

# HEALTH INFORMATION MANAGEMENT (HIM)

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## Course Descriptions

### **HIM 101. Medical Terminology and Language. 3 Credit Hours.**

Medical Terminology and Language provides a broad survey of the language of medicine and health terminologies. Students learn to accurately spell and define common medical terms related to major disease processes, diagnostic procedures, laboratory tests, abbreviations, drugs, and treatment modalities. Emphasis is placed on word formation, definition, and correct pronunciation. (Credit is only allowed for either HIM 101 or HIT 101.)

Prerequisites: Reading Proficiency

### **HIM 102. Electronic Health Management. 2 Credit Hours.**

Electronic Health Management focuses on using the latest applications in health IT, including electronic health records (EHRs) and applied Meaningful Use. This course offers guidance on developing and implementing health IT systems in Health Information Management (HIM) and Informatics. Interoperability, optimization, and enterprise content management are discussed in broad scopes of health technologies. (Credit is only allowed for either HIM 102 or HIT 211.)

Prerequisites: Reading Proficiency

### **HIM 103. Human Diseases and Pharmacology. 3 Credit Hours.**

Human Diseases and Pharmacology studies the human body's common pathological conditions. Drug classifications, dosage and administration, and diagnostic procedures are studied. Course focus is on description of conditions and diseases of the body organ systems including etiology, signs and symptoms, methods of diagnosis, and treatment. Additionally, pronunciation of disease terminology and medications, recognition of common laboratory findings, and significance of abnormal findings in disease processes are studied. (Credit is only allowed for either HIM 103 or HIT 105.)

Prerequisites: Concurrent or prior enrollment in BIO 215 and HIM 102 with minimum grades of "C"; and Reading Proficiency

### **HIM 104. Health Information and Delivery Systems. 3 Credit Hours.**

Health Information and Delivery Systems introduces students to health data structure, data content, and data integrity. Management of health information strategies are examined. The U.S. Healthcare delivery system stakeholders are studied, and delivery forces, policy, and organizational strategies used to deliver care are discussed. (Credit is only allowed for either HIM 104 or HIT 102.)

Prerequisites: BIO 215, HIM 101, HIM 102, and HIM 103 with minimum grades of "C" and Reading Proficiency

### **HIM 106. International Classification of Diseases Coding I. 3 Credit Hours.**

International Classification of Diseases Coding I introduces how to apply current clinical coding according to official guidelines. Classifications, taxonomies, nomenclatures, terminologies, and clinical vocabularies are explored. The course uses computerized encoding, application software, and work processes that support clinical classification. The impact of coding on the revenue cycle is discussed. Communication skills and team building in the workplace are emphasized throughout the course. (Credit is only allowed for either HIM 106 or HIT 106.)

Prerequisites: BIO 215, HIM 101, HIM 102, and HIM 103 with minimum grades of "C"; and Reading Proficiency

### **HIM 107. Current Procedural Terminology Coding I. 3 Credit Hours.**

Current Procedural Terminology Coding (CPT) I introduces procedure coding to students using current industry standards in various healthcare settings. The reading and interpreting of healthcare documentation to correctly classify services and procedures will be covered. The impact of coding on the revenue cycle will be discussed. Communication skills and techniques for the workplace are emphasized throughout the course. (Credit is only allowed for either HIT 107 or HIM 107.)

Prerequisites: BIO 215, HIM 101, HIM 102, and HIM 103 with minimum grades of "C"; and Reading Proficiency

Corequisites: HIM 106

### **HIM 200. Data Structure, Content, and Governance of Health Information. 5 Credit Hours.**

Data Structure, Content, and Governance of Health Information focuses on how to create the framework for an optimal health record and effective information exchange between healthcare providers. This is achieved by establishing clear guidelines for acceptable values and data sources, as well as how information is technically captured and processed for specified data fields. This course focuses on information systems, informatics principles, and information technology as they are applied to the continuum of healthcare delivery.

Prerequisites: HIM 101, HIM 102, and HIM 103 with minimum grades of "C"; and Reading Proficiency

### **HIM 201. Reimbursement and Legal Compliance. 3 Credit Hours.**

Reimbursement and Legal Compliance studies the uses of coded data and health information in healthcare reimbursement. Payment systems are studied and relevant legal and compliance issues are explored. This course will investigate contemporary prospective payment systems, review key health plans, and examine fraudulent billing practices. (Credit is only allowed for either HIM 201 or HIT 201.)

Prerequisites: BIO 215, HIM 101, HIM 102, and HIM 103 with minimum grades of "C"; and Reading Proficiency

### **HIM 202. Access, Use, Disclosure, Privacy and Security Protection of Health Information. 5 Credit Hours.**

Access, Use, Disclosure, Privacy and Security Protection of Health Information examines how to establish, evaluate, and maintain policies and protocols for protecting healthcare information. The course will discuss systems and processes that generate, collect, store, transmit, and use health information. Solutions for maintaining patient privacy are explored. The integration of health information privacy and information technology security are investigated. Coordination efforts with corporate compliance, information technology, legal, and risk management areas are studied. Privacy and security protection strategies are analyzed within the health information life cycle.

Prerequisites: HIM 101, HIM 102, and HIM 103 with minimum grades of "C"; and Reading Proficiency

### **HIM 203. Revenue Cycle Management. 5 Credit Hours.**

Revenue Cycle Management course presents oversight of business, administrative, and clinical functions that contribute to patient revenue from a point of entry through payment and adjudication. This may include insurance processing, registration, eligibility, claims management, billing, collections, and denial procedures. Management of the revenue cycle processes is explored. Reimbursement methodologies are presented with compliance and regulatory requirements. (Credit is only allowed for either HIM 203 or HIT 201.)

Prerequisites: HIM 202 with a minimum grade of "C" and Reading Proficiency

**HIM 204. Health Law Compliance. 5 Credit Hours.**

Health Law Compliance studies legal processes impacting health information, external forces, and risk management components. The impact of global, national, and state policy on health care is examined. The process of establishing an organizational structure that promotes the prevention, detection, and resolution of instances of conduct that do not conform to federal, state, or private payer healthcare program requirements or the organization's ethical and business policies are discussed. (Credit is only allowed for either HIM 204 or HIT 213.)

Prerequisites: HIM 203 with a minimum grade of "C" and Reading Proficiency

**HIM 205. Health Informatics and its Applications. 5 Credit Hours.**

Health Informatics and its Applications investigates how information is manipulated and utilized by organizations and shared to external entities. Budgeting projections, long-term service line planning, and forecasting health care needs of an organization's patient population and resources used are discussed. The use of graphical representations of health care data, research methodologies used in health care, data management, and the effects of health information exchange are studied. Database management and identifying standards for health information exchange are explored. (Credit is only allowed for either HIM 205 or HIT 214.)

Prerequisites: MTH 180 (or MTH 180S) with minimum grade of "C" and Reading Proficiency

**HIM 206. International Classification of Diseases Coding II. 3 Credit Hours.**

International Classification of Diseases (ICD) Coding II is a continuation of ICD Coding I. Students are introduced to intermediate and advanced coding challenges to help build on basic concepts. Case study scenarios are introduced from a variety of settings. Diagnosis Related Groups (DRGs), and their relationship to clinical coding are emphasized. Additional elements of clinical coding are added to provide a full-bodied experience of coding intermediate cases.

Prerequisites: HIM 106 and HIM 107 with minimum grades of "C", and Reading Proficiency

Corequisites: HIM 207

**HIM 207. Current Procedural Terminology Coding II. 3 Credit Hours.**

Current Procedural Terminology Coding (CPT) II is a continuation of CPT I. Students will study intermediate and advanced coding challenges to build upon basic coding. Case study scenarios are used to teach progressive coding concepts and students will use a computerized encoder to help strengthen coding.

Prerequisites: HIM 107 with a minimum grade of "C" and Reading Proficiency

Corequisites: HIM 206

**HIM 208. Advanced Coding Applications. 2 Credit Hours.**

Advanced Coding Applications is the terminal course for students seeking to become a Clinical Coding Specialist. This course provides students with extensive, advanced practice in inpatient, ambulatory, physician practice, and nonacute-care settings. The student will use manual and computer encoder skills to prepare for national coding examination. (Credit is only allowed for either HIM 208 or HIT 208.)

Prerequisites: HIM 201 with a minimum grade of "C" and Reading Proficiency

**HIM 209. Organizational Management Leadership. 5 Credit Hours.**

Organizational Management Leadership focuses on using the skills and tools to manage, guide, improve operations, and provide innovative solutions based on health data. Leadership skills, organizational change, human resource strategies, and financial management concepts are explored. Students examine ways to proactively offer knowledge and decision support expertise, and support patient safety and quality initiatives which ultimately lead to greater trust and transparency within organizations and health care in general.

Prerequisites: Reading Proficiency

**HIM 210. Professional Practice Experience. 2 Credit Hours.**

Professional Practice Experience (PPE) allows students to experience the American Health Information Management Association (AHIMA) Virtual Lab in an environment that closely simulates the real-world application of various technologies used in the professional field. Supervisory management and leadership models are investigated. Data-driven performance indicators are used for coding students to create portfolios. Health Information Management (HIM) students create leadership portfolios that incorporate HIM best practices. (Credit is only allowed for either HIM 210 or HIT 210.)

Prerequisites: Department approval and Reading Proficiency