# Health Information Management Technology & Coding Specialist Certificate (HIM & COC)

## Health Information Management Technology (HIM)

The Health Information Management program at Cincinnati State focuses on the maintenance of health care data and management of information resources. Health Information Management professionals collect, integrate, and analyze primary and secondary health care data; disseminate information; and manage information resources related to the research, planning, provision, payment, and evaluation of health care services.

Graduates earn an Associate of Applied Science degree, and are prepared to take the national certification examination for registered health information technicians (RHIT) offered through the American Health Information Management Association.

Students must have a minimum grade point average (GPA) of 2.75 to graduate.

All of the core courses in the Health Information Management program are offered online.

The Health Information Management Technology program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). Website: http://www.cahiim.org.

For more information, please contact the Health and Public Safety Division at (513) 569-1670.

To apply for this program at Cincinnati State, visit the Admissions (http://www.cincinnatistate.edu/academics/admission) section of the College website.

## Coding Specialist Certificate (COC)

In many instances, financial reimbursement to patients or medical professionals for healthcare services is tied to the use of standard numeric coding systems. The Coding Specialist Certificate prepares students for entry-level positions applying these codes to healthcare records in hospitals, outpatient clinics, physician group practices, billing companies, and insurance companies.

Students learn to accurately determine code assignments using ICD and CPT coding systems.

Graduates of the certificate program may take an entry-level certification exam offered by the American Health Information Management Association (AHIMA). Successful completion of the exam earns the credential Certified Coding Associate (CCA).

Professional organizations that offer advanced certification recommend coding education along with experience in the field prior to pursuing certification. Individuals should evaluate their knowledge and experience prior to considering an advanced certification examination.

For more information, please contact the Health and Public Safety Division at (513) 569-1670.

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## Health Information Management Technology (HIM)

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| Semester 1 | | Lec | Lab | Credits |
|---|---|---|---|---|
| FYE 1XX First Year Experience Elective (**B**) | | 1 | 0 | 1 |
| HIM 100 | Introduction to Health Information Management ( **B**) | 3 | 0 | 3 |
| HIM 105 | Legal Aspects of Health Information Management ( **B**) | 2 | 0 | 2 |
| BIO 151 | Anatomy and Physiology 1 ( **B**) | 3 | 2 | 4 |
| MAT 1XX Math Elective (**G**) | | 2 | 2 | 3 |
| **Semester 2** | | | | |
| HIM 115 | Clinical Abstracting of Health Data ( **B**) | 2 | 0 | 2 |
| HIM 120 | Health Information Technology Systems ( **T**) | 3 | 0 | 3 |
| BIO 152 | Anatomy and Physiology 2 ( **B**) | 3 | 2 | 4 |
| MCH 1XX Medical Terminology Elective (**T**) | | 3 | 0 | 3 |
| IM 120 | Electronic Spreadsheets: Microsoft Excel ( **T**) | 2 | 3 | 3 |
| **Semester 3** | | | | |
| HIM 110 | Healthcare Quality Management and Data Analysis ( **T**) | 4 | 0 | 4 |
| HIM 130 | International Classification of Diseases (ICD) Coding ( **T**) | 4 | 0 | 4 |
| HIM 135 | Pharmacology for Health Information Management ( **B**) | 1 | 0 | 1 |
| BIO 240 | Pathophysiology ( **G**) | 3 | 0 | 3 |
| **Semester 4** | | | | |
| HIM 210 | Healthcare Reimbursement Methodologies ( **T**) | 3 | 0 | 3 |
| HIM 215 | Advanced Medical Coding ( **T**) | 4 | 0 | 4 |
| HIM 225 | Current Procedural Terminology (CPT) Coding ( **T**) | 3 | 0 | 3 |
| ENG 101 | English Composition 1 ( **G**) | 3 | 0 | 3 |
| **Semester 5** | | | | |

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|---|---|---|---|---|
| HIM 200 | Health Information Management Strategies ( **T**) | 3 | 0 | 3 |
| HIM 220 | Health Information Management Certification Exam Review ( **T**) | 2 | 0 | 2 |
| HIM 280 | Health Information Management Professional Practice ( **T**) | 0 | 7 | 1 |
| ENG 10X English Composition Elective (**G**) | | 3 | 0 | 3 |
| PSY 1XX Psychology Elective (**G**) | | 3 | 0 | 3 |
| Total Credits: | | 60 | 16 | 65 |

## Electives

| | | |
|---|---|---|
| **First Year Experience Elective** | | |
| FYE 100 | College Survival Skills | 1 |
| FYE 105 | College Success Strategies | 2 |
| FYE 110 | Community College Experience | 3 |
| **English Composition Elective** | | |
| ENG 104 | English Composition 2: Technical Communication | 3 |
| ENG 105 | English Composition 2: Business Communication | 3 |
| **Psychology Elective** | | |
| PSY 100 | Applied Psychology: Human Relations | 3 |
| PSY 110 | Introduction to Psychology | 3 |
| **Medical Terminology Elective** | | |
| MCH 104 | Comprehensive Medical Terminology | 3 |
| MCH 101 & MCH 102 | Medical Terminology 1 and Medical Terminology 2 | 4 |
| **Math Elective** | | |
| MAT 105 | Quantitative Reasoning | 3 |
| MAT 115 | Pre-Statistics | 3 |

The letters G, B, and T (displayed after course titles or elective descriptions) identify types of courses required by the Ohio Department of Higher Education as part of an associate's degree curriculum.

G = General Education course in this curriculum

B = Basic Skills course in this curriculum

T = Technical course in this curriculum

# Coding Specialist Certificate (COC)

| **Semester 1** | | **Lec** | **Lab** | **Credits** |
|---|---|---|---|---|
| FYE 1XX First Year Experience Elective | | 1 | 0 | 1 |
| HIM 100 | Introduction to Health Information Management | 3 | 0 | 3 |
| BIO 151 | Anatomy and Physiology 1 | 3 | 2 | 4 |
| **Semester 2** | | | | |
| HIM 115 | Clinical Abstracting of Health Data | 2 | 0 | 2 |
| BIO 152 | Anatomy and Physiology 2 | 3 | 2 | 4 |
| MCH 1XX Medical Terminology Elective (**T**) | | 3 | 0 | 3 |
| **Semester 3** | | | | |
| HIM 130 | International Classification of Diseases (ICD) Coding | 4 | 0 | 4 |
| HIM 135 | Pharmacology for Health Information Management | 1 | 0 | 1 |
| BIO 240 | Pathophysiology | 3 | 0 | 3 |
| **Semester 4** | | | | |
| HIM 210 | Healthcare Reimbursement Methodologies | 3 | 0 | 3 |
| HIM 215 | Advanced Medical Coding | 4 | 0 | 4 |
| HIM 225 | Current Procedural Terminology (CPT) Coding | 3 | 0 | 3 |
| Total Credits: | | 33 | 4 | 35 |

## Electives

| | | |
|---|---|---|
| **First Year Experience Elective** | | |
| FYE 100 | College Survival Skills | 1 |
| FYE 105 | College Success Strategies | 2 |
| FYE 110 | Community College Experience | 3 |
| **Medical Terminology Elective** | | |
| MCH 104 | Comprehensive Medical Terminology | 3 |
| MCH 101 & MCH 102 | Medical Terminology 1 and Medical Terminology 2 | 4 |

# Health Information Management Technology (HIM)

- Apply diagnosis/procedure codes according to current guidelines.
- Apply diagnostic/procedural groupings.
- Verify the documentation in the health record is timely, complete, and accurate.
- Apply policies and procedures to ensure the accuracy and integrity of health data.
- Apply policies and procedures surrounding issues of access and disclosure of protected health information.
- Utilize software in the completion of HIM processes.
- Apply policies and procedures for the use of data required in healthcare reimbursement.
- Comply with ethical standards of practice.
- Demonstrate effective and professional written and verbal communication skills.

## Faculty

### Program Chair/Advisor

Professor Cindy Kneip, RHIA
cindy.kneip@cincinnatistate.edu

## Courses

**HIM 100 Introduction to Health Information Management**
**3 Credits. 3 Lecture Hours. 0 Lab Hour.**
A course on key concepts of the health information management profession and health care documentation. Topics include: function, maintenance, storage, and processing of health records; and accreditation/regulatory requirements for health record documentation in acute and specialized care settings.
Prerequisites: BIO 100 or BIO 111, and CHE 100 or CHE 110 (minimum grade C for all) or high school or college-level Biology and Chemistry within the past 7 years with a minimum grade of C, and instructor consent
Instructor Consent Required

**HIM 105 Legal Aspects of Health Information Management**
**2 Credits. 2 Lecture Hours. 0 Lab Hour.**
A course on the health record as a legal document. Topics include: Health Insurance Portability and Accountability Act (HIPAA) regulations, release of information procedures, legal requirements for health record documentation, risk management, and physician credentialing.
Prerequisites: BIO 100 or BIO 111, and CHE 100 or CHE 110 (minimum grade C for all)
Ohio Transfer Assurance Guide Approved

**HIM 110 Healthcare Quality Management and Data Analysis**
**4 Credits. 4 Lecture Hours. 0 Lab Hour.**
A course on fundamentals of quality improvement and data analytics in healthcare. Topics include: quality improvement activities and processes, healthcare data analysis and presentation, and calculation of healthcare statistics.
Prerequisites: HIM 100 and IM 120 and MAT 131 (minimum grade C for all)

**HIM 115 Clinical Abstracting of Health Data**
**2 Credits. 2 Lecture Hours. 0 Lab Hour.**
A course on abstracting supportive data used to validate diagnoses, and applying procedures used to create clinical databases. Topics include: analyzing and interpreting documentation, pharmacotherapy, establishing medical necessity for common laboratory and radiology tests, and Uniform Hospital Discharge Data Set (UHDDS) guidelines.
Prerequisites: BIO 151 and HIM 100 (minimum grade C for both)

**HIM 120 Health Information Technology Systems**
**3 Credits. 3 Lecture Hours. 0 Lab Hour.**
A course on fundamentals of healthcare information systems, with a focus on the electronic health record. Topics include: health information security, and data exchange standards.
Prerequisites: HIM 105 (minimum grade C)

**HIM 125 CPT Coding**
**3 Credits. 3 Lecture Hours. 0 Lab Hour.**
A course on principles of the Current Procedural Terminology (CPT) coding system used to identify medical services and procedures performed by physicians. Topics include: coding for surgical procedures, radiology, pathology, laboratory, evaluation and management services, and anesthesiology; and modifiers and HCPCS Level II codes.
Prerequisites: BIO 152, HIM 115 (minimum grade C for both)

**HIM 130 International Classification of Diseases (ICD) Coding**
**4 Credits. 4 Lecture Hours. 0 Lab Hour.**
A course on principles of the ICD classification system for disease and procedure coding, including revision of the ICD to meet federal regulations. Topics include: coding for diseases and procedures associated with all body systems, coding to identify external causes of morbidity, health status factors, contact with health services, and preparing for entry-level certification exams.
Prerequisites: BIO 152 and HIM 115

**HIM 135 Pharmacology for Health Information Management**
**1 Credit. 1 Lecture Hour. 0 Lab Hour.**
A course on health information related to drug therapy. Topics include: principles of drug therapy, drug classes and schedules, modes of administration, and indications and adverse effects for the major drug classes.
Prerequisites: BIO 152 and MCH 104

**HIM 191 Part-Time Cooperative Education 1: Health Information Management**
**1 Credit. 1 Lecture Hour. 20 Lab Hours.**
Students seeking an associate's degree participate in their first part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.
Prerequisites: HIM 100 (minimum grade C)
Instructor Consent Required

**HIM 198 First Year Special Topics in Health Information Management**
**1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**
A course on selected topics related to Health Information Management, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.
Prerequisites: None

**HIM 199 First Year Independent Project in Health Information Management**
**1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**
A project related to Health Information Management that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Health Information Management faculty. Grades issued are Satisfactory or Unsatisfactory.
Prerequisites: Vary by section

**HIM 200 Health Information Management Strategies**
**3 Credits. 3 Lecture Hours. 0 Lab Hour.**
A course on fundamental principles of healthcare management and project management. Topics include: skills and methods for effective management of people, budgets, and projects; and roles of teams and committees.
Prerequisites: HIM 210 and HIM 215 (minimum grade C for both)
Corequisites: HIM 220 : Health Information Management Certification Exam Review

**HIM 210 Healthcare Reimbursement Methodologies**
**3 Credits. 3 Lecture Hours. 0 Lab Hour.**
A course on reimbursement systems for healthcare services. Topics include: CMS 1500, UB-04, inpatient and outpatient prospective payment systems, Resource Based Relative Value Scale (RBRVS), and compliance monitoring.
Prerequisites: HIM 130 (minimum grade C)
Corequisites: HIM 215: Advanced Medical Coding
Ohio Transfer Assurance Guide Approved

**HIM 215 Advanced Medical Coding**
**4 Credits. 4 Lecture Hours. 0 Lab Hour.**
A course on advanced principles of medical coding. Topics include: medical documentation concepts, code assignment, Diagnostic Related Groups (DRG), and Ambulatory Payment Classifications (APC).
Prerequisites: HIM 130 (minimum grade C)
Corequisites: HIM 210: Healthcare Reimbursement Methodologies

**HIM 220 Health Information Management Certification Exam Review**
**2 Credits. 2 Lecture Hours. 0 Lab Hour.**
Students review theory and practice in health information management to prepare for the national certification examination.
Prerequisites: HIM 210 and HIM 215 (minimum grade C for both)
Corequisites: HIM 200: Health Information Management Strategies

**HIM 225 Current Procedural Terminology (CPT) Coding**
**3 Credits. 3 Lecture Hours. 0 Lab Hour.**
A course on principles of the Current Procedural Terminology (CPT) coding system used to identify medical services and procedures performed by physicians. Topics include: coding for surgical procedures, radiology, pathology, anesthesiology, and laboratory, evaluation, and management services; and modifiers and Heathcare Procedure Coding System (HCPCS) Level II Codes.
Prerequisites: BIO 152

**HIM 280 Health Information Management Professional Practice**
**1 Credit. 0 Lecture Hour. 7 Lab Hours.**
Students observe and participate in the operational functions of a community health information management department or specialized health information management work setting. Students also apply health information management principles to complete on-campus assignments and projects.
Prerequisites: HIM 110 and HIM 120 and HIM 130 (minimum grade C for all)

**HIM 291 Full-time Cooperative Education 1: Health Information Management**
**2 Credits. 1 Lecture Hour. 40 Lab Hours.**
Students seeking an associate's degree participate in their first full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.
Prerequisites: HIM 100 (minimum grade C)
Instructor Consent Required

**HIM 298 Second Year Special Topics in Health Information Management**
**1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**
A course on selected topics related to Health Information Management, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.
Prerequisites: None

**HIM 299 Second Year Independent Project in Health Information Management**
**1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**
A project related to Health Information Management that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Health Information Management faculty. Grades issued are Satisfactory or Unsatisfactory.
Prerequisites: None