

Program Curriculum

	Lect	Lab	Cred		Lect	Lab	Credits
Fall Semester 1: August - December				Fall Semester 2: August-			
FYE 100 – First Year Experience	1	0	1	HIM 210 – Healthcare Reimbursement Methodologies	3	0	3
HIM 100 – Introduction to Health Information Management	3	0	3	HIM 215 – Advanced Medical Coding	4	0	4
HIM 105 – Legal Aspects of Health Information Management	2	0	2	HIM 225 – CPT Coding	3	0	3
BIO 151- Anatomy and Physiology 1	3	2	4	ENG 101 – English Composition 1	3	0	3
MAT 1XX – Math Elective	2	2	3	Total:	13	0	13
Total:	11	2	13				
Spring Semester 1: January-April				Spring Semester 2: January-			
HIM 115 – Clinical Abstracting of Health Data	2	0	2	HIM 200 – Health Information Management Strategies	3	0	3
HIM 120 – Health Information Technology Systems	3	0	3	HIM 220 – HIM Certification Exam Review	2	0	2
BIO 152 – Anatomy and Physiology 2	3	2	4	HIM 280 – HIM Professional Practice	0	7	1
MCH 1XX –Medical Terminology Elective	3	0	3	Eng 10x – English Composition Elective	3	0	3
IM 120 – Microsoft Excel	2	3	3	PSY 1xx – Psychology Elective	3	0	3
Total:	13	5	15	Total:	11	7	12
Summer Semester 1: May-August							
HIM 110 – Healthcare Quality Management and Data Analysis	4	0	4				
HIM 130 – ICD Coding	4	0	4				
HIM 135 – Pharmacology for HIM	1	0	1				
BIO 240 - Pathophysiology	3	0	3				
Total:	12	0	12				
Total- Year 1:	36	7	40	Total – Year 2:	24	7	25
				Total Degree Program Cred-	60	14	65

MAT 1XX – includes either MAT 105 or MAT 115

ENG 10X – includes either ENG 104 or ENG 105

PSY 1XX – includes either PSY 100 or PSY 110

Health Information Management Technology

About the Program

Health Information Management Technology professionals play a critical role in maintaining, collecting and analyzing the data that doctors, nurses and other healthcare providers rely on to deliver quality healthcare. They are experts in managing patient health information, ensuring the privacy and security of health information, as well as healthcare revenue cycle processes, including the coding of diagnoses and procedures for healthcare services provided to patients. HIM professionals work in a multitude of settings throughout the healthcare industry including hospitals, physician offices and clinics, long-term care facilities, insurance companies, government agencies and home care providers. If you have an interest in healthcare and information technology, Health Information Management Technology (HIM) may be the right career choice for you. As one of the fastest growing occupations in one of the fastest growing industries, a HIM career places you right where the expanding arena of healthcare meets the cutting edge of technology. Graduates will receive an Associate of Applied Science degree.

Technical course (HIM) sequence starts every Fall Semester. General requirement courses may be taken prior to a student entering the program. All courses included in the program curriculum can be taken on-line, with exception of HIM 280, Professional Practice Experience. General requirement and science courses are offered in on-campus, on-line, and hybrid formats.

How to Get Started on Your HIM Career

You may enroll in the program if you are a graduate of an accredited high school or have evidence of high school equivalency by GED scores. In addition to meeting the requirements for admission to the college, students must meet the prerequisites for the Health Information Management Technology program.

- ◆ Complete the college application process. (Includes completing an application form, having high school/college transcripts sent to Admissions, and taking the college entrance exam (Accuplacer), if applicable. Admission information can be found on our website: <https://www.cincinnati.edu/academics/admission>
- ◆ Accuplacer test scores must indicate readiness for college level courses (or required academic foundation courses must be completed). Information regarding the Accuplacer and Testing Lab hours can be found here: <https://www.cincinnati.edu/academics/admission/placement-testing>
- ◆ After the admission process is complete, make an appointment to see the Program Chair: **Cindy Kneip, RHIA, Health and Public Safety Division 513-569-1670**

Estimated Costs (2018-2019)

- Tuition:
 - Ohio: Approximately \$10,300 (taking exact courses listed in catalog)
 - Out-of-state: Approximately \$20,620 (taking exact courses listed in catalog)
- Textbooks: Approximately \$2000
- Transportation, parking fee \$5.00 per day/\$75.00 per semester for campus fee. Clinical Site fee if applicable
- Fees: approximately \$2,000
- Books: approximately \$3,000
- Additional expenses include: physical exam, vaccinations, background checks

Financial Aid:

Students are advised to work closely with a Financial Aid advisor, and are cautioned to be aware of Financial Aid limits prior to enrolling in coursework not listed in the curriculum.

Program Advisors

Students not yet admitted to the college are assisted by the Admissions Office, please call 569-1544.

Cindy Kneip is the advisor for students interested in Health Information Management Technology program. Please contact Cindy at 513-569-4683 to schedule an appointment.

Background Checks/Licensure Eligibility

All students are subject to background checks which must be completed as part of the clinical placement process. Students who have been convicted of felonies and/or misdemeanors are required to contact the program chair before entering the program. Students convicted of possession and/or distribution of controlled substances or who have positive drug screens for non-prescribed controlled substances while enrolled in the program will be automatically dismissed.

Credentials

After completing your formal education, the next step is to successfully pass an American Health Information Management (AHIMA) certification exam. A credential validates your competence as a HIM professional to employers and the public. After successfully completing the certification exam, you will become a Registered Health Information Technician (RHIT). A RHIT credential requires an associate's degree *and* successful performance on the RHIT certification exam 100% of program graduates who have taken the RHIT exam during the period 10/1/2016 through 7/31/2018 have successfully passed the exam.

Employment Opportunities

HIM professionals enjoy a broad selection of job opportunities and options for professional growth. Based on skills, education and interests, some of the positions available are:

Health Data Analyst, Insurance Claims Analyst, Health Information Technician, Clinical Coding Specialist, Physician Practice Manager, Patient Information Coordinator, Trauma Registrar, Cancer Registrar. For more information, visit our professional association's website at: <http://www.ahima.org>.

Program Prerequisites Requirements

1. High school diploma or GED (college transcripts can also be submitted for transfer of applicable credit)
 2. Completion of MAT 093 and readiness for English 101 or English 101a with a grade of C or better.
 3. High school or college course in Biology and Chemistry (within 5 years of application date) with a grad of C or higher. BIO 100 or BIO 111 and CHE 100 or CHE 110
 4. Complete IM 111
 5. Cumulative GPA of at least 2.75
 6. Meet with program chair prior to registering.
- Check your college email at least weekly as it is the official mode of communication for the program and the college.

Accreditation

The program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM) www.cahiim.org

Starting Salaries

According to the Bureau of Labor Statistics, employment of HIM professionals is expected to grow faster than the average for all occupations through 2020. On top of strong job prospects, competitive salaries also await HIM graduates. The current starting pay ranges from \$35,000 to \$42,000 per year.

Program Chair

Cindy Kneip, RHIA

Has overall responsibility for the program and students enrolled in the programs technical (HIM) courses.

cindy.kneip@cincinnati.edu
513-569-4683

Professional Practice Requirements

HIM-280 the Health Information Management Professional Practice course requires students to spend time at 1-2 clinical/professional sites as well as on campus class meetings. This is a time commitment of eight hours per week over a 15 week semester. In order to participate in professional practice at a site, students must submit the following documentation at the beginning of the semester:

- ◆ Physical exam form completed by a physician
- ◆ Immunization/proof of disease immunity documentation
- ◆ Drug screening (if clinical site requires)
- ◆ FBI and BCI criminal background checks
- ◆ Proof of health insurance coverage

Please note that having a criminal background (felonies or misdemeanors) may prohibit you from participating in professional practice and/or from obtaining employment. Please note also that some healthcare organizations do not hire applicants, or take students for professional practice, that use tobacco.

Professional Practice Requirements for Remote Students

Students who live outside of the Greater Cincinnati/Middletown/Northern Kentucky areas are responsible for locating a clinical site for professional practice experience. Students must notify the program chair of the site and provide site contacts. The program chair must approve the site and will coordinate the execution of a clinical site affiliation agreement with the site. Students must complete the requirements listed above prior to attending professional practice at the site.

All on campus requirements of the professional practice can be completed by accessing the on campus meetings remotely using Adobe Connect.