MASTER OF HEALTH INFORMATION MANAGEMENT (M.H.I.M.) MAJOR IN HEALTH INFORMATION MANAGEMENT

Major Program
The major in health information management (M.H.I.M.) offers current and emerging content about the evolving health information management field with the expanding reliance on patient data. The educational objectives of the program are:

- to prepare students for the emerging roles and functions within the health information management domain,
- to provide graduate level education that will prepare students to develop problem solving skills with the ability to analyze and evaluate systems, technology, regulations, data needs to assist in creating new methods, and in policy development,
- to provide a broad-based program of coursework that supports the varied aspects of HIM practice focusing on health data management, data analytics, health information technology project management, and compliance with regulations including privacy of patient information,
- to establish a framework for professional behavior and ethical principles to be used to guide decision-making and actions in the expanding role of health information management professionals, and
- to conduct research that will illustrate and define the health information body of knowledge.

The curriculum will help prepare leaders in the areas of information technology, data stewardship, Health Information Exchange information governance, clinical documentation integrity, project management, and quality data analytics.

Online Information
This program is taught exclusively online. For students residing outside of Texas and not planning on relocating to the state, please visit http://www.distancelearning.txstate.edu/ before applying.

Application Requirements
The items listed below are required for admission consideration for applicable semesters of entry during the 2017-2018 academic year. Submission instructions, additional details, and changes to admission requirements for semesters other than the 2017-2018 academic year can be found on the program’s web page (http://gradcollege.txstate.edu/programs). International students should review the International Admission Documents (http://mycatalog.txstate.edu/graduate/admission-documents/international) section of the catalog for additional requirements.

- completed online ApplyTexas application
- $40 nonrefundable application fee
- $50 nonrefundable international evaluation fee (if applicable)
- baccalaureate degree from a regionally accredited university
- official transcripts required from each four-year institution where course credit was granted
- minimum 2.75 GPA in your last 60 hours of undergraduate course work (plus any completed graduate courses)
- background course work in statistics and computer information systems (to be completed before starting the program)
- GRE scores not required
- resume/CV
- statement of purpose
- three letters of recommendation
- interview

TOEFL or IELTS Scores
Non-native English speakers who do not qualify for an English proficiency waiver:

- official TOEFL iBT scores required with a 78 overall
- official IELTS (academic) scores required with a 6.5 overall and
  - minimum individual module scores of 6.0

This program does not offer admission if the scores above are not met.

Degree Requirements
The M.H.I.M. degree is a 36-hour program with thesis and non-thesis options. It requires a 30 hour core of Health Information Management (HIM) courses, plus 6 hours of electives or thesis. The electives in Computer Information Systems (CIS), Health Administration (HA), and HIM Informatics allow the students to select a curriculum aligned with their career goals.

Course Requirements
Thesis Option

<table>
<thead>
<tr>
<th>Core</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIM 5311</td>
<td>Informatics, Analytics and Data Use</td>
<td>3</td>
</tr>
<tr>
<td>HIM 5320</td>
<td>Research Methods for HIM</td>
<td>3</td>
</tr>
<tr>
<td>HIM 5342</td>
<td>Information Systems and Technology</td>
<td>3</td>
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<td>HIM 5351</td>
<td>Data Security, Privacy, and Confidentiality</td>
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<td>HIM 5363</td>
<td>Health Data Content Structure and Standards</td>
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<td>Healthcare Finance and Revenue Cycle Management</td>
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<td>HIM 5380</td>
<td>Quality Improvement in Health Care</td>
<td>3</td>
</tr>
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<td>HIM 5397</td>
<td>HIM Directed Practicum</td>
<td>3</td>
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</tbody>
</table>

Thesis

Choose a minimum 6 hours

<table>
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<tr>
<th>Thesis</th>
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<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>HIM 5399A</td>
<td>Thesis</td>
<td>3</td>
</tr>
<tr>
<td>HIM 5399B</td>
<td>Thesis</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Hours 36

Non-thesis Option

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<tr>
<td>HIM 5351</td>
<td>Data Security, Privacy, and Confidentiality</td>
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### Thesis Committee

The thesis committee must be composed of a minimum of three approved graduate faculty members.

### Thesis Enrollment and Credit

The completion of a minimum of six hours of thesis enrollment is required. For a student's initial thesis course enrollment, the student will need to register for thesis course number 5399A. After that, the student will enroll in thesis B courses in their field, e.g., ENG 5399A, ENG 5199B, ENG 5299B, ENG 5399B, ENG 5599B, and ENG 5999B, in each subsequent semester until the thesis is defended with the department and approved by The Graduate College. Preliminary discussions regarding the selection of a topic and assignment to a research supervisor will not require enrollment for the thesis course.

A student will be required to enroll in and pay the fee for at least one hour of the thesis course during any term in which the student will receive thesis supervision or guidance and/or in which the student is using university resources. Failure to register for the thesis course during a term in which supervision is received may result in postponement of graduation. After initial enrollment in 5399A, the student will continue to enroll in a thesis B course as long as it takes to complete the thesis. In the rare case when a student has not previously enrolled in thesis and plans to work on and complete the thesis in one term, the student will enroll in both 5399A and 5399B. The only grades assigned for thesis courses are PR (progress), CR (credit), W (withdrawn), and F (failing). If acceptable progress is not being made in a thesis course, the instructor may issue a grade of F. If the student is making acceptable progress, a grade of PR is assigned until the thesis is completed. The minimum number of hours of thesis credit ("CR") will be awarded only after the thesis has been both approved by The Graduate College and released to Alkek Library.

A student who has selected the thesis option must be registered for the thesis course during the term or Summer I (during the summer, the thesis course runs ten weeks for both sessions) in which the degree will be conferred.

### Fee Reduction

A master's degree candidate for graduation may be eligible for a one-time fee reduction under V.T.C.A. Education Code, Section 54.054. Please refer to the section titled Fee Reduction in the Additional Fees and Expenses chapter of this catalog for more information.

### Thesis Deadlines and Approval Process

Thesis deadlines are posted on The Graduate College website under "Current Students." The completed thesis must be submitted to the chair of the thesis committee on or before the deadlines listed on The Graduate College website.

The following must be submitted to The Graduate College by the thesis deadline listed on The Graduate College website:

1. The Thesis Submission Approval Form bearing original (wet) and/or electronic signatures of the student and all committee members.
2. One (1) PDF of the thesis in final form, approved by all committee members, uploaded in the online Vireo submission system.

After the dean of The Graduate College approves the thesis, Alkek Library will harvest the document from the Vireo submission system for

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### Prescribed Electives

Choose 6 hours from the following:

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<tr>
<td>HIM 5340</td>
<td>Healthcare Informatics</td>
</tr>
<tr>
<td>HIM 5341</td>
<td>Healthcare Terminologies and Vocabularys</td>
</tr>
<tr>
<td>HIM 5301</td>
<td>The Enterprise Electronic Health Record</td>
</tr>
<tr>
<td>HA 5300</td>
<td>Healthcare Organization and Delivery</td>
</tr>
<tr>
<td>HA 5334</td>
<td>Operational Decision Making for Healthcare Managers</td>
</tr>
<tr>
<td>HA 5335</td>
<td>Public Health for Healthcare Administrators</td>
</tr>
<tr>
<td>HA 5355</td>
<td>Human Resource Management in Healthcare Facilities</td>
</tr>
<tr>
<td>HA 5356</td>
<td>Policy Development in Healthcare Arena</td>
</tr>
<tr>
<td>CIS 5355</td>
<td>Database Management Systems</td>
</tr>
<tr>
<td>CIS 5358</td>
<td>IT Systems Project Management</td>
</tr>
<tr>
<td>CIS 5364</td>
<td>Data Warehousing and Mining</td>
</tr>
<tr>
<td>CIS 5368</td>
<td>Information Security</td>
</tr>
<tr>
<td>CIS 5370</td>
<td>Enterprise Resource Planning</td>
</tr>
</tbody>
</table>

Total Hours: 36

If a student elects to follow the thesis option for the degree, a committee to direct the written thesis will be established. The thesis must demonstrate the student’s capability for research and independent thought. Preparation of the thesis must be in conformity with the Graduate College Guide to Preparing and Submitting a Thesis or Dissertation.

**Thesis Proposal**

The student must submit an official Thesis Proposal Form (http://www.gradcollege.txstate.edu/docs/Thesis_Diss_Guide.pdf) and proposal to his or her thesis committee. Thesis proposals vary by department and discipline. Please see your department for proposal guidelines and requirements. After signing the form and obtaining committee members’ signatures, the graduate advisor’s signature if required by the program and the department chair’s signature, the student must submit the Thesis Proposal Form with one copy of the proposal attached to the dean of The Graduate College for approval before proceeding with research on the thesis. If the thesis research involves human subjects, the student must obtain exemption or approval from the Texas State Institutional Review Board prior to submitting the proposal form to The Graduate College. If the thesis research involves vertebrate animals, the proposal form must include the Texas State IACUC approval code. It is recommended that the thesis proposal form be submitted to the dean of The Graduate College by the end of the student’s enrollment in 5399A. Failure to submit the thesis proposal in a timely fashion may result in delayed graduation.
publishing in the Digital Collections database (according to the student’s embargo selection). NOTE: MFA theses will have a permanent embargo and will never be published to Digital Collections.

While original (wet) signatures are preferred, there may be situations as determined by the chair of the committee in which obtaining original signatures is inefficient or has the potential to delay the student’s progress. In those situations, the following methods of signing are acceptable:

- signing and faxing the form
- signing, scanning, and emailing the form
- notifying the department in an email from their university’s or institution’s email account that the committee chair can sign the form on their behalf
- electronically signing the form using the university’s licensed signature platform.

Scanned, faxed, or email communications must be submitted to The Graduate College together with the form containing original signatures.

No copies are required to be submitted to Alkek Library. However, the library will bind copies submitted that the student wants bound for personal use. Personal copies are not required to be printed on archival quality paper. The student will take the personal copies to Alkek Library and pay the binding fee for personal copies.

Courses Offered

**Health Information Management (HIM)**

**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. Graded on a credit (CR), progress (PR), no-credit (F) basis.  
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 5363. 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. Thesis is graded on a credit (CR), progress (PR), no credit (F) basis. 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. Course is graded on a credit (CR), progress (PR), no credit (F) basis. Department approval required
3 Credit Hours. 3 Lecture Contact Hours. 0 Lab Contact Hours.
Grade Mode: Credit/No Credit