HEALTH INFORMATION MANAGEMENT SYSTEMS

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The purpose of the Health Information Management Systems (HIMS) program is to educate students in planning, collecting, storing, retrieving and communicating health data through a combination of coursework in healthcare, technology and business which will prepare them to become healthcare administrators, analysts, and providers of modern healthcare delivery techniques. The HIMS program supports the mission of the University to create and maintain an environment conducive to learning and growth.

The HIMS program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). HIMS graduates are eligible to sit for the Registered Health Information Administrator (RHIA) examination with the American Health Information Management Association (AHIMA).

Admission to the HIMS Program
The University awards the Bachelor of Science degree with a Major in Health Information Management Systems. Students may declare HIMS as a major during their freshman year. Admission to the program is based on college grade point average (GPA), a personal interview with the program director and assessment of motivation and qualities needed to successfully complete the program. Only grades of C or better from all General Education and Natural Science courses listed in the program will be accepted to the HIMS program. A minimum GPA of 2.0 on a 4.0 scale is required for consideration. References should be from individuals who evaluate your academic performance. Students must have a grade of C or better in courses listed in the HIMS program curriculum to remain in the program. All the prescribed 120 credits are required for graduation.

Program of Study Leading to the Bachelor of Science Degree
In Health Information Management Systems
120 Credit Hours Required

Profile of Program Requirements   Credit Hours
    I.   General Education Courses   36
    II.   Program Courses   84

Curriculum in Health Information Management Systems

FRESHMAN YEAR

Course	Hrs. Credit	Course	Hrs. Credit
JRDV 111 (College Survival Skills)	1	COMM 210 (Fundamentals of Speech)	3
JRDV 111A (Freshman Assembly)	0	ENGL 112 (English)	3
ENGL 111 (English Composition I)	3	HIMS 105 (Medical Terminology)	3
MATH 151 (Applied Algebra)	3	HIMS 110 (Intro. to Health Inf. Mgmt.)	3
BIOL 124 (General Biology I)	3	Social Science Elective	3
Fine Arts Elective	3		
CISP 164 (Computer Productivity App I)	3		
	16		15

SOPHOMORE YEAR

Course	Hrs. Credit	Course	Hrs. Credit
BIOL 273/273L (Human Anatomy & Phys. I)	4	BIOL 274&274L (Human Anatomy & Phys. II)	4
Physical Science Electives	3	PSYC 210 (General Psychology)	3
HIST 210 or 220 (U.S. History)	3	MATH 250 (Elementary Statistics)	3
HIMS 120 (Delivery Systems)	3	ENGL 203 (Writing About Literature)	3
HIMS 228 (Legal)	3	HIMS 200 (Pathology & Pharmacology)	3
	16		16

JUNIOR YEAR

Course	Hrs. Credit	Course	Hrs. Credit
HIMS 205 & 205L (Class. Sys. In HC I & Lab)	4	HIMS 215 & 215L (Coding Classification)	4
HIMS 210 (Reimbursement Methodologies) Lab).	4	HIMS 206 (Coding Class. Systems III)	2
CISP 250 (Info Systems)	3	HIMS 320 & 320L (Quality Mgmt. &	
HIMS 300 (Leadership & Project Mgmt.)	3	HIMS 250 (Statistics)	3
HIMS 310 & 310L (Elec. Health Records)	4	HIMS 350 (Data Analytics)	3
	17		16

SUMMER SESSION

HIMS 360 (Management of Health
    Information) 3

    3

SENIOR YEAR

HIMS 315 (Procedure & Surgery Coding).	3	HIMS 410 (Senior Project)	3
HIMS 380 (Human Resource Mgmt.)	3	HIMS 370 (EHR Clinical Doc. Improv.)	2
CISP 415 (Database Management)	3	HIMS 495	
(Internship)	3		
HIMS 420 (Practicum)	3	HIMS 450 (Health Info. Senior Capstone).	3

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Total: 122 Credit Hours

Minor in Health information Management Systems
A minor in Health Information Management Systems by non-HIMS majors requires the completion of eighteen hours (18) hours of HIMS related courses approved by the program director. The eighteen hours (18) hours must include the following courses:

HIMS 105	Medical Terminology	3
HIMS 110	Introduction to HIM	3
HIMS 120	Healthcare Delivery Systems	3
HIMS 310	Electronic Health Records	3
HIMS 350	Data Analytics	3
CISP 415	Database Management	3

Total Credit Hours   **18**

HEALTH INFORMATION MANAGEMENT SYSTEMS COURSES

HIMS 105 MEDICAL TERMINOLOGY   3 credit hours
[LCCN: CHLT 1013]
Medical Terminology is a basic study of the professional language of medicine. It is designed to include word construction, pronunciation, spelling, definition and use of terms related to all areas of medical science, hospital service and health related professions. This course is designed to give the student a basic knowledge of anatomy, pathology, surgical procedures, diagnostic procedures and symptomatology.

[LCCN: CHLT 1013, pending approval by LA BoR; currently under review by all parties involved. I am confident, it will be approved.]

HIMS 110 INTRODUCTION TO HEALTH INFORMATION MANAGEMENT   3 credit hours
The purpose of this course is to introduce students to the Health Information Management (HIM) practice. This course will cover the historical development and evolution of the health care field with an emphasis on the organizational structure of health care institutions and federal, state, accreditation, licensing, and regulatory agencies' health care regulations and documentation requirements. This course will also cover the HIM department, its functions, professions within HIM and the health care field; an overview of the American Health Information Management Association (AHIMA); the development of the medical record, both computer-based and paper-based; documentation requirements for the various types of health care institutions; private and government health care insurance plans; clinical classification systems; the electronic health record; and the health information and data exchange.

HIMS 120 HEALTHCARE DELIVERY SYSTEMS   3 credit hours
This course is designed to introduce the student to the patterns and modes of health care delivery in settings other than that of the acute general hospital. Specialized agencies in ambulatory care, home care, emergency care, long-term care, rehabilitation, mental health and disability, hospice programs, health maintenance organizations and occupational health systems will be covered. The work of accrediting, licensing, and certifying agencies, such as that of the JCAHO, Medicare, and Medicaid will be discussed in detail for each health care area. The principles of health information systems, quality care appraisal, and risk management will be discussed. The role of the Health Information Manager in each of the health care settings will be emphasized throughout the course.

HIMS 200 PATHOPHYSIOLOGY & PHARMACOLOGY   3 credit hours
This course will cover pathophysiology and pharmacology associated with the body systems. This course provides in-depth knowledge of diseases, their etiology, medical complications, and pathophysiology. Students will learn about laboratory and other diagnostic tests used to confirm or rule out diagnoses. Current pharmacological treatments are explored with review and interpretation of health record data. This course is to introduce students to general pharmacology for health information professions, including understanding the general principles of drug actions and reactions for the Electronic Health Record and database management. This course covers pharmaceutical drugs, their sources, uses, and route of administration. Students will learn the classification of drugs, their purpose, side effects, contraindications, and interactions. Students will also learn safe administration of medications, side effects, interaction, and patient education. (Prerequisites: HIMS 105, BIOL 273 & 274)

HIMS 205 CLASSIFICATION SYSTEMS I   3 credit hour
The course is an introduction to classifying diseases and operations using clinical vocabularies, terminologies/nomenclatures, clinical documentation improvement techniques. The interaction of Prospective Payment Systems with ICD 10 CM classification systems is also introduced to students. Data quality, the Uniform Hospital Discharge Data Set, clinical documentation improvement as well as coding/sequencing guidelines will be examined. (Prerequisites: HIMS 200, BIOL 273& 274, HIMS 105)

HIMS 205L CLASSIFICATION SYSTEMS LAB   1 credit hour
This laboratory will provide students with "hands-on" experience in the most current classification systems. Coding, proper application of UHDDS guidelines (including sequencing of diagnoses and procedures), DRG assignment, APC assignment reporting and interpreting statistical data, and utilizing automated systems for encoding, grouping and data entry. Laboratory practice exercises, utilizing actual medical records, will provide the principal method of instruction. The impact of coding accuracy and its relationship to reimbursement will be stressed. (Prerequisites: HIMS 200, BIOL 273 & 274, HIMS 105)

HIMS 206 CLASSIFICATIONS IN HEALTH CARE III   2 credit hours
This course is a continuation of Classification Systems in Healthcare I.   The course will include purposes of classifying diseases and operations using clinical vocabularies, terminologies/nomenclatures, clinical documentation improvement techniques. The interaction of Prospective Payment Systems with classification systems will be emphasized. Data quality, the Uniform Hospital Discharge Data Set, clinical documentation improvement as well as coding/sequencing guidelines will be examined. (Prerequisites: HIMS 200, HIMS 205)

HIMS 210 REIMBURSEMENT METHODOLOGIES   3 credit hours
This course covers the methods of reimbursement in various healthcare settings. Information on topics relating to financial and reimbursement issues in the health care environment is addressed. Areas include types of third party payers, DRG optimization, billing, contract negotiations with insurers, reimbursement methodologies, role of the fiscal intermediary, etc. This course will present data elements that apply to prospective payment systems. It will allow the student to gain the knowledge of correct reimbursement systems and to identify issues, patient types in meeting medical necessity guidelines. (Prerequisite: HIMS 110; 120; 205)

HIMS 215 CLASSIFICATION SYSTEMS IN HEALTHCARE II   3 credit hours
This course will introduce the student to the principles of taxonomy, clinical vocabularies, and terminologies/nomenclature. The course will include purposes of coding for professional services, ambulatory service and operations. The course will properly instruct the student on the proper usage of CPT and HCPCS code books. The interaction of different code systems such as the Prospective Payment Systems (PPS) with classification systems will be emphasized. Data quality, the UACDS as
well as coding/sequencing guidelines will be examined. Coding and indexing of diagnoses and operations using various classification systems and nomenclatures. (Prerequisites: BIOL 273 & 274, HIMS 105, HIMS 200)

HIMS 215L CLASSIFICATION SYSTEMS IN HEALTHCARE II LAB   1 credit hour
This laboratory will provide students with "hands-on" experience in ICD-9-CM Coding, proper application of UHDDS guidelines (including sequencing of diagnoses and procedures), DRG assignment, HCPCS, CPT-4 coding, APC assignment reporting and interpreting statistical data, and

utilizing automated systems for encoding, grouping and data entry. Laboratory practice exercises, utilizing actual medical records, will provide the principal method of instruction. The impact of coding accuracy and its relationship to reimbursement will be stressed. (Prerequisites: BIOL 273 & 274, HIMS 105, HIMS 200)

HIMS 228 LEGAL ASPECTS OF HEALTH CARE AND INFORMATION MGMT.   3 credit hours
This course will review the fundamental bases of American Law including the source of law, the functions of the branches of government, the growing body of Federal, State, and JCAHO regulatory law, the legal health record and health law, including negligence in health care delivery. Topics covered are preparation and maintenance of health records and their confidential nature, consent to treatment, informed consent, right of refusal, release of medical record information with special emphasis on data security, PHI and HIPAA privacy standards. Students are also introduced to the career planning benefits of compliance certification. (Prerequisites: HIMS 110 and HIMS 120)

HIMS 250 HEALTHCARE STATISTICS AND RESEARCH   3 credit hours
This course provides an introduction to research methodology and principles including different methods of healthcare statistical analysis. It includes general principles of health care statistics with emphasis in hospital statistics and development of computations and calculations of health data. Areas include descriptive, inferential statistics, vital statistics, reportable disease registries, and the guidelines for the Institutional Review Board Research and other regulatory agencies. Students use statistical analysis to create data summaries, tables and graphs to prepare elements of reports. Research component includes identifying types if research, the research process, Institutional Review Board (IRB) and the guidelines to ethical research. This course will outline the procedures associated with vital statistics in healthcare [birth/death certificates]. The student will learn about the statistics associated with health care. The research portion will focus on data search and access techniques, national research policy-making, health research investigation, and research protocol data management. (Prerequisites: MATH 250; HIMS 110 & HIMS 120)

HIMS 300 LEADERSHIP & PROJECT MANAGEMENT   3 credit hours
This course explores leadership skills and styles for communication, negotiation, change management and the strategic alignment of organizational goals. Students are introduced to project management concepts, differences between a project and operations, and the career benefits of certification planning. This course discusses the five phases of a project: initiating, planning, executing, monitoring/controlling and closing. Knowledge areas include integration, scope, time cost, quality, human resources, communication, risk, procurement and stakeholder management. This is not a certificate track course. (Prerequisites: HIMS 110 & HIMS 120)

HIMS 310 ELECTRONIC HEALTH RECORDS   3 credit hours
Students will gain knowledge, understanding, and/or apply training in information systems life cycle; the purpose, scope, and governance of strategic planning for EHR systems. Topics include information governance and the application of decision support systems to change management, vendor selection and contract management. Students will explore process reengineering techniques, mapping and workflow management utilizing EHR systems. Other topics include project management, implementation, training and ongoing maintenance of the EHR and other HIT systems; elements of data infrastructure. IT privacy and security, interoperability for all forms HIT standards is also covered. (Prerequisites: HIMS 110, 120, 228, CISP 250)

HIMS 310L ELECTRONIC HEALTH RECORDS Lab   1 credit hours
This course will prepare students to work in an electronic health record environment. Students will use a web-based Electronic Health Record (EHR) system to complete lessons and activities based on EHR technology learned in HIMS 310. Lessons and activities in this course will allow students to explore clinical and management tools and functions in the EHR; build knowledge and skills in clinical information systems, clinical documentation, and clinical decision support tools; and test students' skills and decision-making ability in an EHR. (Prerequisites: HIMS 110, 120, & 228, CISP 250)

HIMS 315 PROCEDURE & SURGERY CODING   3 credit hours
This course is designed for students completing the Certificate in Medical Coding. Students will participate in procedural coding of complex medical records using both the ICD-10 PCS and CPT coding systems. Students will apply advanced level procedure codes according to current guidelines to complex inpatient medical and outpatient surgery records. Students are introduced to the career planning benefits of a CCS certification. (Prerequisites: HIMS 105, HIMS 200, HIMS 205/205L, HIMS 206, HIMS 215/215L)

HIMS 320 QUALITY MANAGEMENT   3 credit hours
Theoretical and pragmatic issues related to quality management, utilization review, and risk management are addressed along with laws that affect them. The responsibilities of the governing board, medical staff, as well as other health care personnel in relation to quality management and improvement are examined. Requirements of accrediting and licensing agencies relating to quality management are presented. Throughout this course students will concentrate on areas related to JCAHO's emphasis on continuous quality improvement and the modified process of monitoring and evaluation. This course will identify quality/performance improvement methods and techniques for healthcare professionals. Interpretation of data appropriate to user needs and presentation of information will is covered. This course will identify common data collection tools, data types, charts and graphic displays. This will include the design and creation of presentations using software. Topics also include financial, personnel, and vendor relationship management. (Prerequisites: HIMS 110 & 120

HIMS 320L QUALITY MANAGEMENT LAB   1 credit hour
This course focuses on the lab assignments related to the principles and approaches to the assessment of quality in health care. Students will complete assignments related to the theoretical and pragmatic issues related to quality management, utilization review, and risk management and requirements of accrediting and licensing agencies. The assignments will include the research of industry literature and the use and creation of presentation software. (Prerequisites: HIMS 110 & 120)

HIMS 350 DATA ANALYTICS   3 credit hours
This course introduces the basic methods for undertaking research and program evaluation within health services organizations and systems. Special emphasis is placed on the advanced use of healthcare data to support research, advances in medicine, and quality initiatives. It reviews how information science and computer technology is applied to enhance research and practice in healthcare. This course explores methods of research and data analysis for inquiry in health information management. Students develop skills in planning, conducting, reporting, and assessing research and data analysis. These skills are then applied to support healthcare-related decision-making. Topics include data governance and data quality management. Students are introduced to the career planning benefits of a CHDA certification and best practices in data management for preventive medicine and the reduction of health disparities. This is not a certificate track course. (Prerequisites HIMS 310)

HIMS 360 MANAGEMENT OF HEALTH INFORMATION SYSTEMS   3 credit hours
Emphasis is on planning, organizing, leading and controlling the delivery of healthcare in hospitals and other healthcare agencies and the associated roles of HIM professionals including the creation and review of HIM policies and procedures and applicable ethics. Other areas covered include a study of the system life cycle with emphasis on the role of the Health Information Management professional as a project manager. Application and creation of data used in the management of HIM is covered with the use of software for graphic display and presentation of reports. Emphasis is placed on introductory topics of financial management as it relates to management at a facility and department level and understanding basic financial reports. This course provides an analysis and evaluation of human resource management as applied in different health care settings. (Prerequisites: HIMS 110 & 120 & 228)

HIMS 370 EHR CLINICAL DOCUMENTATION IMPROVEMENT   2 credit hours
Students will determine the accuracy of computer assisted coding to coding scenarios and identify discrepancies between supporting documentation and coded data. They will develop physician queries to resolve data and coding discrepancies and comply with ethical standards of reimbursement practice. Students are introduced to the career planning benefits of a CDIP certification through AHIMA. This is not a certificate track course. (Prerequisite: HIMS 206, HIMS 215/215L)

HIMS 380 HUMAN RESOURCE MANAGEMENT FOR HEALTHCARE ORGS.   3 credit hours
This course provides an analysis and evaluation of human resource management as applied in different health care settings. The course focuses on the major elements of human resource management, as well as the ways in which it can be used in the strategic planning of the health care organization. Students will investigate ongoing human resource practices and issues from a health care perspective such as recruitment, contract/agreement, training/education/support, retention, performance evaluation, compensation, legal and regulatory issues, and strategic planning. (Prerequisites: HIMS 110, 120, 228)

HIMS 410 SENIOR PROJECT   3 credit hours
Students will investigate and present a project with practical application to current health information, disease registries, and health information systems with special emphasis placed on project management, leadership and data informatics research. Students must pass a mock exam in this course during their senior year. (Prerequisites: Senior standing and completion of all 200 & 300 courses.)

HIMS 420 HEALTH INFORMATION MANAGEMENT PRACTICUM EDUCATION

3 credit hours
This course consists of a college credit-based, unpaid, supervised, professional practice experience (clinical) and assignments to promote uniformity and competency levels required of entry-level health information professionals. The clinical experience assists students in applying classroom knowledge with on the field-based experiences. Students will be exposed to the daily operations of the health information management (HIM) functions and various other roles in the HIM field such as long-term care, ambulatory clinics, home health, billing departments, etc., which will enable them to develop insight and understanding into the various roles and major functions within an department and the HIM field. Classroom assignments must be completed outside of clinical hours.

HIMS 450 CAPSTONE COURSE   3 credits hours
This course is designed to assist, enhance, and structure students' study and exam preparation

activities for the RHIA certificate examination. Focus is on test-taking strategies, mock examinations in preparation for the Registered Health Information Administrator (RHIA) examination. The student will develop an individual study plan and complete a comprehensive mock examination. After successful completion of this course, post-baccalaureate students may earn a certificate of completion. (Post-baccalaureate Prerequisites: HIMS 105, HIMS 110, HIMS 120, HIMS 200, HIMS 205/205L,HIMS 300, HIMS 310/310L, HIMS 228, HIMS 350)

This course covers critical information to help students pass the RHIA exam and prepare them for professional success, including material on current code sets and AHIMA standards, electronic medical records, HIPAA requirements, informatics and information systems, privacy and security, legal and ethical considerations, statistics and research, quality and improvement, organization and management, and human resources.

HIMS 480 PATHOPHYSIOLOGY   3 credit hours
Study of the general mechanisms of disease at the cellular and molecular levels, including abnormalities of fluid distribution, the inflammatory process, abnormal immune mechanisms, and neoplastic disease, followed by an application of the basic principles of pathologic processes to diseases of the neuralgic, endocrine, reproductive, hematologic, cardiovascular, pulmonary, renal and digestive systems (Prerequisites: HIMS 105, 280, & BIOL 273 & 274)

HIMS 495 PROFESSIONAL PRACTICE PLACEMENT (INTERNSHIP)   3 credit hours
This course consists of a college credit-based, unpaid, supervised, professional practice experience (internship) which includes operational and managerial experiences in health information departments of hospitals and alternative health care facilities. Students will gain experience in all health information management procedures studied throughout this curriculum such as documentation audits, compliance with internal and external data requirements, apply health laws and regulations, apply management and data capture tools and technologies, create HIM and compliance policies and procedures. The students will also gain insight, understanding, and skill in the managerial aspects of health information management such as management of HIM functions and management and evaluation of employees. Students must pass an AHIMA administered exam. (Prerequisites: Senior standing and completion of all 200 & 300 (except HIMS 315, HIMS 360, HIMS 370 & HIMS 380) courses.