

## HEALTH INFORMATION MANAGEMENT SYSTEMS CERTIFICATE

The certificate provides the necessary skills to perform successfully in entry-level administrative positions in the healthcare field. These support skills cover managing day-to-day medical office operations, understanding legal and ethical issues in healthcare operations, HIPAA, customer service, professionalism, and computer fundamentals customized for medical offices. Once the student has completed the certificate, they can continue classes in the HIM program toward the Diploma or Associate of Applied Science degree in Health Information Management Systems and Medical Billing diploma. Students in the HIM Program will be required to have a 'C' grade or better in the HIM coursework. All coursework in the Health Information Management Systems Certificate program will apply as full credit towards the Health Information Management Systems Diploma and/or Health Information Management Systems Associate of Applied Science Degree.

### Required Program of Study for Certificate (16 weeks)

Required Courses	
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
HLTH 1060 Comprehensive Medical Terminology .....	3
HIMS 1220 Structure & Function of Human Body .....	3
OFFT 1500 Microsoft Office .....	3
<b>Total Credit Hours</b>	<b>17</b>

## HEALTH INFORMATION MANAGEMENT SYSTEMS DIPLOMA

The coding courses prepare students for a national coding exam through the American Health Information Management Association (AHIMA). The courses for the diploma are embedded in the Health Information Management Systems (HIMS) Associate of Applied Science Degree. Once the student has completed the diploma, they can continue classes in the HIM program toward the Associate of Applied Science degree. Students in the HIM Program will be required to have a 'C' grade or better in the HIM coursework. Additionally, HIM students will be required to complete a successful criminal background check, drug screen, and provide immunization history prior to completing the Professional Practice Experiences. All coursework in the Health Information Management Systems Diploma program will apply as full credit towards the Health Information Management Systems Associate of Applied Science Degree.

### Required Program of Study for Diploma (1 year)

FALL SEMESTER		SPRING SEMESTER	
Course	Credits	Course	Credits
BSAD 1005 Investing in Strengths .....	1	HIMS 1110 Coding I and Lab .....	4
BSAD 2050 Business Communications .....	3	HIMS 1120 Legal and Compliance Aspects in HIM .....	3
HIMS 1000 Introduction to Health Information Management .....	2	HIMS 2000 Medical Billing & Reimbursement .....	3
HIMS 1025 Medical Office Procedures .....	2	HIMS 2020 Coding II and Lab .....	4
HLTH 1060 Comprehensive Medical Terminology .....	3	HIMS 1140 Pathopharmacology .....	3
HIMS 1220 Structure & Function of Human Body .....	3		17
OFFT 1500 Microsoft Office .....	3	<b>Total Credit Hours</b>	<b>39</b>
	17		
SUMMER			
Course	Credits		
HIMS 2030 Health Information Management Applications .....	3		
HIMS 1150 Professional Practice Experience I .....	2		
	5		