

# HIM - Health Information Management

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## 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 Healthcare 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