Department of Health Information Management

Health Professions Building Room 302
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www.health.txstate.edu/HIM

The Health Information Management major prepares students to work in the health information management profession which focuses on managing patient health information, administering computer information systems, collecting and analyzing patient data and using classification systems and medical terminology.

Health Information Management professionals work in multiple settings throughout the healthcare industry. These include the continuum of care delivery organizations; hospitals, multispecialty clinics and physician practices, long-term care, mental health, and other ambulatory care settings. The profession has recently seen significant expansion in nonpatient care settings, with careers in managed care and insurance companies, software vendors, consulting services, government agencies, education, and pharmaceutical companies.

The program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education. Upon completion of the degree, graduates of the program are eligible to sit for the RHIA (Registered Health Information Administrator) examination offered by the American Health Information Management Association.

The B.S.H.I.M. is offered in two formats—the traditional campus-based program and an on-line program.

- The Traditional Campus-Based Program is a two plus two program with completion of general education core curriculum and program prerequisite coursework during the first two years. Following application and acceptance into the program, the final two years consist of the professional coursework reinforced with a professional practice experience assignment in a hospitals or health care related organization. Application deadline is March 1.
- The on-line Program is offered to traditional students who have completed the general education core curriculum and program prerequisite coursework and those who have already completed an associate degree in health information or other degree. The courses in this format are offered via web-based instruction, independent study, and a professional practice experience. Application deadline is March 1.

Admission

Any student at Texas State University may declare Pre-Health Information Management as their major. To declare Pre-HIM as a major, contact the Department of Health Information Management to schedule an interview with the Department Chair. It is strongly recommended that students present themselves for academic advising with a HIM program advisor as soon as health information management has been selected as a major.

Admission Process for acceptance to the professional phase of the program to begin the 3000 and 4000 level coursework, students must:

1. Have completed the majority of the Core and other prerequisite coursework;
2. Have a minimum overall GPA of 2.50;
3. Be eligible for admission to Texas State. (University application deadlines are different than the HIM Program deadline. Potential program applicants are encouraged to complete the University process early to facilitate review of transcripts during the HIM Program application process.);
4. Submit HIM Program application by March 1 for consideration to begin the HIM coursework in the fall semester; and
5. Interview with the HIM Program Admissions Committee.

Advanced placement in the major coursework due to previous health information or related coursework and/or work experience will require a review of the student’s credentials and transcripts. Because of course sequencing and the scheduling of clinical assignments, students who drop out of the program for one or more semesters will be required to reapply for admission and be re-interviewed by the admissions committee.

Progression

B.S.H.I.M. courses are to be taken in a published sequence. The HIM courses are offered in a lock-step sequence. Most courses are offered only once each academic year; therefore, progress in the program may be delayed if a student falls out of sequence due to failure to successfully complete the HIM courses with the required “C” or higher. Because of course sequencing and the scheduling of the professional practice assignment, students who drop out of the program for one or more semesters will be required to reapply for admission and be re-interviewed by the admissions committee for consideration to be allowed to continue in the program.

Graduation

To graduate with a Bachelor of Science in Health Information Management, students must successfully complete all HIM courses with a “C” or higher. Graduating students must have attained a 2.0 or higher Texas State University GPA with a minimum of 2.25 GPA in the HIM major courses.

During the second semester of the senior year students are required to take a five-week professional practice experience course. This course requires that the students spend a minimum of five weeks in other institutions (hospitals or healthcare related organizations) away from campus. Students who have already completed an associate degree in health information or another bachelor’s degree or who have significant healthcare experience are required to complete a two-week professional practice experience course. Students must furnish their own transportation and housing. Because of the time and distances involved, no courses other than those listed can be taken in the final semester of the senior year.

Immunization Requirements

It is a policy of the College of Health Professions that each student must provide a Health Report completed by a physician or licensed healthcare provider, and must take certain immunizations before the student can be placed in a professional practice experience assignment. Information on these requirements and forms may be obtained through the HIM Department.
Background Checks and Drug Screening
As a condition for placement in some professional practice experience sites, students may be required to have a background check and/or drug screening and/or meet other specific requirements as set by individual sites. Information will be provided by the HIM Department.

Bachelor of Science in Health Information Management (B.S.H.I.M.)

- Major in Health Information Management (http://mycatalog.txstate.edu/undergraduate/health-professions/information-management/bshim)

Minor

- Health Information Management (http://mycatalog.txstate.edu/undergraduate/health-professions/information-management/minor)

Certificate

- Health Information Privacy & Security (http://mycatalog.txstate.edu/undergraduate/health-professions/information-management/privacy-security-certificate)

Information about graduate programs can be found in the Graduate Catalog (http://mycatalog.txstate.edu/graduate).

Courses in 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
about The Language of Healthcare: Spanish

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
about Medical Terminology

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
about Principles of Health Information Management

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
about Fundamentals of Health Information Systems

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
about Health Informatics, Analytics and Data Use

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
about Legal Aspects of HIM

HIM 3357. Disease and Medical Science I.
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
about Disease and Medical Science I

HIM 3358. Disease and Medical Science II.
A continuation of Disease and Medical Science I.

3 Credit Hours. 3 Lecture Contact Hours. 0 Lab Contact Hours.
Grade Mode: Standard Letter
about Disease and Medical Science II

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
about Quality Improvement Regulations & Procedures for HIM
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.

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.

Grade Mode: Standard Letter

HIM 3464. Coding and Classification Systems I.
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 the use of encoding systems is examined.

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.

Grade Mode: Standard Letter

HIM 4225. Health Information Management Research and Education.
A course of independent reading and research with the student completing a research project and developing an in-service instructional module. Emphasis is on the application of health information management theory and clinical practice. (WI).

Grade Mode: Standard Letter

HIM 4311. 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.

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.

Grade Mode: Standard Letter

HIM 4364. Coding and Classification Systems II.
This course is a continued study of ICD, CPT and other classifications and nomenclatures. The role of mapping among clinical terminologies is analyzed. The relationship with inpatient and ambulatory care reimbursement systems is also explored.

Grade Mode: Standard Letter

HIM 4370. Finance and Reimbursement Methodologies for HIM.
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.

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.

Grade Mode: Standard Letter

HIM 3330. 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.

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.

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.

Grade Mode: Standard Letter

HIM 4364. Coding and Classification Systems II.
This course is a continued study of ICD, CPT and other classifications and nomenclatures. The role of mapping among clinical terminologies is analyzed. The relationship with inpatient and ambulatory care reimbursement systems is also explored.

Grade Mode: Standard Letter

HIM 4370. Finance and Reimbursement Methodologies for HIM.
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.

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.

Grade Mode: Standard Letter

HIM 3330. 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.

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).
about Health Information Management Practicum
3 Credit Hours. 0 Lecture Contact Hours. 8 Lab Contact Hours.
Course Attribute(s): Writing Intensive
Grade Mode: Standard Letter
about Health Information Management Practicum

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.
about Practicum
3 Credit Hours. 0 Lecture Contact Hours. 8 Lab Contact Hours.
Course Attribute(s): Lab Required|Time Conflicts Permitted|Writing Intensive
Grade Mode: Credit/No Credit
about Practicum

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).
about Professional Practice Experience
3 Credit Hours. 1 Lecture Contact Hour. 40 Lab Contact Hours.
Course Attribute(s): Lab Required|Time Conflicts Permitted|Writing Intensive
Grade Mode: Credit/No Credit
about Professional Practice Experience

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).
about Contemporary Leadership Principles for HIM
3 Credit Hours. 3 Lecture Contact Hours. 0 Lab Contact Hours.
Course Attribute(s): Writing Intensive
Grade Mode: Standard Letter
about Contemporary Leadership Principles for HIM

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.
about Organizational Management of Health Information Technology
4 Credit Hours. 3 Lecture Contact Hours. 2 Lab Contact Hours.
Grade Mode: Standard Letter
about Organizational Management of Health Information Technology

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