

**PROGRAM HANDBOOK**  
**2016**

**HEALTH**  
**INFORMATION**  
**MANAGEMENT**

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**Note:** The information contained within this HIM Student Handbook is subject to change. Students should access it online at [stchas.edu/HIM](http://stchas.edu/HIM) for the most up-to-date policies and regulations.

## **WELCOME**

Welcome to the exciting field of Health Information!

As a student in Health Information Management (HIM), you will receive the guidance of a talented, caring faculty dedicated to producing competent health information management professionals. Training includes courses in general education, anatomy and physiology, pathophysiology, medical terminology, pharmacology and diagnostic procedures, legal aspects of health care, health care statistics and 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 care. You will learn the skills necessary to be a health information management professional and your career path 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 decision. Health information management professionals manage healthcare data and information resources. The profession encompasses services in planning, collecting, aggregating, analyzing and disseminating individual patient and aggregate clinical data. It serves the healthcare industry including: patient organizations, payers, research and policy agencies and other healthcare related industries.

You will have many opportunities to learn about the different career opportunities and to practice your knowledge with practical exercises. Learning how to be a problem solver, to be able to use critical thinking to obtain positive outcomes will be a large part of your training.

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!

### **CONTACT INFORMATION**

Deborah Schultze, MS, RHIA,  
HIM Department Chair  
Nursing and Allied Health Center  
#1 Academy Place Room 118  
Dardenne Prairie, MO 63368

Email: [dschultze@stchas.edu](mailto:dschultze@stchas.edu)  
Phone: 636-922-3034  
Cell: 636-358-7980  
Office Coordinator: 636-922-8280  
Fax: 636-922-8278

### **HIM PROGRAM WEBSITE**

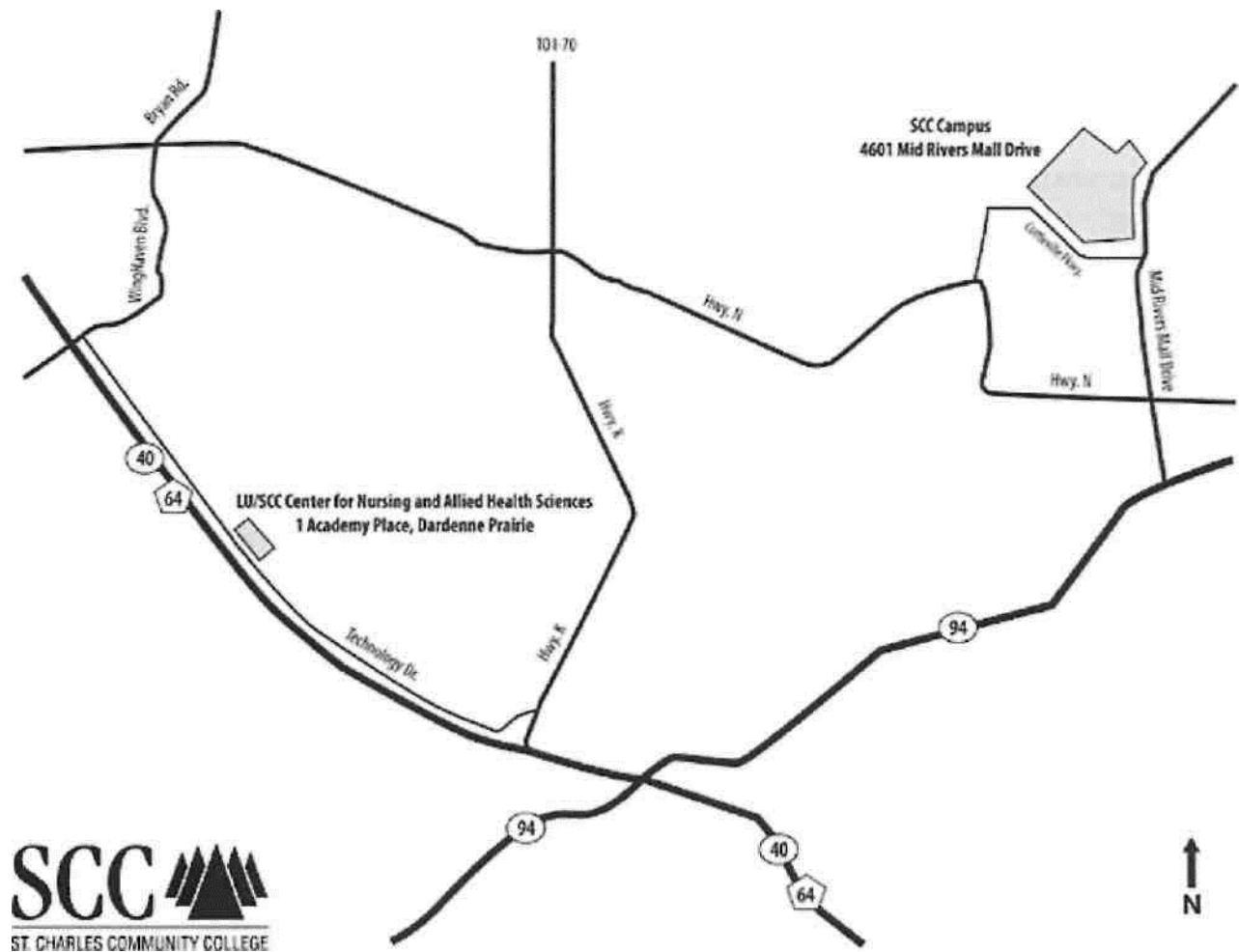
[stchas.edu/HIM](http://stchas.edu/HIM)

### **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, 21<sup>st</sup> Floor  
Chicago, Illinois, 60601-5800  
**(312)233-1131**  
[www.cahiim.org](http://www.cahiim.org)

After successfully completing the two-year HIM program, graduates are eligible to sit for the national RHIT (Registered Health Information Technician) certification exam. <http://www.ahima.org/certification/RHIT>



**Directions to LU/SCC Center for Nursing and Allied Health Sciences**

[http://www.stchas.edu/about-scc/maps\\_directions/campus-buildings/nursing-allied-health-sciences.html](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 LU/SCC Center for Nursing and Allied Health Sciences is on the right side (north)

From Highway K

- Turn west onto Technology Dr.
- The LU/SCC Center for Nursing and Allied Health Sciences is on the right side (north).

From WingHaven Blvd.

- Turn east onto Technology Dr.
- The LU/SCC Center for Nursing and Allied Health Sciences 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 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 HIM program adheres to the non-discrimination policy as regards to faculty employment and student admissions. For further information see: <http://www.stchas.edu/about-scc/board-policies/400/412.0-NonDiscriminationAndEEO.html>

## **AFFILIATIONS**

All students are required to become student members of:

AHIMA, the American Health Information Management Association - student cost \$45.00 per year  
<https://www.ahimastore.org/ProductDetailMembership.aspx>

EMHIMA, the Eastern Missouri Health Information Management Association - free for students  
[http://www.mohima.org/EMHIMA\\_Membership.htm](http://www.mohima.org/EMHIMA_Membership.htm)

This is required by the third week of class, 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.

## **PROGRAM ORGANIZATION**

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

Board of Trustees

College  
President

Vice President  
For Academic and Student Affairs

Dean of  
Nursing and  
Allied Health

Health  
Information  
Management

## **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.

## **HIM Mission Statement**

The mission of the Health Information Management Program at SCC is to educate and prepare our students to pursue opportunities within the many varied career paths in HIM and/or to enable students to continue educational advancement, while meeting local community needs.

## **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 Vision Statement**

The Health Information Management Department at SCC strives to provide excellence in education by meeting and exceeding not only CAHIIM educational requirements, but also to foster student interest in lifelong learning, professional and community responsibility, technical expertise, acceptance of diversity with fairness to all, and ethical business practice.

## **CAREERS IN HEALTH INFORMATION MANAGEMENT**

According to the Bureau of Labor Statistics, "Employment of health information technicians is projected to grow 22 percent from 2012 to 2022, much faster than the average for all occupations. The demand for health services is expected to increase as the population ages." <http://www.bls.gov/ooh/healthcare/medical-records-and-health-information-technicians.htm>

For more information see:

<http://www.hicareers.com/> and <http://www.hicareers.com/CareerMap/>

## **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 one professional development activity per year in each content area that they teach.

### **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 2.5 (on a 4.0 scale) in order to enroll in or progress through the program.
- 80% of graduates will write the RHIM examination.
- 80% of candidates will successfully complete the RHIM 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 knowledge clusters with content and experiences to enable students to meet entry-level competencies.**

- All competencies and knowledge clusters 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 twice per year.

The majority of employers are satisfied with the skills of graduates employed.

**OPEN DOOR POLICY**

The Program Coordinator has an open door policy for students to discuss any academic concerns and may be reached after hours by cell phone in the event of any emergency.

**ACADEMIC FACULTY AND STAFF**

College President	Barbara Kavalier, Ph.D.
Interim Vice President, Academic Affairs	John Bookstaver, PhD.
Dean, Division of Nursing and Allied Health	Amy Koehler, MSN, RN
HIM Department Chair	Deborah Schultze, MS, RHIA,
Full-time Faculty	Amy Veit, RHIT
Part-time/Adjunct Faculty	Rebecca Hatton, RHIT
	Linda Pretre, RHIA, CCS, CDIP
Office Coordinator	Denise Lammers



## ACADEMIC STANDARDS & POLICIES

**NOTE:** All HIM and biology courses taken for this program must be no more than five years old **at the time of graduation from the program**. All grades in HIM and biology courses must be "C" or better. Only HIM courses from CAHIIM accredited programs will be considered for transfer credit. A minimum of 30 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 and Diagnostic Procedures. 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) Students must maintain a minimum level of performance (no lower than a "C" grade) in each of the HIM, BIO, CPT and MAT courses in order to progress to the next semester of the HIM program. At no time may the student's overall grade point average fall below 2.5 (on a 4 point scale). Students must maintain this level of performance throughout the HIM program.
- 2) 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 HIM course only with the Program Chair's permission. Permission will be considered after consultation with the course instructor and the student provides evidence of ability to succeed. **Students may only retake courses once.** Failure of the 2<sup>nd</sup> attempt of any HIM course to obtain a "C" will result in dismissal from the program. Grades below "C" in two (2) HIM courses within the same semester will also result in dismissal from the HIM program.
- 3) If a student earns a "D" or an "F" in a first semester HIM class (HIM 110 and 120/121), he/she will not be able to progress to the corresponding second semester class (HIM 115 and 125/126 respectively). In addition, due to possible waiting lists of students wishing to enter the program, a student needing to repeat a first semester HIM class must re-apply for admission for along with others wishing to enter the program at that point in time. (See item #2 above.) It is the student's responsibility to remain in contact with the Career-Technical Advisors to secure a place in the next available class. All current admission requirements will apply.
- 4) The student needs to either place into Intermediate Algebra on the Academic Skills Assessment or earn a grade of "C" or above in Beginning Algebra (MAT 098).
- 5) The prerequisite for Anatomy & Physiology I is at least high school biology or its equivalent (see SCC Science Department for equivalents) within five years of admission to the HIM program.

### GPA Maintenance

HIM students are required to maintain a 2.5, 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 course. At the end of each semester, the Department will

review the records of all students whose semester cumulative GPAs are below a 2.5. Those students will be notified in writing that they have been placed on probation. The official written notification regarding probation 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.

If, by the end of the next semester, the student's semester GPA has been raised to 2.5, the student will be returned to regular status. If the semester GPA is still below 2.5, the student will be considered for dismissal from the program. A student who has achieved less than a 2.5 GPA for two (2) non-consecutive semesters will also be considered for dismissal from the program.

### Class Attendance

Attending class regularly and promptly is an important aspect of learning. Students are expected to attend all meetings of classes in which they are enrolled. An absence, however explained, remains an absence of record. Excessive absence may be sufficient cause for dismissal from class. In general, students are considered excessively absent when they have missed more class hours than the credit hour value of the course. Three (3) practicum absences will result in dismissal from a Practicum. Any absenteeism that exceeds three (3) class days within a course will require a meeting with the instructor. Repeat infringements will be referred to the Program Chair for corrective action. Individual course instructors may establish more specific guidelines for attendance in their respective syllabi. The program attendance policies and procedures are as follows (please check each of your syllabi for individual instructor's class policies and procedures):

- Health Information Management students are expected to attend their classes.
- Arriving to class 10 or more minutes late will be counted as an absence for that student.
- Arriving to class within 10 minutes of the scheduled class time will be counted as a tardy. Three (3) tardies equal one absence.
- A student who misses more than the three class days or has a total of six (6) tardies will be scheduled for a meeting that includes the instructor and the Program Chair.
- The student will be counseled, and given the opportunity to explain the reasons for his/her chronic absenteeism.
- These reasons are to be stated in writing by the student along with a corrective action plan. Documentation of the student meeting and the student letter will be placed in the student's permanent folder.
- For continued infractions, the student's grade will be reduced by one letter grade for each additional occurrence.
- With no improvement of attendance, and chronic lack of attendance from any class, the student will be considered for dismissal from the program. A committee of the Health Information Technology Program faculty and the Program Chair will make this decision. The student will be notified of the meeting of this committee and then notified of their decision within five working days from the date of the meeting.
- As extenuating circumstances can arise, it is best for the student to meet with his/her instructor if they are experiencing difficulty. The SCC Behavioral Intervention Team is also available to help assist students for all types of circumstances that can affect the student. For more information see: <http://www.stchas.edu/academics/student-resources/bit/>
- Students receiving financial aid will require an instructor signature to verify proof of attendance to receive funds.
- For online courses refer to the course syllabus for attendance requirements.

### Completion of the Program

All students must apply for graduation and pay a graduation-processing fee one semester prior to completing their graduation requirements. For May graduation the deadline is typically in November. Failure to submit the fee and/or the request will result in additional charges to process the graduation

paperwork. For more information see:

<https://www.stchas.edu/academics/student-resources/graduation-information/>

Because it is important that HIM graduates earn their RHIM credential and because the certification exam is continuously updated to reflect current professional practice, the time frame to complete the HIM Program will be limited. Therefore, a HIM student must graduate from the program no later than five years after beginning the program (successful completion of HIM 120/121). Example: a student who completes HIM 120/121 in fall 2014 must graduate no later than fall 2019. If a student cannot meet that deadline, he/she will be required to repeat those HIM and biology classes outside of the 5-year window.

### Computer Literacy and Typing Proficiency

- 1) Throughout the program, students will be using computers and will be expected to maintain access to high speed Internet.
- 2) The Health Information Technology staff places emphasis on typing/keyboarding skills because this is basic to Health Information Technology and this skill is expected in the workforce. Students without minimal typing skills will have great difficulty completing assignments and competing in the work place.

### 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, unannounced quizzes, oral 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 2.5 GPA in order to receive the Health Information Technology Associate of Science Degree. A total of 69 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: <http://www.stchas.edu/academics/student-resources/student-handbook/grades.html>.

1 <sup>st</sup> level:	The Instructor
2 <sup>nd</sup> level:	HIM Department Chair
3 <sup>rd</sup> level:	Division Dean, Nursing and Allied Health
4 <sup>th</sup> level:	Vice-President for Academic and Student Affairs
5 <sup>th</sup> level:	College 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 absent from an exam, the exam score shall be zero. If the student is late for an exam, the exam time will not be extended. Make-up tests must be taken no later than the day of the student's return, with the highest grade attainable on the make-up test being an 83%. If the

student does not take the make-up test on or before the day of his/her return, he/she forfeits the right to do so. Arrangements for taking the make-up test must be made with the instructor. If an absence is anticipated, the student should make arrangements to take the test in advance, if possible. See individual instructor policies in course syllabi.

### 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 Program Chair for evaluation. Final approval to test out rests with the Program 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" 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 HIM Program Chair before making application from the Admissions office 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 Program Chair. All current admission requirements must be met at the time of re-admission.

### Academic and Non-Academic Misconduct

Refer to the SCC Student Handbook and <http://www.stchas.edu/academics/student-resources/student-handbook/student-conduct/academic-procedures.html>. Instances of plagiarism or other forms of academic dishonesty may, at the discretion of the course instructor and program coordinator, 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 the AHIMA Code of Ethics. Adherence to this code is expected throughout the program.
- 2) In order to encourage a safe, open, friendly and non-hostile classroom learning community, students will exhibit professional behavior at all times toward fellow students, instructors and guests. Course grades, as well as, practicum placement will be reflective of 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, 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 on their honor not to read their own health records or records of anyone known to them.
- 5) 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.
- 6) The Program Chair will investigate all instances of alleged misconduct or unethical behavior. If necessary, the student discipline and Due Process Code for Academic Dishonesty will be carried out, as listed in the SCC Student Handbook: <http://www.stchas.edu/academics/student-resources/student-handbook/student-conduct/conduct-discipline-due-process.html>

## **AHIMA Code of Ethics**

A health information management 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, peers and colleagues to develop and strengthen professional workforce.
- VII. Represent the profession to the public in a positive manner.
- /III. Perform honorably health information management association responsibilities, either appointed or elected, and preserve the confidentiality of any privileged information made known in any official capacity.
- IX. State truthfully and accurately their 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.

For a more detailed explanation see:

[http://librarv.ahima.org/xpedio/groups/public/documents/ahima/bok1\\_024277.hcsp?dDocName=bok1\\_024277](http://librarv.ahima.org/xpedio/groups/public/documents/ahima/bok1_024277.hcsp?dDocName=bok1_024277)

### E-Mail Policy

When wishing 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 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.
- Inappropriate language.
- Use of emoticons (not for professional use).

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 a "reasonable timeframe." If either party is busy and unable to reply to an email, then a quick acknowledgement should be sent informing the other party when an email may be expected.

### Cell Phones and Electronic Devices

All cell phones, iPhones, Blackberry devices, tablets and laptop computers must be turned off, and not set to vibrate, during class. Text messaging is unacceptable and not permitted at any time. **Use of any electronic device is prohibited during class.** Turn off all electronic devices when you are in class. In the event of an unanticipated family emergency or other personal crisis, direct family members to contact Denise Lammers at 636-922-8280. The urgent message will be brought to the classroom as soon as possible. Notify the instructor of any circumstances which may warrant an exception to this policy.

### Mandatory Meetings

Practicum orientation for each practicum and an academic review conducted at the beginning of each semester is mandatory.

### 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 Disabled Student Services Coordinator (636-922-8247). Self-disclosure to and discussion of needs for accommodations with the Coordinator must be done in a timely fashion or delay in accommodations may result. For more information on Health and Disability Services see: <http://www.stchas.edu/academics/student-resources/student-handbook/health-disability.html>

### Mental Health <http://www.stchas.edu/academics/student-resources/scc-mental-health/>

The college years can be a time of growth and development as well as a time of challenges and stress. Students may experience that stress in many different ways.

St. Charles Community College offers the opportunity to address your concerns with a FREE mental health counselor on campus. SCC has a well-trained professional to help with a wide range of concerns common to college students including anxiety, eating concerns, alcohol/drug issues, relationship concerns, academic stress, suicidal thoughts, sexual and LGBT concerns.

We are committed to providing high quality care guided by the SCC mission of *servicing 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.*

Our mental health counselor will offer short-term counseling, community support and referrals. Sometimes a student may require care beyond the scope of our counseling center and in these situations students will be assisted with establishing care off campus.

Length of counseling varies. Some problems are resolved within one or two sessions. Other problems may require meeting more often. This will be determined by you and your counselor.

Appointments can be made by calling Teresa Drury at 636-922-8536 or [tdrury@stchas.edu](mailto:tdrury@stchas.edu).

### ACE Center

The Academic and Career Enhancement Center is operated by the Division of Academic and Student Affairs to provide academic support including tutoring, computer aided instruction, career development and study skills assistance.

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

### Professional Practice Experience

- Students are responsible for their own transportation to and from Directed Practicums.
- Schedules, Directed Practicum Student Handbooks, and other information will be given to the student by the Practicum Coordinator at the Practicum Orientation.
- Students are not to be substituted for paid staff. Students may not take the responsibility or the place of "qualified" staff.
- Dress Code for Practicums
  - o 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 to earrings. Tattoos must be covered. Policies and Procedures will be reviewed during practicum Orientations.
- Some clinical sites may require students to have health insurance for affiliation.
- Depending on the nature of the site, additional medical and psychological screenings, background checks, and vaccinations may be required at the request of the site. Several sites require flu shots. 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 I, 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 nurse, and must be submitted to the Program Coordinator. The physical exam must be completed no longer than one year prior to the beginning of the practicum to be considered current (Forms are available from the Program Coordinator). In addition, a current, nonreactive TB skin test or (chest x-ray) must be documented annually and be valid through the end of the practicum. It is the student's responsibility to make these arrangements and complete this requirement.

All HIM students required to complete any practicum coursework (HIM 150, and HIM 250) must pass the following:

- 1) Background Check
- 2) Drug Screen

### Alcohol/Drug Screening policy

Students must have alcohol/drug screening 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. Course fees for HIM 150 are increased to cover the costs of these tests. See <http://www.stchas.edu/about-scc/board-policies/400/447.0-DrugScreening.html> 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.

### 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. The signed verification form will be maintained in the HIM Program Student files.

Note: Separate handbooks will be issued for each of the required practicums. The above policies apply to all practicums. The practicum handbooks for each practicum will also be available in Canvas. The program handbook will also be available on the program website.

### Class Cancellation/Inclement Weather

In the event of inclement weather, the college may adjust campus opening/closing times or close the campus entirely. 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. To sign up for Emergency Alert System (Text Messaging): <http://www.stchas.edu/about-scc/campus-safetv/emergency-alert-system/>

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)
- KWRE (730AM) - KFAV (99FM) Radio
- 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 securing the make-up material covered in assignments, presentations, or other material distributed to the class that day.

## **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. A listing of re-occurring scholarships that HIM students have been awarded are listed below:

SCC Foundation: <http://www.stchas.edu/scholarships/>

MOHIMA: <http://www.mohima.org/ScholarshipForms.html>

AHIMA: <http://www.ahimafoundation.org/education/MeritScholarships.aspx>

HIMSS: <http://www.himssmidwest.org/downloadlibrary/downloadlibrarv3.html>

Phi Theta Kappa: <http://www.ptk.org/scholarships>

A+ Scholarship Program: <http://www.dhe.mo.gov/ppc/grants/aplusscholarship.php>

Access Missouri: <http://www.dhe.mo.gov/ppc/grants/accessmo.php>13



**PROGRAM CURRICULUM – Revised curriculum will be posted via HIM 120/121**

**ST. CHARLES COMMUNITY COLLEGE  
HEALTH INFORMATION MANAGEMENT  
ASSOCIATE OF SCIENCE DEGREE  
SCHEDULE GUIDE**

**FIRST YEAR**

**FIRST SEMESTER**

HIM 110	Medical Terminology	3
HIM 120/121	Health Care Data	3
BIO 240/243	Anatomy & Physiology I #	4
ENG 101	English Composition	3
CPT 103	Microcomputer Applications	<u>3</u>
		16

**SECOND SEMESTER**

HIM 115	Pharmacology & Diag. Procedures	3
HIM 125/126	Health Care Technologies	3
HIM 128	Electronic Health Records	1
HIM 150	Directed Practicum	1
BIO 241 /244	Anatomy & Physiology	4
SPE 101	Oral Communications	3
		15

**SUMMER SESSION**

ENG 102 or LIT	English Composition I /Literature	3
PSY 101	Intro to Psychology	3
		6

**SECOND YEAR**

**FIRST SEMESTER**

HIM 200	Directed Practicum II	3
HIM 220/221	Nosology	3
HIM 238	Healthcare Legal & Ethical Issues	3
BIO 265	Pathophysiology	3
*HIS/POL	History or Government	3
		W

**SECOND SEMESTER**

+HIM 241	Health Care Statistics	
HIM 243	Quality Management and Performance Improvement	3
HIM 250	Directed Practicum	3
HIM 260	Health Information Mgmt. Seminar	2
HIM 270/271	CPT Coding	2
HIM 280	Healthcare Billing & Reimbursement Issues	2
SOC 101	Intro to Sociology	3
		17

TOTAL CREDIT HOURS: 69

#Prerequisite: High school biology with a C, within the last 5 years.

\* Choose one of the following courses to meet this requirement: HIS 101, HIS 102, HIS 115, POL 101, POL 102.

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

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

## **HEALTH INFORMATION MANAGEMENT COURSE DESCRIPTIONS – Subject to Change**

### **HIM 110 Medical Terminology ... 3**

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 and Diagnostic Procedures ... 3**

**Prerequisites:** HIM 110

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

### **HIM 120 Health Care Data ... 3**

Introduction to health information management including health care delivery systems; health information management profession; health care data, collection, quality, access and retention. **Corequisites:** HIM 110, HIM 121.

### **HIM 121 Health Care Data Laboratory ... 0**

**Prerequisites:** HIM 120.

Special projects, guest speakers, and field trips to reinforce principles taught in Health Care Data lecture.

### **HIM 125 Health Care Technologies ... 3**

**Prerequisites:** HIM 120, HIM 121, ENG 101, BAS/CPT 103.

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

**Corequisites:** HIM 115, HIM 126, HIM 128, HIM 150.

### **HIM 126 Health Care Technology Laboratory... 0**

**Prerequisites:** HIM 120, HIM 121, ENG 101, BAS/CPT 103.

Special projects, guest speakers, and field trips to reinforce principles taught in Health Care Technologies lecture.

**Corequisites:** HIM 125, HIM 128

### **HIM 128 Electronic Health Records ... 1**

In-depth study of Electronic Health Record system development life cycle.

**Corequisites:** HIM 115, HIM 125, HIM 126, HIM 150

### **HIM 150 Directed Practicum ... 1**

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

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

**Corequisites:** HIM 125, HIM 126.

### **HIM 200 Directed Practicum II... 3**

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

Practice in basic and technical functions of medical records department.

**Corequisites:** HIM 220, HIM 238.

### **HIM220 Nosology... 3**

**Prerequisites:** HIM 110, HIM 115, BIO 240, BIO 241, BIO 243, BIO 244.

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

**Corequisites:** HIM 200, HIM 221, BIO 265

**HIM 221 Nosology Laboratory ... 0**

**Prerequisites:** HIM 110, HIM 115, BIO 240, BIO 241, BIO 243, BIO 244

Special projects to reinforce principles taught in Nosology lecture.

**Corequisites:** HIM 200, HIM 221, **BIO 265.**

**HIM 238 Healthcare Legal & Ethical Issues ... 3**

**Prerequisites:** HIM 120, HIM 121, HIM 125, HIM 126, HIM 128

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.

**HIM 241 Health Care Statistics ... 2**

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

**Corequisites:** HIM-243

**HIM 243 Quality Management and Performance Improvement... 3**

**Prerequisites:** HIM 220, HIM 221, HIM 238

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

**Corequisites:** HIM 241

**HIM 250 Directed Practicum III... 3**

**Prerequisites:** HIM 150, HIM 200.

Advanced student practice emphasizing building of supervisory skills applied in health care setting. Program capstone experiences included.

**Corequisites:** HIM 240, HIM 260, HIM 270.

**HIM 260 Health Information Management Seminar... 2**

**Prerequisites:** HIM 120, HIM 121, HIM 125, HIM 126, HIM 200

Principles of supervisory management applied to a Health Information Management environment, including: team work and leadership, staffing, training, performance and productivity monitoring, work process design, policies and procedures, and budgeting.

**HIM 270 CPT Coding ... 2**

**Prerequisites:** HIM 220, HIM 221

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

**Corequisites:** HIM 271

**HIM 271 CPT Coding Laboratory ... 0**

**Prerequisites:** HIM 220, HIM 221

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

**Corequisites:** HIM 270

**HIM 280 Healthcare Billing and Reimbursement Issues ... 2**

**Prerequisites:** HIM 220, HIM 221

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.

**Corequisites:** HIM 270, HIM 271

## **TECHNICAL STANDARDS\***

Upon successful completion of the Health Information Management program, the student receives an Associate of Science degree in Health Information Management and is then eligible to sit for the national registry exam. 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, with emphasis being placed on the latter.

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 various software packages after attending lecture and receiving computer 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, on 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 this 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 Problem-Solving Requirements for HIM

Within the challenging health care marketplace; problem solving is the 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. And finally, the HIM student must also 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 health information management 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 encouraged 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 Professions at the University of Kansas Medical Center and the AHIMA Clinical Practice Sites/Professional Practice Experience (PPE) Guide Version III - Courtesy of: DeVonica Vaught, RHIA, Indian River Community College, FL and Robyn Roncelli, MA, RHIA of Macomb College.

**ESTIMATED - HEALTH INFORMATION TECHNOLOGY PROGRAM COSTS:**

*Note: In-District Student Costs are listed below (For telecourses add \$45 per telecourse)*

*For Out-of-District tuition costs see: [http://www.stchas.edu/financial\\_aid\\_tuition/tuition](http://www.stchas.edu/financial_aid_tuition/tuition)*

	<u>fees/</u>
37 Credit Hours HIM Coursework (\$95/credit hour & \$5/credit hour technology fee)	\$3700
32 Credit Hours Gen Ed Coursework (\$95/credit hour & \$5/credit hour technology fee)	3200
Criminal Background Check, Drug Screening, & Insurance Fee	105
Physical exam (\$10-200) and yearly TB testing (\$19-26) and yearly flu shot (\$5-30 each) - Avg Cost	185
AHIMA Student Membership fee (\$45 per year)	90
Nursing and Allied Health Program Fee (\$750/semester) VLab/Neehr Perfect fees (\$159/year)	3318
Graduation Application Fee	30
Approximate Cost HIM textbooks (based on new prices through campus bookstore)	1800
Approximate Cost Gen Ed textbooks (based on new prices through campus bookstore)	1200
<u>GRAND TOTAL</u>	<u>\$13,310</u>

**Note: ALL COSTS ARE APPROXIMATE AND SUBJECT TO CHANGE**

## "LEARN MORE TO EARN MORE!"

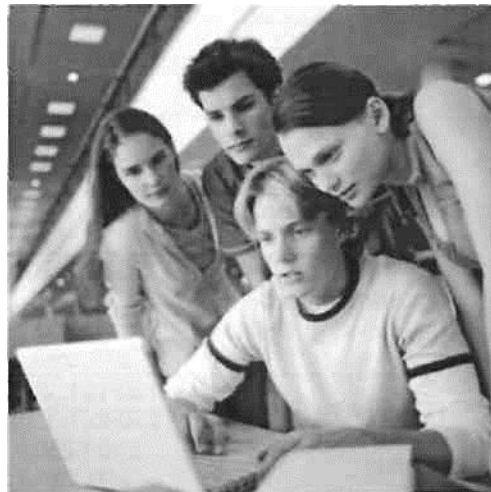
Council on Excellence in Education

Health Information Management necessitates life-long learning, as it is an ever changing and growing *career field*.

*AE*

### **Education**

Encourage growth within our profession by enhancing educational programming that appeals to first and second career individuals and our current professionals.



HIM EDUCATORS:



From the paper, *Charting HIM's Future* by Patty Thierry Sheridan, MBA, RHIA, FAHIMA; Lynne Thomas Gordon, MBA, RHIA, FACHE, CAE; and Lynn Kuehn, MS, RHIA, CCS-P, FAHIMA.

**2011 AHIMA Curriculum Competencies and Knowledge Clusters**  
**Health Information Management Associate Degree**  
**Changing to New Standards in Progress**

HIM Associate Degree Entry-Level Competencies (Student Learning Outcomes)	X=addressed in this course	Knowledge Clusters (Curricular Components) Content and Competency Level
<b>I. Domain: Healthcare Data Management</b>		
<b>A. Subdomain: Health Data Structure, Content and Standards</b>		<b>Health Data Structure, Content, and Standards</b>
1. Collect and maintain health data (such as data elements, data sets, and databases).	120/121.200	Data versus information (Analyzing, 4) 120/121
2. Conduct analysis to ensure that documentation in the health record supports the diagnosis and reflects the patient's progress, clinical findings, and discharge status.	220/221	health information media (such as paper, computer, web-based) (Analyzing, 4) 120/121
3. Apply policies and procedures to ensure the accuracy of health data.	120/121.240. 220/221,260.	Structure and use of health information (individual, comparative, aggregate) (Analyzing, 4) 120/121
4. Verify timeliness, completeness, accuracy, and appropriateness of data and data sources for patient care, management, billing reports, registries, and/or databases.	120/121, 125/126.200, 220/221,280	Health record data collection tools (forms, screens, etc.) (Analyzing, 4) 120/121
		Data sources(primary/secondary)(Analyzing,4)120/121
		Data storage and retrieval (Analyzing, 4) 120/121
		Healthcare data sets (such as OASIS, HEDIS, DEEDS. UHDDS) (Understanding, 2) 120/121
<b>B. Subdomain: Healthcare Information Requirements and Standards</b>		<b>Healthcare Information Requirements and Standards</b>
1. Monitor and apply organization-wide health record documentation guidelines.	120/121,200, 220/221,238. 243. 250. 270. 280	Type and content of health record (paper, electronic, computer- based, e-health-personal, web- based) (Evaluating, 5) 120/121
2. Apply policies and procedures to ensure organizational compliance with regulations and standards.	120/121,200, 220/221,238, 2403 250, 270, 280	Health record documentation requirements (such as accreditation, certification, licensure) (Evaluating, 5) 120/121
3. Maintain the accuracy and completeness of the patient record as defined by organizational policy and external regulations and standards.	120/121,200, 220/221,235, 240, 250, 270, 280	Data quality and integrity (Analyzing, 4) 120/121
4. Assist in preparing the organization for accreditation, licensing, and/or certification surveys.	120/121,200, 238, 243, 250, 280	
<b>C. Subdomain: Clinical Classification Systems</b>		<b>Clinical Classification Systems</b>
! 1. Use and maintain electronic applications and work processes to support clinical classification and coding.	220/221, 270/271	Classifications, taxonomies, nomenclatures, terminologies, and clinical vocabularies such as SNOMED-CT (Analyzing, 4) 220/221,270/271
2. Apply diagnosis/procedure codes according to current nomenclature.	220/221, 270/271	Principles and applications of coding systems (such as ICD, CPT, DSM) (Evaluating, 5) 220/221, 270/271



3. Ensure accuracy of diagnostic/procedural groupings such as DRG, MSDRG, APC, and so on.	220/221, 270/271,280	Diagnostic and procedural groupings (such as DRG, APC, RUGs) (Evaluating, 5) 270/271,280
4. Adhere to current regulations and established guidelines in code assignment.	220/221, 270/271	case mix analysis and indexes (Analyzing, 4) 220/221
5. Validate coding accuracy using clinical information found in the health record.	220/221, 270/271	Severity of illness systems (Analyzing, 4) 220/221
6. Use and maintain applications and processes to support other clinical classification and nomenclature systems (ex. DSM IV, SNOMED-CT).	220/221, 270/271	Coding compliance strategies, auditing, and reporting (such as CCI, plans) (Evaluating, 5) 220/221, 270/271
7. Resolve discrepancies between coded data and supporting documentation.	120/121,200, 220/221, 270/271	Coding quality monitors and reporting (Evaluating, 5) 220/221,270/271
<b>D. Subdomain: Reimbursement Methodologies</b>		<b>Reimbursement Methodologies</b>
1. Apply policies and procedures for the use of clinical data required in reimbursement and prospective payment systems (PPS) in healthcare delivery.	280	Commercial, managed care and federal insurance plans (Analyzing, 4) 280
2. Apply policies and procedures to comply with the changing regulations among various payment systems for healthcare services such as Medicare, Medicaid, managed care, and so forth. (NEW)	280	Compliance strategies and reporting (Applying, 3) 280
3. Support accurate billing through coding, chargemaster, claims management, and bill reconciliation processes.	280	Payment methodologies and systems (such as capitation, prospective payment systems, RBRVS) (Analyzing, 4) 280
4. Use established guidelines to comply with reimbursement and reporting requirements such as the National Correct Coding Initiative.	280	Billing processes and procedures (such as claims, EOB, ABN, electronic data interchange) (Analyzing, 4) 280
5. Compile patient data and perform data quality reviews to validate code assignment and compliance with reporting requirements, such as outpatient prospective payment systems.	280	Chargemaster maintenance (Evaluating, 5) 280
6. Ensure accuracy of diagnostic/procedural groupings such as DRG, APC, and so on. (NEW)	280	Regulatory guidelines (NCDs and QIOs) (3) 240,280
		Reimbursement monitoring and reporting (Evaluating, 5) 280
<b>II. Domain: Health Statistics, Biomedical Research and Quality Management</b>		
<b>A. Subdomain: Healthcare Statistics and Research</b>		<b>Healthcare Statistics and Research</b>
1. Collect, maintain, and report data for clinical indices/databases/registries to meet specific organization needs such as medical research and disease registries.	125/126,241	indices, databases, and registries (Analyzing, 4) 241
2. Collect, organize, and present data for quality management, utilization management, risk management, and other related studies.	125/126,241	vital statistics (Evaluating, 5) 241

3. <b>Comprehend</b> basic descriptive, institutional, and healthcare vital statistics.	241	Healthcare statistics (Evaluating, 5) 241
		Descriptive statistics (such as means, frequencies, ranges, percentiles, standard deviations) (Understanding, 2) 241
		statistical applications with health care data (Applying, 3) 241
		Data selection, interpretation, and presentation (Evaluating, 5) 241
	-	Knowledge-based research techniques (such as library, MEDLINE, web-based)(Evaluating, 5) 125
<b>B. Subdomain: Quality Management and Performance Improvement</b>		<b>Quality Management and Performance Improvement</b>
1. Abstract and report data for facility-wide quality management and performance improvement programs.	243	Quality assessment and improvement (such as process, collection tools, data analysis, reporting techniques) (Applying, 3) 243
2. Analyze clinical data to identify trends that demonstrate quality, safety, and effectiveness of healthcare.	243	Utilization management, risk management, and case management (Understanding, 2) 243
		Regulatory quality monitoring requirements (Applying, 3)243
		Outcomes measures and monitoring (Applying, 3) 243
<b>III. Domain: Health Services Organization and Delivery</b>		
<b>A. Subdomain: Healthcare Delivery Systems</b>		<b>Healthcare Delivery Systems</b>
1. Apply current laws; accreditation, licensure, and certification standards related to health information initiatives from the national, state, local, and facility levels.	120/121, 125/126, 200, 238, 260, 280	Organization of healthcare delivery in the United States (Analyzing, 4) 120/121
2. Differentiate the roles of various providers and disciplines throughout the continuum of healthcare and respond to their information needs.	120/121, 125/126, 200, 238, 260, 280	Healthcare organizations structure and operation (Analyzing, 4) 120/121
		External standards, regulations, and initiatives (such as licensure, certification, accreditation, HIPAA, ARRA) (Analyzing, 4) 238-licensure, 120/121-certification, HIPAA, & accreditation, 243-ARRA
		Healthcare providers and disciplines (Analyzing, 4) 120/121
<b>B. Subdomain: Healthcare Privacy, Confidentiality, Legal, and Ethical Issues.</b>		<b>Healthcare Privacy, Confidentiality, Legal and Ethical Issues</b>
1. Adhere to the legal and regulatory requirements related to the health information infrastructure.	120/121, 125/126, 200, 238	Legislative and regulatory processes (Applying, 3) 238
2. Apply policies and procedures for access and disclosure of personal health information.	120/121, 125/126,200	Legal terminology (Applying, 3) 238
3. Release patient-specific data to authorized users.	120/121, 125/126, 200	Health information/record laws and regulations (such as retention, patient rights/advocacy, advanced directives, privacy) (Evaluating, 5) 238

4. Maintain user access logs/systems to track access to and disclosure of identifiable patient data.	120/121, 125/126	Confidentiality, privacy, and security policies, procedures, and monitoring (Evaluating, 5) 125
5. Apply and promote ethical standards of practice.	115,120/121, 125/126, 200, 220/221,238, 243, 250,260, 270/271.280	Release of information policies and procedures (Evaluating, 5) 125
		Professional and practice-related ethical issues (Evaluating, 5) 120/121,125, 200, 220/221, 238, 243, 250, 260, 280
<b>IV. Domain: Information Technology &amp; Systems</b>		
<b>A. Subdomain: Information and Communication Technologies</b>		<b>Information Technology and Systems</b>
1. Use technology, including hardware and software, to ensure data collection, storage, analysis, and reporting of information.	120/121, 125/126,128, 200	Computer concepts (hardware components, systems architectures, operating systems and languages, and software packages and tools) (Applying, 3) 125
2. Use common software applications such as spreadsheets, databases, word processing, graphics, presentation, e-mail, and so on in the execution of work processes.	115,120/121, 125/126,200, 220/221,238, 243, 250,260, 270/271,280	Communication and internet technologies (such as networks, intranet, standards) (Applying, 3) 125
3. Use specialized software in the completion of HIM processes such as record tracking, release of information, coding, grouping, registries, billing, quality improvement, and imaging.	120/121, 125/126, 220/221,243, 270/271,280	Common software applications (such as word processing, spreadsheet, database, graphics) (Applying, 3)125
4. Apply policies and procedures to the use of networks, including intranet and Internet applications, to facilitate the electronic health record (EHR), personal health record (PHR), public health, and other administrative applications.	125/126, 243	Health information systems (such as administrative, patient registration, ADT, EHR, PHR, lab, radiology, pharmacy) (Analyzing, 4) 125
5. Participate in the planning, design, selection, implementation, integration, testing, evaluation, and support for EHRs. (NEW)	128.	Voice recognition technology (Applying, 3) 125,128
		Health information specialty systems (such as ROI, coding, registries) (Evaluating, 5) 125,128.220/221, 270/271
		Application of systems and policies to health information systems and functions and health care data requests (Evaluating, 5) 125,128
		System acquisition and evaluation (Applying, 3) 128
<b>B. Subdomain: Data, Information, and File Structures</b>		<b>Data, Information, and File Structures</b>
1. Apply knowledge of database architecture and design (such as data dictionary) to meet departmental needs.	120/121, 125/126	
<b>C. Subdomain: Data Storage and Retrieval</b>		<b>Data Storage and Retrieval</b>
1. Use appropriate electronic or imaging technology for data/record storage.	120/121, 125/126	Document archival, retrieval, and imaging systems (Analyzing, 4) 125

2. Query and generate reports to facilitate information retrieval using appropriate software.	120/121, 125/126, 128 220/221, 240	Maintenance and monitoring of data storage systems (Analyzing, 4) 125
3. Apply retention and destruction policies for health information. (NEW)	120/121, 238	
<b>D. Subdomain: Data Security</b>		<b>Data Security and Healthcare Information Systems</b>
1. Apply confidentiality and security measures to protect electronic health information.	120/121, 125/126	System architecture and design (Applying, 3) 125
2. Protect data integrity and validity using software or hardware technology.	120/121, 125/126	Screen design (Analyzing, 4) 125
3. Apply departmental and organizational data and information system security policies.	120/121, 125/126	Data retrieval and maintenance (Analyzing, 4) 125
4. Use and summarize data compiled from audit trails and data quality monitoring programs.	120/121, 125/126, 243	Data security concepts (Applying, 3) 125
		Data integrity concepts (Analyzing, 4) 125
		Data integrity and security processes and monitoring (Applying, 3) 125
<b>V. Domain: Organizational Resources</b>		
<b>A. Subdomain: Human Resources</b>		<b>Human Resources</b>
1. Apply the fundamentals of team leadership.	120/121, 150, 200, 250, 260	Roles and functions of teams and committees (Evaluating, 5) 260
2. Participate in and work in teams and committees.	120/121, 150, 200, 250, 260	Teams/consensus building and committees (Analyzing, 4) 260
3. Conduct orientation and training programs.	200, 250	Communication and interpersonal skills (Evaluating, 5) 260
4. Monitor and report staffing levels and productivity standards for health information functions.	150, 200, 220/221, 250, 260, 270/271	Team leadership concepts and techniques (Analyzing, 4) 260
5. Use tools and techniques to monitor, report, and improve processes.	200, 243, 250, 260	Orientation and training (such as content, delivery, media) (Evaluating, 5) 125, 200, 250
6. Comply with local, state, and federal labor regulations. (NEW)	238, 260	Workflow and process monitors (Analyzing, 4) 260
<b>B. Subdomain: Financial and Resource Management</b>		<b>Financial and Resource Management</b>
1. Make recommendations for items to include in budgets and contracts.	125/126, 260	Revenue cycle monitors (Analyzing, 4) 260
2. Monitor and order supplies needed for work processes.	120/121, 260	Organizational plans and budgets (framework, levels, responsibilities, etc.) (Analyzing, 4) 260
3. Monitor coding and revenue cycle processes.	260, 280	Resource allocation monitors (Analyzing, 4) 260
4. Recommend cost-saving and efficient means of achieving work processes and goals.	243, 250, 260	
5. Contribute to work plans, policies, procedures, and resource requisitions in relation to job functions.	120/121, 260	

## BIOMEDICAL SCIENCES

Anatomy (Analyzing, 4)  
Physiology (Analyzing, 4)

Medical Terminology (Analyzing, 4)  
Pharmacotherapy (Analyzing, 4)

Pathophysiology (Analyzing, 4)

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### I Bloom's Taxonomy: Revised Version

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.

Bloom, Benjamin S., Taxonomy of Education Objectives, Book 1: Cognitive Domain. Longman Inc., 1954

#### Bloom's Taxonomy with Explanations

- 1 = Knowledge: The remembering (or recalling) of appropriate, and previously learned information
- Observation & recalling information
  - Classifications & categories (of major ideas)
  - Knowledge of major principles and theories of subject matter
  - *Learning objectives phrasing:* list, define, describe, identify, match, select, label, reproduce, state
- 2 = Comprehension: Grasping the meaning of information
- Translate knowledge into a new context
  - Interpret facts, infer causes
  - Predict consequences
  - *-Learning objectives phrasing:* convert, discuss, estimate, explain, generalize, give examples, restate in own words, summarize, distinguish, differentiate, interpret
- 3 = Application: Applying previously learned information to new situations to solve problems
- Identify the best answer
  - Solve problems using required skills or knowledge
  - Determine, discover, assess, articulate
  - *Learning objectives phrasing:* apply, demonstrate, calculate, solve, modify, change, classify, discover, solve, teach, utilize
- 4 = Analysis: Breaking down information and inferring (or finding evidence) to support divergent conclusions
- Break down, differentiate, discriminate
  - Recognize, infer, point out
  - Illustrate, outline, prioritize
  - *Learning objectives phrasing:* diagram, distinguish, organize parts, recognize hidden meanings, identify components, arrange, select, explain, infer, prioritize
- 5 = Synthesis: Applying prior knowledge and skills to create a new or original whole  
Use old ideas to create new ones
- Predict and draw conclusions
  - Adapting divergent knowledge toward a new synthesis
  - *Learning objectives phrasing:* adapt, anticipate, collaborate, combine, compare, compose, design, devise, facilitate, negotiate, reconstruct, reorganize, substitute, revise, design, invent
- 1 = Remembering: Can the student recall or remember the information?  
2 = Understanding: Can the student explain ideas or concepts, and grasp the meaning of information?  
3 = Applying: Can the student use the information in a new way?  
4 = Analyzing: Can the student distinguish between the different parts, break down information, and infer to support conclusions?  
5 = Evaluating: Can the student justify a stand or decision, or judge the value of?