HEALTH INFORMATION MANAGEMENT TECHNOLOGY (HIM)

HIM-1060 Health Unit Coordinator
3 Credits

Specific application of health unit coordinating duties and responsibilities relating to entry-level positions. Basic information with emphasis on clerical tasks: patient processing for admissions, transfers, discharges, charts, preoperative, postoperative, scheduling and processing orders. Accuracy and appropriate understanding with physician, nursing, and dietary treatment orders. Accuracy in transcribing medication orders, laboratory orders and other diagnostic orders. Emphasis on Allied Health professional principles.
Lecture: 3 hours
Prerequisite(s): MA-1020 Medical Terminology I.

HIM-1113 Physician Office Coding with Current Procedural Terminology (CPT) Coding
2 Credits

Introduction to the basic concepts of coding using the CPT (Current Procedural Terminology) coding manual and HCPCS Level-II (Healthcare Common Procedural Coding System) to meet federal agency requirements for physician office coding and billing.
Lecture: 2 hours
Prerequisite(s): MA-1020 Medical Terminology I; or MA-1010 Intro to Medical Terminology and BIO-1050 Human Biology and BIO-105L Human Biology Lab.

HIM-1114 Medical Office Coding with ICD-10-CM
3 Credits

Introduction to basic concepts of coding medical diagnoses using ICD-10-CM (International Classification of Diseases, 10th Revision, Clinical Modification) to meet requirements for physician and medical practitioner professional fee coding and billing.
Lecture: 3 hours
Prerequisite(s): MA-1020 Medical Terminology I; or MA-1010 Intro to Medical Terminology and BIO-1050 Human Biology and BIO-105L Human Biology Lab.

HIM-1122 Medical Billing Practices for Healthcare Providers
3 Credits

Introduction to basic terminology regarding medical insurance, third party payers, reimbursement methodologies, claims processing procedures for posting payments and claims follow up in physician office setting.
Lecture: 2 hours. Laboratory: 2 hours
Prerequisite(s): MA-1020 Medical Terminology I and ENG-1010 College Composition I.

HIM-1301 Introduction to Health Information Management
3 Credits

Introduction to the field of health information management technology (HIMT) including an overview of the profession; functions of HIMT department; purposes, uses and flow of patient information through the health care systems. Introduction to the history of Western medicine, allied health professions, health care organizations and the operation of modern health care delivery.
Lecture: 3 hours
Prerequisite(s): BIO-2331 Anatomy and Physiology and MA-1010 Introduction to Medical Terminology and departmental approval: admission to the program. CTAN Approved: Career Technical Assurance Guide CTHIM001.

HIM-1311 Legal Aspects of Health Care
3 Credits

Introduction of legal and ethical issues applicable to health information including confidentiality; release of information; legislative process; the court system; legal vocabulary; retention guidelines; patient rights/ advocacy; advance directives and ethics.
Lecture: 2 hours. Laboratory: 2 hours
Prerequisite(s): ENG-1010 College Composition I; and MA-1010 Introduction to Medical Terminology, or MA-1020 Medical Terminology I.
OAN Approved: Transfer Assurance Guide OHL021. CTAN Approved: Career Technical Assurance Guide CTHIM002.

HIM-1401 Systems in Healthcare Delivery
2 Credits

A study of health information management (HIM) in various health care settings. Includes an overview of the setting, documentation requirements, regulatory issues, reimbursement, information management, quality assessment, utilization, and risk management/legal issues, role of the HIM professional and trends.
Lecture: 2 hours
Prerequisite(s): Departmental approval.

HIM-1424 Health Informatics and Information Management
3 Credits

Documentation requirements for complete and accurate health records as required by licensing, certifying and accrediting agencies; functions of data analysis and abstracting; concepts of managing data; healthcare data sets and standards; data dictionaries; privacy and security strategies to health information; health informatics concepts; clinical vocabularies and classification standards; primary and secondary healthcare data sources; displaying health care data through graphical representations.
Lecture: 2 hours. Laboratory: 2 hours
Prerequisite(s): HIM-1301 Introduction to Health Information Management, and HIM-1311 Legal Aspects of Health Care.

HIM-1432 Computer Systems in Health Information Management
3 Credits

Introduction to using and understanding the Electronic Health Record (EHR), various computerized healthcare software systems. Includes a history of computers in health care and utilizes software in the completion of Health Information Management processes.
Lecture: 2 hours. Laboratory: 2 hours
Prerequisite(s): IT-1090 Computer Applications or IT-109H Honors Computer Applications, and HIM-1311 Legal Aspects of Health Care, and HIM-1301 Introduction to Health Information Management.

HIM-1820 Independent Study/Research in Health Information Management
1-3 Credits

Directed individual study. Study/research title and specific content arranged between instructor and student. May be repeated for a maximum of six credits of different topics.
Lecture: 1-3 hours
Prerequisite(s): Departmental approval, and instructor approval, and ENG-0995 Applied College Literacies, or appropriate score on English Placement Test. Note: ENG-0990 Language Fundamentals II taken prior to Fall 2021 will also meet prerequisite requirements.

HIM-2160 Coding with ICD-10-CM
2 Credits

Principles, theories, concepts and applications required to code diseases and procedures using the International Classification of Diseases, Tenth Revision, Clinical Modification (ICD-10-CM) Classification System.
Lecture: 1 hour. Laboratory: 3 hours
Prerequisite(s): BIO-2341 Anatomy and Physiology II, and HIM-1301 Introduction to Health Information Management and departmental approval: Program Manager approval.

HIM-2201 Project Management for the Health Information Management Professional
3 Credits

Organizing and managing effective project teams, from project initiation, to planning, executing closing and monitoring and controlling; including the use of project management software. The latest business developments and challenges and issues such as project constraints, stakeholder issues, project charter, and how projects relate to an organization's strategic plan. Effective communication both within and outside of a team.
Lecture: 2 hours. Laboratory: 3 hours
Prerequisite(s): HIM-1432 Computer Systems in Health Information Management, and HIM-1424 Health Informatics and Information Management; or departmental approval.

HIM-2320 Quality Improvement & Statistics in Healthcare
3 Credits

Introduction to the components of quality assessment and improvement programs in healthcare facilities. Focus on the issues inherent in the management of quality and performance improvement programs. Introduction to the use, collection, calculation, presentation, and verification of healthcare statistical data.
Lecture: 2 hours. Laboratory: 2 hours
Prerequisite(s): HIM-1301 Introduction to Health Information Management, and departmental approval.

HIM-2401 Intermediate Coding
2 Credits

Continuation in the study of coding and classifications systems in a variety of healthcare settings. Upon completion students should be able to apply coding principles to correctly assign codes using the International Classification of Diseases, Tenth Revision, Clinical Modification and Procedural Coding System (ICD-10-CM and PCS) and Current Procedural Terminology (CPT) and apply systems to optimize reimbursement.
Lecture: 1 hour. Laboratory: 3 hours
Prerequisite(s): Departmental approval: Program Director approval.

HIM-2410 Management Practices in Health Information
2 Credits

Management principles used in managing health information functions and personnel, with emphasis on duties and responsibilities of supervisor in coordinating goals of a health information management department, training of personnel, concepts of continuous quality improvement.
Lecture: 1 hour. Laboratory: 2 hours
Prerequisite(s): Departmental approval.

HIM-2430 Medical Reimbursement Methodologies
2 Credits

Reimbursement issues and systems, including: compliance environment payers, reimbursement vocabulary and systems such as Diagnostic Related Groups (DRGs), Resource Based Relative Value Scale (RBRVS), Ambulatory Payment Classifications (APC), and the chargemaster.
Lecture: 1 hour. Laboratory: 2 hours
Prerequisite(s): HIM-2160 Coding with ICD-10-CM, and departmental approval. OAN Approved: Transfer Assurance Guide OHL022.

HIM-2500 Introduction to Cancer Registry and Disease Management
2 Credits

Introduction to the organization of the Cancer Registry, including cancer data management and utilization, quality control activities and the cancer program and accreditation processes. The function of the cancer registry in the electronic environment including Health Information Privacy and Security.
Lecture: 2 hours
Prerequisite(s): Departmental approval: admission to program. Requires a minimum of an Associate Degree in a health care field that includes two semesters of Anatomy and Physiology, one semester of Pathophysiology, and one semester of Medical Terminology. If the degree does not include these courses, the courses will need to be taken prior to acceptance of the student.

HIM-2510 The Cancer Disease Process and Management
3 Credits

Introduction to the Pathophysiology of the cancer disease process. Ascertainment of presenting symptomatology, diagnostic evaluations, extent of disease, evaluations and treatment modalities to include surgery, chemotherapy, radiation therapy, hormonal therapy, immunotherapy, palliative therapies, and alternative therapies. Introduction to the role of clinical research trials in development of cancer treatments.
Lecture: 3 hours
Prerequisite(s): Departmental approval.

HIM-2520 Oncology Coding and Staging
3 Credits

Application and use of cancer coding and staging resources to determine the staging of disease for reporting purposes while providing on overview of cancer and the natural course of disease progression. Hands-on application of a variety of resources to assign with accuracy, correct oncology codes for topography, histology, grade, tumor status, nodal status, metastatic status, stage group and summary staging with an explanation of oncology coding methodologies and cancer staging systems.
Lecture: 3 hours
Prerequisite(s): Concurrent enrollment in HIM-2510 The Cancer Disease Process and Management and Department approval and admission to Cancer Registrar Post Degree Certificate Program.

HIM-2530 Oncology Treatment and Coding
3 Credits

This course covers treatment and management of cancerous diseases. Includes identification and coding of surgical treatments, radiation treatments, chemotherapy treatments, immunotherapy treatments, hormonal treatments, alternative, palliative and experimental treatments, and other treatment coding. Clinical Trials with coding and monitoring also discussed.
Lecture: 3 hours
Prerequisite(s): BIO-2600 Pathophysiology, and departmental approval: admission to Cancer Registrar Post-Degree Certificate program.

HIM-2540 Abstracting Principles and Methodologies for Oncology
3 Credits

Covers the components and organization of a cancer patient health record. This course provides both general and specific instructions for abstracting pertinent information from: the patient record; and source documents using sample operative and pathologic reports. Instruction includes details on what should be recorded and how to record cancer information on the cancer registry abstract, study of the structure and content of source documents from the record, as well as abstracting principles and practices using patient health records. Normal methods and procedures used to diagnose cancer also discussed.
Lecture: 3 hours
Prerequisite(s): HIM-2530 Oncology Treatment and Coding; or departmental approval.

HIM-2550 Database Analytics, Quality and Tracking
3 Credits

Policies and procedures for Cancer Program Standards including the patient follow-up process. Managing follow-up files, data quality, and database management. Gathering, manipulating, storing, retrieving and classifying recorded information. Monitoring statistics and epidemiology factors.
Lecture: 3 hours
Prerequisite(s): HIM-2500 Introduction to Cancer Reigstry and Disease Management.

HIM-2560 Oncology Database and Manuals
3 Credits

Investigating and exploring the coding rules in the Multiple Primary Histology (MP/H) Manual and the Hematopoietic database. The course will also provide study in hematopoietic and lymphoid neoplasms.
Lecture: 3 hours
Prerequisite(s): HIM-2500 Introduction to Cancer Registry and Disease Management.

HIM-2820 Advanced Independent Study/Research in Health Information Management
1-3 Credits

Directed individual advanced study. Study/research title and specific content arranged between instructor and student. May be repeated for a maximum of six credits of different topics.
Lecture: 1-3 hours
Prerequisite(s): Departmental approval, and instructor approval, and ENG-0995 Applied College Literacies, or appropriate score on English Placement Test. Note: ENG-0990 Language Fundamentals II taken prior to Fall 2021 will also meet prerequisite requirements.

HIM-2871 Professional Practice Experience for Oncology Data Specialists
3 Credits

The professional practice experience is based on five core competencies. These competencies are derived from the ODS Oncology Data Specialist exam's domains of practice. These activities focus on developing skills in the following critical knowledge areas: casefinding; abstracting, coding, and staging; analysis and data usage; registry organization; follow-up, and data quality assurance; and cancer program accreditation. All students are required to pass NCRA's online professional practice assessments for each of the five competencies to complete the professional experience.
Lecture: 1 hour. Laboratory: 4 hours
Prerequisite(s): HIM-2560 Oncology Database and Manuals, and departmental approval: admission to program.

HIM-2910 HIM Professional Practice Experiential Learning
1 Credit

Supervised field experience designed to allow student to apply technical knowledge and skills learned in the classroom to procedures performed in the health information management department. Assignments may be made to various types of health care facilities, or may be virtual at the discretion of the program director.
Other Required Hours: 80 clock hours of directed practice in either a local health care facility or with virtual assignments, within a 5-week rotation, two days a week, for a total of 10 days.
Prerequisite(s): Departmental approval, or Health Information Management Technology Program director approval.

HIM-2990 HIM Capstone
2 Credits

Integrates and applies knowledge and skills learned in prior HIM courses, focusing on those required to prepare for national certification. A variety of case studies, mock RHIT certification exams, discussions of current HIM trends and career options.
Lecture: 1 hour. Laboratory: 3 hours
Prerequisite(s): Departmental approval.