

Health Information Management Program

Phone: (512) 245-8242

Office: Health Professions Building 220

Fax: (512) 245-8258

Web: <http://www.health.txstate.edu/HIM>

Degree Program Offered

- BSHIM, major in Health Information Management

Minor Offered

- Health Information Management

The Bachelor of Science in Health Information Management with a major in Health Information Management degree program prepares students to work in the health information management profession which focuses on health care data and the management of health care information resources. The profession addresses the nature, structure, and translation of data into usable forms of information for the advancement of health and health care of individuals and populations.

Health information management professionals collect, integrate, and analyze primary and secondary health care data, disseminate information and manage information resources, related to the research, planning, provision, and evaluation of health care services.

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 BSHIM is offered in two formats—the traditional campus-based program and a distance education 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 consists of the professional coursework reinforced with professional practice experience assignments in hospitals and other health care related facilities and organizations. Application deadline is March 1.

The Distance Education Program is offered primarily for those who have already completed an associate degree in health information or other degree or have previous healthcare work experience. Academic advisement is required to determine eligibility and placement in this program. The courses for the program are offered via web-based instruction, independent study, and professional practice experience. Application deadline is March 1.

Admission Process

To apply to the HIM Program, students must:

1. have completed the majority of the Core and other prerequisite coursework;
2. have a minimum overall GPA of 2.25;
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 with notification of acceptance communicated by April 1.

It is strongly recommended that students present themselves for academic advising with an HIM program advisor as soon as health information management has been selected as a major.

Advanced standing in the health information management program will require a review of the student's credentials and previous coursework. 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.

Students must make a "C" or higher in each HIM course to meet progression and graduation requirements.

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, health agencies, etc.) away from campus. 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.

Liability Insurance

1. Students enrolled in the Health Information Management program are required to purchase liability insurance, or demonstrate proof that they have professional liability insurance.
2. Students may obtain information on liability insurance from the program office.

Immunization Requirements

It is a policy of the College of Health Professions that each student must provide a Health Report completed by a physician, and must take certain immunizations before the student can be placed in a clinical or internship assignment. Information on these requirements and forms to be supplied may be obtained through the program office.

Background Checks and Drug Screening

As a condition for placement in some professional practice sites, students may be required to have a background check and/or drug screening and meet other requirements set by individual sites. Information will be provided by program faculty.

4

Bachelor of Science in Health Information Management Major in Health Information Management Minimum required: 123-124 semester hours

General Requirements:

1. BIO 2430 is required; HIM 2360 and CS 1323 are preferred before admission to the program can be considered.
2. Any student who did not complete at least two years of the same foreign language in high school is required to take 6-8 hours of the same foreign language.
3. See University College section of the catalog for course options that satisfy literature, natural science, and social science components.

Freshman Year	Hours	Sophomore Year	Hours
Natural Science Component.....	7-8	ART, DAN, MU, or TH 2313.....	3
COMM 1310.....	3	BIO 2430.....	4
ENG 1310, 1320.....	6	CS 1323.....	3
US 1100.....	1	ENG Literature.....	3
HIST 1310, 1320.....	6	HIM 2360.....	3
MATH 1315.....	3	HP 3302.....	3
PFW two courses.....	2	PHIL 1305 or 1320.....	3
Social Science Component.....	3	POSI 2310, 2320.....	6
Total	31-32	Total	28

Junior Year	Hours	Senior Year	Hours
HIM 3301, 3310, 3363, 3367, 3390	15	HIM 4215, 4330, 4363, 4364, 4370, 4301	17
HIM 3368, 3380, 3464	10	HIM 4225, 4383, 4385, 4390, 4501	16
HIM 3311, 3350	6		
Total	31	Total	33

Minor in Health Information Management

A minor in Health Information Management requires 21 hours, including HIM 4330, 3350, 3363, 3380, 3390, 4363, and 4385. Appropriate sequencing of courses is necessary for progression to subsequent courses. This minor would enhance and broaden the scope of various other fields of study by providing a well-rounded introduction and an opportunity for practical applications of the administrative functions related to the management of health information. Completing this minor does not meet eligibility requirements for the R.H.I.A. (Registered Health Information Administrator) certification examination offered by the American Health Information Management Association. Academic advisement is important prior to enrolling in HIM minor courses due to sequencing requirements.

Courses in Health Information Management (HIM)

2345 The Language of Healthcare: Spanish. (3-0) 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.

2360 Medical Terminology. (3-0) 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.

3301 Principles of Health Information Management. (3-0) 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.

3310 Fundamentals of Health Information Systems. (3-0) This course provides an introduction to data analysis and system design and will integrate the use of general computerized office application with specific Health Information Management applications. Students will demonstrate practical knowledge of these applications.

3311 Management of HIM Systems. (2-2) This course is an introduction to the system life cycle with emphasis on the role of the Health Information Management professional as a project manager in the implementation of health information systems.

3350 Legal Aspects of HIM. (3-0) 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.

3363 Introduction and Technical Aspects of Health Information Management. (2-2) An introduction into the principles and procedures used in medical record organization, maintenance and retention, numbering and filing systems and procedures, forms control and design, and microfilming. Emphasis will be placed upon the function and duties of the medical record administrator, and relationships of the medical record to the health care delivery system.

3367 Disease and Medical Science I. (3-0) 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. Prerequisite: HIM 2360 or consent of the program chair.

3368 Disease and Medical Science II. (3-0) A continuation of Disease and Medical Science I. Prerequisite: HIM 3367.

3380 Quality Improvement Regulations & Procedures for HIM. (3-0) 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.

3390 Departmental Management. (3-0) A study of the principles involved in managing HIM departments in hospitals and other healthcare facilities. The course provides the opportunity to apply theory to traditional HIM managerial responsibilities and in the expanded role of the HIM professional.

3464 Nosology. (2-2) Introduction to ICD-CM, CPT and other classifications and nomenclatures. Emphasis will be placed on manual coding of diagnoses and procedures from the acute care facility and the introduction of the use of encoding systems.

4101 Problems in Health Information Management. (1-0) 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.

4215 Health Information Management Directed Experience. (1-8) Supervised experience in health information management technical procedures. Student will develop insight and understanding of the health care delivery system as related to health information management responsibilities and procedures.

(WI) **4225 Health Information Management Research and Education.** (2-0) 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.

4301 The Enterprise Electronic Health Record. (3-0) This course studies the concept of an organization-wide electronic health record system. Students will evaluate how this technology impacts overall hospital operations from both a clinical and administrative perspective.

4330 Analysis and Interpretation of Healthcare Data. (3-0) Collection, analysis, display, interpretation and management of healthcare data. Definitions, sources, computations, reporting systems and methods of quality statistical process control will be explored as they relate to the management of health information. The use of data in research will also be explored.

4363 Comparative Record Systems. (3-0) 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.

4364 Classification, Nomenclature and Reimbursement. (2-2) Continued study of ICD-9-CM, CPT 4 and other classification and nomenclatures. The relationship with inpatient and ambulatory care reimbursement systems is also explored.

4370 Finance and Reimbursement Methodologies for HIM. (3-0) 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.

4383 Seminar in Health Information Management. (3-0) 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.

(WI) **4385 Health Information Management Practicum. (0-8)** Assignments made to promote uniformity and competency levels required of entry-level medical record professionals. The majority of assignments will be completed in the HIM lab utilizing records, the computer capabilities, and other resources available for practical applications of management skills. To be completed during final semester.

4388 Internship I. (1-40) Supervised administrative training in a hospital setting. Emphasis on personnel problems, HIM interdepartmental relations, managerial responsibilities, and committee assignments. Full-time participation of the student is required.

4389 Internship II. (1-40) Supervised administrative training in a non-traditional Health Information Management setting. Affiliation may be in long-term care, home health, state or federal agencies, clinic or community health agencies, or companies providing HIM services. Full-time participation of the student is required.

(WI) **4390 Contemporary Leadership Principles for HIM. (3-0)** 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) **4501 Professional Practice Experience. (1-40)** 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.