Health Information Management

What do health information management professionals do?

Health information management (HIM) professionals, commonly referred to as health information technicians, organize and manage health information data. They ensure that the information maintains its quality, accuracy, accessibility, and security in both paper files and electronic systems. They use various classification systems, databases, and registries to organize and maintain data for clinical databases and registries, track patient outcomes for quality assessment and electronically record data for collection, storage, analysis, retrieval, and reporting.

What type of skills are needed to excel in this field?

Skills needed to work as an HIM professional include alertness, excellent attention to detail, manual dexterity, keyboarding skills, good organization, problem solving and analysis, and the ability to communicate in writing and verbally.
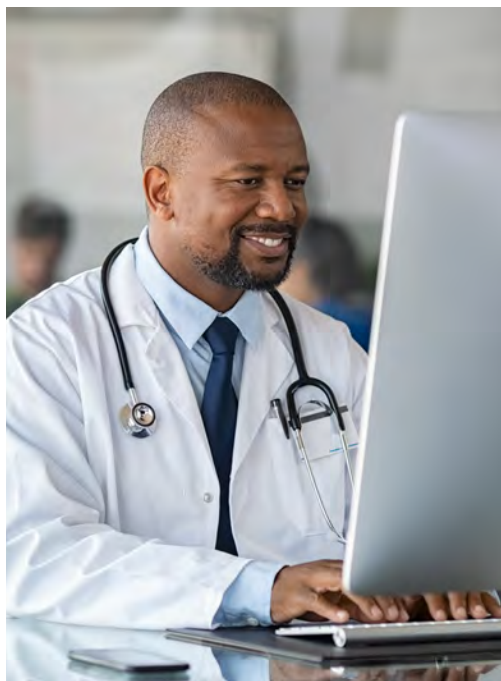
What types of jobs are health information management professionals able to obtain?

Job titles associated with health information management include HIM manager, HIM supervisor, Health Information Technologists, Medical Registrars electronic health records manager, clinical documentation improvement specialist, health information data analyst, medical coder/auditor, and clinical systems HIMS administrator.

Health information management professionals work in a variety of settings such as hospitals, ambulatory care, physician offices, rehabilitation centers, and health insurance companies, and focus on the quality of patient care, patient privacy compliance, information technology, and data quality.

Are there advancement opportunities for health information management professionals?

HIM professionals may advance to other health information positions by receiving additional education and certifications. Health information professionals may be able to advance to a position as a medical or health

services manager after completing a bachelor's or master's degree program. Requirements may vary by employment environment.

Is the Health Information Management program accredited?

HCC is accredited by the Middle States Association of Colleges and Schools and is a member of the American Association of Community Colleges. The Health Information Management Associates of Applied Science degree is accredited* by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). For more information, visit https://www.cahiim.org.

Does HCC assist with job placement?

HCC has a workplace learning advisor to provide assistance to improve your job search skills.

What are the program admission requirements?

Admission to HCC does not guarantee admission into the HIM Program. The requirements listed must be completed and submitted to the Office of Admissions and Enrollment before the first day of class:

1. Official transcripts from all colleges attended

PROGRAM OPTIONS

- A.A.S. Degree, Health Information Management
- Certificate, Electronic Health Records

CAREER OUTLOOK

MEDIAN SALARY	EMPLOYMENT
$55K	39,00 Jobs in the U.S.
for Health Information Technologists and Medical Registrars	17% growth over next 10 years

Additional records, coupled with widespread use of electronic health records (EHRs) by all types of healthcare providers, will lead to an increased need for specialists to organize and manage the associated information in all areas of the healthcare industry.

(source: www.bls.gov/ooh)

2. College placement tests in mathematics, English and reading

3. Completion of MAT 095 and ENG 095, RDG 095, or satisfactory results on placement tests

4. A minimum cumulative grade point average for all college coursework of 2.0 on a 4.0 scale

5. Foreign education students must have their college and high school transcripts evaluated by World Education Services (WES)

How long does it take to complete the program?

Completion time depends on whether the student attends full or part-time. If the student attends full-time, the program can be completed in four semesters. This time frame is based on the student meeting all prerequisite standards.

Why should I choose HCC?

Lower tuition and fees compared to other area programs.

- HCC's Middle States accreditation allows students to transfer their credits to another educational institution.
- Health Information Management (HIM)

courses are taught by faculty with many years of experience in the field.

- Networking advantages as program faculty members are employed from a variety of healthcare facilities in the area.

Technical Standards

There are technical standards and skill requirements which students are expected to possess and demonstrate in order to be successful in this program. More information on these standards can be found at *www.hagerstowncc.edu/health-sciences.*

Additional Information

Additional information on program requirements including criminal background checks, drug screening and externship site placement can be found online at *www.hagerstowncc.edu/HIM*

Vaccine Requirements

Several immunizations are required as part of your health documentation, including: HEP B 3 vaccine series AND Positive immunity titer, Tetanus (Tdap) within last 10 years, Varicella 2 vaccine series AND positive immunity titer, MMR 2 vaccine series AND positive immunity titer, and the Flu vaccine (fall and spring), and the COVID-19 vaccine.

Since many individuals fail to maintain immunity over time, you may be required to repeat vaccination series/ receive a booster in order to demonstrate positive immunity. Positive immunity titers are required to proceed with Clinical or Externship rotations in all Health Sciences Programs. It is the student's responsibility to verify immunity prior to the start of the program and take the necessary steps to ensure positive immunity by the health documentation deadline provided to each cohort.

Other Requirements

An American Heart Association (AHA) Basic Life Support is required for healthcare providers (the AHA version is required for your licensure exams).

A.A.S. Degree
Health Information Management

The HIM Program is designed to provide instruction and professional practice experiences to assist in successful entry into the practice of health information management. Graduates from the program may be employed throughout the health care industry.

General Education Requirements 19 credits

Arts/Humanities

Select one Arts/Humanities course from the approved General Education course list.............3

Behavioral/Social Sciences

Select one Behavioral/Social Sciences course from the approved General Education course list.....................3

Biological/Physical Science

BIO 116 Human Anatomy and Physiology for Allied Health..4

Diversity

Select one diversity course from the approved General Education course list 3

English

ENG 101 English Composition............................3

*ENG 101E and ENG101P are approved substitutions for ENG 101. A minimum grade of "C" or better is required.

Mathematics

MAT 109 Statistics..3

Program Requirements   46 credits

CSC 102 Introduction to Information Technology 3

HIM 101 Fundamentals of Electronic Health Records 3

HIM 102 Medical Terminology 3

HIM 108 Coding I: ICD-10-CM and ICD-10PCS 3

HIM 110 Pharmacology and Pathophysiology 3

HIM 111 Healthcare Delivery Systems 2

HIM 112 Electronic Health Records Software Application 4

HIM 118 Coding II: CPT & HCPC Coding.........3

HIM 201 Fundamentals of Health Information Management..3

HIM 202 Medical Reimbursement and Insurance Practices...3

HIM 203 Health Laws and Bioethics..................3

HIM 204 Clinical Decision Support and Quality Management...3

HIM 206 Advanced Medical Coding and Record Analysis..2

HIM 220 HIM Leadership and Professional Practices..2

HIM 222 Health Information Management Externship 3

HIM 240 Health Information Management Capstone..3

Degree Requirement................................. 65

Certificate
Electronic Health Records

The Electronic Health Records Certificate program is a stackable credential for HCC's Health Information Management Associate of Applied Science degree program that will allow graduates to advance to other health information positions.

Program Requirements.................28 credits

BIO 116 Human Anatomy and Physiology for Allied Health..4

CSC 102 Introduction to Information Technology 3

HIM 101 Fundamentals of Electronic Health Records 3

HIM 102 Medical Terminology 3

HIM 108 Coding I: ICD-10CM and ICD-10PCS 3

HIM 110 Pharmacology and Pathophysiology 3

HIM 111 Healthcare Delivery Systems 2

HIM 112 Electronic Health Records Software Application 4

HIM 118 Coding II: CPT & HCPC Coding.........3

Certificate Requirement 28