Health Information Management Technologies (HIM, COC, & HITC)

Health Information Management Technology (HIM)

The Health Information Management program at Cincinnati State focuses on the management of health care data and 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 2.00 to graduate.

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

The Health Information Management associate degree program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). The accreditation has been reaffirmed through 2029.

Inquiries about the program's accreditation status should be directed by mail to CAHIIM, 200 East Randolph Street, Suite 5100, Chicago, IL, 60601; by phone at (312) 235-3255; or by email at info@cahiim.org.

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.

All courses in the certificate can be completed online.

Health Information Technician Certificate (HITC)

The Health Information Technician Certificate provides students with knowledge and skills needed to perform the release-of-information function in a variety of healthcare settings, such as hospitals, physician practices, and long-term care facilities.

Students gain understanding of health record content and documentation requirements in accordance with state and federal regulations. Students also work with computer applications such as electronic health record and release-of-information software.

Through practicum experience, students apply their knowledge and skills in a healthcare setting.

All of the certificate courses also apply to the associate degree program in Health Information Management.

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.

Health Information Management Technology (HIM)

Semester 1		**Lec**	**Lab**	**Credits**
FYE 1XX First Year Experience Elective (**B**)		1	0	1
HIM 100	Introduction to Health Information Management (**T**)	3	0	3
HIM 105	Legal Aspects of Health Information Management (**T**)	2	0	2
BIO 151	Anatomy and Physiology 1 (**G**)	3	2	4
MAT 131	Statistics 1 (**G**)	2	2	3
ENG 101	English Composition 1 (**G**)	3	0	3
Semester 2				
HIM 115	Clinical Abstracting of Health Data (**T**)	1	0	1
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 (**B**)		3	0	3
IM 120	Electronic Spreadsheets: Microsoft Excel (**B**)	2	3	3
Semester 3				
HIM 110	Healthcare Quality Management and Data Analysis (**T**)	3	0	3
HIM 130	International Classification of Diseases (ICD) Coding (**T**)	4	0	4

HIM 135	Pharmacology for Health Information Management (**T**)	1	0	1
BIO 240	Pathophysiology (**B**)	3	0	3
IM 109	Introductory Database Management: Microsoft Access (**B**)	0	2	1
Semester 4				
HIM 200	Health Information Management Strategies (**T**)	3	0	3
HIM 215	Advanced Medical Coding (**T**)	4	0	4
HIM 226	Current Procedural Terminology (CPT) Coding 1 (**T**)	2	0	2
PSY 110	Introduction to Psychology (**G**)	3	0	3
Semester 5				
HIM 210	Healthcare Reimbursement Methodologies (**T**)	3	0	3
HIM 227	Current Procedural Terminology (CPT) Coding 2 (**T**)	2	0	2
HIM 250	Health Information Management Coding Lab (**T**)	0	3	1
HIM 280	Health Information Management Professional Practice (**T**)	1	7	2
ENG 10X English Composition Elective (**G**)		3	0	3
Total Credits:		**58**	**21**	**65**

Electives

First Year Experience Elective		
FYE 100	Essentials for College Success	1
FYE 105	Skills for College and Personal Success	2
FYE 110	Intensive College Success Strategies	3
English Composition Elective		
ENG 102	English Composition 2: Contemporary Issues	3
ENG 103	English Composition 2: Writing about Literature	3
ENG 104	English Composition 2: Technical Communication	3
ENG 105	English Composition 2: Business Communication	3
Medical Terminology Elective		
MCH 104	Comprehensive Medical Terminology	3
MCH 101 & MCH 102	Medical Terminology 1 and Medical Terminology 2	4

Some courses are offered in alternative versions identified with a letter after the course number-- for example, ENG 101 and ENG 101A.

- This curriculum displays only course numbers without the added letter.
- The alternative version, when available, meets the requirements of the course version without the added letter.

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	1	0	1
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 215	Advanced Medical Coding	4	0	4
HIM 226	Current Procedural Terminology (CPT) Coding 1	2	0	2
Semester 5				
HIM 210	Healthcare Reimbursement Methodologies	3	0	3
HIM 227	Current Procedural Terminology (CPT) Coding 2	2	0	2
HIM 250	Health Information Management Coding Lab	0	3	1
Total Credits:		**33**	**7**	**36**

Electives

First Year Experience Elective		
FYE 100	Essentials for College Success	1
FYE 105	Skills for College and Personal Success	2
FYE 110	Intensive College Success Strategies	3
Medical Terminology Elective		
MCH 104	Comprehensive Medical Terminology	3

MCH 101 & MCH 102	Medical Terminology 1 and Medical Terminology 2	4

Health Information Technician Certificate (HITC)

First Year				
Semester 1		**Lec**	**Lab**	**Credits**
FYE 100	Essentials for College Success	1	0	1
HIM 100	Introduction to Health Information Management	3	0	3
HIM 105	Legal Aspects of Health Information Management	2	0	2
MCH 101	Medical Terminology 1	2	0	2
Semester 2				
HIM 115	Clinical Abstracting of Health Data	1	0	1
HIM 120	Health Information Technology Systems	3	0	3
MCH 102	Medical Terminology 2	2	0	2
HIM 180	Release of Information Practicum	1	7	2
Total Credits:		**15**	**7**	**16**

Some courses are offered in alternative versions identified with a letter after the course number-- for example, ENG 101 and ENG 101A.

- This curriculum displays only course numbers without the added letter.
- The alternative version, when available, meets the requirements of the course version without the added letter.

Health Information Management Technology (HIM)

- Apply policies, regulations, and standards to the management of information.
- Determine compliance of health record content within the health organization.
- Apply security strategies to health information.
- Calculate statistics for healthcare operations.
- Report healthcare data through graphical presentations.
- Manage data within a database system.
- Evaluate revenue cycle processes.
- Evaluate compliance with regulatory requirements and reimbursement methodologies.
- Utilize data-driven performance improvement techniques for decision making.

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: FYE 120 or placement into ENG 101
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: FYE 120 or placement into ENG 101
Ohio Transfer Assurance Guide Approved

HIM 110 Healthcare Quality Management and Data Analysis
3 Credits. 3 Lecture Hours. 0 Lab Hour.
A course on fundamentals of quality improvement and data analysis in healthcare. Topics include: quality improvement activities, tools, and processes; healthcare data analysis and presentation; and calculation of healthcare statistics.
Prerequisites: HIM 100 (minimum grade C)

HIM 115 Clinical Abstracting of Health Data
1 Credit. 1 Lecture Hour. 0 Lab Hour.
A course on abstracting supportive data used for clinical databases. Topics include: analyzing and interpreting health record documentation, establishing medical necessity for common diagnostic tests, Uniform Hospital Discharge Data Set (UHDDS) guidelines, and determining ICD-10-PCS root operations.
Prerequisites: HIM 100 (minimum grade C)

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

HIM 130 International Classification of Diseases (ICD) Coding
4 Credits. 4 Lecture Hours. 0 Lab Hour.
A course on principles of the ICD-10 classification system for disease and procedure coding. Topics include: coding for diseases and procedures associated with the endocrine, nervous, musculoskeletal, respiratory, and genitourinary body systems.
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 180 Release of Information Practicum
2 Credits. 1 Lecture Hour. 7 Lab Hours.
Students observe and participate in processes specific to the release of health information (ROI) function in a community health care setting, and apply ROI principles to complete on-campus assignments and projects. Students must submit documentation for physical exam, immunization, background check, and proof of health insurance prior to the course start.
Prerequisites: HIM 100 and HIM 105

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 200 Health Information Management Strategies
3 Credits. 3 Lecture Hours. 0 Lab Hour.
A course on fundamental principles of healthcare management. Topics include: skills and methods for effective management of people, budgets, and projects; and roles of teams and committees.
Prerequisites: HIM 130 and HIM 110 and IM 109 (minimum grade C for all)

HIM 210 Healthcare Reimbursement Methodologies
3 Credits. 3 Lecture Hours. 0 Lab Hour.
A course on reimbursement systems for healthcare services. Topics include: payment systems for inpatient, ambulatory care, and alternative health care settings; compliance monitoring; and management of revenue cycle processes.
Prerequisites: HIM 215 and HIM 225 (minimum grade C for both)
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: ICD-CM/PCS code assignment for inpatient records, Diagnostic Related Groups (DRG) assignment, and clinical documentation improvement processes.
Prerequisites: HIM 130 (minimum grade C)

HIM 220 Health Information Management Certification Exam Review
1 Credit. 1 Lecture Hour. 0 Lab Hour.
Students review theory and practice in health information management to prepare for the national certification examination.
Prerequisites: HIM 105 and HIM 110 and HIM 225 and HIM 215 (minimum grade C for all)

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 226 Current Procedural Terminology (CPT) Coding 1
2 Credits. 2 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: CPT coding system conventions and guidelines, surgical procedure coding, and clinical documentation improvement processes for the ambulatory care setting.
Prerequisites: BIO 240 (minimum grade C)

HIM 227 Current Procedural Terminology (CPT) Coding 2
2 Credits. 2 Lecture Hours. 0 Lab Hour.
A continuation of HIM 226. Topics include CPT coding for surgical and non-surgical procedures and physician services, evaluation and management coding, and use of computer-assisted coding software.
Prerequisites: HIM 226 (minimum grade C)

HIM 250 Health Information Management Coding Lab
1 Credit. 0 Lecture Hour. 3 Lab Hours.
A course in which students apply skills in ICD-10-CM/PCS and CPT-4 coding, as well as knowledge of healthcare reimbursement methodology. Students use encoder and electronic health record software in a virtual lab environment to code inpatient and outpatient encounters according to official coding guidelines.
Prerequisites: HIM 215 and HIM 226

HIM 280 Health Information Management Professional Practice
2 Credits. 1 Lecture Hour. 7 Lab Hours.
Students observe and participate in the operational functions of a health information management (HIM) department or specialized work setting. Students apply HIM principles to complete assignments and projects. This practicum can be accomplished at a clinical site or remotely and is an unpaid clinical experience. Students also review HIM theory and practice to prepare for the national certification examination.
Prerequisites: HIM 110 and HIM 120 and HIM 200 and HIM 215 and HIM 226 (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