

PROGRAM DESCRIPTION

This program prepares students with the necessary skills and academic knowledge for entry-level or management training positions in health information management with a general understanding of business principles and a thorough understanding of the content of the medical record and extensive training in anatomy, physiology, disease processes, and medical terminology. The program provides the student with the knowledge and understanding to manage medical records systems and personnel engaged in the analysis of medical records and the assignment of codes to classify diagnoses and procedures.

As this program is accredited by the Commission on Health Informatics and Information Management (www.CAHIIM.org), **graduates will be eligible to sit for the Registered Health Information Administrator (RHIA) credential offered through AHIMA.**

PROGRAM OBJECTIVES

Upon completion of this program, the student should be able to:

1. Use knowledge attained to create clerical documents used in medical facilities.
2. Read and understand medical documentation, identify diagnoses and procedures and insure that documentation supports the diagnosis and procedures performed.
3. Apply knowledge of medical terminology, disease process, anatomy and physiology, and pharmacology.
4. Apply knowledge of ICD and CPT format, instructional notations, conventions, in-patient and outpatient guidelines.
5. Apply knowledge of payer billing and reimbursement, the prospective payment system, and fraud and abuse issues.
6. Demonstrate the ability to utilize industry standard accounting principles to support and evaluate managerial decision-making.
7. Demonstrate the ability to formulate strategic and operational business solutions typically encountered during normal operation of a small or mid-sized entity utilizing a range of management tools within an ethical environment.
8. Demonstrate mastery of industry standard medical databases and records systems.
9. Demonstrate the ability to define and articulate organizational, operational, ethical, legal, and managerial issues impacting health information management.

POTENTIAL JOB POSITIONS

Potential entry-level job titles include: medical coding specialist, medical billing specialist, health information specialist, abstractor, medical clerk, and health information manager.

PROGRAM LENGTH

The average length of time for a student taking a full course load is 9 semesters (36 months).

PROGRAM CONTENT

A minimum of 124 semester credit hours are required for graduation. This is a hybrid program, meaning some courses will be taken at the campus while others will be taken online. Or, students may choose to take the program exclusively online (except for HIM 490 Internship).

REQUIRED COURSES

All courses, 68 semester credit hours, are required.

| <u>Course Number</u> | <u>Course Name</u> | <u>Prerequisite</u> | <u>Credit Hours</u> |
|----------------------|---|-------------------------------------|---------------------|
| AC 103 | Accounting I | IS 102 | 4.0 |
| BU 105 | Business Principles and Management | None | 3.0 |
| BU 155 | Team Development and Group Management | PS 101 | 3.0 |
| BU 426 | Organizational Behavior | BU 105 | 3.0 |
| BU 435 | Project Management | Senior year | 3.0 |
| HC 310 | Medical Law and Ethics | None | 3.0 |
| HC 401 | Current Issues in Healthcare Management | None | 3.0 |
| HI 210 | Principles of Health Information Management | MC 173, MC 174 | 3.0 |
| HI 300 | Epidemiology and Applied Health Care Statistics | MA 107 | 3.0 |
| HI 305 | Health Care Finance | AC 103 | 3.0 |
| HI 320 | Health Care Data | MC 173, MC 174 | 3.0 |
| HI 440 | Health Care Database Design and Security | IS 102 | 4.0 |
| HI 480 | Research Methodologies | Senior year | 3.0 |
| HI 490 | HIM Internship | All didactic HIM coursework, PD 213 | 4.0 |
| MC 171 | Basic Diagnosis Coding | SC 245, MO 144, MO 146 | 3.0 |
| MC 172 | Basic Procedure Coding | SC 245, MO 144, MO 146 | 3.0 |
| MC 173 | Intermediate Diagnosis Coding | MC 171 | 3.0 |
| MC 174 | Intermediate Procedure Coding | MC 172 | 3.0 |
| MO 144 | Medical Terminology | None | 1.0 |
| MO 146 | Pathophysiology and Pharmacology | Co-requisite SC 245 | 2.0 |
| SC 145 | Anatomy and Physiology I | Co-requisite SC 145L | 3.0 |
| SC 145L | Anatomy and Physiology I Lab | Co-requisite SC 145 | 1.0 |
| SC 245 | Anatomy and Physiology II | SC 145, co-requisite SC 245L | 3.0 |
| SC 245L | Anatomy and Physiology II Lab | SC 145, co-requisite SC 245 | 1.0 |

ELECTIVE COURSES

A minimum of 17 semester credits of open electives is required.

REQUIRED COURSES IN GENERAL EDUCATION

Students enrolled in bachelor degrees must complete a minimum of 37 semester credit hours in general education distributed among the following disciplines. A minimum of 9 semester credit hours must be upper level (300-400 level courses). Refer to the General Education section of the catalog for Herzing University courses that would satisfy these requirements.

- 1 Semester Credit Hour in Information Literacy
- 6 Semester Credit Hours in English Composition or Literature
- 3 Semester Credit Hours in Speech
- 4 Semester Credit Hours in Computer Applications*
- 7 Semester Credit Hours in Mathematics (College Algebra or Above)
- 4 Semester Credit Hours of Natural Science with a Lab Component
- 3 Semester Credit Hours in Social or Behavioral Science
- 3 Semester Credit Hours in Humanities with a Critical Thinking Focus
- 3 Semester Credit Hours in Cultural Diversity
- 3 Semester Credit Hours of General Education Electives

* Transfer students may use three semester credit hour courses transferred from other colleges to satisfy these discipline requirements. Any resulting deficiency in the total of 21 semester credit hours required in general education may be made up with general education electives from any of the listed disciplines.

PERSONAL DEVELOPMENT

Both courses, 2 semester credit hours, are required in addition to PD 213.

| <u>Course Number</u> | <u>Course Name</u> | <u>Prerequisite</u> | <u>Credit Hours</u> |
|----------------------|----------------------------|---------------------|---------------------|
| PD 100 | Student Success Skills | None | 1.0 |
| PD 200 | Career Development Seminar | None | 1.0 |
| PD 213 | HIM Internship Preparation | None | n/c |