Health Information Management
Description
At the March 16, 2015, California Community College Board of Governors meeting, the members voted unanimously to approve San Diego Mesa College's Health Information Management (HIM) Bachelor of Science degree as one of the fifteen community college pilot programs to be offered in the state. The HIM program received Accrediting Commission for Community and Junior Colleges (ACCJC), Western Association of Schools and Colleges (WASC) approval.

The Bachelor of Science degree in Health Information Management program provides accessible, high-quality industry-approved instruction designed to prepare students to work at a management level in a variety of healthcare settings including acute and subacute hospitals, outpatient clinics, government health agencies, and electronic health records industry vendors. The Health Information Management program is seeking accreditation through the Commission on Accreditation for Health Informatics and Information Management (CAHIIM). Graduates of the program will be eligible to sit for the national certification exam once the accreditation has been approved.

Student Learning Outcomes
Graduates of the HIM program will be able to:

- Apply the laws of patient record confidentiality, privacy, and compliance
- Use and design data, databases, and healthcare systems
- Demonstrate and apply knowledge of the principles of personnel management
- Develop a financial plan for a health information management department
- Demonstrate mastery of the principles of health information management
- Analyze healthcare data; assimilate data and information

Career Options
Graduates obtaining their Registered Health Information Administrator (RHIA) certification are qualified to be a Health Information Department Manager or Director, a Coding Manager, a Healthcare Systems Manager, a Data Analyst, a Quality or Compliance Coordinator, or a College/University Professor of Health Information Technology or Health Information Management.

Bachelor of Science Degree: Health Information Management

Lower Division Courses Required for the Degree

Prerequisites

MEDA 55	Fundamentals Human Anatomy and Physiology	3
MEDA 110	Medical Terminology	3
MEDA 115	Pathophysiology	3

Courses Required for the Major

HEIT 75	Computer Basics for Health Information Technology	1
HEIT 110	Introduction to Health Information	4
HEIT 130	Basic Pharmacology	1
HEIT 155A	ICD Coding I	4
HEIT 155B	ICD Coding II	4
HEIT 155C	Current Procedural Terminology (CPT) Coding	3
HEIT 156	Hospital and Health Statistics	3
HEIT 205	Health, Law, Accreditation and Licensing Standards	3
HEIT 258	Healthcare Quality Management	3
HEIT 263	Directed Clinical Practice A	1
HEIT 264	Directed Clinical Practice B	1

Lower Division General Education: In addition to the courses required in the major, students must complete one of the following general education options:

- The California State University General Education Breadth pattern

- The Intersegmental General Education Transfer Curriculum pattern

Upper Division Program Prerequisite

Registered health information technician (RHIT) national certification.

Upper Division Courses Required for the Degree

HIMS 405	Foundations of Health Information Management	4
HIMS 408	Ethics in Healthcare Administration	3
ENGL 401	Advanced Writing for Healthcare Professionals	3
HIMS 410	Healthcare Informatics	4
PSYC 401	Organization Psychology for the Healthcare Professional	3
HIMS 415	Healthcare Analytics	4
HIMS 418	Topics in Legal and Compliance Issues for Healthcare Professionals	4
HIMS 420	Principles of Finance for Health Information Management	3
CISC 401	Database Management and Design for the Healthcare Professional	4
HIMS 425	Revenue Cycle Management	3
HIMS 430	Human Resources Management in Healthcare	4
HIMS 435	Project Management in the Healthcare Setting	3
HIMS 440	Leadership and Strategic Management for Healthcare Professionals	4
HIMS 445	Healthcare Information Systems Analysis and Design	4
HIMS 455	Applied Research Project in Health Information Management	3
HIMS 460	Advanced Directed Clinical Placement	1

Total Units = 130–132

Course Descriptions

<u>Prerequisites</u>

MEDA 55 Fundamentals Human Anatomy and Physiology

3 hours lecture, 3 units
Grade Only

Advisory: English 47A or English 48 and English 49, each with a grade of "C" or better, or equivalent or Assessment Skill Levels R5 and W5.

Limitation on Enrollment: This course is not open to students with previous credit for Medical Assisting 105.

This course examines the structures of the human body and the functions of the major body systems. Topics include cell structure and physiology, tissue classification and function, and general body organization. This course is designed for medical assisting majors and anyone interested in entering a health care career. AA/AS.

MEDA 110 Medical Terminology

3 hours lecture, 3 units
Grade Only

Advisory: English 47A or English 48 and English 49, each with a grade of "C" or better, or equivalent or Assessment Skill Levels R5 and W5.

This course covers basic medical terminology and the vocabulary of medical specialties. Special emphasis is on the use of prefixes and suffixes, and non-technical explanations of medical terms and descriptions of anatomy, physiology, and pathology. Students learn to utilize medical terminology as it applies to the structure of the human body, common laboratory tests, radiological and operative procedures, as well as basic pharmacology. This course is open to the general public as well as students in special programs or those who wish to review this information. AA/AS; CSU.

MEDA 115 Pathophysiology

3 hours lecture, 3 units
Grade Only

Prerequisite: Medical Assisting 55, 110, or Biology 160, each with a grade of "C" or better, or equivalent.

Advisory: English 47A or English 48 and English 49, each with a grade of "C" or better, or equivalent or Assessment Skill Levels R5 and W5.

The course focuses on disease processes in the human body from a systems approach. Analysis of the most common and significant diseases is included. The signs and symptoms, etiology, diagnosis, and treatment of disease are examined along with the appropriate medical terminology. This course is designed for students in allied health programs, but is also open to those who wish to broaden their medical background or review this
information. (FT) AA/AS; CSU.

Health Information Technology (HEIT)

HEIT 75 Computer Basics for Health Information Technology

1 hour lecture, 1 unit
Grade Only

Advisory: English 47A or English and English 49 with a grade of "C" or better, or equivalent or Assessment Skill Levels R5 and W5.

This course is an introduction to computer systems used in healthcare and health information management (HIM). Emphasis is placed on basic computer and networking technologies as well as on specialized software and electronic health record (EHR) applications. This course is designed for students interested in the use of computers in the health information technology field. (FT) AA/AS; CSU.

HEIT 110 Introduction to Health Information

4 hours lecture, 4 units
Grade Only

Limitation on Enrollment: This course is not open to students with previous credit for Health Information Technology 105.

This course for Health Information Technology students is an introduction to the profession. It includes an overview of the American healthcare delivery system and health care professions, health information department functions, ethical and legal issues in health information technology, healthcare reimbursement, quality management, performance improvement, healthcare information systems and the implementation of electronic health records. (FT) AA/AS; CSU.

HEIT 130 Basic Pharmacology

1 hour lecture, 1 unit
Grade Only

Prerequisite: Medical Assisting 115 with a grade of "C" or better, or equivalent.

This course is an introduction to pharmacology. Topics include pharmacology terminology, drug forms, routes of administration, drug categories, and mechanisms of drug action. This course is intended for students in the health information technology

program and healthcare professionals who want to refresh their working knowledge of basic pharmacology. (FT) AA/AS; CSU.

HEIT 155A ICD Coding I

3 hours lecture, 3 hours lab, 4 units
Grade Only

Prerequisite: Medical Assisting 55, 110 and 115, each with a grade of "C" or better, or equivalent.

This is the first of a two-course sequence for Health Information Technology students. It focuses on the International Classification of Diseases (ICD), the most commonly used classification system in the US for coding and reporting diagnostic inpatient and outpatient services and inpatient procedural services. Coding guidelines, conventions and reimbursement methodology are covered in this course. The student uses both the code books and computer software program. (FT) AA/AS; CSU.

HEIT 155B ICD Coding II

3 hours lecture, 3 hours lab, 4 units
Grade Only

Prerequisite: Health Information Technology 155A with a grade of "C" or better, or equivalent.

This course is the second of a two-course sequence for Health Information Technology students. The emphasis is on advanced principles of International Classification of Diseases (ICD), the most commonly used classification system in the US for coding and reporting diagnostic inpatient and outpatient services and inpatient procedural services. Coding guidelines, conventions and reimbursement methodology are also covered. Advanced principles include Diagnostic Related Group (DRG) case mix derivation, analysis of compliant coding, documentation improvement for correct code assignment, hospital acquired conditions, and present admission indicators that impact the code assignment and revenue cycle. The student uses both the code books and computer software program. (FT) AA/AS; CSU.

HEIT 155C Current Procedural Terminology (CPT) Coding

3 hours lecture, 3 units
Grade Only

Prerequisite: Medical Assisting 110 with a grade of "C" or better, or equivalent.

Advisory: English 47A or English 48 and English 49, each with a grade of "C" or better, or equivalent or Assessment Skill Levels R5 and W5.

This introductory course for Health Information Technology students includes the use of Current Procedural Terminology (CPT) coding. The course covers the purpose of CPT, CPT Manual format, code format, and coding steps used to code from the six divisions of CPT: Evaluation & Management, Anesthesia, Surgery, Radiology, Pathology & Laboratory, and Medicine. In addition, the course includes national and category III

codes. It also includes an overview of reimbursement issues involving physician and hospital payment for outpatient services. This course is also available to hospital and doctors' office employees. (FT) AA/AS; CSU.

HEIT 156 Hospital and Health Statistics

3 hours lecture, 3 units
Grade Only

Advisory: Completion of or concurrent enrollment in Mathematics 38 with a grade of "C" or better, or equivalent or Assessment Skill Level M30.

Limitation on Enrollment: Special Admission – must be admitted to program.

This course provides instruction for the health information technology student in the basic principles of data collection and calculation of hospital and non-acute facility health statistics. Calculation of Health Information Management department statistics is included. In addition, the course covers the calculation of specific vital statistics as well as discharge analysis reporting. There is instruction in the preparation of monthly and annual medical, administrative, and outside agency reports utilizing tables and graphs. Practice in the interpretation of statistical reports is also provided. (FT) AA/AS; CSU.

HEIT 205 Health Law, Accreditation and Licensing Standards

3 hours lecture, 3 units
Grade Only

Advisory: Health Information Technology 110 with a grade of "C" or better, or equivalent.

This course for health information technology students covers the legal aspects of health information management, including the American legal system and causes of medical malpractice. The State, Federal and other agency rules regarding record access, retention, release of information, processing subpoenas, and confidentiality are also included. The accreditation, licensing, and certification requirements for acute as well as nonacute health care facilities are included. (FT) AA/AS; CSU.

HEIT 258 Healthcare Quality Management

3 hours lecture, 3 units
Grade Only

Limitation on Enrollment: Special Admission – must be admitted to program.

This course for Health Information Technology students is an introduction to quality and performance management and improvement, utilization review and risk management. The course includes the purpose, principles, historical development, assessment and analysis techniques, and application and program development strategies used in quality management and improvement, utilization review and risk

management activities. Also included is the integration of performance improvement activities with the medical staff appointment and reappointment process. Regulatory and privacy requirements will also be addressed. The key concepts, background and statistical tools used in the continuous quality improvement process (CQI) are also provided. (FT) AA/AS; CSU.

HEIT 263 Directed Clinical Practice A

71 – 75 hours other, 1 unit
Grade Only

Prerequisite: Health Information Technology 110 and
Medical Assisting 110, each with a grade of "C" or better, or equivalent.

Limitation on Enrollment: Special Admission – must be admitted to program. This course is not open to students with previous credit for Health Information Technology 261.

This course provides the first of two professional practice experiences for students enrolled in the health information technician program and is designed to provide students with supervised onsite experience performing entry-level tasks in a health information department in an assigned affiliated healthcare organization. Students gain exposure to the organization and functions of a health information department. Experiences may include release of information, data collection and reporting, registries, and health record analysis and documentation requirements. AA/AS; CSU.

HEIT 264 Directed Clinical Practice B

71 – 75 hours other, 1 unit
Grade Only

Prerequisite: Health Information Technology 263 with a grade of "C" or better, or equivalent.

Limitation on Enrollment: Special Admission – must be admitted to program. This course is not open to students with previous credit for Health Information Technology 262.

This course provides the second of two professional practice experiences for students enrolled in the health information technician program and is designed to provide students with supervised onsite experience performing entry-level tasks in a health information department in an assigned affiliated healthcare organization. Students gain exposure to abstracting and coding, quality improvement functions, registries, and special projects in management and supervision. AA/AS; CSU.

Health Information Management (HIMS)

HIMS 405 Foundations of Health Information Management

4 hours lecture, 4 units
Grade Only

Limitation on Enrollment: Must be admitted to the Health Information Management program.

This course provides an advanced level perspective on topics relevant to the health information management (HIM) profession. The concepts covered in this course include an overview of emerging issues such as HIM systems management, clinical classification systems, governance and stewardship, data quality and management, health information exchange, electronic health records, revenue cycle management, compliance and risk management. This course is designed for health information management majors. (FT)

HIMS 408 Ethics in Healthcare Administration

3 hours lecture, 3 units
Grade Only

Limitation on Enrollment: Must be admitted to the Health Information Management program.

This course provides a comprehensive foundation for ethics in healthcare management and administration. Students will gain knowledge of the theory and concepts of ethics and its application to health information and healthcare administration for them to be able to model sound decision making and ethical practice. Ethics related to the United States healthcare system around patient access, quality and cost will be addressed. This course is designed for health information management majors. (FT)

HIMS 410 Healthcare Informatics

4 hours lecture, 4 units
Grade Only

Limitation on Enrollment: Must be admitted to the Health Information Management program.

This course is designed to bring together healthcare generated information and technology for the purpose of improving quality of care in a cost effective manner. The primary concepts covered include data standards, data management, health information exchange, clinical decision support, privacy and security issues involving protected health information, emerging trends, data governance, and new technologies. This course is designed for health information management majors. (FT)

HIMS 415 Healthcare Analytics

3 hours lecture, 3 hours lab, 4 units
Grade Only

Limitation on Enrollment: Must be admitted to the Health Information Management program.

This course focuses on the analysis of data for the purpose of generating information resulting in actionable decisions. The primary concepts covered in this course include advanced health care statistics, data analysis, mining and exploration. Microsoft Excel is utilized to analyze data and information related to clinical and business systems in healthcare. This course is designed for health information majors. (FT)

HIMS 418 Topics in Legal and Compliance for Healthcare Professionals
4 hours lecture, 4 units
Grade Only

Limitation on Enrollment: Must be admitted to the Health Information Management program.

This course focuses on the laws and regulations applicable to healthcare compliance. Topics include federal and state law enforcement and reporting requirements, risk management, audit trails, fraud detection, ethical and legal requirements related to coding, personal health record (PHR), analysis of privacy, security, and confidentiality policies and procedures. This course is designed for health information management majors. (FT)

HIMS 420 Principles of Finance for Health Information Management
4 hours lecture, 4 units
Grade Only

Limitation on Enrollment: Must be admitted to the Health Information Management program.

This course covers the fundamentals of financial management in the healthcare setting. The primary concepts covered in this course include capital, operating and/or project budgets using basic accounting principles, performing cost-benefit analysis for resource planning and allocation, evaluating vendor contracts, and negotiation skills. This course is designed for health information management majors. (FT)

HIMS 425 Revenue Cycle Management
3 hours lecture, 3 units
Grade Only

Limitation on Enrollment: Must be admitted to the Health Information Management program.

This course covers advanced topics in healthcare revenue cycle management. Concepts covered in this course include healthcare classification systems and terminologies, chargemaster management, revenue cycle and audit processes, utilization and resource management, and application and analysis of the relationship between clinical code assignment and reimbursement. This course is designed for health information management majors. (FT)

HIMS 430 Human Resources Management in Healthcare

4 hours lecture, 4 units
Grade Only

Limitation on Enrollment: Must be admitted to the Health Information Management program.

This course examines the complexities and multiple issues and best practices involved in human resources management in healthcare organizations. The primary concepts covered in this course include managing people in all aspects of their work, recruiting, interviewing, and hiring, compensation and benefits, motivational strategies, performance appraisals, promotions, and terminations. This course is designed for health information management majors. (FT)

HIMS 435 Project Management in the Healthcare Setting
3 hours lecture, 3 units
Grade Only
Limitation on Enrollment: Must be admitted to the Health Information Management program.

This course is designed as a high-level overview of project management utilized in healthcare settings. The primary concepts in this course include project management techniques such as project selection, management, organization, planning, conflict resolution, negotiation, budgeting, scheduling, change management, business process reengineering, and termination of the project. This course is designed for health information management majors. (FT)

HIMS 440 Leadership and Strategic Management for Healthcare Professionals
4 hours lecture, 4 units
Grade Only
Limitation on Enrollment: Must be admitted to the Health Information Management program.

This course examines the theory and practice of leadership, strategic management, and change management in healthcare settings. The primary concepts covered in this course include an overview of emerging issues such as business planning, organizational change, innovation, strategic planning, leadership thinking and goals, change implementation and strategies for successful transitions. This course is designed for health information management majors. (FT)

HIMS 445 Healthcare Information Systems Analysis and Design
3 hours lecture, 3 hours lab, 4 units
Grade Only

Limitation on Enrollment: Must be admitted to the Health Information Management program.

This course is designed to prepare students in the planning, analysis, design, and implementation of healthcare computer-based information systems.
The concepts include system requirements, systems development lifecycle, system architecture including database design, data warehousing, workflow concepts, and systems performance management. This course is designed for health information management majors. (FT)

HIMS 455 Applied Research Project in Health Information Management

3 hours lecture, 3 units
Grade Only

Corequisite: Health Information Management 460.

Limitation on Enrollment: Must be admitted to the Health Information Management program.

This course is the capstone for the health information management baccalaureate degree. This course integrates the theoretical and technical content of the health information management program courses. Ethical considerations for health information managers and information management support for biomedical research
are also discussed. Concepts are integrated and applied through the analysis of case studies and the completion of a capstone project, designed by the student or instructor, supporting a local HIM community of interest. This course is designed for Health Information Management majors. (FT)

HIMS 460 Advanced Directed Clinical Placement

75 hours other, 1 unit
Grade Only

Corequisite: Health Information Management 455.
Limitation on Enrollment: Must be admitted to the Health Information Management program.

This course provides supervised onsite professional practice experience (PPE) for Health Information Management students. This course integrates theory and professional practice in health information management. Emphasis is placed on applying management theories to actual work settings, practice of professional behavior, ethics, and self-reflection including career goals. Project topics will support a local HIM community of interest and will be designed by the student, instructor, and the PPE site manager. Note: This course may require student travel. To meet course requirements the student may be required to be available during normal business hours (i.e. 8:00 am to 5:00 pm) for site visits, conduction of professional interviews, and

data gathering. This course is designed for Health Information Management majors. (FT)

<u>Upper Division General Education</u>

CISC 401 Database Management and Design for Healthcare Professionals
                                                  3 hours lecture, 3 hours lab, 4 units
                                                                          Grade Only
Advisory: Computer and Information Sciences 181 with a grade of "C" or better, or equivalent.

Limitation on Enrollment: Must be admitted to the Health Information Management program.

This course discusses advanced topics in database management and design. The concepts covered in this course include programming language, current database structures utilized in healthcare, effective communication with end users and key stakeholders, identifying goals and requirements in database projects, performing end user analysis, and creating data models for performance improvement. Students explore all aspects of the data lifecycle from capture to storage and utilization to destruction. This course is designed for health information management majors. (FT)

ENGL 401 Advanced Writing for Healthcare Professionals
                                                                3 hours lecture, 3 units
                                                                          Grade Only
Prerequisite: English 205 with a grade of "C" or better, or equivalent.

Limitation on Enrollment: Must be admitted to the Health Information Management program.

This course provides an overview of writing for healthcare professionals. The primary concepts include effective workplace writing, the standards, conventions, and technologies of professional writing; communicating to a variety of audiences; the five stages of the writing process, critical reading of medical records and reports, and developing appropriate written responses to workplace challenges. Other topics will include research writing in APA format and grant writing. This course is designed for health information management majors. (FT)

PSYC 401 Organizational Psychology for the Healthcare Professional
                                                                3 hours lecture, 3 units
                                                                          Grade Only
Prerequisite: Psychology 101 with a grade of "C" or better, or equivalent.

Limitation on Enrollment: Must be admitted to the Health Information Management program.

This course examines the methodology and content of Industrial and Organizational Psychology (I/O) Psychology. This is the branch of psychology that examines people in the workplace and all the factors that affect how people behave at work. The concepts include individual, group, and organizational issues that enhance the understanding of the world of healthcare. Research findings involved in the study of how people behave, think about, influence, and interact with each other at work, with an emphasis on factors that affect job performance are also discussed. This course is designed for health information management majors. (FT)