



Health Information Management:

Associate in Applied Science Degree Code: 5092

This degree is offered at the Quad-Cities Campus only.

Description

Health Information Technology is one of the 20 fastest growing occupations in the U.S. As a medical billing and coding professional, you stand at the crossroads of health care and technology and make an important contribution to the delivery of quality health care.

The curriculum for this associate's degree includes coursework in all three areas of medical transcription, billing, and coding. A student with a certificate in one of the above areas may transfer all the coursework toward this Health Information Management (HIM) degree.

The HIM professional is a medical language specialist who interprets and transcribes dictation by physicians and other health care professionals and works with the health care team. This team of professionals protects patient and client information in accordance with the HIPAA regulations.

The HIM professional has a thorough knowledge of medical office procedures including health insurance filing, coding, and regulations. The graduate is prepared to use health information to document patient care and facilitate delivery of health care services. The student will be aware of all standards and requirements that apply to the medical record, as well as the legal significance of the patient file.

As a skilled medical information professional, one is an expert on patient data that doctors, nurses, and other providers rely on to perform their jobs - a needed link in the extended health care team.

With hands-on skill classes of medical transcription and medical coding, immersing one's self in beginning medical terminology to advanced terminology to pharmacology terminology, the student attains the education necessary to work well on the job. The HIM internship provides a mentor who will guide the on-the-job learning that is necessary. Hospitals, clinics, medical facilities, insurance offices, physician's office teams are just a few places that these internships can be attained.

College certificates in physician-based medical coding, hospital-based medical coding, health insurance billing, and clinical trials research are being offered at more and more colleges. Nationwide-accepted certifications for coding, transcribing, and billing are offered through the American Academy of Professional Coders (AAPC), Certifier Professional Coder-Payer (CPC-P) board exam, or the American Health Information Management Association's (CCA) board exam.

FIRST YEAR			SECOND YEAR		
FIRST SEMESTER SUGGESTED COURSES	SEM. HRS		FIRST SEMESTER SUGGESTED COURSES	SEM. HRS.	
BE 100	Work Environment Orientation	2	BA 170	Fundamentals of Accounting I	3
BE 141	Computerized Keyboarding I	3	BA 171	Fundamentals of Accounting LAB	1
BIOL 150	Medical Terminology	3	HIM 250	Advanced Medical Transcription	4
HIM 156	Introduction to Health Insurance	3	HIM 252	Pharmacology Terminology	3
PN 110	Basic Anatomy & Physiology	3	HIM 254	Law, Liability, and Medical Ethics	3
COMM 105	Essentials of English	<u>3</u>	HIM 257	Procedure and Diagnosis Coding I	<u>3</u>
	Semester Total	17		Semester Total	17
SECOND SEMESTER SUGGESTED COURSES	SEM. HRS		SECOND SEMESTER SUGGESTED COURSES	SEM. HRS.	
HIM 148	Beginning Medical Transcription	4	BE 180	Business Communications	4
HIM 200	Advanced Medical Terminology	3	HIM 249	Management of Health Information	3
HIM 251	Medical Office Procedures	3	HIM 258	Procedure and Diagnosis Coding II	3
HIM 255	Medical Manager	3	BE 261	Seminar	3
BE 145 A & B	Information Processing	<u>2</u>	BE 265	Internship	3
	Semester Total	15	BE 143	Keyboard Speed and Accuracy	<u>2</u>
				Semester Total	16
				Minimum total hours required for degree	65

Admission Requirements

High school graduate or equivalent.

Desirable Background

1. Students should enjoy working with latest in office computer technology and application software.
2. Students should like to be an organizational person who willingly takes charge of projects or who volunteers readily.
3. Students should possess strong communication skills – working with insurance carriers, physicians and patients.
4. Students should enjoy working with teams and servicing people's needs.

Faculty

The classes will be taught by highly qualified instructors who have both academic training and on-the-job experience.

Enrollment

Enrollment for summer and fall semesters begins in April. Enrollment for spring semester begins in November. Students are encouraged to seek advisement from an instructor in the Computer Information Technology department. Instructors will be able to assess any proficiency class work the student has already had previous to enrollment. Contact people are listed below.

Employment Opportunities

- Medical Insurance Coder/Biller
- Medical Transcriptionist
- Medical Office Manager

Facilities

Black Hawk College's classrooms are modern and well equipped to meet the instructional needs of students.

Additional Sources of Information

Vashti Berry

Recruiter–Marketing Department

Black Hawk College Quad-Cities Campus

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Debbie Collins

Computer Information Technology

Associate Professor, Department Chair

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Angela Heckman

Recruiter–Marketing Department

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Computer Information Technology

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Black Hawk College Quad-Cities Campus

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1-800-334-1311

Black Hawk College will make all educational and personnel decisions without regard to race, color, religion, gender, sexual orientation, marital status, national origin or ancestry, age, physical or mental disability unrelated to ability, or status as a disabled veteran or Vietnam era veteran, except as specifically exempted by law.

If you need accommodations due to a disability, please contact the Coordinator of Student Accommodations at (309) 796-5949 or (TTY) 796-5903.

Students, faculty, and staff at Black Hawk College participate in a variety of activities designed to assess and improve students and to bring about institutional change. Examples of such activities may include placement testing, surveys, collecting random samples of student work, exit testing, and portfolio evaluation.