

Detailed Assessment Report

As of: 9/16/2013 10:14 AM CENTRAL

FY 2012 HIM 5192/Medical Billing 5586/Coding 5584/Transcription 5785

Analysis Questions and Analysis Answers

(PR) STUDENT/MARKET NEED: (CTE) Describe the current and future occupational demand for the program. Include Advisory Committee feedback on demand for skills and an analysis of student enrollment trends and projections.

According to the Bureau of Labor Statistics (2011), employment of health information managers (HIM) is expected to grow 16 percent from 2008 to 2018, faster than the average for all occupations. All areas of HIM, save Medical Transcription (MT) are included in the estimate. The healthcare industry will continue to expand and diversify in response to changes in federal healthcare policy, requiring managers to ensure smooth business operations. HIM staff in all settings will be needed to improve quality and efficiency of healthcare, while controlling costs, as insurance companies and Medicare demand higher levels of accountability. Managers also will be needed to oversee the computerization of patient records and to ensure their security as required by law. Additional demand for managers will stem from the need to recruit workers and increase employee retention, to comply with changing regulations, to implement new technology, and to help improve the health of their communities by emphasizing preventive care. Hospitals will continue to employ the most medical and health services managers over the 2008-18 decade. However, employment in outpatient setting is also expected to increase. Many services previously provided in hospitals will continue to shift to these settings, especially as medical technologies improve. Demand in medical group practice management will grow as medical group practices become larger and more complex. Health information managers also will be employed by healthcare management companies that provide management services to hospitals and other organizations and to specific departments such as emergency, information management systems, managed care contract negotiations, and physician recruiting. Advisory board recommendations. The HIM Advisory Board met in the spring of 2011. Board members stressed the importance of coursework in medical terminology, anatomy and physiology with an emphasis in pathophysiology, and computer sciences. The HIM program currently includes two medical terminology courses (BIOL 150, HIM 200), one anatomy and physiology course (PN 110), and two required computer software courses (HIM 255, BE 145). Enrollment trends. Those students with a declared major of HIM or one of its certificates totaled 109, with a breakdown as follows: HIM: 61 students Medical Assisting: 14 students Medical Billing: 14 students Medical Coding: 12 students Medical Transcription: 8 students Students are trending away from individual certificates, particularly Medical Transcription, and opting instead for the increased marketability of the HIM AAS degree. Further, students who have earned or are earning the AAS degree, are dual enrolling in the Medical Assisting (MA) program. As the numbers indicate, the majority of students in the MA program are self-declared as HIM rather than MA.

Connected Documents

- *Health Information Management-Occupation Report*
- *Health Information Management-Student Demographics Data*
- *Medical Billing Specialist Occupation Report*
- *Medical Coding Specialist Occupation Report*
- *Medical Transcription Occupation Report*
- *Medical Transcriptionist-Student Demographics Data*

(PR) HUMAN RESOURCE REVIEW: Describe the Programs/Discipline capacity and capability needs including skills, competencies and faculty staffing levels to meet student needs and/or employer's needs.

The HIM program has enjoyed robust enrollments since its inception a decade ago. The program has operated with one full time faculty member who has also acted as the program's coordinator. The program has traditionally employed several adjunct faculty members. With increasing enrollments and the addition of the MA certificate program, last year's revenue to cost ratio for the program was 2.24. In response to this trend, the college hired a second full time HIM faculty member in January of 2012.

(PR) STUDENT OUTCOMES, ACHIEVEMENT, PLACEMENT, FOLLOW-UP: What measures of student learning and development does the Program/Discipline collect and analyze regularly? What are the findings from this analysis? What improvements have been made as a result of these findings?

Pre-test, post -test data for HIM 200, HIM 247. HIM 261/265 Portfolio and Internship Site feedback, Pass/fail rates on national certification exams. Students continue to show evidence of success in learning as they are presented with redundant materials throughout their program of study. It is noted that students in 2011, on average, score 72% on the HIM 247 pre-test and 85% on the post test. It is noted that students, on average, achieved below 50% on the HIM 200 pre-test and 88% on the post. Black Hawk College currently has a 100% pass rate for all students who have taken the national certification examinations for coding and for medical assisting and who have authorized the testing agency to release the data. What improvements have been made as a result of these findings? Consideration is being given to the medical terminology coursework. Students are required to take BIOL 150 as their beginning terminology course. This course is delivered almost exclusively in the Independent Study format. Students must pass BIOL 150 with a grade of C or better to be eligible for HIM 200. Pre-test scores for HIM 200 are quite low, giving reason to question the efficacy of the delivery of BIOL 150 and perhaps the need for a more discipline specific beginning terminology course.

Connected Document

- *Health Information Management-Grade Distribution Data*

(PR) STUDENT OUTCOMES, ACHIEVEMENT, PLACEMENT AND FOLLOW-UP: Describe the evidence that the students completing programs/degrees/certificates/courses have acquired the knowledge and skills required by employers or transfer institutions?

Student internship evaluations, site visits, and national certification pass rates are all encouraging.

(PR) STUDENT OUTCOMES, ACHIEVEMENT PLACEMENT, AND FOLLOW-UP: Of the _____ ICCB Generic course syllabi in this program area, ____ meet all course syllabi elements as established by the ICCB Program Manual and outlined in the Faculty Handbook. List those Generic course syllabi and describe the approach the department will use to ensure those not meeting all the Generic Course syllabi elements will be updated within the coming academic year. Faculty course level and Distance Learning Course Syllabus review is not included in this process.

HIM 148, HIM 250, HIM 200, HIM 156, HIM 252, HIM 254, HIM 249, HIM 147, HIM 247, HIM 257, HIM 258, HIM 255, HIM 251, HIM 261, HIM 265

(PR) CURRICULUM/INSTRUCTIONAL APPROACHES: (CTE) Is the level of the curriculum appropriate to the credential?

Yes. All courses in the HIM program fulfill the recommendations of the Commission on Accreditation of Allied Health Programs (CAAHP) and the Accrediting Bureau of Health Education Schools (ABHES).

(PR) CURRICULUM/INSTRUCTIONAL APPROACHES: Describe how the program structure, schedule, curriculum, and modes of delivery are designed to effectively achieve student learning objectives and/or student needs?

To accommodate the needs of young mothers and working adults, the HIM program is offered in both day and evening formats, with the exception of the Medical Transcribing courses, which are offered early morning and Saturday mornings. Several of the courses are offered in 12 week, one day per week formats. Minimester and summer courses are offered every year. Currently none of the HIM courses are offered as hybrids, independent study, or online.

Connected Documents

- *Health-Information-Management-AAS Academic Checklist*
- *Medical Billing Specialist Certificate-Academic Planning Checklist*
- *Medical Coding Specialist Certificate-Academic Planning Checklist*
- *Medical Transcription Academic Planning Checklist*

(PR) CURRICULUM/INSTRUCTIONAL APPROACHES: Describe scheduling changes that may be needed or where implemented in the past five years.

Classroom scheduling is an ongoing challenge. Space is limited and often forces the HIM program to offer classes at less than optimal times and in smaller, ill-equipped classrooms. Some of these challenges could be remedied, in part, by identifying and developing alternate delivery formats for some of the courses.

(PR) FINANCIAL ANALYSIS: Based on the UNIT COST/CURRICULUM REVIEW (if appropriate) what steps are necessary to sustain program viability? (i.e.; increasing enrollment, upgrading or new equipment, improving facilities, finding qualified faculty, professional development)?

Based on the UNIT COST/CURRICULUM REVIEW (if appropriate) what steps are necessary to sustain program viability? (i.e.; increasing enrollment, upgrading or new equipment, improving facilities, finding qualified faculty, professional development. As stated above, last year's cost to revenue ratio was robust at 2.24. With the addition of a new faculty member, this ratio will dip, as is expected. However, the new faculty member brings the opportunity to expand course section offerings as classroom space allows. The program is challenged by limited classroom availability and a very small clinical laboratory space. It is also expected that the addition of another faculty member will increase the program's visibility in the community via employer visits, participation in job fairs, etc...

Connected Documents

- *Health Information Management-Course Capacity Data-10th Day Data*
- *HIM-Billing-Coding-Transcription--Credit Hours and Unit Cost*
- *Medical Transcription Course Capacity Data-10th Day Data*

(PR) RECOMMENDATIONS: What specifically did your review show regarding proven strengths or progress made on outcomes/objectives?

The program continues to enjoy strong enrollments in most areas, good retention rates, and good national certification pass rates. Advisory Board and employer feedback is by and large positive and several employers have hired our students repeatedly.

(PR) RECOMMENDATIONS: What specifically did your review show regarding proven weaknesses or outcomes/objectives that will need continued attention?

The Medical Transcription (MT) program is struggling. Low enrollments in the fall of 2011 and spring 2012 forced the cancellation of the Saturday sections. Classroom space continues to challenge the program.

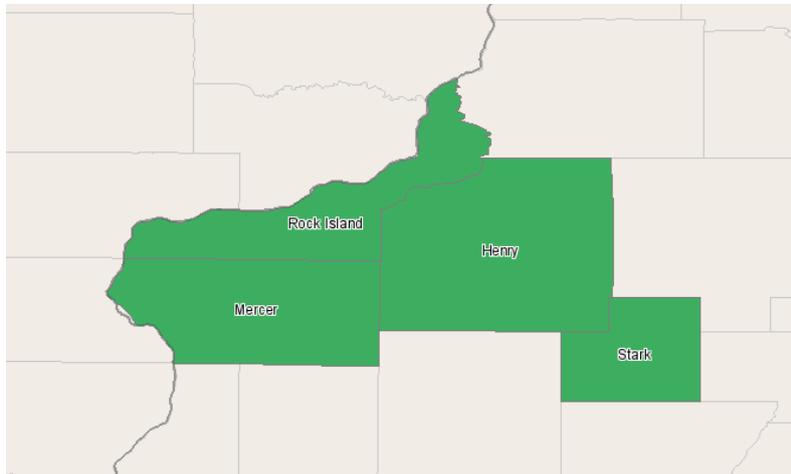
**(PR) RECOMMENDATIONS: Recommendations for Opportunities for Improvement-
Be sure to also create Action Plans for these recommendations.**

1. Discontinue the Medical Transcription Certificate program due to lack of job opportunities.
2. Consider removing the MT courses from the HIM AAS degree and replacing them with health sciences courses, per the recommendation of the Advisory Board.
3. Identify and develop alternate delivery opportunities for some courses to help alleviate classroom crowding and scheduling issues.

Black Hawk College

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Occupation Report



Region Info

Region: PR District

County Areas: Henry, Illinois (17073), Mercer, Illinois (17131), Rock Island, Illinois (17161), Stark, Illinois (17175)

Selected Occupations

Occupation	Education Level
Pharmacy technicians (SOC 29-2052)	Moderate-term on-the-job training
Medical records and health information technicians (SOC 29-2071)	Associate's degree
Medical assistants (SOC 31-9092)	Moderate-term on-the-job training
Medical secretaries (SOC 43-6013)	Postsecondary vocational award

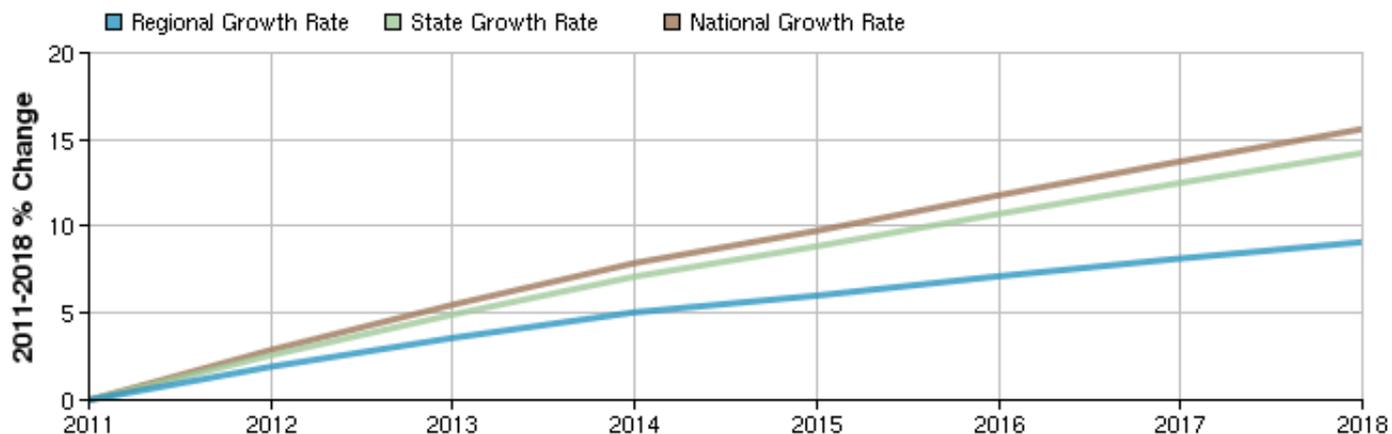
Executive Summary

Basic Information	
2011 Occupational Jobs	1,038
2018 Occupational Jobs	1,133
Total Change	95
Total % Change	9.05%
Openings	216
2010 Avg Hourly Earnings	\$12.67

Economic Indicators	
2011 Location Quotient	0.96
2018 Location Quotient	0.94
Shift Share: Regional Competitiveness Effect	-67
Shift Share: Occupational Mix Effect	77
Shift Share: National Effect	85

Source: EMSI Complete Employment - 4th Quarter 2010

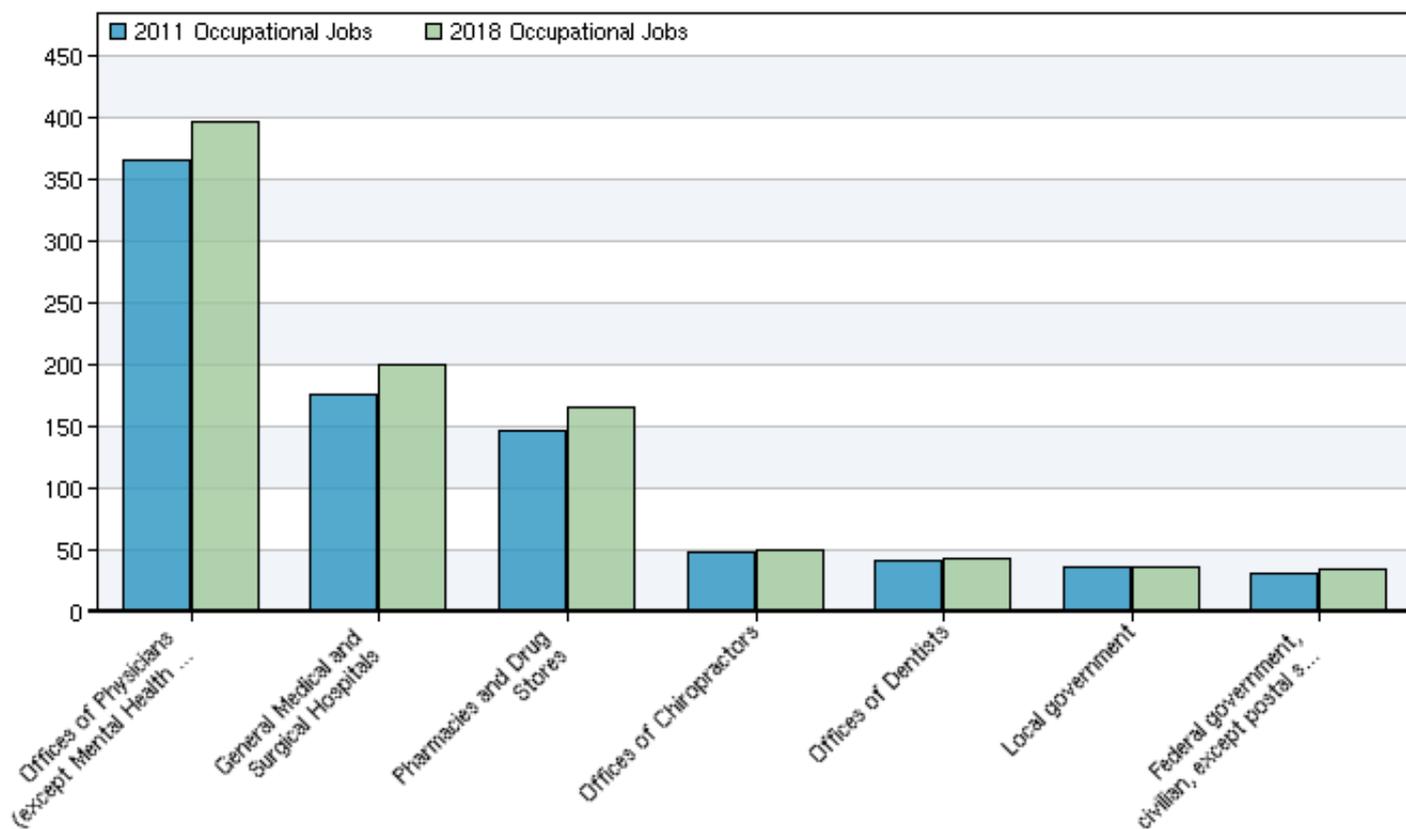
Occupational Change Summary



Region	2011 Jobs	2018 Jobs	Change	% Change	Openings	2010 Avg Hourly Earnings
Regional Total	1,038	1,133	95	9%	216	\$12.67
State Total	56,106	64,090	7,984	14%	14,677	\$15.41
National Total	1,545,297	1,786,479	241,182	16%	411,349	\$15.08

Source: EMSI Complete Employment - 4th Quarter 2010

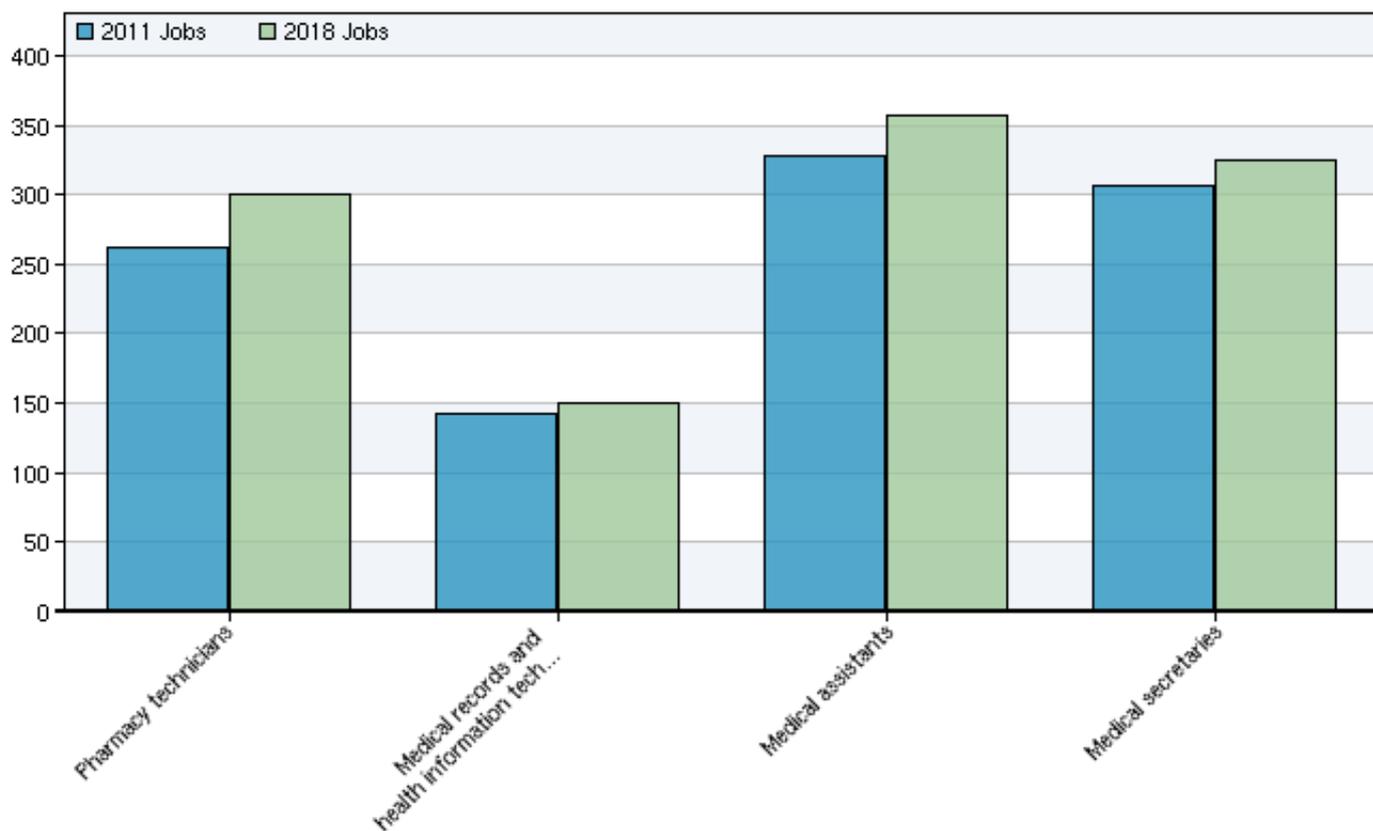
Top Industries for Selected Occupations



NAICS Code	Name	2011 Jobs	2018 Jobs	Change	% Change
621111	Offices of Physicians (except Mental Health Specialists)	366	396	30	8%
622110	General Medical and Surgical Hospitals	176	200	24	14%
446110	Pharmacies and Drug Stores	146	166	20	14%
621310	Offices of Chiropractors	48	51	3	6%
621210	Offices of Dentists	42	43	1	2%
930000	Local government	36	36	0	0%
911000	Federal government, civilian, except postal service	31	34	3	10%

Source: EMSI Complete Employment - 4th Quarter 2010

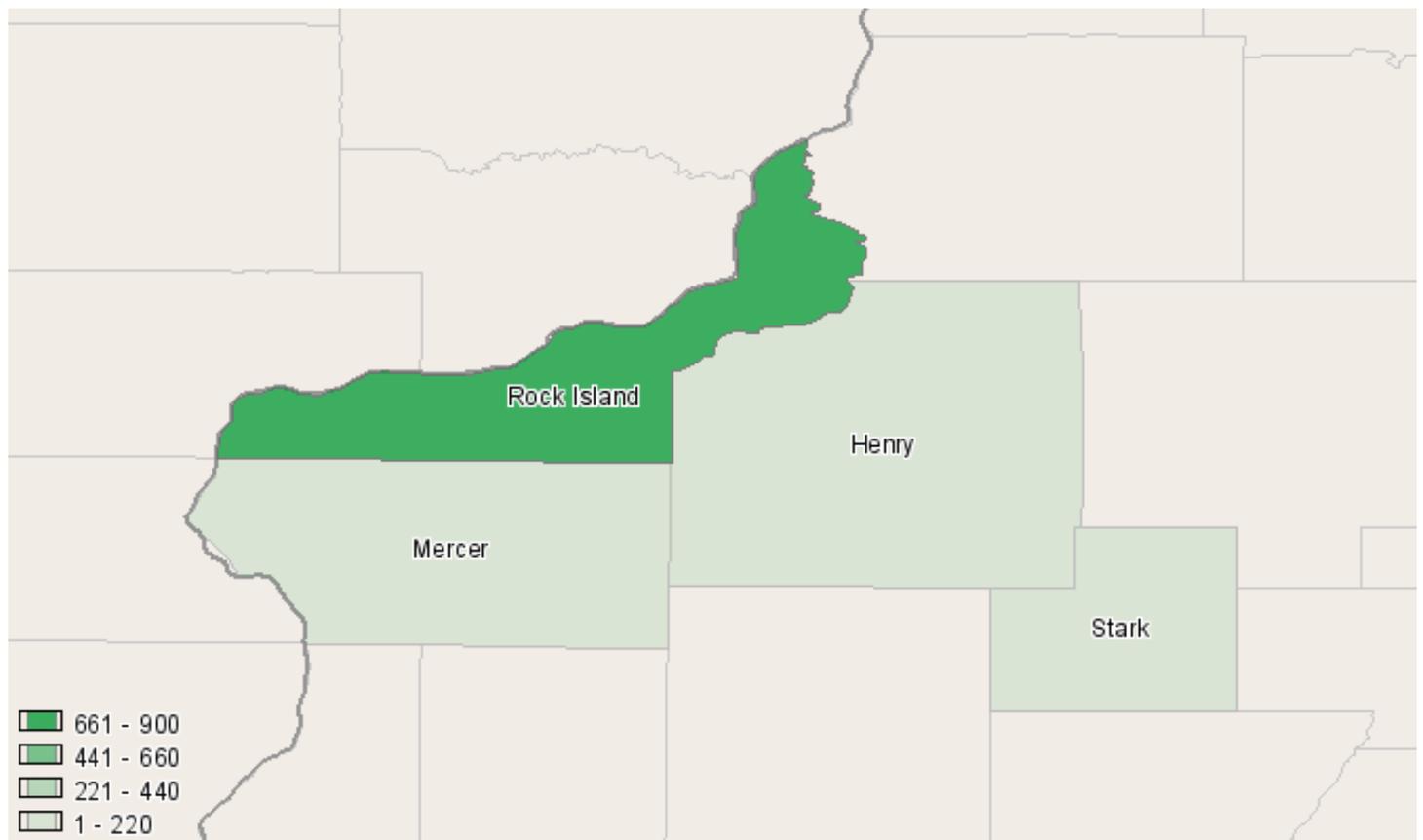
Occupational Breakdown



SOC Code	Description	2011 Jobs	2018 Jobs	Openings	2010 Avg Hourly Earnings
29-2052	Pharmacy technicians	262	300	86	\$11.35
29-2071	Medical records and health information technicians	142	150	29	\$12.62
31-9092	Medical assistants	328	357	55	\$12.92
43-6013	Medical secretaries	306	325	47	\$13.55
	Total	1,038	1,133	216	\$12.67

Source: EMSI Complete Employment - 4th Quarter 2010

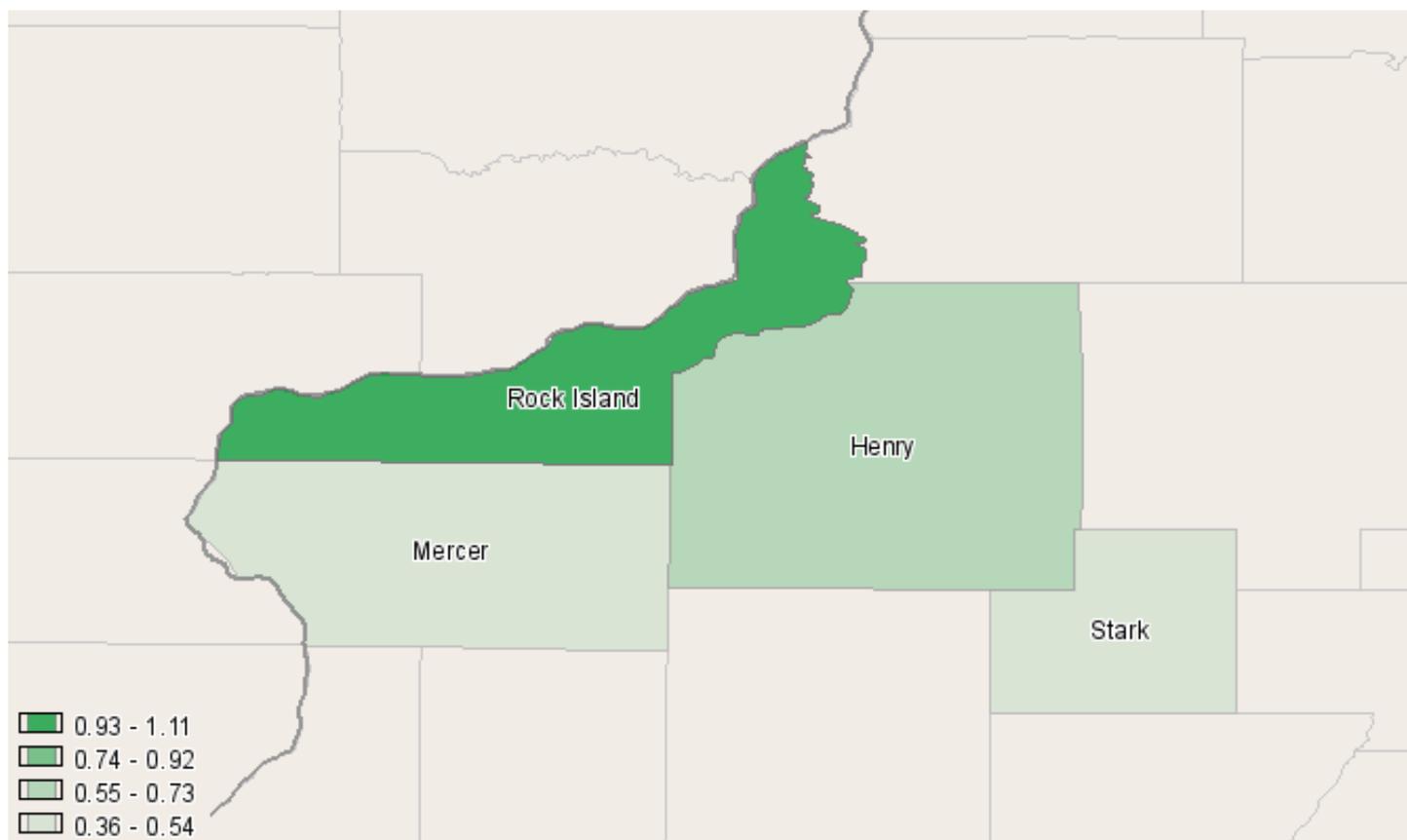
Occupation Distribution



County	2011 Jobs
Rock Island, IL (17161)	884
Henry, IL (17073)	127
Mercer, IL (17131)	21
Stark, IL (17175)	<10

Source: EMSI Complete Employment - 4th Quarter 2010

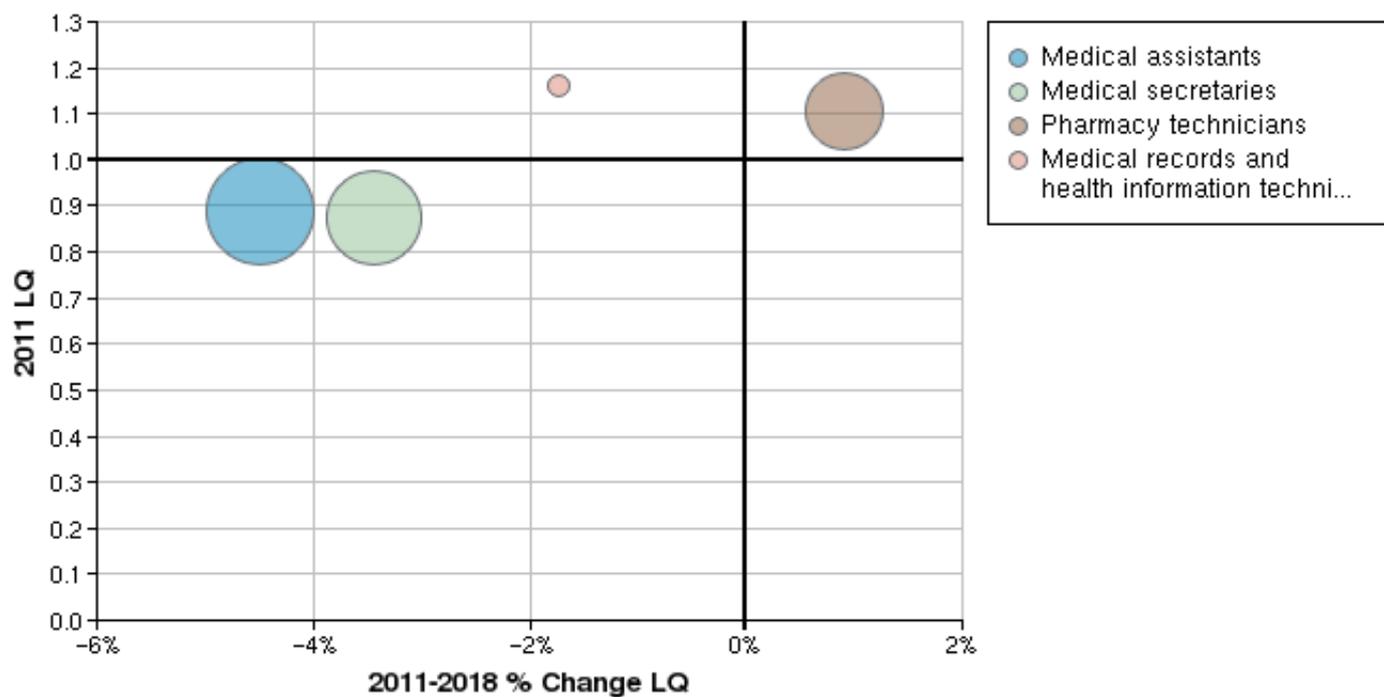
Occupation Concentration



County	2011 Location Quotient
Rock Island, IL (17161)	1.08
Henry, IL (17073)	0.65
Mercer, IL (17131)	0.41
Stark, IL (17175)	0.36

Source: EMSI Complete Employment - 4th Quarter 2010

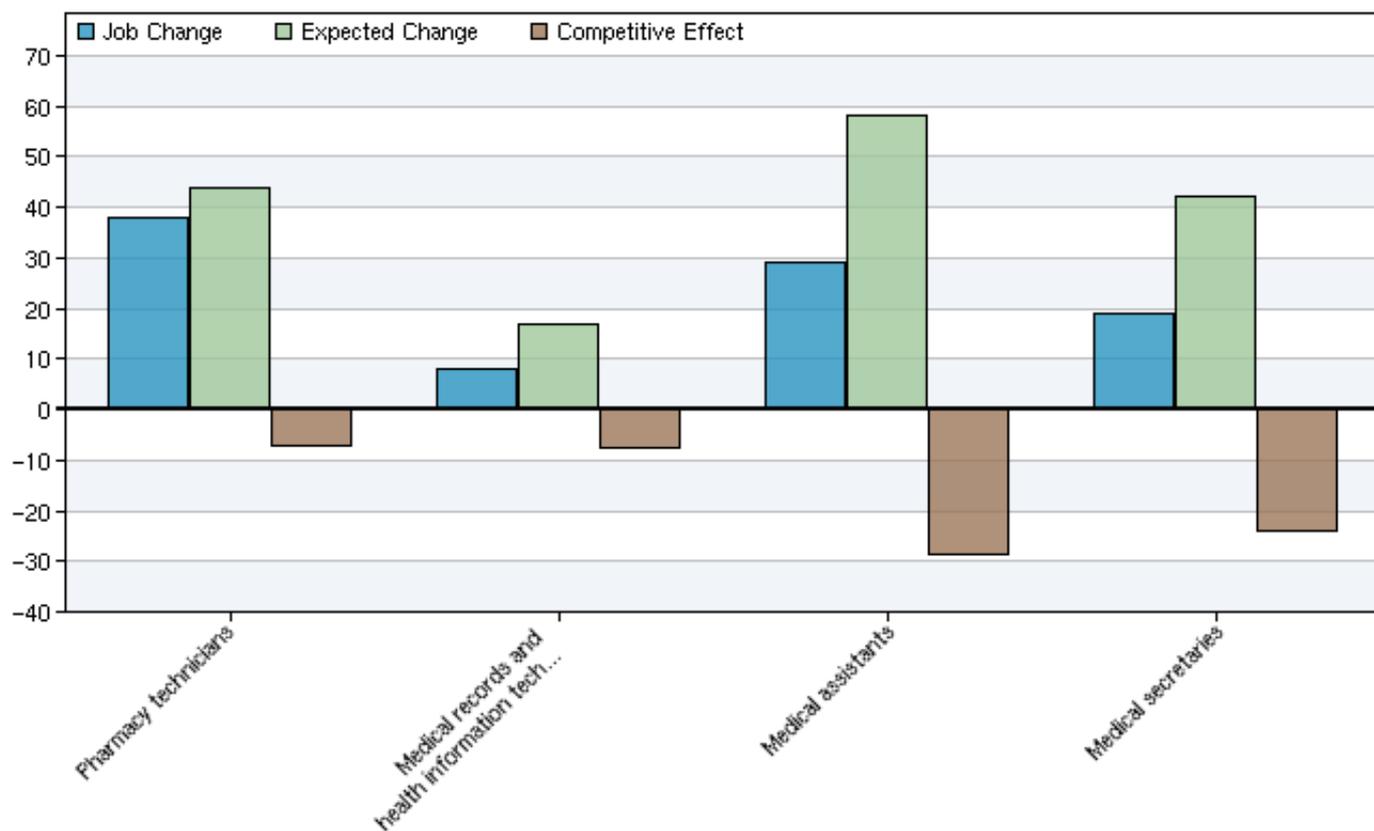
Location Quotient Breakdown



SOC Code	Description	2011 Jobs	2011 LQ	2018 LQ
31-9092	Medical assistants	328	0.89	0.85
43-6013	Medical secretaries	306	0.87	0.84
29-2052	Pharmacy technicians	262	1.11	1.12
29-2071	Medical records and health information technicians	142	1.16	1.14
	Total	1,038	0.96	0.94

Source: EMSI Complete Employment - 4th Quarter 2010

Shift Share Breakdown



SOC Code	Description	Job Change	Occ Mix Effect	Nat Growth Effect	Expected Change	Competitive Effect
29-2052	Pharmacy technicians	38	23	21	44	-7
29-2071	Medical records and health information technicians	8	5	12	17	-8
31-9092	Medical assistants	29	31	27	58	-28
43-6013	Medical secretaries	19	17	25	42	-24
	Total	94	77	85	162	-67

Source: EMSI Complete Employment - 4th Quarter 2010

Data Sources and Calculations

Industry Data

In order to capture a complete picture of industry employment, EMSI basically combines covered employment data from Quarterly Census of Employment and Wages (QCEW) produced by the Department of Labor with total employment data in Regional Economic Information System (REIS) published by the Bureau of Economic Analysis (BEA), augmented with County Business Patterns (CBP) and Nonemployer Statistics (NES) published by the U.S. Census Bureau. Projections are based on the latest available EMSI industry data, 15-year past local trends in each industry, growth rates in statewide and (where available) sub-state area industry projections published by individual state agencies, and (in part) growth rates in national projections from the Bureau of Labor Statistics.

Occupation Data

Organizing regional employment information by occupation provides a workforce-oriented view of the regional economy. EMSI's occupation data are based on EMSI's industry data and regional staffing patterns taken from the Occupational Employment Statistics program (U.S. Bureau of Labor Statistics). Wage information is partially derived from the American Community Survey. The occupation-to-program (SOC-to-CIP) crosswalk is based on one from the U.S. Department of Education, with customizations by EMSI.

Location Quotient

Location quotient (LQ) is a way of quantifying how concentrated a particular industry, cluster, occupation, or demographic group is in a region as compared to the nation. It can reveal what makes a particular region unique in comparison to the national average.

Shift Share

Shift share is a standard regional analysis method that attempts to determine how much of regional job growth can be attributed to national trends and how much is due to unique regional factors.

State Data Sources

This report uses state data from the following agencies: Illinois Department of Employment Security, Employment Projections.

2012 Health Management Information

Use this link to provide feedback: [Health Information Management \(5192\) Courses Tied to CIP](#)

Prefix	Number	Course Master File.Title	PCS	CIP	PreK2000	Curriculum Prefix	Curriculum Number	Curriculum Master File.Title	Curriculum Master File.Status	Course Master File.Status	Begin Date	End Date	Fund Level
BIOL	150	MEDICAL TERMINOLOGY	12	510707	510707	0620	5192	HEALTH INFORMATION MANAGEMENT	A	A	1/12/2007		4
GMED	101	MEDICAL RECORDS TECHNOLOGY	16	510707	510707	VOCSK	1614	VOC SKILLS IN BUSINESS OCC	A	A	5/1/1994		4
GMED	107	PHARMACY TECHNICIAN	16	510805	510805	VOCSK	1607	VOC SKILLS IN HEALTH OCC	A	A	2/28/2002		4
GMED	111	PHARMACY TECHNICIAN II	16	510805		VOCSK	1614	VOC SKILLS IN BUSINESS OCC	A	A	10/1/2008		4
GMED	508	MEDICAL ETHICS/CONFIDENTIALITY	16	510707	510707	VOCSK	1607	VOC SKILLS IN HEALTH OCC	A	A	1/2/2008		4
GMED	515	RETAIL PHARMACY TECH	16	510805		VOCSK	1614	VOC SKILLS IN BUSINESS OCC	A	A	8/1/2011		4
HIM	148	BEGINNING MEDICAL TRANSCRIPT	12	510707	510707	0620	5192	HEALTH INFORMATION MANAGEMENT	A	A	1/11/2008		4
HIM	156	INTRO TO HEALTH INSURANCE	12	510707	510707	0620	5192	HEALTH INFORMATION MANAGEMENT	A	A	1/11/2008		4
HIM	200	ADV MEDICAL TERMINOLOGY	12	510707	510707	0620	5192	HEALTH INFORMATION MANAGEMENT	A	A	1/11/2008		4
HIM	249	MANAGEMENT OF HEALTH INFO	12	510707	510707	0620	5192	HEALTH INFORMATION MANAGEMENT	A	A	1/11/2008		4
HIM	250	ADVANCED MEDICAL TRANSCRIPTION	12	510707	510707	0620	5192	HEALTH INFORMATION MANAGEMENT	A	A	1/11/2008		4
HIM	251	MEDICAL OFFICE PROCEDURES	12	510710	520404	0620	5192	HEALTH INFORMATION MANAGEMENT	A	A	1/11/2008		2
HIM	252	PHARMACOLOGY TERMINOLOGY	12	510805	510805	0620	5192	HEALTH INFORMATION MANAGEMENT	A	A	1/11/2008		4
HIM	254	LAW LIABILITY & MEDICAL ETHICS	12	510707	510707	0620	5192	HEALTH INFORMATION MANAGEMENT	A	A	1/11/2008		4
HIM	255	MEDICAL MANAGER SOFTWARE	12	510707	510707	0620	5192	HEALTH INFORMATION MANAGEMENT	A	A	1/11/2008		4
HIM	257	PROCED & DIAGNOSIS CODING I	12	510707	510707	0620	5192	HEALTH INFORMATION MANAGEMENT	A	A	1/11/2008		4
HIM	258	PROCED & DIAGNOSIS CODING II	12	510707	510707	0620	5192	HEALTH INFORMATION MANAGEMENT	A	A	1/11/2008		4
HSC	113S	MEDICAL TERMINOLOGY	12	510710		0620	5290	ELECTRONEURO DIAGNOSTIC TECHNOL	A	A	1/14/2011		2

2012 Health Management Information

Prefix	Number	Course Master File.Title	PCS	CIP	PreK2000	Curriculum Prefix	Curriculum Number	Curriculum Master File.Title	Curriculum Master File.Status	Course Master File.Status	Begin Date	End Date	Fund Level
BE	156	INTRO TO HEALTH INSURANCE	12	510707		0620	5586	MEDICAL BILLING SPECIALIST CERT	A	W	8/1/2001	1/11/2008	4
BE	200	ADV MEDICAL TERMINOLOGY	12	520404		0418	5685	MEDICAL TRANSCRIPTION	A	W	8/1/1999	1/12/2007	2
BE	249	MANAGEMENT OF HEALTH INFO	12	510707		0620	5586	MEDICAL BILLING SPECIALIST CERT	A	W	8/1/2001	1/11/2008	4
BE	252	PHARMACOLOGY TERMINOLOGY	12	510805		0418	5685	MEDICAL TRANSCRIPTION	A	W	8/1/1999	1/11/2008	4
BE	254	LAW LIABILITY & MEDICAL ETHICS	12	510707		0620	5586	MEDICAL BILLING SPECIALIST CERT	A	W	8/1/2001	1/11/2008	4
BE	255	MEDICAL MANAGER SOFTWARE	12	510707		0418	5685	MEDICAL TRANSCRIPTION	A	W	8/1/1999	1/11/2008	4
BE	257	PROCED & DIAGNOSIS CODING I	12	510707		0620	5584	MEDICAL CODING SPECIALIST CERTIFI	A	W	8/1/2001	1/11/2008	4
BE	258	PROCED & DIAGNOSIS CODING II	12	510707		0620	5584	MEDICAL CODING SPECIALIST CERTIFI	A	W	8/1/2001	1/11/2008	4
BIOL	150	MEDICAL TERMINOLOGY	12	520404		0927	1545	ASSOCIATE IN SCIENCE	A	W	5/1/1994	1/12/2007	2
GMED	111	PHARMACY TECHNICIAN II	16	510805	510805	VOCSK	1614	VOC SKILLS IN BUSINESS OCC	A	W	8/1/2006	10/1/2008	4
BE	148	BEGINNING MEDICAL TRANSCRIPT	12	510707		0620	5092	HEALTH INFORMATION MANAGEMENT	W	W	1/12/2007	1/11/2008	4
BE	200	ADV MEDICAL TERMINOLOGY	12	510707		0620	5092	HEALTH INFORMATION MANAGEMENT	W	W	1/12/2007	1/11/2008	4
BE	250	ADVANCED MEDICAL TRANSCRIPTION	12	510707		0620	5092	HEALTH INFORMATION MANAGEMENT	W	W	1/12/2007	1/11/2008	4
BE	251	MEDICAL OFFICE PROCEDURES	12	520404		0418	5053	MEDICAL OFFICE ASSISTANT	W	W	5/1/1994	1/11/2008	2
HE	103S	MEDICAL TERMINOLOGY	12	510710	520404	0620	5090	ELECTRONEURO DIAGNOSTIC TECHNOL	W	W	5/1/2002	1/14/2011	2

ICCB ACCOUNTABILITY AND PROGRAM REVIEW REPORT

Career and Technical Education Programs
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College Name: Black Hawk College 5-digit College Number: 50301 Date: FY2012CIP Code Category and Number: Health Information Management

CREDIT HOUR GENERATION

Health Information Management (510707, 510710, 510805, 520404)

PCS-12	FY2005	FY2006	FY2007	FY2008	FY2009	FY2010	FY2011
Credit Hours	1,684	1,817	1,983	1,813	1,814	2,061	2,397
% Change	--	7.90%	9.14%	-8.57%	0.06%	13.62%	16.30%

PCS-16	FY2005	FY2006	FY2007	FY2008	FY2009	FY2010	FY2011
Credit Hours	159	156	106	101	71	128	136
% Change	--	-1.89%	-32.05%	-4.72%	-29.70%	80.28%	6.25%

Medical Transcription (510708)

PCS-12	FY2005	FY2006	FY2007	FY2008	FY2009	FY2010	FY2011
Credit Hours	0	0	0	0	0	0	0
% Change	--	--	--	--	--	--	--

PCS-16	FY2005	FY2006	FY2007	FY2008	FY2009	FY2010	FY2011
Credit Hours	0	0	0	0	0	0	0
% Change	--	--	--	--	--	--	--

Source: Illinois Community College Board's Unit Cost Report. Based on credit hours generated by CIP codes listed above.

UNIT COST ANALYSIS (Cost to provide one credit hour instruction to one student)

Health Information Management (510707, 510710, 510805, 520404)

PCS-12	FY2005	FY2006	FY2007	FY2008	FY2009	FY2010	FY2011
Departmental	185.28	174.05	202.35	196.42	221.55	168.22	214.59
Peer Group	183.39	179.61	182.07	188.78	190.86	206.92	N/A
State Average	202.74	209.93	219.22	231.29	222.49	207.24	N/A

PCS-16	FY2005	FY2006	FY2007	FY2008	FY2009	FY2010	FY2011
Departmental	150.50	181.71	197.10	193.47	221.75	188.29	197.29
Peer Group	235.78	203.00	193.15	308.49	297.00	275.79	N/A
State Average	202.96	207.67	238.78	223.34	215.84	256.70	N/A

Medical Transcription (510708)

PCS-12	FY2005	FY2006	FY2007	FY2008	FY2009	FY2010	FY2011
Departmental	--	--	--	--	--	--	--
Peer Group	--	--	--	137.79	--	370.88	N/A
State Average	--	--	--	218.11	234.84	219.74	N/A

PCS-16	FY2005	FY2006	FY2007	FY2008	FY2009	FY2010	FY2011
Departmental	--	--	--	--	--	--	--
Peer Group	--	--	--	119.44	174.20	244.46	N/A
State Average	--	--	--	179.52	252.46	273.64	N/A

Source: Illinois Community College Board's Unit Cost Report.

Based on credit hours and net instructional costs generated by CIP codes listed above.

PROGRAMS INCLUDED IN REVIEW

Prefix	Number	Title	Degree Code*
0620	5192	Health Information Management	03
0418	5685	Medical Transcription	20
0620	5584	Medical Coding Specialist Certificate	20
0620	5586	Medical Billing Specialist Certificate	20
0418	5588	Medical Office Receptionist	20

Source: Curriculum Master File

Illinois Community College Board Degree Codes:

- 01 Associate in Arts (AA)
- 02 Associate in Science (AS)
- 03 Associate in Applied Science (AAS)
- 04 General Associate Degrees (ALS)
- 20 Occupational Certificate of 30 Semester Hours or More
- 30 Occupational Certificate Less Than 30 Semester Hours

Health Information Management-Course Capacity Data-10th Day Data

Campus	Type	Course	Term	Sections	Maxseats	Actualseats	%Filled
1	T	EN 105S	200401	1	30	2	0.0667
1	T	EN 105S	200408	1	30	2	0.0667
1	T	EN 105S	200501	1	30	1	0.0333
1	T	EN 105S	200508	1	30	1	0.0333
1	W	EN 105S	200808	1	30	1	0.033333333

T = Traditional Sections
S = Study Unlimited Sections
W = Online Sections

Health Information Management Grade Distribution Data

<u>SUBJ</u>	<u>CRSE</u>	<u>Term</u>	<u># of Secs.</u>	<u># of As</u>	<u># of Bs</u>	<u># of Cs</u>	<u># of Ds</u>	<u># of Fs</u>	<u># of Ps</u>	<u># of Ws</u>	<u># of Xs</u>	<u>ABCDFPW&X</u>	<u>ABCDF&P</u>	<u>Reten. Rate</u>	<u>ABC&P</u>	<u>Completer Success</u>	<u>Enrollee Success</u>
BE	148	200608	2	8	2	1	0	0	0	1	0	12	11	91.67%	11	100.00%	91.67%
BE	148	200701	2	7	5	0	0	0	0	1	0	13	12	92.31%	12	100.00%	92.31%
BE	148	200708	2	12	3	0	0	0	0	2	0	17	15	88.24%	15	100.00%	88.24%
BE	156	200608	2	33	3	3	0	0	0	2	1	42	39	92.86%	39	100.00%	92.86%
BE	156	200701	1	7	3	0	0	0	0	1	1	12	10	83.33%	10	100.00%	83.33%
BE	156	200708	2	6	9	2	0	0	0	3	0	20	17	85.00%	17	100.00%	85.00%
BE	200	200608	1	12	8	0	0	0	0	0	0	20	20	100.00%	20	100.00%	100.00%
BE	200	200701	1	20	4	0	0	0	0	2	0	26	24	92.31%	24	100.00%	92.31%
BE	200	200708	1	11	3	1	0	0	0	1	0	16	15	93.75%	15	100.00%	93.75%
BE	249	200608	1	13	2	0	0	0	0	0	0	15	15	100.00%	15	100.00%	100.00%
BE	249	200701	1	17	1	0	0	0	0	1	0	19	18	94.74%	18	100.00%	94.74%
BE	249	200708	1	14	1	1	0	0	0	1	0	17	16	94.12%	16	100.00%	94.12%
BE	250	200608	2	16	0	0	0	0	0	1	1	18	16	88.89%	16	100.00%	88.89%
BE	250	200701	2	9	2	0	0	0	0	1	0	12	11	91.67%	11	100.00%	91.67%
BE	250	200708	2	6	2	1	0	0	0	1	0	10	9	90.00%	9	100.00%	90.00%
BE	251	200701	1	32	3	0	0	0	0	0	0	35	35	100.00%	35	100.00%	100.00%
BE	251	200801	1	26	1	0	0	0	0	0	1	28	27	96.43%	27	100.00%	96.43%
BE	252	200608	2	20	8	1	0	0	0	1	0	30	29	96.67%	29	100.00%	96.67%
BE	252	200708	2	15	9	1	0	0	0	4	0	29	25	86.21%	25	100.00%	86.21%
BE	254	200608	1	9	2	0	0	0	0	1	0	12	11	91.67%	11	100.00%	91.67%
BE	254	200701	1	19	7	1	0	0	0	0	1	28	27	96.43%	27	100.00%	96.43%
BE	254	200708	1	9	5	0	0	1	0	0	0	15	15	100.00%	14	93.33%	93.33%
BE	255	200701	2	16	12	0	0	0	0	4	4	36	28	77.78%	28	100.00%	77.78%
BE	255	200801	1	12	3	1	0	0	0	0	0	16	16	100.00%	16	100.00%	100.00%
BE	257	200608	1	12	3	0	0	0	0	2	0	17	15	88.24%	15	100.00%	88.24%
BE	257	200701	1	17	3	0	0	0	0	2	0	22	20	90.91%	20	100.00%	90.91%
BE	257	200708	1	11	5	0	0	0	0	1	1	18	16	88.89%	16	100.00%	88.89%
BE	258	200608	1	2	1	0	0	0	0	1	0	4	3	75.00%	3	100.00%	75.00%
BE	258	200701	1	11	3	0	0	0	0	0	0	14	14	100.00%	14	100.00%	100.00%
BIOL	150	200608	7	36	34	16	5	2	0	44	0	137	93	67.88%	86	92.47%	62.77%
BIOL	150	200701	7	34	19	14	5	2	0	43	0	117	74	63.25%	67	90.54%	57.26%
BIOL	150	200708	7	24	24	17	4	12	0	41	0	122	81	66.39%	65	80.25%	53.28%
BIOL	150	200801	7	30	30	19	8	4	0	42	0	133	91	68.42%	79	86.81%	59.40%
BIOL	150	200808	5	21	19	13	4	13	0	33	0	103	70	67.96%	53	75.71%	51.46%
BIOL	150	200901	6	44	21	9	4	14	0	22	0	114	92	80.70%	74	80.43%	64.91%
BIOL	150	200908	7	31	37	15	4	0	12	0	23	122	99	81.15%	95	95.96%	77.87%

Health Information Management Grade Distribution Data

<u>SUBJ</u>	<u>CRSE</u>	<u>Term</u>	<u># of Secs.</u>	<u># of As</u>	<u># of Bs</u>	<u># of Cs</u>	<u># of Ds</u>	<u># of Fs</u>	<u># of Ps</u>	<u># of Ws</u>	<u># of Xs</u>	<u>ABCDFPW&X</u>	<u>ABCDF&P</u>	<u>Reten. Rate</u>	<u>ABC&P</u>	<u>Completer Success</u>	<u>Enrollee Success</u>
BIOL	150	201001	6	36	21	18	5	20	0	22	0	122	100	81.97%	75	75.00%	61.48%
BIOL	150	201008	8	28	33	14	4	20	0	33	0	132	99	75.00%	75	75.76%	56.82%
BIOL	150	201101	7	46	30	19	6	12	0	26	0	139	113	81.29%	95	84.07%	68.35%
HE	103S	200608	1	0	0	1	0	0	0	0	0	1	1	100.00%	1	100.00%	100.00%
HE	103S	200901	1	0	0	1	0	0	0	1	0	2	1	50.00%	1	100.00%	50.00%
HIM	148	200801	2	12	1	2	0	0	0	1	0	16	15	93.75%	15	100.00%	93.75%
HIM	148	200808	2	11	1	2	0	0	0	0	0	14	14	100.00%	14	100.00%	100.00%
HIM	148	200901	2	7	5	0	0	0	0	1	1	14	12	85.71%	12	100.00%	85.71%
HIM	148	200908	2	5	3	0	0	0	0	0	2	10	8	80.00%	8	100.00%	80.00%
HIM	148	201001	2	9	4	1	0	0	0	3	0	17	14	82.35%	14	100.00%	82.35%
HIM	148	201008	2	7	0	0	0	0	0	1	2	10	7	70.00%	7	100.00%	70.00%
HIM	148	201101	2	12	1	0	1	0	0	0	0	14	14	100.00%	13	92.86%	92.86%
HIM	156	200801	1	5	2	0	0	0	0	1	0	8	7	87.50%	7	100.00%	87.50%
HIM	156	200808	2	18	12	2	0	0	0	4	0	36	32	88.89%	32	100.00%	88.89%
HIM	156	200901	1	6	0	0	0	1	0	3	0	10	7	70.00%	6	85.71%	60.00%
HIM	156	200908	2	26	6	2	0	0	1	0	2	37	35	94.59%	35	100.00%	94.59%
HIM	156	201001	1	17	2	1	0	4	0	1	0	25	24	96.00%	20	83.33%	80.00%
HIM	156	201008	2	29	11	4	0	2	0	2	0	48	46	95.83%	44	95.65%	91.67%
HIM	156	201101	1	15	0	2	0	1	0	0	0	18	18	100.00%	17	94.44%	94.44%
HIM	200	200801	2	16	2	0	0	0	0	2	0	20	18	90.00%	18	100.00%	90.00%
HIM	200	200901	2	20	14	1	0	0	0	1	0	36	35	97.22%	35	100.00%	97.22%
HIM	200	201001	2	18	12	0	0	0	0	3	2	35	30	85.71%	30	100.00%	85.71%
HIM	200	201101	2	15	14	1	0	0	0	0	1	31	30	96.77%	30	100.00%	96.77%
HIM	249	200801	2	14	0	0	0	1	0	3	0	18	15	83.33%	14	93.33%	77.78%
HIM	249	200901	2	25	3	0	0	0	0	2	1	31	28	90.32%	28	100.00%	90.32%
HIM	249	201001	2	21	3	3	0	0	0	3	1	31	27	87.10%	27	100.00%	87.10%
HIM	249	201101	2	18	1	0	0	0	0	1	1	21	19	90.48%	19	100.00%	90.48%
HIM	250	200801	2	13	3	0	0	0	0	0	0	16	16	100.00%	16	100.00%	100.00%
HIM	250	200808	2	7	2	1	0	0	0	1	0	11	10	90.91%	10	100.00%	90.91%
HIM	250	200901	2	11	1	1	0	0	0	1	0	14	13	92.86%	13	100.00%	92.86%
HIM	250	200908	2	11	0	0	0	0	0	0	1	12	11	91.67%	11	100.00%	91.67%
HIM	250	201001	2	5	1	0	1	0	0	0	1	8	7	87.50%	6	85.71%	75.00%
HIM	250	201008	2	8	2	2	0	0	0	1	0	13	12	92.31%	12	100.00%	92.31%
HIM	250	201101	2	8	0	0	0	0	0	0	0	8	8	100.00%	8	100.00%	100.00%
HIM	251	200901	1	26	3	0	0	0	0	1	0	30	29	96.67%	29	100.00%	96.67%
HIM	251	201001	1	43	2	0	0	0	0	2	0	47	45	95.74%	45	100.00%	95.74%

Health Information Management Grade Distribution Data

<u>SUBJ</u>	<u>CRSE</u>	<u>Term</u>	<u># of Secs.</u>	<u># of As</u>	<u># of Bs</u>	<u># of Cs</u>	<u># of Ds</u>	<u># of Fs</u>	<u># of Ps</u>	<u># of Ws</u>	<u># of Xs</u>	<u>ABCDFPW&X</u>	<u>ABCDF&P</u>	<u>Reten. Rate</u>	<u>ABC&P</u>	<u>Completer Success</u>	<u>Enrollee Success</u>
HIM	251	201101	1	40	6	0	0	0	0	0	0	46	46	100.00%	46	100.00%	100.00%
HIM	252	200808	2	20	4	0	0	0	0	1	0	25	24	96.00%	24	100.00%	96.00%
HIM	252	200908	2	18	9	0	0	0	0	0	0	27	27	100.00%	27	100.00%	100.00%
HIM	252	201008	2	29	6	0	0	1	0	2	0	38	36	94.74%	35	97.22%	92.11%
HIM	252	201101	1	10	4	1	0	1	0	1	0	17	16	94.12%	15	93.75%	88.24%
HIM	254	200801	1	12	6	0	0	0	0	1	0	19	18	94.74%	18	100.00%	94.74%
HIM	254	200808	2	10	6	1	0	0	0	2	1	20	17	85.00%	17	100.00%	85.00%
HIM	254	200908	2	27	5	0	0	0	0	0	0	32	32	100.00%	32	100.00%	100.00%
HIM	254	201008	3	35	13	3	1	0	0	0	1	53	52	98.11%	51	98.08%	96.23%
HIM	254	201101	1	6	3	1	0	0	0	2	3	15	10	66.67%	10	100.00%	66.67%
HIM	255	200801	1	10	0	0	0	0	0	1	0	11	10	90.91%	10	100.00%	90.91%
HIM	255	200901	2	28	2	1	1	1	0	1	3	37	33	89.19%	31	93.94%	83.78%
HIM	255	201001	2	22	3	1	0	0	0	1	0	27	26	96.30%	26	100.00%	96.30%
HIM	255	201101	2	28	3	1	0	0	0	1	3	36	32	88.89%	32	100.00%	88.89%
HIM	257	200801	1	9	3	0	1	0	0	1	0	14	13	92.86%	12	92.31%	85.71%
HIM	257	200808	1	8	6	1	0	0	0	2	1	18	15	83.33%	15	100.00%	83.33%
HIM	257	200901	1	8	1	0	0	0	0	0	0	9	9	100.00%	9	100.00%	100.00%
HIM	257	200908	2	21	4	2	0	0	0	0	0	27	27	100.00%	27	100.00%	100.00%
HIM	257	201001	1	11	10	0	0	0	0	0	0	21	21	100.00%	21	100.00%	100.00%
HIM	257	201008	2	19	6	0	0	0	0	0	1	26	25	96.15%	25	100.00%	96.15%
HIM	257	201101	1	9	0	0	0	0	0	1	0	10	9	90.00%	9	100.00%	90.00%
HIM	258	200801	1	11	2	0	0	0	0	1	0	14	13	92.86%	13	100.00%	92.86%
HIM	258	200901	1	10	2	0	0	0	0	0	0	12	12	100.00%	12	100.00%	100.00%
HIM	258	201001	1	12	2	2	0	0	0	1	0	17	16	94.12%	16	100.00%	94.12%
HIM	258	201101	1	15	1	1	0	0	0	0	1	18	17	94.44%	17	100.00%	94.44%

Program: Health Information Management

Prefix and Number Used: 0620 5192, 0620 5092, 0620 5586, 0620 5584, 0418 5588

CIP Code(s): 510707, 510710, 510805, 520404

Year of Review: FY2012

		<u>FY2007</u>	<u>FY2008</u>	<u>FY2009</u>	<u>FY2010</u>	<u>FY2011</u>
Total Number of Students:		120	111	42	96	139
<u>Category</u>						
Gender	Male	2	2	1	3	4
	Female	118	109	41	93	135
Ethnicity	Caucasian	97	87	31	60	109
	Asian	0	1	0	1	1
	Native American	0	0	1	2	1
	African American	14	15	4	21	14
	Hispanic	9	8	2	9	13
	Other/Unknown	0	0	4	3	1
	Total Minority	23	24	11	36	30
Age	Under 25	22	19	5	21	31
	25 and Over	98	92	37	75	108
	Unknown	0	0	0	0	0
Previous Education	< High School	0	1	3	1	1
	High School or GED	70	60	14	38	55
	Some College	24	19	11	32	36
	Certificate/Associate's	21	24	10	20	33
	>=Bachelor's	5	7	4	5	11
Unknown	0	0	0	0	3	
Student Level	Freshman	35	36	23	44	57
	Sophomore	80	69	15	43	71
	High School	0	1	0	0	0
	Other	5	5	4	9	11
Current Goal	Transfer	9	11	0	3	5
	Improve job skills	15	13	4	13	11
	Career prep	82	72	31	63	105
	Basic skills	0	1	1	2	0
	Personal Interest	0	0	1	1	1
	Other	14	14	5	14	17
Objective	Courses only	1	5	2	4	10
	Earn Certificate	63	47	29	43	49
	Earn Degree	56	59	11	49	80
Status	Full-time	50	51	17	53	78
	Part-time	70	60	25	43	61

Program: Health Information Management

Prefix and Number Used: 0620 5192, 0620 5092, 0620 5586, 0620 5584, 0418 5588

CIP Code(s): 510707, 510710, 510805, 520404

Year of Review: FY2012

		<u>FY2007</u>	<u>FY2008</u>	<u>FY2009</u>	<u>FY2010</u>	<u>FY2011</u>
Disadvantage Status	Economic Disadvantage	57	51	14	10	49
	Academic Disadvantage	13	12	4	17	25
	Both	12	14	6	20	30
	None	38	34	18	49	35
Students Earning Any Degree or Certificate		29	20	5	4	22
# of Degrees/Certificates Awarded for Program(s) Above		45	37	22	26	33



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Health Information Management AAS

Associate in Applied Science Code 5192

Program Contacts:

QC Campus

Betsy Morthland, 309-796-5285, morthlandb@bhc.edu

Check with an adviser about the possible availability of certain curricula at the East Campus. Completion of the degree is currently available only at the Quad-Cities Campus.

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 three certificate 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 HIPPA 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

ANNOUNCEMENTS

[One-of-a-kind equine art for auction](#)

[Oct. 22 at Boot Scootin'](#)

[Youngsters invited to Oct. 26 Trick-or-Treat Trail at East Campus](#)

[Check out BHC professional continuing education classes](#)

EVENTS

September 2011 November 2011

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30	31					

SPOTLIGHT

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 perform 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), Certified Professional Coder's (CPC) board exam, or the American Health Information Management Association's Certified Coding Associate (CCA) board exam.

[Required courses for this program include: »](#)

Course of Study Outline

First Semester Suggested Courses (Credit Hours)

- BE 100 — Work Environment Orientation (2)
- BE 141 — Computerized Keyboarding I (3)
- HIM 156 — Introduction to Health Insurance (3)
- BIOL 150 — Medical Terminology (3)
- PN 110 — Basic Anatomy & Physiology (3)
- COMM 105 — Essentials of English (3)

Second Semester Suggested Courses (Credit Hours)

- BE 145 A&B — Information Processing (2)
- HIM 148 — Beginning Medical Transcription (4)
- HIM 200 — Advanced Medical Terminology (3)
- HIM 251 — Medical Office Procedures (3)
- HIM 255 — Medical Manager (3)

Third Semester Suggested Courses (Credit Hours)

- BA 170 — Fundamentals of Accounting (3)
- BA 171 — Fundamentals of Accounting Lab (1)
- HIM 250 — Advanced Medical Transcription (4)
- HIM 252 — Pharmacology Terminology (3)
- HIM 254 — Law, Liability, and Medical Ethics (3)

VIDEO SPOTLIGHT



HIM 257 — Procedure and Diagnosis Coding I (3)

Fourth Semester Suggested Courses (Credit Hours)

BE 180 — Business Communications (4)

HIM 249 — Management of Health Information (3)

HIM 258 — Procedure and Diagnosis Coding II (3)

HIM 261 — Seminar (1)

HIM 265 — Internship (3)

BE 143 — Keyboard Speed & Accuracy (2)

Minimum total hours required for certificate (65)

PHIL 100 Logic **OR**
a foreign language course

FOURTH SEMESTER (LEVEL IV)

NURS 226 Nursing Concepts IV	10
NURS 230 Transition into Practice	1
*MATH Elective	3
ENG 101 Composition I	3

Minimum total hours required for degree 72

*100 level math course

Completion of the Associate Degree Nursing program does not automatically guarantee a graduate the right to take the National Council Licensing Examination or to become licensed as a registered nurse. The student is bound by the Illinois Nursing Act Section 8 and Section 15. For more information, refer to the Joint Committee on Administrative Rules – Administrative Code: <http://www.ilga.gov/commission/jcar/admincode/068/068013000000750r.html>.

Basic Nurse Assistant Training Program

Certificate Code: 5566

Contact Persons: QC Campus, Cheryl Ballantyne, Ext. 5404, Rm. 3-155, Nan Reddy, Ext. 5161, Rm. 1-220; East Campus, Wendy Smith, Ext. 1713, Rm. A-246

The applicant must meet the following admission requirements:

- Must be at least 16 years of age.
- Minimum of 8th grade education; 10th grade or above preferred.
- English as a Second Language (ESL) students required to take the Michigan Test.

Prior to starting the clinical practicum portion of the class, the applicant must show proof of the following:

- 2-step tuberculosis screening or negative chest x-ray.
- 2 MMR immunizations or negative titer.
- Hepatitis B immunization series or a signed waiver.
- Varicella immunization or history of chicken pox.

All students in the Basic Nurse Assistant Training Program will be asked to fill out an application to grant permission to the State of Illinois and any affiliate acting on behalf of the State of Illinois to conduct a criminal history record check in accordance with the Uniform Conviction Information Act. The Health Care Worker Background Check Act prohibits individuals with disqualifying offenses from working as a certified nursing assistant. It is suggested that students check the following Web site, and if necessary, obtain the proper waiver prior to enrolling in NA 100 – <http://www.idph.state.il.us/nar/home.htm>.

All students must achieve grades of “C” or above in theory and application areas and complete 40 clinical hours in

order to receive a certificate of completion. Students must also successfully document and meet all health and background checks required by academic departments and/or clinical sites prior to admission to program and/or clinical sites prior to clinical practicum.

Upon successful completion of both the classroom and the clinical skills portions of training, the student will receive a minimum of 80 hours of classroom and 40 hours of clinical training. This meets the basic educational preparation to perform in the capacity of a nurse assistant in the State of Illinois. The student will then be eligible to take the Nurse Aide Training Competency Evaluation Program written and performance test (Nurse Assistant Certification Test).

Basic Nurse Assistant Training Curriculum

NA 100 Eight weeks in length (fall and spring semesters) Nursing theory, including 4 hours CPR and 12 hours of Alzheimer’s training	108 hours
Clinical Practicum	40 hours
Total credit hours	8 hours

Health Information Management

Associate in Applied Science Code: 5192

Contact Person: QC Campus, Betsey Morthland, Ext. 5285, Rm. 1-314

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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 perform 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), Certified Professional Coder’s (CPC) board exam, or the American Health Information Management Association’s Certified Coding Associate (CCA) board exam.

	Credit Hours
FIRST SEMESTER SUGGESTED COURSES	
BE 100 Work Environment Orientation	2
BE 141 Computerized Keyboarding I	3
HIM 156 Introduction to Health Insurance	3
BIOL 150 Medical Terminology	3
PN 110 Basic Anatomy & Physiology	3
COMM 105 Essentials of English	3
SECOND SEMESTER SUGGESTED COURSES	
BE 145 A&B Information Processing	2
HIM 148 Beginning Medical Transcription	4
HIM 200 Advanced Medical Terminology	3
HIM 251 Medical Office Procedures	3
HIM 255 Medical Manager	3
THIRD SEMESTER SUGGESTED COURSES	
BA 170 Fundamentals of Accounting	3
BA 171 Fundamentals of Accounting Lab	1
HIM 250 Advanced Medical Transcription	4
HIM 252 Pharmacology Terminology	3
HIM 254 Law, Liability, and Medical Ethics	3
HIM 257 Procedure and Diagnosis Coding I	3
FOURTH SEMESTER SUGGESTED COURSES	
BE 180 Business Communications	4
HIM 249 Management of Health Information	3
HIM 258 Procedure and Diagnosis Coding II	3
HIM 261 Seminar	1

HIM 265	Internship	3
BE 143	Keyboard Speed & Accuracy	2
Minimum total hours required for certificate		65

Massage Therapy & Bodywork Program

Certificate Program Code: 5589

Contact Person: Jennifer Johnson, 796-5120, johnsonj@bhc.edu

Students planning to pursue this 40-hour college credit certificate program must follow the College curriculum. The completion of the course of study required will satisfy graduation requirements to obtain a certificate. After successful program completion, students will be eligible to take the National Certification Board for Therapeutic Massage and Bodywork exam, which is required before applying for licensure in Iowa or Illinois. Students must achieve grades of “C” or above in all areas in order to receive a certificate.

Students in the Massage Therapy and Bodywork Program will be asked to fill out an application to grant permission to the State of Illinois and any affiliate acting on behalf of the State of Illinois to conduct a criminal history record check in accordance with the Uniform Conviction Information Act. Students must also successfully document and need all health and background checks required by academic departments and/or clinical sites prior to admission to program and/or courses.

The curriculum for the Massage Therapy and Bodywork Program has been approved by the ICCB (Illinois Community College Board). This intensive program is conducted over three consecutive semesters and is held at the Quad-Cities Campus with a required clinical held off campus. The program prepares individuals for employment as a massage therapy and body work therapist. Students will develop an in-depth understanding of the human body and its interactions.

Designed to provide a comprehensive understanding of massage therapy techniques and bodywork modalities with an emphasis on traditional relaxation massage techniques, the curriculum combines lecture and hands-on practice. Students will take classes designed to give particular understanding and skills in such areas as basic Swedish massage, chair massage, anatomy, physiology, pathology, kinesiology, medical terminology, wellness and stress management, introductory business, and ethics. They will also be introduced to various bodywork modalities.

Each application must meet the following requirements:

- 18 years of age.
- High school graduate or equivalent.
- Prior approval by the coordinator of the program.
- Fill out the application for State of Illinois Uniform Conviction Information Act.

Black Hawk College – Academic Planning Checklist
Health Information Management
Associate in Applied Science Degree 5092

Name: _____

Date: _____

Program Requirements		
Courses		Semester taken Grade
<input type="checkbox"/> BA 170 – Fundamentals of Accounting	3	_____
<input type="checkbox"/> BA 171 – Fundamentals of Accounting Lab	1	_____
<input type="checkbox"/> BE 100 – Work Environment Orientation	2	_____
<input type="checkbox"/> BE 141 – Computerized Keyboarding I	3	_____
<input type="checkbox"/> BE 143 – Keyboard Speed & Accuracy	2	_____
<input type="checkbox"/> BE 145 A&B – Information Processing	2	_____
<input type="checkbox"/> BE 180 – Business Communications	4	_____
<input type="checkbox"/> BE 261 – Seminar	1	_____
<input type="checkbox"/> BE 265 – Internship	3	_____
<input type="checkbox"/> HIM 148 – Beginning Medical Transcription	4	_____
<input type="checkbox"/> HIM 156 – Introduction to Health Insurance	3	_____
<input type="checkbox"/> HIM 200 – Advanced Medical Terminology	3	_____
<input type="checkbox"/> HIM 249 – Management of Health Information	3	_____
<input type="checkbox"/> HIM 250 – Advanced Medical Transcription	4	_____
<input type="checkbox"/> HIM 251 – Medical Office Procedures	3	_____
<input type="checkbox"/> HIM 252 – Pharmacology Terminology	3	_____
<input type="checkbox"/> HIM 254 – Law, Liability, and Medical Ethics	3	_____
<input type="checkbox"/> HIM 255 – Medical Manager	3	_____
<input type="checkbox"/> HIM 257 – Procedure and Diagnosis Coding I	3	_____
<input type="checkbox"/> HIM 258 – Procedure and Diagnosis Coding II	3	_____
<input type="checkbox"/> BIOL 150 – Medical Terminology	3	_____
<input type="checkbox"/> PN 110 – Basic Anatomy & Physiology	3	_____
<input type="checkbox"/> COMM 105 – Essentials of English	3	_____