

CINCINNATI STATE TECHNICAL AND COMMUNITY COLLEGE
Program Information Sheet
HEALTH INFORMATION MANAGEMENT

- PREREQUISITES:**
1. High school diploma or GED.
 2. MAT 093 or MAT 115, readiness for ENG 101.
 3. BIO 100 or high school/college level Biology and Chemistry with a grade of C or better and taken within 5 years of application date. BIO 111 and CHE 100 or CHE 110 can be taken in place of BIO 100.
 4. IM 111.
 5. Completion of all required academic foundation courses with a C or better.
 6. Minimum GPA of 2.75.
 7. Meet with HIM Program Chair prior to registering.

CLASSES START: Technical course (HIM) sequence starts every Fall Semester. General requirement courses may be taken prior to a student entering the program.

LENGTH OF PROGRAM: Five Semesters, Associate of Applied Science Degree

DELIVERY METHOD: All courses included in the program curriculum can be taken on-line, with exception of HIM 280, Professional Practice Experience. (See pages 3 & 4 for more information about Professional Practice Experience.) General requirement and science courses are offered in on-campus, on-line, and hybrid formats.

STARTING PAY RANGE: \$35,000 to \$42,000 per year

APPROXIMATE COST OF TUITION: \$10,300 - approximate tuition for Ohio state resident (taking exact courses in each term as stated in the catalog).

\$20,620 - approximate tuition for out-of-state resident (taking exact courses in each term as stated in the catalog).

\$2,000 – fees

\$3,000 – Books/supplies/required subscriptions/memberships

*Additional expenses include: physical exam, vaccinations, background checks (required for professional practice experience)

ACCREDITED BY: The Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM)
www.cahiim.org

ADVISOR: Program Chair/Advisor – Cindy Kneip (513-569-4683)
E-mail address: cindy.kneip@cincinnatiastate.edu
To schedule an appointment, call 513-569-1670

Health Information Management Technology Fact Sheet

Careers in Health Information Management

The first step in your career planning process is to discover your interests and then match them to careers. If you have an interest in healthcare and information technology, health information management (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.

What is Health Information Management?

HIM 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.

Growth and Income

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.

How to Get Started on Your HIM Career

Education - before beginning the HIM curriculum at Cincinnati State, students must....

1. Obtain high school diploma or GED.
2. Complete the college application process. (Includes completing an application form, taking the college entrance exam (Accuplacer) and requesting necessary transcripts mailed to Admissions). Admission information can be found on our website: <https://www.cincinnati-state.edu/academics/admission>
3. 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-state.edu/academics/admission/placement-testing>
4. Successfully complete a high school or college course in Biology and Chemistry (within 5 years) *or* complete Cincinnati State's course equivalents.

5. Have keyboarding skills and fundamental skills in Microsoft Office applications (Word, PowerPoint, Excel and Access) or complete courses IM 105 and IM 111.
6. 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.**

Questions??? Call Cindy Kneip directly at 513-569-4683.

Certification

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 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 7/31/2019 have successfully passed the exam.

Job 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>.

Professional Practice Requirements

HIM 280, Health Information Management Professional Practice, requires students to spend time at one to two 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 for Remote Students

Students who live outside of the Greater Cincinnati/Middletown/Northern Kentucky area are responsible for locating a clinical site for professional practice. Students must notify the HIM Program PPE Coordinator of the site and provide site contacts. The HIM Program PPE Coordinator must approve the site and will then 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 Blackboard Collaborate Live.

HIM Semester Curriculum Beginning Fall Semester - 2020

	Lect	Lab	Credits		Lect	Lab	Credits
Fall Semester 1: August - December				Fall Semester 2: August-December			
FYE 100 – First Year Experience	1	0	1	HIM 200 – Health Information Management Strategies	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 226 – CPT Coding 1	2	0	2
BIO 151- Anatomy and Physiology 1	3	2	4	ENG 1XX – English Elective	3	0	3
ENG 101 – English Composition 1	3	0	3	PSY XXX – Psychology Elective	3	0	3
MAT 131 – Statistics 1	2	2	3	Total:	15	0	15
Total:	14	4	16				
Spring Semester 1: January-April				Spring Semester 2: January-April			
HIM 115 – Clinical Abstracting of Health Data	2	0	2	HIM 210 – Healthcare Reimbursement Methodologies	3	0	3
HIM 120 – Health Information Technology Systems	3	0	3	HIM 220 – HIM Certification Exam Review	1	0	1
BIO 152 – Anatomy and Physiology 2	3	2	4	HIM 280 – HIM Professional Practice	0	7	1
IM 120 – Microsoft Excel	2	3	3	HIM 227 – CPT Coding 2	2	0	2
MCH 1XX –Medical Terminology	3	0	3				
Total:	13	5	15	Total:	6	7	7
Summer Semester 1: May-August							
HIM 110 – Healthcare Quality Management and Statistics	3	0	3				
HIM 130 – ICD Coding	4	0	4				
HIM 135 – Pharmacology for HIM	1	0	1				
BIO 240 - Pathophysiology	3	0	3				
IM 109 – Introductory Database Management: Microsoft Access	0	2	1				
Total:	11	2	12				
Total- Year 1:	38	11	43	Total – Year 2:	24	7	21
				Total Degree Program Credits:	59	18	65

ENG 10X – includes either ENG 102, ENG 103, ENG 104 or ENG 105

PSY 1XX – includes either PSY 100 or PSY 110

MCH 1XX – includes either MCH 104 or MCH 101 and 102