

**PROGRAM HANDBOOK**  
**2018**

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

## TABLE OF CONTENTS - HIM PROGRAM HANDBOOK 2018

<u>Topic</u>	<u>Page</u>
Welcome	4
Contact Information	5
HIM Program Website	5
Accreditation	5
Map & Directions to SCC Center for Healthy Living (CHL)	6
Health Information Management Practice Definition	7
Non-Discrimination and Equal Opportunity	7
Professional Affiliation Requirements	7
Careers in HIM	7
Mission and Vision Statements	8
Program Organization	8
Program Goals and Evaluation	9
Open Door Policy	10
Academic Faculty and Staff	10
Academic Standards and Policies	11-18
RN Waiver	11
Academic Performance	11
GPA Maintenance	11-12
Class Attendance	12
Completion of the Program	12
Computer Literacy and Typing Proficiency	13
Grading and Evaluation	13
Course Grade/Appeal Procedure	13
Examinations	13
Challenge Exams	14
Withdrawals	14
Academic and Non-Academic Misconduct	14
Professional Conduct	14
AHIMA Code of Ethics	15

E-Mail/Texting Policies	15-16
Cell Phones and Electronic Devices	16
Mandatory Meetings	16
Americans with Disabilities Act	16
Mental Health	16
ACE Center	16
Professional Practice Experience	17
Confidentiality	17
Student Health and Required Screenings	17-18
Class Cancellation/Inclement Weather	18
Program Curriculum	19
Course Descriptions, Pre and Co-requisites (*proposed for approval)	19-22
Technical Standards	23-25
Essential Observation Requirements for HIM	
Essential Communication Requirements for HIM	
Essential Sensorimotor Requirements for HIM	
Essential Intellectual, Conceptual, Integrative, Quantitative, and Problem-Solving Requirements for HIM	
Essential Judgment Requirement for HIM	
Essential Behavioral and Social Attributes Required for HIM	
Essential Visual and Auditory Ability Required for HIM	
Domains, Subdomains and Competency Tasks (Under Revision)	26-30
Bloom's Revised Taxonomy	31-32
Scholarships	33
Handbook Verification	33

**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  
Faculty

## CONTACT INFORMATION

Deborah Schultze, MS, RHIA,  
HIM Department Chair  
Center for Healthy Living (CHL)  
#1 Academy Place Room 117  
Dardenne Prairie, MO 63368

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

Amy Veit, BS, RHIA  
HIM Faculty  
Center for Healthy Living (CHL)  
#1 Academy Place Room 118  
Dardenne Prairie, MO 63368

Email: [aveit@stchas.edu](mailto:aveit@stchas.edu)  
Phone: 636-922-8596

Denise Lammers  
Division Office Coordinator  
Center for Healthy Living (CHL)  
#1 Academy Place Room 102  
Dardenne Prairie, MO 63368

Email: [dammers@stchas.edu](mailto:dammers@stchas.edu)  
Office Coordinator: 636-922-8280  
Fax: 636-922-8478

Ben Albury  
HIM Advisor

Email: [balbury@stchas.edu](mailto:balbury@stchas.edu)  
Phone: 636-922-8292

## HIM PROGRAM WEBSITE

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

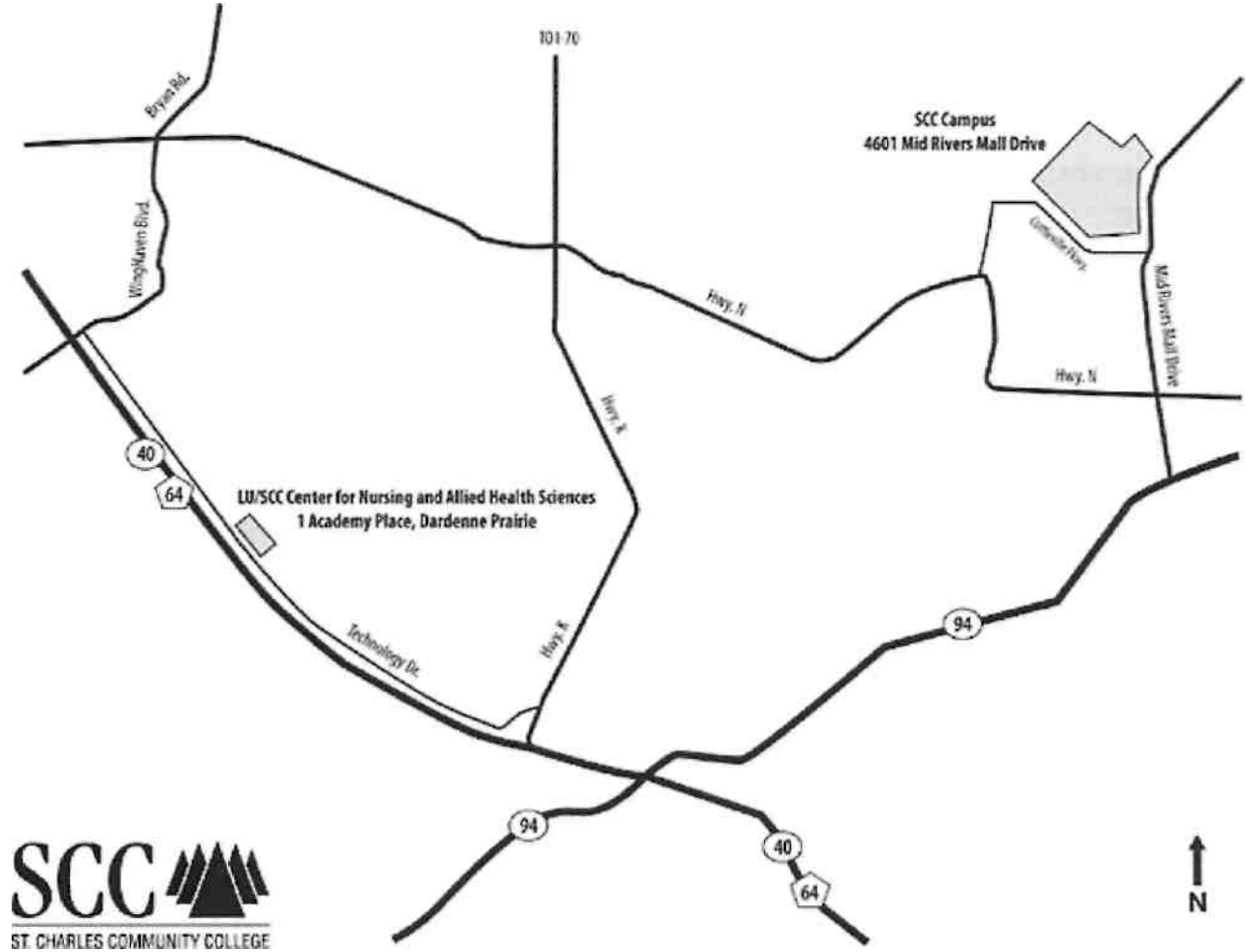
## ACCREDITATION

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, 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 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](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 **required** 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 one professional development activity 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.

## **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	John Bookstaver, Ph.D.
Campus Dean	Amy Koehler, MSN, RN
HIM Department Chair	Deborah Schultze, MS, RHIA
Full-time Faculty	Amy Veit, RHIA
Part-time/Adjunct Faculty	Rebecca Hatton, RHIT
	Ashley Adrian, RHIA, CCS
	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 acceptance to 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, 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. HIM 140 A&P and HIM 141 Pathophysiology will be required as a refresher if it has been greater than 5 years since the applicant completed these courses.

### Academic Performance

- 1) 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. At no time may the student's overall grade point average fall below 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. 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. A student may be suspended and re-apply ONE time.
- 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 general education course ONE time. Students may repeat an HIM course only with the Department Chair's permission. Permission will be considered after consultation with the course instructor and the student provides evidence of ability to succeed. **Students may retake courses (Gen Ed and/or HIM) one time. Failure of the 2<sup>nd</sup> attempt of any course to obtain a C will result in dismissal from the program.**
- 3) 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. **Grades below C in two (2) HIM courses within the same semester will result in dismissal from the HIM program.** A student needing to re-take a first semester course will need to re-apply to the HIM program. (See item #2 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.
- 4) 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).

### 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 1-3 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

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. In an online format, attendance is measured by student logins and submitted work. If a student fails to login and 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.

An absence, however explained, remains an absence of record. Excessive absence may be sufficient cause for dismissal from class. Two (2) appropriately reported practicum absences will result in dismissal from a Practicum and a failing grade in the practicum course.

Absenteeism that exceeds two (2) class days (1 class in an evening course setting) within a campus-based course will require a meeting with the instructor. Any additional absence will result in an administrative withdrawal of a student. 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 is an absence for that student. Arriving late (<10 minutes) is a tardy (2 tardies = 1 absence)
- A student withdrawn for excessive absence will be considered for dismissal from the program. A committee of the Health Information Management Program faculty and the Department 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 CARE 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. Generally, failure to logon AND submit work for more than 10 consecutive days constitutes excessive absence and may be dealt with according to the above measures.

### 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 application information see: <https://www.stchas.edu/docs/pdfs/App4Grad.pdf>

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 2018 must graduate no later than fall 2022. If a student cannot meet that deadline, he/she will be required to repeat any HIM and biology classes that are now outside of the 4-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 Management staff places emphasis on typing/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#gradegrievancepolicy>

1 <sup>st</sup> level:	The Instructor
2 <sup>nd</sup> level:	HIM Department Chair
3 <sup>rd</sup> level:	Campus Dean
4 <sup>th</sup> level:	Vice-President for Academic Affairs and Enrollment Management
5 <sup>th</sup> 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 to see if an exception can be made. This decision rests solely with the instructor. Since most testing is online with a broad window of availability, there should never be a need for an exception. Read the applicable policies in each course syllabus.

## 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 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 y 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 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 Denise Lammers at 636-922-8280. Notify the instructor of any circumstance, which may warrant an exception to this policy.

#### Mandatory Meetings

General HIM Orientations, Practicum Orientations and an academic review will be conducted at the beginning of each semester. These face-to-face meetings are to be considered mandatory. Other mandatory meetings will be announced as necessary. **Conferencing options may be available and should be discussed with the Instructor or the Department Chair at least one week before the scheduled meeting.**

#### 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](#).

#### ACE Tutoring Center

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](#).

## 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.** Tattoos must be covered.
  - Detailed Policies and Procedures will be reviewed during practicum Orientations.
- Students are required to have health insurance.
- 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. 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.**

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.

## PROGRAM CURRICULUM – Check with HIM Advisor for any Changes

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

#### FIRST YEAR

FIRST SEMESTER			SECOND SEMESTER		
HIM 110	Medical Terminology	3	HIM 125/126	Health Care Technologies	3
HIM 120/121	Health Care Data	3	HIM 150	Directed Practicum	1
HIM 140	A & P for Allied Health**	5	230	Hlth Care Data Analysis	3
HIM 115	Pharmacology	3	HIM 270/271	CPT Coding	3
SPE 101	Oral Communications++	3	HIM 141	Pathophysiology for Allied Health***	3
		17			16

#### SUMMER SESSION

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

#### SECOND YEAR

FIRST SEMESTER			SECOND SEMESTER		
HIM 250	Applied Practicum II	3	HIM 241	Health Care Statistics+	2
HIM 220/221	ICD Coding	3	HIM 242	Healthcare Management	3
HIM 238	Healthcare Legal & Ethical Issues	3	HIM 260	HIM Seminar	2
HIM 243	Quality Management	3	HIM 290/291	Advanced Coding (optional)	3
HIS/POL	History or Government*	3	HIM 280	Healthcare Billing & Reimburse	2
		15	SOC 101	Intro to Sociology	3
					15

TOTAL CREDIT HOURS: 75 (69 + CPT 101 & ENG 101)

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

++SPE 101 (3) can be taken before or during the program.

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

\*\*\* Students wishing to transfer to 4-yr program should take the BIO 265 Pathophysiology

\* 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 CAHIM 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...5**

**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:** HIM 120, HIM 121, HIM 140 or Biology 250/251

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

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)

**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:** HIM 120, HIM 121, HIM 125, HIM 126, HIM 150, HIM 250

\*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.

**Corequisites:**

**HIM 290 Advanced Medical Coding...3 (Optional)**

**\*Prerequisites:** HIM 220/221, HIM 270/271

This course is a continuation of HIM(HIT) 220/221, focusing on assigning diagnosis and procedural codes from actual patient scenarios and determining the validity of CAC assigned codes.

**\*Corequisites:** HIM 291

**HIM 290 Advanced Medical Coding Laboratory...0**

**\*Prerequisites:** HIM 220/221, HIM 270/271

Application of coding guidelines with major emphasis on actual case scenarios, to reinforce principles and cases from HIM 290.

**\*Corequisites:** HIM 290

**\*Prerequisites/Corequisites and/or course descriptions currently proposed to be approved. 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 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 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

## AHIMA Curriculum Entry Level Competencies, for Health Information Management (HIM) at the Associate Degree Level With Blooms Taxonomy Level and Curricular Considerations

Entry-Level Competencies	Required Bloom's Level	Curricular Considerations - These are topics programs may use to guide students to achieve the competency at the required Bloom's taxonomy level.	List the course number/prefix, course name, type of assignment/activity/project and the location of the assignment/activity/project in the course syllabus' class schedule or calendar that demonstrates the highest Bloom's taxonomic level for each Competency (Columns 1 & 2). <b>Maximum of two (2) assignments per Competency</b>
<b>Institution/Program Title:</b> St Charles Community College - Health Information Management			
<b>Program Director, Credentials:</b> Deborah Schultze, MS, RHIA			
<b>Address/City, State:</b> 1 Academy Place Dardenne Prairie MO 63368			
<b>Submission Date:</b> Student Handbook Revision July, 2017			
<b>Programs must provide CAHIM with faculty viewing access in the Learning Management System (LMS) for all HIM core courses offered and/or delivered in an online format at the time of self-assessment submission in the CAS system. Program must include the login URL/link, username &amp; password</b>			
<b>Domain I. Data Content, Structure &amp; Standards</b>			<i>Note:</i> Program can increase row height as needed. If copy/paste is used to insert text: <b>Set paste settings to "Match Destination Formatting"</b>
<b>Subdomain I.A. Classification Systems</b>			<i>Example: HIT 134: Health Law and Ethics; Project; Compliance Plan; Week 8</i>
1. Apply diagnosis/procedure codes according to current guidelines	3	* Principles or Nomenclatures, Terminologies, Clinical Vocabularies, Taxonomies & other data sets (OASIS, HEDIS, UHDDS, & DEEDS), and applications of Classification Systems (ICD/CPT, HCPCS, SNOMED, & DSM)	<b>HIM 120/121 HIM 220/221 HIM 270/271 HIM 230</b>
2. Evaluate the accuracy of diagnostic and procedural coding	5	* Principles and applications of Classification Systems and Audits	<b>HIM 220/221 HIM 270/271 HIM 230</b>
3. Apply diagnostic/procedural groupings	3	* Principles and applications of diagnostic and procedural grouping including Diagnostic Related Group (DRG), Medicare Severity Diagnosis Related Group (MSDRG), Ambulatory Payment Class (APC), and Resource Utilization Groups (RUGS)	<b>HIM 280</b>
4. Evaluate the accuracy of diagnostic/procedural groupings	5	* Principles and applications of diagnostic and procedural groupings and audits	<b>HIM 220/221 HIM 270/271 HIM 280</b>

<b>Subdomain I.B. Health Record Content and Documentation</b>			
1. Analyze the documentation in the health record to ensure it supports the diagnosis and reflects the patient's progress, clinical findings, and discharge status	4	* Content and documentation requirements of the health record; health information media (paper, computer, web-based document imaging)	<b>HIM 120/121</b>
2. Verify the documentation in the health record is timely, complete, and accurate	4	* Documentation requirements of the health record for all record types including acute, ambulatory, long term care, rehab, and behavioral health	<b>HIM 120/121</b>
3. Identify a complete health record according to organizational policies, external regulations, and standards	3	* Medical staff By-laws, The Joint Commission, and State Statutes, and Legal Health Record	<b>HIM 120/121 HIM 238</b>
4. Differentiate the roles and responsibilities of various providers and disciplines to support documentation requirements throughout the continuum of healthcare	5	* Roles and responsibilities of health care providers for health information documentation	<b>HIM 120/121</b>
		* Administrative (patient registration, Admission/Discharge/Transfer (ADT), billing) and Clinical (lab, radiology, pharmacy) services	<b>HIM 120/121</b>
<b>Subdomain I.C. Data Governance</b>			
1. Apply policies and procedures to ensure the accuracy and integrity of health data	3	* Data stewardship and data sources for patient care (management, billing reports, registries, and/or databases)	<b>HIM 120/121 HIM 238</b>
		* Data integrity concepts & standards; Data interchange standards including X2 & HL-7	<b>HIM 120/121 HIM 125/126</b>
		* Medical Staff By-laws, Hospital By-laws, and Provider contracts with facilities	<b>HIM 120/121 HIM 238</b>
<b>Subdomain I.D. Data Management</b>			
1. Collect and maintain health data	2	* Health data collection tools (screen design & screens)	<b>HIM 120/121 HIM 125/126 HIM 230</b>
		* Data elements, data sets, databases, & indices	<b>HIM 120/121 HIM 125/126 HIM 230</b>
		* Data mapping & data warehousing	<b>HIM 120/121 HIM 125/126 HIM 230</b>
2. Apply graphical tools for data presentations	3	* Graphical tools & presentations	<b>HIM 120/121 HIM 230 HIM 241</b>
<b>Subdomain I.E. Secondary Data Sources</b>			
1. Identify and use secondary data presentations	3	* Specialized data collection systems and registries	<b>HIM 120/121 HIM 125/126 HIM 230</b>
2. Validate the reliability and use secondary data sources	3	* Purposes and applications of secondary data sources	<b>HIM 120/121 HIM 125/126 HIM 230</b>

Domain II. Information Protection: Access, Disclosure, Archival, Privacy & Security			
<b>Subdomain II.A. Health Law</b>			
1. Apply healthcare legal terminology	3	* Healthcare legal terminology	HIM 120/121 HIM238
2. Identify the use of legal documents	3	* Health information/record laws and regulations (consent for treatment, retention, privacy, patient rights, advocacy, health power of attorney, advance directives, Do not Resuscitate (DNR) orders)	HIM 120/121 HIM238
3. Apply legal concepts and principles to the practice of HIM	3	* Maintain a legally defensible health record (subpoenas, depositions, court orders, and warrants)	HIM 120/121 HIM238
<b>Subdomain II.B. Data Privacy, Confidentiality &amp; Security</b>			
1. Apply confidentiality, privacy and security measures and policies and procedures for internal and external use and exchange to protect electronic health information	3	* Internal and external standards, regulations and initiatives (state and federal privacy and security laws)	HIM 120/121 HIM 125/126 HIM 238 HIM 243
		* Patient verification (medical identity theft); Data security concepts, processes, and monitoring	HIM 120/121 HIM 125/126
2. Apply retention and destruction policies for health information	3	* E-Discovery; Data storage & retrieval	HIM 120/121 HIM 125/126 HIM 238
3. Apply system security policies according to departmental and organizational data/information standards	3	* Security processes and policies (data/information standards)	HIM 120/121 HIM 125/126 HIM 238
<b>Subdomain II.C. Release of Information</b>			
1. Apply policies and procedures surrounding issues of access and disclosure of protected health information	3	* Release patient specific data to authorized users; Access and disclosure policies and procedures	HIM 120/121 HIM 238
<b>Domain III. Informatics, Analytics and Data Use</b>			
<b>Subdomain III.A. Health Information Technologies</b>			
1. Utilize software in the completion of HIM processes	3	* Record tracking, release of information, coding, grouping, registries, billing, quality improvement, imaging, Electronic Health Records (EHRs), Personal Health Records (PHRs), and document imaging	HIM 120/121 HIM 125/126 HIM 238
2. Explain policies and procedures of networks, including intranet and Internet to facilitate clinical and administrative applications	2	* Communication and network technologies including EHRs, PHRs, Health Information Exchanges (HIEs), portals, public health, standards, and telehealth	HIM 120/121 HIM 125/126 HIM 243
<b>Subdomain III.B. Information Management Strategic Planning</b>			
1. Explain the process used in the selection and implementation of health information management systems	2	* Strategic planning process, integration of systems, and information management strategic plan	HIM 120/121 HIM 125/126
2. Utilize health information to support enterprise wide decision support for strategic planning	3	* Business planning; Market share planning; Disaster and recovery planning	HIM 120/121 HIM 125/126
<b>Subdomain III.C. Analytics and Decision Support</b>			
1. Explain analytics and decision support	2	* Analytics and decision support (data visualization, dashboard, data capture tools, and technologies)	HIM 120/121 HIM 230 HIM 241 HIM 243
2. Apply report generation technologies to facilitate decision-making	3	* Organizational design and strategic use of patient and performance data to support specific lines of business in healthcare including Outpatient Prospective Payment System (OPPS), Inpatient Prospective Payment System (IPPS), and medical research	HIM 120/121 HIM 230 HIM 241 HIM 243
<b>Subdomain III.D. Health Care Statistics</b>			
1. Utilize basic descriptive, institutional, and healthcare statistics	3	* Healthcare statistical formulas (length of stay (LOS), death, autopsy, infections, and birth rates); Mean, frequency, percentile, and standard deviation	HIM 230 HIM 241
2. Analyze data to identify trends	4	* Structure and use of health information and healthcare outcomes (comparative & aggregate analytics); Quality, safety, and effectiveness of healthcare	HIM 230 HIM 241 HIM 243
<b>Subdomain III.E. Research Methods</b>			
1. Explain common research methodologies and why they are used in healthcare	2	* Research methodologies including quantitative, qualitative, mixed methods, and Institutional Review Board (IRB)	HIM 230 HIM 241 HIM 243
<b>Subdomain III.F. Consumer Informatics</b>			
1. Explain usability and accessibility of health information by patients, including current trends and future challenges	2	* Mobile technologies, patient portals, patient education, outreach, patient safety, PHRs, and patient navigation	HIM 120/121 HIM 125/126
<b>Subdomain III.G. Health Information Exchange</b>			
1. Explain current trends and future challenges in health information exchange	2	* Exchange/sharing of health information (Employer to Health Provider; Health Provider to Health Provider; Health Provider to Employer; Facility to Facility)	HIM 120/121 HIM 125/126
<b>Subdomain III.H. Information Integrity and Data Quality</b>			

1. Apply policies and procedures to ensure the accuracy and integrity of health data both internal and external to the health system	3	* Disease management process; Quality assessment & improvement (process, collection tools, data analysis, and reporting techniques)	HIM 230 HIM 243
<b>Domain IV. Revenue Management</b>			
<b>Subdomain IV. A. Revenue Cycle and Reimbursement</b>			
1. Apply policies and procedures for the use of data required in healthcare reimbursement	3	* Payment methodologies and systems including capitation, Prospective Payment System (PPS), Resource Based Relative Value Scale (RBRVS), case mix, indices, MSDRGs, healthcare insurance policies, and Accountable Care Organizations (ACOs)	HIM 120/121 HIM 280
2. Evaluate the revenue cycle management processes	5	* Billing processes and procedures (claims, Explanation of Benefits (EOB), Advanced Beneficiary Notice (ABN), Electronic Data Interchange (EDI), coding, Chargemaster, and bill reconciliation process) in hospital inpatient, outpatient, physician offices, and other delivery settings * Utilization review and case management/care coordination	HIM 120/121 HIM 280 HIM 120/121 HIM 243 HIM 280
<b>Domain V. Compliance</b>			
<b>Subdomain V.A. Regulatory</b>			
1. Analyze policies and procedures to ensure organizational compliance with regulations and standards	4	* Internal and external standards, regulations, and initiatives; Health Insurance Portability and Accountability Act (HIPAA), The Joint Commission, Quality Integrity Organizations (QIOs), Meaningful Use (MU), risk management, & patient safety	HIM 120/121 HIM 238 HIM 243
2. Collaborate with staff in preparing the organization for accreditation, licensure, and/or certification	4	* Deeming Authorities for accreditation, licensure, and certification (EHRs)	HIM 120/121 HIM 238 HIM 243
3. Adhere to the legal and regulatory requirements related to health information management	3	* Legislative and regulatory processes (coding quality monitoring, compliance strategies, and reporting)	HIM 120/121 HIM 243
<b>Subdomain V.B. Coding</b>			
1. Analyze current regulations and established guidelines in clinical classification systems	4	* Severity of illness systems such as Present on Admission (POA), Hospital Acquired Conditions (HACs)	HIM 220/221 HIM 270/271 HIM 280
2. Determine accuracy of computer assisted coding assignment and recommend corrective action	5	* Coding specialty systems; Computer-Assisted Coding (CAC) technology	HIM 120/121 HIM 125/126 HIM 220/221 HIM 270/271
<b>Subdomain V.C. Fraud Surveillance</b>			
1. Identify potential abuse or fraudulent trends through data analysis	3	* False Claims Act, (Stark Law, Anti-Kickback Statute, and Whistleblower Protection Act); Role of Office of Inspector General (OIG) and Recovery Audit Contractors (RACs); Unbundling and upcoding (Fraud/Abuse)	HIM 120/121 HIM 238
<b>Subdomain V.D. Clinical Documentation Improvement</b>			
1. Identify discrepancies between supporting documentation and coded data	3	* Clinical outcome measures and monitoring	HIM 120/121 HIM 243
2. Develop appropriate physician queries to resolve data and coding discrepancies	6	* Clinical Documentation Improvement (CDI); Professional communication skills; Roles of Physicians and HIM in CDI	HIM 120/121 HIM 243
<b>Subdomain V.I.D. Human Resources Management</b>			
1. Report staffing levels and productivity standards for health information functions	3	* Staffing levels and productivity standards (productivity calculations)	HIM 120/121 HIM 242
2. Interpret compliance with local, state, and federal labor regulations	5	* Labor/Employment laws	HIM 120/121 HIM 238 HIM 242
3. Adhere to work plans, policies, procedures, and resource requisitions in relation to job functions	3	* HR structure and operations	HIM 120/121 HIM 242
<b>Subdomain V.I.E. Training and Development</b>			
1. Explain the methodology of training and development	2	* Orientation and training	HIM 120/121 HIM 242
2. Explain return on investment for employee training/development	2	* Recruitment, retention, and sizing	HIM 120/121 HIM 242
<b>Subdomain V.I.F. Strategic and Organizational Management</b>			
1. Summarize a collection methodology for data to guide strategic and organizational management	2	* Internal and external workflow, process monitors, outcomes measures, and monitoring; Resource allocation, corporate compliance and patient safety, risk assessment, and customer satisfaction	HIM 120/121 HIM 242 HIM 243
2. Understand the importance of healthcare policy-making as it relates to the healthcare delivery system	2	* State, local, and federal policies (Healthy People 2020, Institute of Medicine (IOM) Reports, Center for Disease Control (CDC), and Patient Centered Outcomes Research Institute (PCORI)	HIM 120/121 HIM 238 HIM 242 HIM 243
3. Describe the differing types of organizations, services, and personnel and their interrelationships across the health care delivery system	2	* Payers/providers in all delivery settings; Accountable Care Organizations (ACOs) and Managed Care Organizations (MCOs); Medical devices and Biotech	HIM 120/121 HIM 238 HIM 280
4. Apply information and data strategies in support of information governance initiatives	3	* Information and data strategy methods & techniques	HIM 120/121 HIM 243 HIM 280
5. Utilize enterprise-wide information assets in support of organizational strategies and objectives	3	* Governance Standards; Data/information visualization, models, and presentation	HIM 120/121 HIM 125/126 HIM 243 HIM 280

Domain VI. Leadership			
Subdomain VI.A. Leadership Roles			
1. Summarize health information related leadership roles	2	* Healthcare providers including administration, CIO/CMIO, and others	HIM 120/121 HIM 242
2. Apply the fundamentals of team leadership	3	* Team leadership concepts and techniques	HIM 120/121 HIM 242
3. Organize and facilitate meetings	3	* Roles and functions of teams and committees (work in teams/committees & consensus building); Communication, interpersonal, and critical thinking skills	HIM 120/121 HIM 242 HIM 243
Subdomain VI.B. Change Management			
1. Recognize the impact of change management on processes, people and systems	2	* Organization Mergers; New systems and processes implementation (Risk Exposure)	HIM 120/121 HIM 238 HIM 242
Subdomain VI.C. Work Design and Process Improvement			
1. Utilize tools and techniques to monitor, report, and improve processes	3	* Tools & techniques for process improvement/reengineering; Gantt charts, benchmarking, and data presentation	HIM 120/121 HIM 230 HIM 241 HIM 243
2. Identify cost-saving and efficient means of achieving work processes and goals	3	* Incident response, medical reconciliation, and sentinel events	HIM 120/121 HIM 230 HIM 243
3. Utilize data for facility-wide outcomes reporting for quality management and performance improvement	3	* Data for outcomes reporting; Continuous Quality Improvement (CQI)	HIM 120/121 HIM 230 HIM 243
Subdomain VI.D. Human Resources Management			
1. Report staffing levels and productivity standards for health information functions	3	* Staffing levels and productivity standards (productivity calculations)	HIM 120/121 HIM 242
2. Interpret compliance with local, state, and federal labor regulations	5	* Labor/Employment laws	HIM 120/121 HIM 238 HIM 242
3. Adhere to work plans, policies, procedures, and resource requisitions in relation to job functions	3	* HR structure and operations	HIM 120/121 HIM 242
Subdomain VI.E. Training and Development			
1. Explain the methodology of training and development	2	* Orientation and training	HIM 120/121 HIM 242
2. Explain return on investment for employee training/development	2	* Recruitment, retention, and sizing	HIM 120/121 HIM 242
Subdomain VI.F. Strategic and Organizational Management			
1. Summarize a collection methodology for data to guide strategic and organizational management	2	* Internal and external workflow, process monitors, outcomes measures, and monitoring; Resource allocation, corporate compliance and patient safety, risk assessment, and customer satisfaction	HIM 120/121 HIM 242 HIM 243
2. Understand the importance of healthcare policy-making as it relates to the healthcare delivery system	2	* State, local, and federal policies (Healthy People 2020, Institute of Medicine (IOM) Reports, Center for Disease Control (CDC), and Patient Centered Outcomes Research Institute (PCORI)	HIM 120/121 HIM 238 HIM 242 HIM 243
3. Describe the differing types of organizations, services, and personnel and their interrelationships across the health care delivery system	2	* Payers/providers in all delivery settings; Accountable Care Organizations (ACOs) and Managed Care Organizations (MCOs); Medical devices and Biotech	HIM 120/121 HIM 238 HIM 280
4. Apply information and data strategies in support of information governance initiatives	3	* Information and data strategy methods & techniques	HIM 120/121 HIM 243 HIM 280
5. Utilize enterprise-wide information assets in support of organizational strategies and objectives	3	* Governance Standards; Data/information visualization, models, and presentation	HIM 120/121 HIM 125/126 HIM 243 HIM 280

<b>Subdomain VI.G. Financial Management</b>			
1. Plan budgets	3	* Budgets (staffing, department, & capital)	HIM 120/121 HIM 241 HIM 242
2. Explain accounting methodologies	2	* Basic accounting methodologies; Cost and cash accounting	HIM 120/121 HIM 241 HIM 242
3. Explain budget variances	2	* Budget variances	HIM 120/121 HIM 241 HIM 242
<b>Subdomain VI.H. Ethics</b>			
1. Comply with ethical standards of practice	5	* Professional and practice-related ethical issues; AHIMA Code of Ethics	HIM 120/121 HIM 238
2. Evaluate the consequences of a breach of healthcare ethics	5	* Breach of healthcare ethics	HIM 120/121 HIM 238
3. Assess how cultural issues affect health, healthcare quality, cost, and HIM	5	* Healthcare professionals and cultural diversity; Cultural competence and self-awareness; Assumptions, biases, & stereotypes	HIM 120/121 HIM 238 HIM 242
4. Create programs and policies that support a culture of diversity	6	* Diversity awareness training programs: age, race, sexual orientation, education, work experience, geographic location, and disability	HIM 120/121 HIM 238 HIM 242
		* Regulations such as Americans with Disabilities Act (ADA) and Equal Employment Opportunity Commission (EEOC)	HIM 120/121 HIM 238 HIM 242
<b>Subdomain VI.I. Project Management</b>			
1. Summarize project management methodologies	2	* Project Management Planning (PMP)	HIM 120/121 HIM 242
<b>Subdomain VI.J. Vendor/Contract Management</b>			
1. Explain Vendor/Contract Management	2	* Systems acquisition and evaluation	HIM 120/121 HIM 125/126 HIM 242
<b>Subdomain VI.K. Enterprise Information Management</b>			
1. Apply knowledge of database architecture and design	3	* Data dictionary and interoperability	HIM 120/121 HIM 125/126 HIM 230
<b>Supporting Body of Knowledge (Pre-requisite or Evidence of Knowledge)</b>			
1. Pathophysiology and Pharmacology		BIO 265 OR HIM 141 and HIM 115	
2. Anatomy and Physiology		BIO 250/251 or HIM 140	
3. Medical Terminology		HIM 110	
4. Computer Concepts and Applications		CPT 103	

## 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.

New Domain (Original Domain)	Examples, key words (verbs), and technologies for learning (activities)
<p><b>1. Remembering (Knowledge):</b> Recall or retrieve previous learned information.</p>	<p><b>Examples:</b> Recite a policy. Quote prices from memory to a customer. Recite the safety rules.</p> <p><b>Key Words:</b> defines, describes, identifies, knows, labels, lists, matches, names, outlines, recalls, recognizes, reproduces, selects, states</p> <p><b>Technologies:</b> book marking, flash cards, rote learning based on repetition, reading</p>
<p><b>2. Understanding (Comprehension):</b> Comprehending the meaning, translation, interpolation, and interpretation of instructions and problems. State a problem in one's own words.</p>	<p><b>Examples:</b> Rewrite the principles of test writing. Explain in one's own words the steps for performing a complex task. Translate an equation into a computer spreadsheet.</p> <p><b>Key Words:</b> comprehends, converts, defends, distinguishes, estimates, explains, extends, generalizes, gives an example, infers, interprets, paraphrases, predicts, rewrites, summarizes, translates</p> <p><b>Technologies:</b> create an analogy, participating in <a href="#">cooperative learning</a>, taking notes, storytelling, Internet search</p>
<p><b>3. Applying (Application):</b> Use a concept in a new situation or unprompted use of an abstraction. Applies what has been learned in the classroom into novel situations in the work place.</p>	<p><b>Examples:</b> Use a manual to calculate an employee's vacation time. Apply laws of statistics to evaluate the reliability of a written test.</p> <p><b>Key Words:</b> applies, changes, computes, constructs, demonstrates, discovers, manipulates, modifies, operates, predicts, prepares, produces, relates, shows, solves, uses</p>



	<p><b>Technologies:</b> <a href="#">collaborative learning</a>, create a process, blog, practice</p>
<p><b>4. Analyzing (Analysis):</b> Separates material or concepts into component parts so that its organizational structure may be understood. Distinguishes between facts and inferences.</p>	<p><b>Examples:</b> Troubleshoot a piece of equipment by using logical deduction. Recognize logical fallacies in reasoning. Gathers information from a department and selects the required tasks for training.</p> <p><b>Key Words:</b> analyzes, breaks down, compares, contrasts, diagrams, deconstructs, differentiates, discriminates, distinguishes, identifies, illustrates, infers, outlines, relates, selects, separates</p> <p><b>Technologies:</b> <a href="#">Fishbowls</a>, debating, questioning what happened, run a test</p>
<p><b>5. Evaluating (Synthesis):</b> Make judgments about the value of ideas or materials.</p>	<p><b>Examples:</b> Select the most effective solution. Hire the most qualified candidate. Explain and justify a new budget.</p> <p><b>Key Words:</b> appraises, compares, concludes, contrasts, criticizes, critiques, defends, describes, discriminates, evaluates, explains, interprets, justifies, relates, summarizes, supports</p> <p><b>Technologies:</b> survey, blogging</p>
<p><b>6. Creating (Evaluation):</b> Builds a structure or pattern from diverse elements. Put parts together to form a whole, with emphasis on creating a new meaning or structure.</p>	<p><b>Examples:</b> Write a company operations or process manual. Design a machine to perform a specific task. Integrates training from several sources to solve a problem. Revises and process to improve the outcome.</p> <p><b>Key Words:</b> categorizes, combines, compiles, composes, creates, devises, designs, explains, generates, modifies, organizes, plans, rearranges, reconstructs, relates, reorganizes, revises, rewrites, summarizes, tells, writes</p> <p><b>Technologies:</b> Create a new model, write an essay, network with others</p>

## 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](http://WWW.AHIMA.org)

[WWW.MoHIMA.org](http://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.**