

## HEALTH INFORMATION MANAGEMENT SYSTEMS

Health Information Management (HIM) professionals play a critical role in maintaining, collecting, and analyzing the data that physicians, nurses, and other health care providers rely on to deliver quality health care. As the experts in patient health data management, they work in a variety of health care settings including hospitals, outpatient clinics, government agencies, and private industry. HIM professionals will be called upon to improve efficiency in health care facilities by optimizing productivity in billing and improving electronic data integrity through quality management. HIM professionals can expect to be in high demand as the health sector expands throughout this century. In fact, the Bureau of Labor Statistics cites health information technology as one of the 20 fastest growing occupations in the U.S.

A HIM professional will bring unique skills to the health care industry such as managing health records, health information systems, and 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 is a pertinent role in this profession. HIM professionals hold many diverse roles, while sharing a common purpose: providing reliable and valid information that drives the healthcare industry. A degree in health information management is a good option for someone that desires a health care job in an office setting. HIM professionals will specialize in administering health information systems, managing medical records, and coding information for reimbursement and research.

At Northeast Community College, the Health Information Management Systems (HIMS) program provides the fundamental skills necessary to begin a career in the Health Information field. Students in the HIMS Program will be required to have a 'C' grade or better in the HIMS coursework. Additionally, HIMS students will be required to complete a successful criminal background check, drug screen, and provide immunization history prior to completing the Professional Practice Experiences.



The HIMS Associate of Applied Science Degree at Northeast Community College is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). Upon successful completion of the AAS degree, the graduates are eligible to take the national qualifying examination required for certification as a Registered Health Information Technician (RHIT).

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### Required Program of Study for Associate of Applied Science Degree (2 years)

#### FIRST YEAR

##### Fall Semester

| Course  | Credits   |
|---|-----------|
| BSAD 1005 Investing in Strengths .....                        | 1         |
| BSAD 2050 Business Communications* .....                      | 3         |
| HIMS 1000 Introduction to Health Information Management ..... | 2         |
| HIMS 1025 Medical Office Procedures .....                     | 2         |
| HIMS 1220 Structure & Function of Human Body .....            | 3         |
| HLTH 1060 Comprehensive Medical Terminology .....             | 3         |
| OFFT 1500 Microsoft Office* .....                             | 3         |
|   | <u>17</u> |

##### Spring Semester

| Course  | Credits   |
|---|-----------|
| HIMS 1110 Coding I and Lab .....                    | 4         |
| HIMS 2020 Coding II and Lab .....                   | 4         |
| HIMS 1120 Legal and Compliance Aspects in HIM ..... | 3         |
| HIMS 1140 Pathopharmacology .....                   | 3         |
| HIMS 2000 Medical Billing & Reimbursement .....     | 3         |
|   | <u>17</u> |

\*See general education requirements.

#### SECOND YEAR

##### Fall Semester

| Course   | Credits   |
|--|-----------|
| BSAD 1000 Human Relations and Ethics* .....                | 3         |
| HIMS 1010 Applied Health Informatics .....                 | 2         |
| HIMS 2030 Health Information Management Applications ..... | 3         |
| HIMS 2130 Reimbursement Methodologies .....                | 2         |
| HIMS 1150 Professional Practice Experience I .....         | 2         |
| MATH 2170 Applied Statistics* .....                        | 3         |
|  | <u>15</u> |

##### Spring Semester

| Course   | Credits   |
|--|-----------|
| ECON 2110 Principles of Macroeconomics* .....            | 3         |
| HIMS 2100 Quality Management & Process Improvement ..... | 3         |
| HIMS 2110 Health Information Technology Assessment ..... | 1         |
| HIMS 2120 Professional Practice Experience II .....      | 3         |
| HIMS 2040 Advanced Health Informatics .....              | 3         |
| HIMS 2150 HIM Leadership .....                           | 1         |
|  | <u>14</u> |

Total Credit Hours

63