

HEALTH INFORMATION MANAGEMENT, BACHELOR OF SCIENCE

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The degree program in health information management prepares the student for a professional career as an active member of the modern health-care team. In this age of increased computerization and data analysis, the health information management field is an exciting new area with virtually unlimited possibilities.

The health information management administrator is an expert in the world of health record systems. He/she is responsible for obtaining complete health records for use in research; for gathering statistical information on which to base long-range health planning goals; for determining the legitimacy of requests for confidential medical information; for controlling the circulation and integrity of health records; and, as department head, is responsible for efficiency of the health information department employees in the performance of daily activities.

About Health Information Management

The health information department in a medical facility has in its care all the documentation regarding patient-care, physician as well as ancillary information. Responsibility for data validity and integrity play a major role in the health information profession. He/she must be progressive, conscientious, tactful, and knowledgeable, as much work is accomplished in cooperation with other allied health professionals. Above all, the health information professional must adhere to the Code of Ethics of the American Health Information Management Association and to the appropriate institutional behavioral codes that apply.

Professional practice is scheduled at affiliated hospitals in nearby cities for a period of six hours per week during the fall and spring semesters for senior HIM majors. The management affiliation may be assigned to a health care facility for four weeks (40 hours per week) and normally occurs in the summer immediately following the senior year. Students are responsible for all transportation and lodging expenses during these assignments; however, every effort will be made to minimize such costs.

Students must make at least a "C" in each of the professional courses and demonstrate their proficiency in professional practice and management-affiliation. Upon successful completion of the program, the student is granted a Bachelor of Science degree in health information management and becomes eligible to write the national certification examination. The student already holding a baccalaureate degree may apply for the HIM program as specified in the Application Guidelines and work toward another baccalaureate degree provided the pre-professional course of study has been completed to establish eligibility to write the national certification examination. Registered health information technicians are urged to contact the Program Director for information regarding RHIA progression. The national certification examination is offered year-round by the American Health Information Management Association.

Special instructions for transfer students: transfer of courses to meet specific Health Information Management Program requirements have a grade of at Least C. Lower-level courses (numbered in the 1000's and 2000's) from other institutions cannot be transferred to meet upper-level (3000-4000) HIM course requirements; however, they may be used as general electives. There are some challenging exams available for some course credit. Transfer of upper-level courses to meet HIM requirements is subject to validation by the HIM Program.

Program Application Guidelines

1. Application for upper level professional HIM courses must be on file with the HIM Program Director by February 15th prior to the year you wish to take HIM courses.
2. To be eligible for application interview, the following must be on file: Application, current copy of all applicable transcripts, including a cumulative GPA of 2.5 on a 4.0 scale, and COMPASS/ACT scores.
3. Applicants may be required to complete an interview with an interview team. Consideration will be given to areas such as:
 - Dedication and perseverance
 - Aptitude
 - Knowledge of HIM profession
 - Professional appearance
 - Flexibility
 - Realistic career goals
 - True desire to enter HIM profession
 - Ability to finish HIM program within prescribed time
4. Candidates will be ranked based on GPA and number of prerequisite courses completed. The top twenty will be selected. A ranked order waiting list will be maintained by the HIM Program Director.
5. Candidates will be notified prior to pre-registration for the fall semester. If accepted, candidates must return a signed statement acknowledging acceptance. Candidates must register for courses indicated on the degree plan. Any change in degree plan requires approval of the student's HIM faculty advisor. Candidates must notify the program director of change in degree choice.
6. A late application deadline of August 15th will be observed if positions are available. Late applicants will be notified as soon as possible or during the week of late registration.
7. If a candidate fails a course that would preclude graduation, or does not earn at least a "C" in HIM courses, reapplication to the HIM Program will be required.

The Health Information Management Program is accredited by the Commission on the Accreditation for Health Informatics and Information Management Education (CAHIIM).

Curriculum

The matrix below is a sample plan for all coursework required for this program.

Course	Title	Hours
Freshman		
Fall		
ENGL 1013	Composition I ¹	3
SS 1XXX	Social Science Courses	3
MATH 1113	College Algebra	3
TECH 1001	Orientation to the University	1
AHS 2013	Medical Terminology	3
Hours		13

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Spring		
ENGL 1023	Composition II ¹	3
SCIL 1XXX	Science with Laboratory ¹	4
BUAD 2003	Business Information Systems	3
COMM 2003 or COMM 2173	Public Speaking or Business and Professional Speaking	3
Hours		13
Sophomore		
Fall		
USHG 1XXX	U.S. History and Government ¹	3
BDA 2003	Business Problem Solving	3
BIOL 2004	Basic Human Anatomy and Physiology	4
AHS 1023	Basic Pharmacology with an Overview of Microbiology (or Elective)	3
Hours		13
Spring		
SS 1XXX	Social Science Courses	3
FAH 1XXX	Fine Arts and Humanities Courses ¹	6
COMS 2233	Introduction to Databases	3
AHS 1023	Basic Pharmacology with an Overview of Microbiology (or Elective)	3
Elective		1
Hours		16
Junior		
Fall		
MGMT 3003	Principles of Management	3
PSY/SOC 2053 or STAT 2163	Statistics for the Behavioral Sciences or Introduction to Statistical Methods	3
HIM 3023	Introduction to Health Information Management	3
HIM 3153	Current Issues in Health Information Management	3
HIM 4153	Principles of Disease	3
Hours		15
Spring		
MGMT 3023 or HA/RP 3113	Principles of Human Resource Management or Talent Acquisition and Management	3
HIM 3033	Basic Coding Principles	3
HIM 3043	Advanced Concepts in Health Information	3
HIM 3132	Health Data and Statistics	2
HIM 3133	Alternative Health Records	3
Hours		14
Senior		
Fall		
HIM 4034	Advanced Coding Principles	4
HIM 4063	Organization and Administration	3
HIM 4093	Research in Health Information Management	3
HIM 4182	Professional Practice Experience I	2
HIM 4983	Systems Analysis for Health Information Management	3
Hours		15
Spring		
MGMT 4013	Management Information Systems	3
HIM 4073	Legal Concepts for the Health Fields	3
HIM 4083	Health Organization Trends	3
HIM 4203	Healthcare Reimbursement	3
HIM 4292	Professional Practice Experience II	2
Hours		14
Summer		
HIM 4892	Seminar in Health Information	2
HIM 4895	Affiliation	5
Hours		7
Total Hours		120

¹ See appropriate alternatives or substitutions in “General Education Requirements (<https://catalog.atu.edu/undergraduate/general-education-requirements/>)”.