HEALTH INFORMATION MANAGEMENT (HIM)

HIM 2345. The Language of Healthcare: Spanish.
An introduction of the practical language used in clinical settings to facilitate interaction with Spanish-speaking patients and healthcare professionals. Special emphasis is placed on the use of meaningful medical vocabulary for various healthcare professionals who work with Spanish-speaking patients and their families. Prerequisite: Two semesters of Spanish.
3 Credit Hours. 3 Lecture Contact Hours. 0 Lab Contact Hours.
Grade Mode: Standard Letter

HIM 2360. Medical Terminology.
Recognizing and understanding the vocabulary of the health care professions. Emphasis on medical prefixes, suffixes, and word roots as used in oral and written communications.
3 Credit Hours. 3 Lecture Contact Hours. 0 Lab Contact Hours.
Grade Mode: Standard Letter

HIM 3301. Principles of Health Information Management.
Exploration of the expanding role of the HIM professional. Emphasis will be on the organizational structure and delivery of healthcare in hospitals and other healthcare agencies and the associated roles of HIM professionals.
3 Credit Hours. 3 Lecture Contact Hours. 0 Lab Contact Hours.
Grade Mode: Standard Letter

An introduction to the information technology aspects of health information management to include hardware components, systems architecture, operating systems, languages, software applications, tools, and related topics and concepts.
3 Credit Hours. 3 Lecture Contact Hours. 0 Lab Contact Hours.
Grade Mode: Standard Letter

HIM 3311. Health Informatics, Analytics and Data Use.
This course provides an overview and introduction to healthcare data management. Topics in the course will include the system development life cycle, project management, information infrastructure and data analytics. Implementing healthcare information systems, decision making, and consumer informatics will also be examined.
3 Credit Hours. 2 Lecture Contact Hours. 2 Lab Contact Hours.
Grade Mode: Standard Letter

HIM 3350. Legal Aspects of HIM.
A study of the legal issues of Health Information Management with focus on statutory and regulatory requirements, case law and practical applications. Special legal problems associated with access to patient information, disposition of records, confidentiality and privacy, reporting requirements and compliance with current state and federal legislation are emphasized.
3 Credit Hours. 3 Lecture Contact Hours. 0 Lab Contact Hours.
Grade Mode: Standard Letter

HIM 3364. Coding and Classification Systems.
This course provides an introduction to ICD, CPT and other classifications and nomenclatures. Emphasis will be placed on the assignment of diagnosis and procedure codes. Management and use of encoding systems is examined. Departmental approval required.
3 Credit Hours. 2 Lecture Contact Hours. 2 Lab Contact Hours.
Course Attribute(s): Lab Required
Grade Mode: Standard Letter

HIM 3367. Disease and Medical Science.
This course provides an introduction to the general disease process. Stress is placed upon the occurrence of disease, the signs and symptoms of disease, the test values and findings of disease, and the therapeutic treatment of disease.
3 Credit Hours. 3 Lecture Contact Hours. 0 Lab Contact Hours.
Grade Mode: Standard Letter

HIM 3380. Quality Improvement Regulations & Procedures for HIM.
Overview of regulatory agency requirements for quality improvement, utilization management and risk management. Methods for integrating these procedures for credentialing and peer review are explored.
3 Credit Hours. 3 Lecture Contact Hours. 0 Lab Contact Hours.
Grade Mode: Standard Letter

HIM 3390. Principles of Management in HIM.
This course provides a study of the principles of management in healthcare and related organizations. The course provides the opportunity to apply the fundamentals of management including ethical decision making and human resources in the expanded role of the HIM Professional.
3 Credit Hours. 3 Lecture Contact Hours. 0 Lab Contact Hours.
Grade Mode: Standard Letter

HIM 3463. Introduction and Technical Aspects of Health Information Management.
An introduction into principles and procedures used in health records organization, maintenance and retention, numbering and filing systems and procedures, forms control and design, and imaging. Emphasis placed on functions and duties of the HIM administrator, and relationships of the medical record to the health care delivery system.
4 Credit Hours. 3 Lecture Contact Hours. 2 Lab Contact Hours.
Grade Mode: Standard Letter

HIM 4101. Problems in Health Information Management.
Comprehensive study of selected problems related to professional practice issues and changes in the health information management field. Emphasis will be on problem solving and application of management skills. May be repeated with permission of department chair.
1 Credit Hour. 1 Lecture Contact Hour. 0 Lab Contact Hours.
Course Attribute(s): Exclude from 3-peat Processing
Grade Mode: Standard Letter
This course applies the principles of Information Governance to guide the HIM professional’s evolving role in the transition from paper to electronic health records and managing the increasing volume of electronic health data. Topics include data architecture, analytics, integrity, quality and decision support; enterprise content management; and consumer informatics. Departmental approval required.  
3 Credit Hours. 3 Lecture Contact Hours. 0 Lab Contact Hours.  
Course Attribute(s): Exclude from 3-peat Processing  
Grade Mode: Standard Letter  

HIM 4331. Health Information Management Research and Data Analysis.  
An introduction to research methods and experimental inquiry to acquaint the student with skills to critique and conduct studies in the health information management domains. The course will also provide the foundation for compiling, analyzing, and displaying statistics related to the delivery of healthcare.  
3 Credit Hours. 3 Lecture Contact Hours. 0 Lab Contact Hours.  
Grade Mode: Standard Letter  

HIM 4363. Comparative Record Systems.  
Theory and procedures for the maintenance and regulation of patient health information records in non-hospital medical care facilities to include long term care, ambulatory care, psychiatric care, rehabilitation and prison record keeping systems.  
3 Credit Hours. 3 Lecture Contact Hours. 0 Lab Contact Hours.  
Grade Mode: Standard Letter  

HIM 4364. Coding and Compliance for HIM.  
This course provides a continued study of coding and classification systems including the role of mapping among clinical terminologies. Compliance activities and methods will be covered for HIM topics to include code audits, fraud and abuse, and clinical documentation improvement.  
3 Credit Hours. 2 Lecture Contact Hours. 2 Lab Contact Hours.  
Course Attribute(s): Lab Required  
Grade Mode: Standard Letter  

HIM 4370. Finance and Reimbursement Methodologies for HIM.  
The course will address the reimbursement cycle from patient registration to claims billing with an emphasis on federal regulations and the role of HIM regarding payment systems. Topics will include accounting principles, budget processes, cost/benefit analysis, healthcare finance, compliance strategies, charge-master and casemix management, and payment systems and plans.  
3 Credit Hours. 3 Lecture Contact Hours. 0 Lab Contact Hours.  
Grade Mode: Standard Letter  

HIM 4383. Seminar in Health Information Management.  
Problem-solving course designed to assimilate actual internship encounters and theory. Emphasis is on integration of knowledge and making transition to the applications required to function as a health information manager.  
3 Credit Hours. 3 Lecture Contact Hours. 0 Lab Contact Hours.  
Course Attribute(s): Exclude from 3-peat Processing  
Grade Mode: Standard Letter  

HIM 4385. Health Information Management Practicum.  
Assignments made to promote uniformity and competency levels required of entry-level health information management professionals with practical application of administrative, management, and problem-solving skills required to complete projects and portfolio material. (WI).  
3 Credit Hours. 0 Lecture Contact Hours. 8 Lab Contact Hours.  
Course Attribute(s): Writing Intensive  
Grade Mode: Standard Letter  

HIM 4388. Practicum.  
Faculty-led administrative training for the associate degree health information progression student. Emphasis is placed on analysis of HIM personnel functions, interdepartmental relations, use of health information technology, and committee assignments. Full-time participation of the student is required.  
3 Credit Hours. 0 Lecture Contact Hours. 8 Lab Contact Hours.  
Course Attribute(s): Lab Required|Time Conflicts Permitted|Writing  
Grade Mode: Credit/No Credit  

HIM 4389. Professional Practice Experience.  
Supervised management experience and training in a healthcare or related setting. Student will participate in administrative, management, and problem-solving activities in the institutional setting. Full-time participation is required. Option for health information associate degree and post-baccalaureate students. (WI).  
3 Credit Hours. 1 Lecture Contact Hour. 40 Lab Contact Hours.  
Course Attribute(s): Lab Required|Time Conflicts Permitted|Writing  
Grade Mode: Credit/No Credit  

HIM 4390. Contemporary Leadership Principles for HIM.  
An analysis of the expanded role of the Health Information Management professional in the healthcare environment and application of the principles involved. Topics include strategic planning and forecasting, marketing, entrepreneurialism, leadership, motivation, consensus building, workforce diversity, change management, work redesign/reengineering, and project management. (WI).  
3 Credit Hours. 3 Lecture Contact Hours. 0 Lab Contact Hours.  
Course Attribute(s): Writing Intensive  
Grade Mode: Standard Letter  

HIM 4393. Project Management for Health Information Management.  
The course provides pragmatic guidance in the management of HIM projects by analyzing critical success factors and skills required to organize, plan, monitor, and control projects in healthcare settings. Cost and schedule estimation techniques are presented together with proposal writing, negotiation, communication, risk management, HIM technology assessment, and quality measurement. Departmental approval required. (WI).  
3 Credit Hours. 3 Lecture Contact Hours. 0 Lab Contact Hours.  
Course Attribute(s): Writing Intensive  
Grade Mode: Standard Letter
HIM 4401. Organizational Management of Health Information Technology.
This course studies the integrated use of health information technology throughout the healthcare organization. Students will evaluate how technology impacts the overall hospital operations from both a clinical and an administrative perspective, and will use planning and assessment tools to simulate health information technology system implementation.

4 Credit Hours. 3 Lecture Contact Hours. 2 Lab Contact Hours.
Grade Mode: Standard Letter

HIM 4501. Professional Practice Experience.
Supervised management experience and training in a healthcare or related setting. Student will participate in administrative, management, and problem-solving activities in the institutional setting. Full-time participation is required in addition to scheduled campus visits. (WI).

5 Credit Hours. 1 Lecture Contact Hour. 40 Lab Contact Hours.
Course Attribute(s): Writing Intensive
Grade Mode: Credit/No Credit

HIM 5199B. Thesis.
This course represents a student’s continuing thesis enrollment. The student continues to enroll in this course until the thesis is submitted for binding.

1 Credit Hour. 1 Lecture Contact Hour. 0 Lab Contact Hours.
Course Attribute(s): Exclude from 3-peat Processing
Grade Mode: Credit/No Credit

HIM 5300. Advanced Independent Study in Health Information Management.
This course provides an in-depth independent study of a singular problem or related problem in the rapidly changing field of health information management. Special emphasis will be placed on the problem’s current relevance and the value to the participant. May be repeated for credit with a different emphasis.

3 Credit Hours. 3 Lecture Contact Hours. 0 Lab Contact Hours.
Grade Mode: Standard Letter

HIM 5301. The Enterprise Electronic Health Record.
This course provides an in-depth analysis of the concept of an organization-wide electronic health record system. A major focus will be on the analysis of how this technology impacts overall hospital operations from both a clinical and administrative perspective. Departmental approval required.

3 Credit Hours. 3 Lecture Contact Hours. 0 Lab Contact Hours.
Grade Mode: Standard Letter

HIM 5311. Informatics, Analytics and Data Use.
This course provides an introduction to the fundamental concepts of data analytics and decision support. A major focus will be quality-driven data-based decision making systems for business intelligence, consumer informatics and health information exchanges. Department approval required.

3 Credit Hours. 3 Lecture Contact Hours. 0 Lab Contact Hours.
Grade Mode: Standard Letter

HIM 5320. Research Methods for HIM.
This course provides an introduction to research study design, methods, descriptive and inferential statistics need to conduct research studies in the Health Information Management domains. The foundation for compiling, analyzing, and displaying healthcare statistics needed to report and monitor healthcare statistics in the workplace will also be covered. Department approval required.

3 Credit Hours. 3 Lecture Contact Hours. 0 Lab Contact Hours.
Grade Mode: Standard Letter

HIM 5340. Healthcare Informatics.
This course provides an overview and introduction to healthcare informatics. Topics in the course will include the information infrastructure, data needs, implementing healthcare information systems, decision making, privacy and security, consumer informatics and emerging technologies. Department approval required.

3 Credit Hours. 3 Lecture Contact Hours. 0 Lab Contact Hours.
Grade Mode: Standard Letter

HIM 5341. Healthcare Terminologies and Vocabularies.
This course will provide an overview of healthcare terminologies, code sets and classification schemes, and associated standards. Mapping and the relationship of SNOMED to an administrative classification system such as ICD-9-CM will be explored. The purpose and differences encountered in mapping a terminology to a classification will be examined. Department approval required.

3 Credit Hours. 3 Lecture Contact Hours. 0 Lab Contact Hours.
Grade Mode: Standard Letter

HIM 5342. Information Systems and Technology.
This course provides an introduction to the fundamental concepts of health information technologies and information management strategic planning. A major focus will be design and selection of data-driven systems that offer strategic advantages, facilitate compliance and provide a return on investment. Department approval required.

3 Credit Hours. 3 Lecture Contact Hours. 0 Lab Contact Hours.
Grade Mode: Standard Letter

HIM 5351. Data Security, Privacy, and Confidentiality.
This course provides a detailed assessment of how state laws and federal regulations influence the development and management of policies and technology to protect date security, privacy, and confidentiality of protected health information. Department approval required.

3 Credit Hours. 3 Lecture Contact Hours. 0 Lab Contact Hours.
Grade Mode: Standard Letter

HIM 5353. Health Data Content Structure and Standards.
This course provides an in-depth study of the components and use of health records. Interoperability and healthcare informatics standards for collecting, maintaining and transferring healthcare data will be examined. The role of the HIM professional in developing an effective information governance program will be analyzed. Department approval required.

3 Credit Hours. 3 Lecture Contact Hours. 0 Lab Contact Hours.
Grade Mode: Standard Letter
This course will focus on healthcare financial and revenue cycle/reimbursement management issues that impact the practice of Health Information Management. Specific topics covered include financial management, coding compliance, case mix index, revenue cycle, and reimbursement methods. Department approval required.
3 Credit Hours. 3 Lecture Contact Hours. 0 Lab Contact Hours.
Grade Mode: Standard Letter

HIM 5380. Quality Improvement in Health Care.
This course provides an in-depth study on quality improvement methodology to include data retrieval, display, outcomes analysis and the aspect of risk management for various sectors of healthcare. Mechanisms for promoting facility-wide participation in achieving optimum patient care as delineated in accreditation and government standards will be analyzed. Department approval required.
3 Credit Hours. 3 Lecture Contact Hours. 0 Lab Contact Hours.
Grade Mode: Standard Letter

HIM 5382. Compliance for HIM Topics.
Compliance activities and methods will be covered for HIM topics to include HIPAA, fraud and abuse, coding auditing, severity of illness, data analytics, fraud surveillance, and clinical documentation improvement. Department approval required.
3 Credit Hours. 3 Lecture Contact Hours. 0 Lab Contact Hours.
Grade Mode: Standard Letter

HIM 5390. Contemporary Leadership Principles for HIM.
This course explores the expanded role of the Health Information Management professional in the healthcare environment. Topics include public policy development, executive decision making, strategic business alliances, change management, enterprise wide strategic planning, stakeholder engagement, training and development, information governance, cultural diversity and ethics. Department approval required.
3 Credit Hours. 3 Lecture Contact Hours. 0 Lab Contact Hours.
Grade Mode: Standard Letter

HIM 5397. HIM Directed Practicum.
This course provides a one semester, part-time practicum experience in a healthcare or related organization. Included is an orientation to the organization and completion of a project suitable for implementation at the site. Department approval required.
3 Credit Hours. 0 Lecture Contact Hours. 10 Lab Contact Hours.
Grade Mode: Credit/No Credit

HIM 5399A. Thesis.
This course represents a student’s initial thesis enrollment to initiate the thesis project. No thesis credit is awarded until completion of HIM 5399B. Department approval required.
3 Credit Hours. 3 Lecture Contact Hours. 0 Lab Contact Hours.
Grade Mode: Credit/No Credit

HIM 5399B. Thesis.
This course is a student’s continued enrollment in the thesis. The student continues to enroll in this course until the thesis is submitted for binding. This course is repeatable for credit until the thesis is completed. Department approval required.
3 Credit Hours. 3 Lecture Contact Hours. 0 Lab Contact Hours.
Grade Mode: Credit/No Credit