



PROGRAM HANDBOOK 2022

HEALTH INFORMATION MANAGEMENT AS Degree Program

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Note: The information contained within this HIM Student Handbook is subject to change. Students should access revised versions via our Canvas Course Sites.



Welcome to the exciting field of Health Information Management!

As a student in Health Information Management (HIM), you will receive the guidance of talented, caring faculty and staff dedicated to producing competent Health Information Management professionals. Training includes courses in general education, anatomy and physiology, pathophysiology, medical terminology, pharmacology, legal aspects of health care, data analytics, health care statistics, quality improvement, health care data and technologies, management, medical diagnostic and procedure coding and professional practice experience.

Our career is rapidly changing incorporating the newest available technology for managing patient information. You will learn the skills necessary to be a Health Information Management professional and your career choice can lead you in many different pathways. Health Information Management (HIM) improves the quality of healthcare by ensuring the best information is available to make any healthcare decisions. Health Information Management professionals manage healthcare data and information resources.

You will have many opportunities to learn about the different career opportunities and to practice your knowledge with practical exercises. Our required practicum experiences will provide you with hands on application opportunities to show case and expand your knowledge and skills. You will learn how to be a problem solver, and use critical thinking to obtain positive outcomes.

As you go through your course of study, keep this handbook as a guide to help you find answers to questions about the program along the way. SCC has a long history of producing many of the hospital directors and leaders in our community and I hope that you will soon be among them!

Sincerely,

Debby Schultze, MS RHIA
Department Chair

Amy Veit, RHIA
HIM Level I Program Coordinator

CONTACT INFORMATION

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HIM PROGRAM WEBSITE

www.stchas.edu/HIM

ACCREDITATION

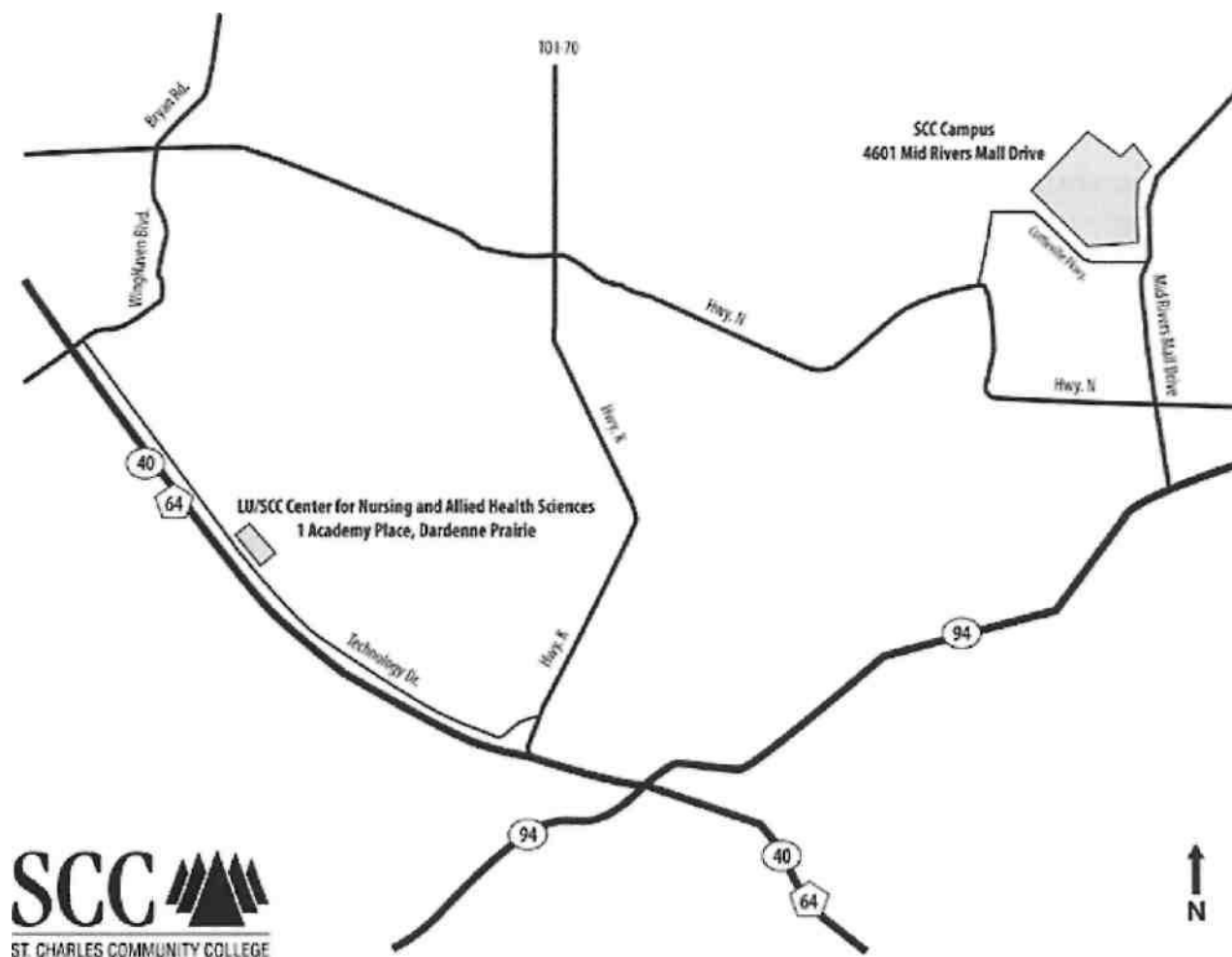
The HIM program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

CAHIIM
Health Information Careers
233 N. Michigan Avenue, 21st Floor
Chicago, Illinois, 60601-5800
(312)233-1131
www.cahiim.org

After successfully completing the two-year HIM program, graduates are eligible to sit for the national Registered Health Information Technician (RHIT) certification exam.

<http://www.ahima.org/certification/RHIT>

HIM Program Location Map



Directions to the HIM Program offices location

http://www.stchas.edu/about-scc/maps_directions/campus-buildings/nursing-allied-health-sciences.html

Located at 1 Academy Place, Dardenne Prairie, Mo.

From 4601 Mid Rivers Mall Drive in Cottleville (SCC Campus)

- Head south on Mid Rivers Mall Drive
- Merge onto Hwy. 94 W (or south)
- Merge onto I-64/Hwy. 40 ramp west toward Wentzville
- Turn north onto Hwy. K
- Turn west (left) onto Technology Dr.
- The SCC Dardenne Creek Campus – Center for Healthy Living (CHL) is on the right side (north)

From Highway K

- Turn right (west) onto Technology Dr.
- The SCC Dardenne Creek Campus – Center for Healthy Living (CHL) is on the right side (north).

From Winghaven Blvd.

- Turn left (east) onto Technology Dr.
- The SCC Dardenne Creek Campus – Center for Healthy Living (CHL) is on the left side (north).

HEALTH INFORMATION MANAGEMENT PRACTICE DEFINITION

Health information management improves the quality of healthcare by insuring that the best information is available to make any healthcare decision. Health Information Management professionals manage healthcare data and information resources. The profession encompasses services in planning, collecting, aggregating, analyzing, and disseminating individual patient information and aggregate clinical data. It serves the healthcare industry including patient care organizations, payers, research and policy agencies, and other healthcare-related industries.

NON-DISCRIMINATION AND EQUAL OPPORTUNITY

The College is committed to non-discrimination and equal opportunity regarding the treatment of students, faculty and staff. In compliance with Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and other federal and state laws and regulations, the College adheres to a strict non-discrimination policy in student admission, educational programs, activities and employment regardless of race, color, sex, sexual orientation, religion, creed, national origin, ancestry, age, veteran status, disability or genetic information. For further information see: <https://www.stchas.edu/about-scc/employment/title-ix/statement-of-nondiscrimination>

PROFESSIONAL AFFILIATION REQUIREMENTS

All students are **expected** to become student members of:

AHIMA, the American Health Information Management Association - student cost \$49.00 per year
<https://my.ahima.org/join>

MoHIMA, the Missouri Health Information Management Association - free for students
<https://www.mohima.org/members/join/>

Proof of membership is required by the third week of your Intro to HIM class (HIM 120/121), since several of the required readings and participation in the Virtual Lab require an AHIMA login. Membership in the state component of MOHIMA, the Missouri Health Information Management Association is included with AHIMA membership. Professional meeting attendance is encouraged. **Memberships must be renewed annually.** Learning, networking, and scholarship opportunities exist within these organizations.

CAREERS IN HEALTH INFORMATION MANAGEMENT

According to the Bureau of Labor Statistics, "Employment of health information technicians is projected to grow 15 percent from 2014 to 2024, much faster than the average for all occupations. The demand for health services is expected to increase as the population ages." For more information see: <https://www.bls.gov/ooh/healthcare/medical-records-and-health-information-technicians.htm> and <http://www.hicareers.com/CareerMap/>

MISSION AND VISION STATEMENTS

St Charles Community College Mission

SCC serves our community by focusing on academic excellence, student success, workforce advancement, and life-long learning within a global society. We celebrate diversity and we enrich the economic and cultural vitality of the region by providing an accessible, comprehensive, and supportive environment for teaching and learning.

St Charles Community College Vision

Our passion for student success is reflected in an array of innovative academic, career/technical, workforce development, and community programs. Our partnerships and cultural opportunities enrich and transform our community.

HIM Program Mission Statement

The mission of the Health Information Management Program at SCC is to educate and prepare our HIM students to pursue opportunities within the health care field and enable students to continue educational advancement, while meeting local community needs.

HIM Program Vision Statement

The Health Information Management Program at SCC strives to provide excellence in education by meeting and exceeding CAHIIM educational requirements. We are committed to advancing the HIM profession in an increasingly electronic and global environment through leadership, education, certification, and lifelong learning.

PROGRAM ORGANIZATION

The Health Information Management program is located within the Division of Nursing and Allied Health of St. Charles Community College. Nursing and allied health programs within this division include Associate Degree Nursing program, Practical Nursing, Occupational Therapy Assistant, and Health Occupation programs.



PROGRAM GOALS AND EVALUATION

The goals and program objectives of the HIM program support the St. Charles Community College Mission and Objectives.

Goal 1 Faculty will demonstrate current knowledge, skills, qualifications and professional development in the content areas they teach.

- All faculty will engage in at least two professional development activities per year in each content area that they teach and will complete required CEUs to maintain any AHIMA credentials.

Goal 2 Graduates will demonstrate the HIM entry-level competencies.

- 80% of HIM students who complete HIM program classes earn a C or better in HIM and BIO classes.
- 100% of HIM students must maintain a GPA of at least 2.0 (on a 4.0 scale) in order to enroll in or progress through the program.
- 90% of graduates will sit for the RHIT examination.
- 75% of candidates will successfully complete the RHIT examination on the first attempt.
- 80% of graduates who seek employment are employed in the HIM or related fields within six months of graduation.

Goal 3 The HIM curriculum will include, at minimum, the required CAHIIM standards at the appropriate taxonomy level with content and experiences to enable students to meet entry-level competencies.

- All competencies are included in the curriculum.
- All suggestions from HIM Advisory Committee members are discussed and considered for program inclusion.
- All clinical site supervisors are given the opportunity to have input into the program.

Goal 4 The HIM program will demonstrate responsiveness to the needs of the communities of interest.

- The majority of students are satisfied with their educational preparation.
- Graduates are eligible to transfer program credits to other higher education institutions.
- At least one HIM-related Continuing Education course is offered per year, when feasible.
- Advisory Committee will meet at least once per year.
- The majority of employers are satisfied with the skills of graduates employed.
- Community partners are encouraged to audit courses to refresh or develop HIM skills.
- Space is available for state and local association meetings.

OPEN DOOR POLICY

The HIM Department Chair and HIM Faculty have an open door policy for students to discuss any academic concerns and the HIM Department Chair may be reached after hours by cell phone in the event of any emergency.

ACADEMIC FACULTY AND STAFF

President	Barbara Kavalier, Ph.D.
Vice President Academic Affairs and Enrollment Management	Holly Martin, Ph.D.
Dardenne Campus Provost	Amy Koehler, MSN
Dean of Health Sciences	Lindy McGuire, M.Ed.
HIM Department Chair	Deborah Schultze, MS, RHIA
HIM Level I Program Coordinator	Amy Veit, MHI, RHIA
Division Office Coordinator	Denise Lammers, DOC
Clinical Records Specialist	Kerry Thompson, BS

ACADEMIC STANDARDS & POLICIES

NOTE: Due to the ever changing HIM profession and required curriculum standards, All HIM courses taken for this program must be no more than five years old at the anticipated date of program completion. All grades in HIM courses must be C or better. Only HIM courses from CAHIIM accredited programs will be considered for transfer credit. To assure students receive a thorough and complete HIM education, **a minimum of 30 HIM course hours must be taken at SCC to fulfill graduation requirements.**

RN Waiver

Currently licensed Registered Nurses (RN) will not be required to take HIM 110, Medical Terminology and HIM 115, Pharmacology, BIO 250/251 or HIM 140 Anatomy & Physiology or HIM 141 Pathophysiology. A current copy of the student's RN license must be on file in the HIM office. Official transcripts from the school granting the BSN or ADN must be on file in the Registrar's office for course substitution.

Academic Performance

- 1) The student needs to either place into Intermediate Algebra (MAT 121) on the Academic Skills Assessment or earn a grade of "C" or above in Beginning Algebra (MAT 098). This math level must be met during year one of the program.
- 2) Students must maintain a minimum level of performance (no lower than a "C" grade) in each of the HIM, and all General Education courses in order to progress to the next semester of the HIM program.
- 3) Student's must maintain an overall grade point average of 2.0 (on a 4-point scale). Students must maintain this level of performance throughout the HIM program. Failure to do so will require the student to meet with the Department Chair where a decision will be made as to whether or not a student will be suspended from the program.
- 4) It is the student's responsibility to take the necessary steps to raise their overall GPA to meet program requirements. Students may re-apply for admission to the HIM program once GPA requirements have been met.
- 5) A student may be suspended and re-apply to the HIM program ONE time.
- 6) **If a student earns a "D" or "F in a first semester HIM class**, he/she will not be able to progress to the corresponding second semester class. A student needing to re-take a first semester course will need to re-apply to the HIM program. (See above.) It is the student's responsibility to remain in contact with the Allied Health Science Advisors to secure a place in the next available class. All current admission requirements will apply.
- 7) Students who fail to meet the minimum level of performance for any required course shall be required to repeat that course in order to continue in the HIM program. Students may repeat a general education course **ONE** time.
- 8) Students may repeat an **HIM** course **ONE** time **with the Department Chair's permission**. Permission will be considered after consultation with the Department Chair, course instructor, and the student.
- 9) **Students may not withdraw from any course more than ONE time. Upon the second withdrawal from the same course, the student will be dismissed from the program.**
- 10) **Grades below C in two (2) or more HIM courses within the same semester will result in dismissal from the HIM program.**

11) **Students re-applying to the HIM program will be subject to a thorough academic review and will be accepted at the discretion of the Allied Health Dean, HIM Department Chair, and HIM Program Coordinator. If application is denied, a letter of explanation to applicants will be provided.**

12) Students may not leave the SCC HIM program for another HIM/HIT program and then apply to the SCC HIM program again. This is seen as program-hopping and does not benefit the student in attaining all requisite knowledge to be successful in the field of HIM.

GPA Maintenance

HIM students are required to maintain a 2.0 or higher, cumulative grade point average (GPA) in the program. Failure to do so may result in dismissal from the HIM program. As stated previously, no final grade of "D," or below, is acceptable in any HIM program (**including general education**) course. At the end of each semester, the Department will review the records of all students whose semester cumulative GPAs are below a 2.0. Those students will be notified in writing to meet with the Department Chair to determine the student's program enrollment status (see items above). The official written notification regarding enrollment status shall include the following information:

- a. the reason the student is being so notified
- b. the potential consequences of the circumstances,
- c. the time frame in which the student may attempt to rectify the situation,
- d. the steps necessary to rectify the situation,
- e. the consequences of an unsuccessful attempt to resolve the matter in the specified timeframe.

Class Attendance

An absence, however explained, remains an absence of record. Excessive absence may be sufficient cause for dismissal from class and/or the program.

Since this is an online Program, attendance is measured by student logins **and** the weekly submission of assigned work on the course site. Students must login to the course site at least twice weekly **and** must submit at least one assignment/discussion each week. If a student fails to login **and/or** submit work for 10 consecutive days, the student is determined to be excessively absent. The instructor, at that time, may, at his/her sole discretion, administratively withdraw the student from the course.

Two (2) appropriately reported practicum absences **will** result in dismissal from a Practicum and a failing grade in the practicum course.

Absenteeism that exceeds **1 scheduled class meeting (virtual or face-to-face)** within a hybrid/online course will require a meeting with the instructor. Any additional absence will result in an administrative withdrawal and/or a failing grade in that specific course.

Excessive absence in more than one course in a given semester will result in dismissal from the program. Students dismissed from the program for excessive absence may re-apply to the HIM program one time for the following fall semester.

Individual course instructors may establish more specific guidelines for attendance in their respective syllabi.

As extenuating circumstances can arise, it is best for the student to meet with his/her instructor if they are experiencing difficulty. The SCC CARE Team is also available to help assist students for all types of circumstances that can affect student performance. For more information see:

<http://www.stchas.edu/academics/student-resources/bit/>

Completion of the Program

In order for the AS Degree to be added to the student transcript, all students must apply for graduation one semester prior to completing their graduation requirements. For May graduation the

deadline is typically in November. Failure to submit the request will result in your degree not being posted to your official transcript. This will impact your ability to receive your RHIT credential after successfully completing the exam. Apply online through SCC Connection>Student>Student Self-Service>**Apply for graduation**. Check the current academic calendar for deadlines for application.

It is important that HIM graduates earn their RHIT credential. The certification exam is continuously updated to reflect current professional practice, and as a result, the time frame to complete the HIM Program is limited. Therefore, a HIM student must graduate from the program no later than **four years** after beginning the program (successful completion of HIM 120/121). Example: a student who completes HIM 120/121 in fall 2022 must graduate no later than fall 2026. If a student cannot meet that deadline, he/she will be required to repeat any HIM courses that are now outside of the 4-year window.

Computer Literacy and Keyboarding Proficiency

- 1) Throughout the program, students will be using computers and will be expected to maintain access to high speed Internet. Camera and microphone are also required for virtual meetings and some course assignments.
- 2) The Health Information Management staff places emphasis on keyboarding skills as well as basic software knowledge. These skills are expected in the workforce. Students without these minimal skills will have great difficulty completing assignments and competing in the workforce.

Grading and Evaluation

The grading scale used in the program follows:

<u>Letter Grade</u>	<u>Percentage</u>
A	93-100%
B	84 - 92%
C	75 - 83%
D	66-74%
F	0 - 65%
I	Incomplete issued at instructor discretion. See college catalog for details.
W	Withdrawals are per general college policy.

- 1) The basis for the letter grade is the composite score of projects, papers, quizzes, exams, discussions, presentations, etc. for each course assigned *at each instructor's discretion per the requirements defined in the course syllabus*.
- 2) Graduation - Each student is required to maintain at least a 2.0 GPA in order to receive the Health Information Management Associate of Science Degree. A total of 70-75 credit hours are required. Please check current college catalog for specific courses.

Course Grade/Appeal Procedure

Students who wish to appeal a grade or other material should follow the appeal procedures listed below. If dissatisfied with the appeal at any level, you may appeal **in writing** to the next level. For more information see: <https://www.stchas.edu/academics/college-catalog/student-handbook/#grade-grievance-policy>

1 st level:	Course Instructor
2 nd level:	HIM Department Chair
3 rd level:	Campus Dean
4 th level:	Vice-President for Academic Affairs and Enrollment Management
5 th level:	President

Examinations

All tests, unless otherwise directed by individual instructor, are to be taken during the designated time and independent of outside assistance. If a student is unable to complete an exam do to **extreme emergency** (hospitalization, death, etc.) the student should contact the instructor **prior to** the testing deadline to see if an exception can be made. This decision rests solely with the instructor. **Since most testing is online with a window of availability, there should never be a need for an exception.** Read the applicable policies in each course syllabus. All exams are proctored.

Challenge Exams

Students who are enrolling in HIM classes may be eligible to test out of specific courses based on previous academic or professional experience in the class material. Students who wish to be exempt from specific courses need to consult with the Department Chair for evaluation. Final approval to test out rests with the Department Chair. A non-refundable examination fee of one credit hour is assessed for the student to attempt to pass the final exam for the course in question. This must be paid with the Cashier before the examination may be taken. A passing score of C (75%) entitles the student to full credit for the course. There will be no grade assigned to the course; only indication that the course was passed through a challenge exam.

Withdrawals

Students should confer with the Department Chair before accessing the Admissions office forms to withdraw from the program or program classes. Students are not permitted to re-enroll in any HIM class without permission for re-admission from the Department Chair. All current admission requirements must be met at the time of re-admission. Students **MUST** complete the program within the prescribed timeframe or risk losing their place in the program.

Academic and Non-Academic Misconduct

Refer to the [SCC Student Handbook](#) and [Conduct, Discipline and Due Process](#) . Instances of plagiarism or other forms of academic dishonesty may, at the discretion of the course instructor and Department Chair, result in actions including receiving a failing grade in the course, dismissal from the HIM program, and may even result in disenrollment from the college.

Professional Conduct

- 1) By accepting admission into the Health Information Management Program, students commit themselves to the generally understood ethics of the healthcare field and specifically to HIPAA & the AHIMA Code of Ethics. Adherence to these standards is expected throughout the program.
- 2) In order to encourage a safe, open, friendly and non-hostile classroom (whether online or face-to-face) learning community, students will exhibit professional behavior at all times toward fellow students, instructors and guests. Course grades will be reflective of student work and demonstrated student self-management.
- 3) An important aspect of professional ethics is the maintenance of the confidential status of patient's health records and physician/facility business. This applies to information obtained in the classroom (Online or face-to-face), laboratory, or during professional practice experiences. Confidential information **MUST NOT** be disclosed to unauthorized individuals including family and friends. Breach of this covenant could result in dismissal from the program.
- 4) **Students are expected to complete work on an independent basis unless assigned otherwise by individual instructors.** Sharing projects, papers, modules, or tests with other students or HIM program graduates is considered unethical and will result in disciplinary action. Such behavior does not promote

development of knowledge and critical thinking skills required to successfully complete the national credentialing examination to become a Registered Health Information Technician or to compete in the workforce.

- 5) The Department Chair will investigate all instances of alleged misconduct or unethical behavior. If necessary, the student Conduct, Discipline and Due Process Code for Academic Dishonesty will be carried out, as listed in the [SCC Student Handbook](#).

AHIMA Code of Ethics

The following ethical principles are based on the core values of the American Health Information Management Association and apply to all AHIMA members and credentialed professionals. For the complete listing and details, visit [AHIMA Code of Ethics](#).

A Health Information Professional Shall:

- I. Advocate, uphold, and defend the individual's right to privacy and the doctrine of confidentiality in the use and disclosure of information.
- II. Put service and the health and welfare of persons before self-interest and conduct oneself in the practice of the profession so as to bring honor to oneself, peers, and to the health information management profession.
- III. Preserve, protect, and secure personal health information in any form or medium and hold in the highest regards health information and other information of a confidential nature obtained in an official capacity, taking into account the applicable statutes and regulations.
- IV. Refuse to participate in or conceal unethical practices or procedures and report such practices.
- V. Advance health information management knowledge and practice through continuing education, research, publications, and presentations.
- VI. Recruit and mentor students, staff, peers, and colleagues to develop and strengthen professional workforce.
- VII. Represent the profession to the public in a positive manner.
- VIII. Perform honorably health information management association responsibilities, either appointed or elected, and preserve the confidentiality of any privileged information made known in an official capacity.
- IX. State truthfully and accurately one's credentials, professional education, and experiences.
- X. Facilitate interdisciplinary collaboration in situations supporting health information practice.
- XI. Respect the inherent dignity and worth of every person.

E-Mail or Canvas Inbox Policy

To email a faculty member, the student should consider whether their communication would be considered an appropriate or inappropriate email. The following table offers guidance as to what may constitute an appropriate versus an inappropriate email.

APPROPRIATE E-MAIL:

- Questions arising from difficulty in understanding course content.
- Requests for feedback/clarification about graded assignments.

- Requests for appointments.
 - Students' personal concerns.
- INAPPROPRIATE EMAIL:
- Redundant questions that are already answered within the syllabus or within the course.
 - Lack of a subject line clearly stating the course name/number & purpose of the email.
 - Spelling and/or grammatical errors. (All email should be run through a spell checker and grammatical editor before sending.)
 - All bold or capitals. This is considered shouting and is never appropriate.
 - Inappropriate language.
 - Use of emoticons (not for professional use).
 - Use of casual "texting language" or slang

Text messaging is only allowed at the discretion of individual instructors. See course syllabi for details.

The response time for emails (whether it is a faculty replying to a student or a student replying to a faculty member) should be within 24 hours with a slightly longer time over weekends.

Cell Phones and Electronic Devices

All cell phones, iPhones, tablets and laptop computers must be turned OFF (not set to vibrate), during any face-to-face class meeting or in any practicum setting. In the event of an unanticipated family emergency or other personal crisis, direct family members to **contact the course instructor** via cell phone (see syllabus for this information). It is the student's responsibility to share contact information with family or significant other for emergencies. Notify the instructor of any circumstance, which may warrant an exception to this policy.

Mandatory Meetings

General HIM Orientations, Practicum Orientations and conferences are conducted at the beginning and throughout the semester. These face-to-face or virtual meetings are **mandatory**. Other mandatory meetings will be announced as necessary. Notifications of meeting dates will be announced two weeks in advance. **Failure to attend is considered an absence.**

Americans with Disabilities Act

Individuals with disabilities are encouraged to apply to the program. Any student needing accommodations due to a disability is encouraged to talk to the Disability Support Services Coordinator (636-922-8627). Self-disclosure to and discussion of needs for accommodations with the Coordinator must be completed in a timely fashion or delay in accommodations may result. For more information, visit SCC [Disability Support Services](#).

Mental Health Services

A mental health counselor is available to assist all current SCC credit students. If you have personal issues that are interfering with your college career or student life, talk to us. If you are a current student, you can schedule an appointment by calling 636-922-8536. For more information, visit [SCC Mental Health Services](#).

Tutoring

The ACE Tutoring Center is your best friend at SCC. Whenever you are feeling lost, unwanted or inadequate – drop by and see them OR use the **Resources** icon in the lower left side of your canvas course site to schedule an appointment. They will help you uncover all of the tools and techniques you need to succeed. The ACE Center also provides resources for students experiencing problems or questions in their classes. Computers with general applications are available for students who want to type papers, query databases,

etc., for their various courses. For further information see: [ACE Tutoring Center](#). Online tutoring services are also available through Canvas.

Professional Practice Experience

This is a general overview of the practicum requirements. You will receive a detailed handbook when you begin your practicum courses, HIM 150 and HIM 250. **Those handbooks will be your definitive resource for all practicum policies.**

Students MUST attend the practicum orientations as scheduled by the practicum instructor – no exceptions! Practicums WILL require student availability during normal business hours 2 days per week.

- Students are responsible for their own transportation to and from practicum sites.
- Schedules, Practicum Student Handbooks, and other information will be given to the student by the Practicum Coordinator at the **mandatory** Practicum Orientation.
- Dress Code for Practicums
 - Each Directed Practicum student is required to wear an HIM student nametag at all times during the practicum.
 - Students **MUST** present a clean, orderly and professional appearance while completing practicums at clinical facilities.
 - Proper attire and decorum is expected. Visible body piercing (including tongue) will be limited.
 - **No cologne/after shave.**
 - Detailed Policies and Procedures will be reviewed during practicum Orientations.
- Students are required to have health insurance, proof of required immunizations, a clean background check and a negative result on their drug screen.
- Depending on the nature of the site, additional medical and psychological screenings, background checks, and immunizations may be required at the request of the site. These additional costs may or may not be covered by the site.

Confidentiality

SCC will conduct HIPAA training prior to the student practicums. An important aspect of professional ethics is the maintenance of the confidential status of patient's health records and physician/facility business. This applies to information obtained in the classroom, laboratory, or during professional practice experiences. Confidential information **MUST NOT** be disclosed to unauthorized individuals including family and friends. Breach of confidentiality is cause for dismissal from the program.

Any legal fees incurred as a result of a breach of confidentiality will be the sole responsibility of the student

Student Health and Required Screenings

Successful student participation in the program requires maintenance of a level of physical health sufficient to complete the program. Prior to the beginning of HIM 150, Directed Practicum, each student must undergo a general physical exam. A general statement or copy of the physical exam signed by the examining physician, nurse practitioner, physician's assistant, or other health professional must be submitted to the Practicum Instructor. The physical exam must be completed no longer than six months prior to the beginning of the practicum HIM 150 to be considered current. In addition, two current, nonreactive TB skin tests or (chest x-ray) must be documented and be valid through the end of the practicum courses. It is the student's responsibility to make these arrangements and complete this requirement.

All immunizations need to be up to date and students must have a current flu immunization. COVID-19 immunizations may be required. **Practicum sites may not be willing to accept exemptions for required immunizations/screenings.** The student will then need to decide whether or not to complete the practicum and the program.

All HIM students registered for any practicum coursework (HIM 150, and HIM 250) must pass the following:

- Criminal Background Check
- Alcohol/Drug Screen

Background Checks

Students must not have a felony conviction on their background check to be able to complete a practicum and/or the HIM program. Certain misdemeanors may also prevent a student from proceeding with practicums and/or the HIM program. Generally, if our industry partners would not hire a person with a positive background check, we cannot allow that student to go to a practicum site or continue in the HIM program. Check with the Department Chair if you are concerned about possible results. We can research and/or explain your options. Your confidentiality will be respected and protected! The cost of the criminal background check is included in course fees.

Alcohol/Drug Screen policy

Students must have an alcohol/drug screen performed within 72 hrs. of receiving the Medical Authorization form from St. Charles Community College. Students are required to go to St. Luke's Urgent Care - Weldon Springs located on Wolfrum Road and provide a urine sample. No appointments are necessary.

If students cannot provide a sufficient urine sample on the first attempt it will be considered a **positive** drug screen. *If a positive drug screen is obtained the student will not be eligible **for** entry into the program/course at that time.* The student may reapply for admission in the future in accordance with program policies. These tests will be administered annually during the HIM program, prior to the practicum experience. The cost of the alcohol/drug screen is included in course fees. See [SCC Drug Screening Policy](#) for more information.

Random Alcohol/Drug Screening

Random alcohol/drug screening of any student may be required **at any time** during program enrollment. A positive alcohol/drug screen at any time during the student's HIM program enrollment will result in immediate dismissal from practicum sites, HIM courses and the HIM program.

Class Cancellation/Inclement Weather

In the event of inclement weather, the college may adjust campus opening/closing times or close the campus entirely. **If the college is closed during a practicum assignment, you may not attend your practicum for that day.** Arrangements, at the discretion of the practicum Supervisor, should be made immediately to make up any missed time due to inclement weather.

For inclement weather notices, you may call the college at 636-922-8000 or go to the college homepage at <http://www.stchas.edu/> and check the Announcements section. The college provides a free emergency text messaging system to all students, faculty and staff. Enrollment is required annually for participation. Use the link to sign up for the [Emergency Alert System](#) (Text Messaging).

The college also will contact local media with inclement weather announcements as soon as possible but cannot guarantee what times they will appear on radio or television stations. The following media will be notified by 5:30 a.m. for day classes or by 5 p.m. for evening classes (if bad weather develops during the day):

- KMOX Radio (1120 AM)
- KSDK-TV, Channel 5
- KMOV-TV, Channel 4
- KTVI-TV, Channel 2

Do not call the stations for information, but listen/watch during the scheduled inclement weather announcement periods.

Since weather and road conditions may vary over the area, each student should make the decision as to whether or not it is safe to travel on days of inclement weather, even though the college may be in session. The individual student will be responsible for continuing assigned course work as posted on Canvas course sites.

**HEALTH INFORMATION MANAGEMENT
ASSOCIATE OF SCIENCE DEGREE
SCHEDULE GUIDE**

Degree Plan by Semester

1st Semester

HIM 110	Medical Terminology	3
HIM 115	Pharmacology	3
HIM 120/121	Health Care Data and Lab	3
HIM 140	A&P for Health Science	3
SPE 101	Oral Communications	<u>3</u>
		15

2nd Semester

HIM 125/126	Health Care Technologies and Lab	3
HIM 141	Pathophysiology for HIM	3
HIM 150	Directed Practicum	1
HIM 238	Health Care Legal & Ethical Issues	3
HIM 270/271	CPT Coding and Lab	<u>3</u>
		13

Summer Session

ENG 102 or LIT	Comp II or Literature	3
PSY 101	Intro to Psychology	<u>3</u>
		6

3rd Semester

HIM 220/221	ICD Coding and Lab	3
MAT 146	Elem. Stats./Healthcare Apps.	3
HIM 243	Quality Management Perf. Imp.	3
HIM 250	Applied Practicum	3
HIS/POL	History/Government	<u>3</u>
		15

4th Semester

HIM 230	Health Care Data Analytics	3
HIM 242	Health Care Management	3
HIM 260	HIM Seminar	2
HIM 280	Health Care Billing & Reimbursement Issues	2
SOC 101	Sociology	<u>3</u>
		13

Total Credit Hours **73 (67 + CPT 101 & ENG 101)**

CPT 101 (3) and ENG 101 (3) must be completed prior to program acceptance.

** Students wishing to transfer to 4-yr program should take the BIO A&P I & II

+ Students must assess into MAT 121 or have earned a C or higher in MAT 098 during year one.

Note: Curriculum subject to revision to meet CAHIIM accreditation requirements.

HEALTH INFORMATION MANAGEMENT COURSE DESCRIPTIONS

Subject to Change See HIM Advisor for up-to-date information

HIM 110 Medical Terminology ... 3

Prerequisites: None

Introduction to medical terminology focusing on building anatomical and pathophysiologic terms through identification and interpretation of Latin and Greek roots, prefixes, and suffixes. Pronunciation, spelling, and transcribing basic terms relating to body systems, medical specialties, and common diseases.

HIM 115 Pharmacology... 3

***Prerequisites: None**

The language of medical specialties, and body systems. Emphasis on word analysis, pronunciation, spelling and commonly prescribed drugs.

HIM 120 Health Care Data ... 3

Prerequisites: Program Acceptance, ENG 101, CPT 103

Introduction to health information management including health care delivery systems; health information management profession; health care data, collection, quality, access and retention.

HIM 121 Health Care Data Laboratory ... 0

Corequisites: HIM 120.

Special projects to reinforce principles taught in HIM 120.

HIM 125 Health Care Technologies ... 3

***Prerequisites:** HIM 120, HIM 121.

Continuation of HIM 120 with emphasis on indexes and registries, computer-based patient record, and health information systems.

***Corequisites:** HIM 126,

HIM 126 Health Care Technologies Laboratory... 0

***Prerequisites:** HIM 120, HIM 121,

Special projects, to reinforce principles taught in Health Care Technologies lecture.

***Corequisites:** HIM 125

HIM 140 Anatomy and Physiology for Allied Health...3

Prerequisites: High School Biology or BIO 095

Foundation for the normal structure and function of human anatomy systems, focusing on the relationships between systems for students in Health Information Management and allied health programs. Fundamentals include anatomical and physiological terminology and homeostatic mechanisms. Note: This course does not meet the requirements for biology or nursing majors.

HIM 141 Pathophysiology for Allied Health...3

Pre/Corequisite: None

Study of pathology and general health management of diseases, conditions and injuries by body systems across the life span. Included: etiology, symptoms, signs, diagnosis, treatment, prognosis and outcomes of diseases, conditions and injuries. Course is not transferable. Students planning on continuing to a four-year university should take BIO 265

HIM 150 Directed Practicum ... 1

Prerequisites: HIM 120, HIM 121.

Introduction to medical records department in variety of hospitals and alternative settings.

Corequisites: HIM 125, HIM 126.

HIM 220 ICD Coding... 3

***Prerequisites:** HIM 110, HIM 115, HIM 120/121 HIM 125/126, HIM 140, HIM 141.

Study of classification systems with major emphasis on inpatient coding using ICD-10-CM, ICD-10-PCS and reimbursement methodologies, specifically DRGs.

Corequisites: HIM 221

HIM 221 ICD Coding Laboratory ... 0

Prerequisites: HIM 110, HIM 115, HIM 120/121 HIM 125/126, HIM 140, HIM 141. Special projects to reinforce principles taught in Nosology lecture.

Corequisites: HIM 220

HIM 230 Data Analytics...3

***Prerequisites:** HIM 120, HIM 121, HIM 125, HIM 126

Techniques to extract, analyze, and interpret healthcare data from the Electronic health record and public data sources using database querying and data mining techniques. Methods covered will include Access relational databases, Excel spreadsheets, pivot tables, and SQL queries.

HIM 238 Healthcare Legal & Ethical Issues ... 3

Prerequisites: None

Study legal and ethical issues in the health care field focusing on procedures involved in court disclosure of medical records, laws pertaining to release of information from medical records, and medical record requirements for accrediting, approving, licensing and certifying agencies. Learn laws and regulations governing preparation and use of medical records, ethical practice standards, fraud and abuse, and other medical/legal issues.

MAT 146 Elementary Statistics ... 3

Prerequisites: must assess into MAT 121 or have earned a C or higher in MAT 098

In-depth study of hospital statistics, sources, definitions, collection, reporting, and presentation of data. (Effective Spring 2015)

HIM 242 Health Care Management ... 3

Prerequisites: HIM 120/121, HIM 125/126

Principles of organization and strategic planning including workforce decisions, finance and budgeting, leadership techniques and team building to identify and manage process improvement.

HIM 243 Quality Management and Performance Improvement... 3

***Prerequisites:** HIM 120/121, HIM 125/126, HIM 238

A basic overview of quality performance improvement processes, function, applications, and utilization Review.

HIM 250 Applied Practicum... 3

***Prerequisites:** HIM 120, HIM 121, HIM 125, HIM 126, HIM 150

Advanced student practice emphasizing targeted skill sets and building skills applied in a specific health care setting. Program capstone experiences included.

HIM 260 Health Information Management Seminar... 2

Prerequisites: Must be taken in the final semester of the program

*Comprehensive review for the RHIT Exam. Resume building, job search techniques and mock interviews in preparation for entering the HIM workforce.

HIM 270 CPT Coding ... 2

***Prerequisites:** HIM 110, HIM 115, HIM 120/121, HIM 140 or BIO 250/251

Outpatient coding guidelines and reimbursement with major emphasis on CPT coding.

***Corequisites:** HIM 141 or BIO 265, HIM 271

HIM 271 CPT Coding Laboratory ... 0

***Prerequisites:** HIM 110, HIM 115, HIM 120/121, HIM 140 or BIO 250/251

Application of outpatient coding guidelines and reimbursement with major emphasis on CPT coding, to reinforce principles taught in lecture component, HIM 270.

***Corequisites:** HIM 141 or BIO 265, HIM 270

HIM 280 Healthcare Billing and Reimbursement Issues ... 2

Prerequisites: HIM 220, HIM 221, HIM 270, HIM 271

Healthcare billing and reimbursement issues will be covered. Included: payor categories, APCs and other prospective payment systems, the revenue cycle, chargemaster, RBRVS, regulatory guidelines, billing processes, etc.

* See college catalog for current posted information.

TECHNICAL STANDARDS

Upon successful completion of the Health Information Management program, the student receives an Associate of Science Degree in Health Information Management. (The student is eligible to sit for the national certification exam during the final semester of the program). Upon receiving the RHIT (Registered Health Information Technician) credential, the HIM professional may look for career choices not only in acute-care settings, but also in all types of alternative care settings, as well as in education, business and legal settings. Services provided in these areas range from technical to administrative.

Therefore, all individuals admitted to the SCC Health Information Management program will be asked to verify that they can meet these standards with or without accommodation(s). Applicants disclosing a disability are considered for admission if they are otherwise qualified.

1. Essential Observation Requirements for HIM

The HIM student must be able to observe demonstrations and learn from experiences in both didactic and clinical settings. These include, but are not limited to, demonstrations involving the following:

- The medical record
Understand what has been documented within the medical record, plus recognizing, discriminating and understanding the various tests and corresponding data displayed within the medical record
- Statistical data
Understand statistical and reimbursement methods by using spreadsheets, computer software and mathematical calculations through the use of calculators, mathematical formulas and relevant databases
- Styles of management
Ascertain, discriminate and recognize the various styles of management described in the classroom and observed during on-site professional practice experiences
- Computers
Utilize and demonstrate proficiency in the use of various software packages after lecture and lab demonstration

2. Essential Communication Requirements for HIM

The HIM student must be able to communicate effectively in English, in oral and written form through listening, speaking, reading and writing with colleagues, patients, third-party payers, healthcare professionals, and others who demonstrate a need for information from patient records or databases maintained in health information management departments. Expanded definitions of this skillset are as follows:

- Verbal/non-verbal communication implies that the HIM student must be able to communicate coherently and intelligently to efficiently and effectively convey information and knowledge to other members of the health care team, their instructors, their peers, any patient/patient family interactions and other legitimate requestors of patient information. The HIM student/professional must be able to verbalize that they comprehend the information presented in class, during their internship (management affiliation) and during the normal course of business.
- Written communication includes assimilating information from many sources (textbooks, journals, lectures, medical records, etc.). The HIM student must be able to produce written documentation of

acquired knowledge as he/she fulfills academic requirements in the classroom (i.e., completion of examinations, term-papers, team projects, etc.). The HIM student must be able to attain, comprehend, retain and utilize new information presented in many formats: printed text, longhand script, graphics, coding manuals, policies and procedures, etc. The HIM student is expected to develop and create appropriate written or graphic documentation based on this information.

Written communication is also a required skill for many of the positions available to an HIM professional. HIM students/professionals must be able to read a medical document in a variety of formats (i.e., print, longhand script, graphics, photos and any other information that can be viewed on a computer screen) and choose that information necessary to answer requests for administrative purposes, for continuing medical care, for research and for legal and/or reimbursement purposes.

Following verbal and/or written instructions in order to correctly and independently perform their duties and assignments is an important part of the HIM professional's role on the job, therefore the HIM student is expected to develop these abilities.

3. Essential Sensorimotor Requirements for HIM

HIM departments often expect employees to possess physical mobility ability sufficient to move from room to room, maneuver in small spaces, and move around workspaces, file rooms, and office areas. The use of equipment (including phone systems, scanners, copiers, fax machines, movable record storage files, computers, and encoder programs) and the completion of computer-based assignments in a timely fashion are typical job requirements. Specifically: HIM students must have gross motor, fine motor and equilibrium functions reasonably required to access information from a computer using a keyboard or mouse, a telephone, a copy machine and to be able to physically manipulate medical records (i.e., turning pages, assembling, sorting, carrying, lifting, filing, etc.). Some of these activities may be supervised by the HIM professional and carried out by others during their career; however, the HIM student will be required to demonstrate these skills during their participation in the academic program. The HIM student is required to locate and travel to a variety of traditional and nontraditional facilities for professional practical experiences and must arrive consistently on time.

4. Essential Intellectual, Conceptual, Integrative, Quantitative and Critical Thinking Requirements for HIM
Within the challenging health care marketplace; problem solving (critical thinking) is a critical skill necessary for employees. The HIM professional must be able to show an understanding of the rationale and justification for his/her decision and how it will meet the needs of the organization; therefore HIM students should be able to demonstrate the following:

- Use of skills of measurement, calculation, reasoning and comprehension
Demonstrate their ability to apply and use mathematical formulas and statistical tools. Rationale behind their reasoning will be questioned with expectations for the student to show their knowledge and understanding of the existing problem.
- Able to analyze and perform needs assessments
Able to analyze a situation through observing, listening and understanding the history surrounding any such problem. Performing a needs assessment (which can be defined as collecting and analyzing relevant information in order to identify potential needs/problems and ways in which to address these needs and problems) can identify the weaknesses and strengths of a department/organization. Utilizing and manipulating measurement tools, computers and testing aids will be necessary. Health information must be prepared and processed accurately.
- Ability to synthesize
Usage of deductive reasoning, breaking down problems into smaller parts and visualizing the "whole picture" will be required of the HIM professional.
- Ability to present
Information regarding healthcare outcomes must be synthesized for formal, verbal, or written presentation to healthcare professionals. Data must be reported using appropriate data presentation techniques.

5. Essential Judgment Requirements for HIM

HIM students will be expected to demonstrate sound judgment in the classroom, laboratory and clinical settings which show an ability to make responsible, sensitive and effective decisions in the following areas:

- Relationships

With supervisors, employees, peers and patients/patient's family from a variety of social, emotional, cultural, and intellectual backgrounds. Establish rapport with clients and colleagues.

- Professional behavior

Demonstrate an understanding of the rationale and justification for his/her performance.

6. Essential Behavioral and Social Attributes Required for HIM

HIM students are expected to exhibit professional behaviors and attitude during their participation in the classroom and clinical situations. This includes, but is not limited to, appropriate language, effectiveness Under stress and acceptance of responsibility for one's own conduct. The HIM student and/or professional must be flexible and creative and adapt to professional and technical change learning to function in the face of uncertainties inherent within the health information management profession. HIM students/professionals are expected to exhibit a positive attitude toward patients/patient representatives, peers, and supervisors. Gossip is never acceptable. Students must always follow the rules of the practicum site and should possess the emotional health necessary to effectively employ intellect and exercise appropriate judgment. Good coping mechanisms are needed.

The HIM student should be honest compassionate, ethical, and responsible. The HIM student must be able to follow dress code and personal hygiene requirements. Finally, the HIM student must demonstrate the ability to work as a team member (consult, negotiate, share, and delegate) by supporting and promoting the activities of fellow students and health care professionals, sharing knowledge, eliciting their expertise and input and acting with empathy towards others.

7. Essential Visual and Auditory Ability Required for HIM

HIM students must possess visual ability sufficient for observation and assessment necessary in care of the client records. Auditory ability must be sufficient to perform functions within the HIM department. The HIM student must be able to hear phones, alarms, emergency signals, and cries for help.

It is your responsibility to notify the HIM program coordinator if there is any reason why you cannot meet the expectations for health information management students described above. Upon request, reasonable accommodations will be made for qualified individuals with a covered disability. If there is any expectation that you cannot meet, give explanation in writing to the department chairperson.

Individuals with disabilities are encourage to apply to the program. Candidates whose response indicates that they cannot meet one or more of the expectations will be reviewed further by the HIM program faculty and the Office for Disability Services, with applicant and faculty input, to determine if any reasonable accommodations are possible to facilitate successful completion of the health information management curriculum and preparation for the national certification examination.

*Adapted with permission from the School of Health Professionals at the University of Kansas Medical Center and the AHIMA Clinical Practice Sites/Professional Practice Experience (PPE) Guide III – Courtesy of DeVonica Vaught, RHIA, Indian River Community College, FL and Robyn Roncelli, MA, RHIA of Macomb College



2018 Health Information Management Associate Degree Curriculum Competencies

Supporting Body of Knowledge (Prerequisite or Evidence of Knowledge)
Pathophysiology and Pharmacology
Anatomy and Physiology
Medical Terminology
Computer Concepts and Applications
Math Statistics

Additional Notes
The DM and RM competencies are to be completed in addition to all other competencies, specific to the program's chosen specialization.
DM: Competency for Associate Degree Data Management Track
RM: Competency for Associate Degree Revenue Management Track
Curriculum Guidance is provided in a separate document

Domain I. Data Structure, Content, and Information Governance	
Competency	Bloom's Level
I.1. Describe health care organizations from the perspective of key stakeholders.	2
I.2. Apply policies, regulations, and standards to the management of information.	3
I.3. Identify policies and strategies to achieve data integrity.	3
I.4. Determine compliance of health record content within the health organization.	5
I.5. Explain the use of classification systems, clinical vocabularies, and nomenclatures.	2
I.6. Describe components of data dictionaries and data sets.	2
I.6. DM Evaluate data dictionaries and data sets for compliance with governance standards.	5

Domain II. Information Protection: Access, Use, Disclosure, Privacy, and Security	
Competency	Bloom's Level
II.1. Apply privacy strategies to health information.	3
II.2. Apply security strategies to health information.	3
II.3. Identify compliance requirements throughout the health information life cycle.	3

Domain III. Informatics, Analytics, and Data Use	
Competency	Bloom's Level
III.1. Apply health informatics concepts to the management of health information.	3
III.2. Utilize technologies for health information management.	3
III.3. Calculate statistics for health care operations.	3
III.4. Report health care data through graphical representations.	3
III.5. Describe research methodologies used in health care.	2
III.6. Describe the concepts of managing data.	3

Domain IV. Revenue Cycle Management	
Competency	Bloom's Level
IV.1. Validate assignment of diagnostic and procedural codes and groupings in accordance with official guidelines.	3
IV.2. Describe components of revenue cycle management and clinical documentation improvement.	2
IV.3. Summarize regulatory requirements and reimbursement methodologies.	2
IV.1. RM Determine diagnosis and procedure codes and groupings according to official guidelines.	5
IV.2. RM Evaluate revenue cycle processes.	5
IV.3. RM Evaluate compliance with regulatory requirements and reimbursement methodologies.	5

Domain V. Health Law & Compliance	
Competency	Bloom's Level
V.1. Apply legal processes impacting health information.	3
V.2. Demonstrate compliance with external forces.	3
V.3. Identify the components of risk management related to health information management.	3
V.4. Identify the impact of policy on health care.	3

Domain VI. Organizational Management & Leadership	
Competency	Bloom's Level
VI.1. Demonstrate fundamental leadership skills.	3
VI.2. Identify the impact of organizational change.	3
VI.3. Identify human resource strategies for organizational best practices.	3
VI.4. Utilize data-driven performance improvement techniques for decision making.	3
VI.5. Utilize financial management processes.	3
VI.6. Examine behaviors that embrace cultural diversity.	4
VI.7. Assess ethical standards of practice.	5
VI.8. Describe consumer engagement activities.	2
VI.9. Identify processes of workforce training for health care organizations.	3

Revisions 3.20.2019:

Domain I title changed to Data Structure, Content and Information Governance, Competency sequence corrected for duplicate I.5, Verb for competency IV.1 changed to Validate.

Revision 7.25.19:

Update RM IV.1 to include and groupings

Bloom's Revised Taxonomy

Bloom's Taxonomy is a classification system that provides a standard system of classifying the goals or outcomes of an educational experience and provides constructive help on building a curriculum. Bloom's Taxonomy helps to specify learning objectives so that it becomes easier to plan learning experiences and prepare evaluation devices.

Taxonomy Level	Category	Definition	Verbs
1	Remember	Exhibit memory of previously learned material by recalling facts, terms, basic concepts, and answers	Choose, Define, Find
2	Understand	Demonstrate understanding of facts and ideas by organizing, comparing, translating, interpreting, giving descriptions, and stating main ideas.	Collect, Depict, Describe, Explain, Illustrate, Recognize, Summarize
3	Apply	Solve problems to new situations by applying acquired knowledge, facts, techniques and rules in a different way.	Adhere to, Apply, Calculate, Demonstrate, Discover, Educate, Identify, Implement, Interview, Model, Organize, Plan, Promote, Protect, Report, Utilize, Validate, Articulate
4	Analyze	Examine and break information into parts by identifying motives or causes. Make inferences and find evidence to support generalizations.	Analyze, Benchmark, Collaborate, Examine, Facilitate, Format, Map, Perform, Take part in, Verify
5	Evaluate	Present and defend opinions by making judgments about information, validity of ideas, or quality of work based on a set of criteria.	Advocate, Appraise, Assess, Compare, Comply, Contrast, Determine, Differentiate, Engage, Ensure, Evaluate, Interpret, Justify, Leverage, Manage, Mitigate, Oversee, Recommend, Solve
6	Create	Build, Compile, Conduct, Construct, Create, Design, Develop, Forecast, Formulate, Govern, Integrate, Lead, Master, Propose, Present	Build, Compile, Conduct, Construct, Create, Design, Develop, Forecast, Formulate, Govern, Integrate, Lead, Master, Propose, Present

Adapted from Teacher Created Resources Quick Flip Questions for the Revised Bloom's Taxonomy. (2017). Madison, WI: Edupress.

SCHOLARSHIPS AND AWARDS

There are a number of scholarships available to Health Information Management students. Announcements will be made through Canvas as scholarship opportunities become available. For a listing SCC scholarships, speak with an advisor. Professional Organizations also offer scholarships. You may search those websites for details.

WWW.AHIMA.org

WWW.MoHIMA.org

<https://www.mohima.org/regions/eastern-emhima/>

Handbook Verification

Each student is required to sign and date the Student Handbook Verification Form acknowledging that they have opened, read through, understand, and agree to the policies and procedures contained within this handbook. Any questions are to be addressed during review of the handbook. Each student will receive a hardbound copy of the Health Information Management Program Handbook. A link to the Handbook will also be included in all HIM Canvas course sites. You are encouraged to refer to this handbook often. The signed verification form will be maintained in the HIM Program Student files.

Note: Separate handbooks are issued for each of the required practicums. The program handbook and practicum handbooks for each practicum will also be available in Canvas.