondary institutions showing completion of any of the prerequisite or co-requisite courses.
8. Completion of the HIM Application along with the \$15.00 application fee receipt
9. Application deadline: July 1, 2009

**The following is a proposed Curriculum for the Health Information Management Program:**

**Program**

**Prerequisites:**

<b><u>Course Number</u></b>	<b><u>Course Name</u></b>	<b><u>Credits</u></b>
MAC 1105	College Algebra	3
BSC 1080	Human Biology	2
BSC 1093C	Anatomy & Physiology I	4
CGS 1100	Microcomputer Skills	4

**General Education**

**Corequisites:**

ENC 1101	English Composition I	3
SPC 1600	Speech	3
BSC 1094C	Anatomy & Physiology II	4
Humanities Elective	Part A or B	3
PSY 2012	General Psychology	3
HSC 1531	Medical Terminology	3

**Program Courses**

**First Semester:**

HIM 1000	Intro to Health Info Mgmt.	3
HIM 1430	Principles of Disease	2
HAS 1100	Orientation to Healthcare	2

**Second Semester:**

HIM 2214C	Healthcare Statistics and Research	1
HIM 2012	Healthcare Law	2
HIM 2222	Basic ICD Coding	4

**Third Semester:**

HIM 1211	Health Information Technologies	2
HIM 2810	Professional Internship I	2

**Fourth Semester:**

HIM Basic CPT Coding	Basic CPT Coding	3
HIM 2811	Professional Internship II	2

**Fifth Semester:**

HIM 2283	Advanced Coding and Reimbursement	2
HIM 2510	Quality Performance Improvement	3
HIM 2820	Professional Internship III	2
HIM Review	Review	1

**TOTAL CREDITS: 63**

## Health Information Management Program Information

1. What will the program prepare me to do?

The graduate is immediately employable as a Health Information Management clerk. On successful completion of the RHIT, the graduate will be hired as a Health Information Technologist. RHIT jobs are expected to grow by 36% over the next 10 years.

2. What is the expected salary of a graduate of the HIM program?

Salaries often begin at an average of \$30,000 per year but may reach well over \$60,000 per year in some management positions.

3. What are the duties of a Health Information Technologist?

The field of health information management contains a wide range of distinct occupations. The RHIT professional will find opportunities in hospitals and outpatient centers as well as in insurance companies and other areas. Coding is one aspect of the job. The following is a list of environments who hire Health Information Technologists:

- Hospitals
- Physicians' offices
- Clinics
- Surgery Centers
- Billing companies
- Home care
- Government agencies

The health information technician is responsible for reviewing medical charts to check for completion and accuracy. The professionals also generate reports and assign diagnosis codes to medical records for insurance claims and data collection purposes.

If you love working with computers and the medical field intrigues you, your skills and interests could come together in the perfect job. But you need to have a degree. Because the field is expected to grow so fast, competition for the best positions and the highest salaries will be intense. An online degree in health information technology can help you land one of these in-demand occupations.

4. Is there room for advancement in this field?

As technology advances, more employers will seek highly trained health information technician with and associate's degree. Certification is required. There is a baccalaureate degree option for medical records technicians.

- a. When are students admitted to the program?
- b. Students will be admitted once a year, for Fall admission. The application date is June 30.
- c. Is there limited admission to the program?  
Yes, due to the need to limit class size for an instructor and clinical space, the program is limited to an admission of 25 students.
- d. What are the criteria for admission?

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- b.. Completion of admission requirements to Edison State College.
- c. Completion of Learning Assistance courses, if required, by the start of the Program.
- d. Completion of prerequisites: MAC 1105, BSC 1093C, CGS 1100 Microcomputers Skills.
- e. Attainment of a minimum grade of "C" or above in all general education courses, including prerequisites, required in the HIM program.
- f. Cumulative grade point average of 2.5.
- g. Submission of Official transcripts from post-secondary institutions showing completion of any of the prerequisite or co-requisite courses.
- h. Completion of the HIM Application along with the \$15.00 application fee receipt
- i. Application deadline: July 1, 2009

In the event that the number of qualified applicants exceeds available clinical space, a point system will be used to rank applicants.

- a. How will I know if I have been admitted to the program?

Notification letters of the status of each applicant will be mailed during the second week in July. Provisional acceptance will be offered. A Criminal History Background check will be required prior to full acceptance to the program.

- b. What part does the Criminal Background Check play for my admission to the HIM Program?

Each applicant is required to inform the Program Coordinator, in writing, of any criminal charges on his/her record in any state or national jurisdiction upon submission of an application for enrollment to the program. This information needs to include an explanation of circumstances for possible review by an admissions committee.

Applicants, notified of provisional acceptance into the HIM program are required to complete and send a Request for Civilian Criminal Records Inquiry to the Florida Department of Law Enforcement (FDLE). This criminal background screening ensures consistency with the requirements of Chapter 435, Florida Statutes, by health care agencies with which Edison State College has clinical affiliation agreements. Background screening must be completed before final acceptance to the HIM program can be approved. The Request for Civilian Criminal Records Inquiry requires payment of a processing fee of \$24.00 to the FDLE at the applicant's expense. The criminal background check report must be forwarded directly to the Associate Dean of Health Professions at Edison State College.

Applicants with criminal records are forewarned that the Florida Department of Health-Division of Medical Quality Assurance requires any licensure applicant who has ever been convicted or found guilty of a felony, regardless of adjudication, to explain the circumstances. The same is true for other states with licensure statutes as well as national certification boards. These individuals will need to gain clearance from these agencies before they are allowed to take state licensure and national certification examinations that are required by employment.

### Criminal History Findings:

Any applicant or enrolled student who has been found guilty of, regardless of adjudication, or entered a plea of nolo contendere, or guilty to, any offense under the provisions of Florida Statutes or under similar statutes of another jurisdiction may be disqualified from admission or continued enrollment in the HIM program.

Those offenses are:

- Murder
- Manslaughter
- Vehicular homicide
- Killing of an unborn child by injury to the mother
- Assault, if the victim of the offense was a minor
- Aggravated battery
- Kidnapping
- False imprisonment
- Sexual battery
- Prohibited acts of persons in familial or custody authority
- Lewd and lascivious behavior
- Arson
- Theft, robbery, and related crimes, if the offense is a felony
- Incest
- Abuse or neglect of a disabled adult or elderly person
- Exploitation of disabled adult or elderly person
- Aggravated child abuse
- Child abuse
- Negligent treatment of children
- Sexual performance by a child
- Alcohol or Drug offenses which were a felony, or if the offense involved a minor
- Offenses indicating unfitness to serve as a healthcare professional

Upon notification of provisional acceptance into the HIM program, each applicant will be provided with a detailed procedure for completing the Request for Civilian Criminal Records Inquiry.

### **Health Record/Ability to Meet Technical Standards**

A completed medical health form and self assessment of Program Technical Standards must also be submitted and approved by the program coordinator prior to admission to any clinical experiences. This health record will contain results from a physical examination and laboratory tests including immunization records. An updated health record verified by a licensed physician or designee must be submitted on a yearly basis before attending clinical courses.

Student drug screens, criminal history reports, and medical records, when submitted will become the property of Edison State College, and will not be available for copying or for use to meet the requirements of outside employers or other agencies/persons. Students who are out of the program for six months or more must submit new records.