



Catalog Year Fall 2015

EAST CENTRAL COLLEGE HEALTH INFORMATION MANAGEMENT

CERTIFICATE OF ACHIEVEMENT

East Central College

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www.eastcentral.edu

Admissions Office

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East Central College is
accredited by the Higher
Learning Commission of the
North Central Association of
Colleges and Schools
30 N. LaSalle St., Suite 2400
Chicago, Illinois 60602-2504
800-621-7440

THE CAREER

A career in health information management (HIM) involves the collecting, storing, securing, retrieving, analyzing and transmitting of medical records and data used by clinicians and healthcare organizations. Professionals with a certificate are prepared to perform entry-level HIM duties including data entry, classification and record-keeping pertaining to medical diagnostic, treatment, billing and insurance documentation.

PROFESSIONAL TRAITS

Those pursuing a career in this field should:

- Have solid oral and written communication skills
- Be proficient with computer software and technology
- Be open to continuing education

EMPLOYMENT OPPORTUNITIES

- ✓ Acute and long-term care hospitals
- ✓ Physician offices and clinics
- ✓ Nursing homes
- ✓ Home healthcare agencies
- ✓ Community mental health clinics
- ✓ Health plans
- ✓ Insurance companies
- ✓ Government agencies
- ✓ Outpatient diagnostic facilities

PREREQUISITES

Students need to demonstrate proficiency in reading, English and mathematics based on assessment scores, or by taking the recommended/required classes. Some of the courses in this certificate program have specific prerequisites. Students should also have basic keyboarding skills.



www.cahiim.org

THE PROGRAM

The ECC Health Information Management certificate program prepares students to demonstrate entry-level competency in medical coding and insurance billing with an emphasis on physician offices and outpatient settings. **The normal completion time for the program is 18 months, assuming appropriate placement scores.**

The certificate track includes instruction in medical records, health information software applications and data entry, coding and classification. Coursework also includes the fundamentals of medical science and treatment procedures, medical terminology and basic anatomy and physiology. All courses with the HIM prefix are fully online except for the Professional Practice Experience (PPE).

In addition, students learn about the regulations pertaining to coding, billing, health information documentation, Health Insurance Portability & Accountability Act (HIPAA) and Centers for Medicare & Medicaid Services (CMS).

At completion, students are eligible to sit for a national certification exam to earn their Certified Coding Associate (CCA) credential. CCA professionals are able to demonstrate the entry-level competencies necessary to be successful in a health billing and coding environment. ECC also offers a AAS degree in health information management.

ADMISSIONS REQUIREMENTS

Students must have completed:

- ✓ High school diploma or the equivalent (documentation sent to the registration office)
- ✓ Application for admission
- ✓ A placement test as specified by the college (some courses require minimum placement results)

ADDITIONAL PROGRAM INFORMATION

STANDARD OCCUPATIONAL CLASSIFICATION (SOC)

29-2071.00

TUITION AND REQUIRED FEES

\$3,800 (In-District)

\$5,200 (Out-of-District)

BOOKS AND SUPPLIES

\$2,360.40

OTHER FEES AND EXPENSES

\$930.00

■ **ROLLA**
573-466-4100

■ **SULLIVAN**
573-468-8287

■ **UNION**
636-584-6588

■ **WASHINGTON**
636-239-0598

WWW.EASTCENTRAL.EDU

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PROGRAM OF STUDY

This program of study is for a full-time student; part-time study is also available. All courses with the HIM prefix are fully online, except for the Professional Practice Experience (PPE). The PPE course will require students to travel to various clinical sites. Students will have to submit to a criminal background check, drug screening and various immunizations prior to taking these courses. All PPEs are scheduled during normal business hours, Monday through Friday. Please contact an academic advisor for complete course options. For the most current academic schedule (which is subject to change), visit the college website at www.eastcentral.edu

Certificate of Achievement program (40 credit hours)

Students taking Health Information Management (HIM) coursework must earn at least a grade of "C" in all program requirements and program electives for the certificate.

CERTIFICATE OF ACHIEVEMENT COURSEWORK:

COURSE	HOURS
FS 1000 Campus Orientation	
FS 1001 Foundation Seminar	1
CS 1003 Microcomputer Applications	3
EN 1223 English Comp I or	
EN 1233 Honors English Comp I	3
SC 1000 Laboratory Safety for Students	0
BI 1804 Introduction to Human Anatomy & Physiology Lecture/Lab	4
HS 1113 Medical Terminology I	3
HIM 1000 Preparation for Professional Practice Experience (PPE)	0
HIM 1003 Introduction to HIM *	3
HI 1000 or	
PS 1000 Constitutions Study Module	0
History or Pol. Science Requirement	3
HIM 1243 Basic Principles of Disease *	3
HIM 1213 Legal Aspects of Health Information *	3
HIM 2003 Computers in Healthcare *	3
HIM 2023 ICD Coding Systems *	3
HIM 2013 CPT Coding *	3
HIM 2033 Insurance Billing & Reimbursement *	3
HIM 2242 Professional Practice Experience	2
Total Credit Hours	40

* - Identifies a course that is only offered online.

TO CONVERT A CERTIFICATE OF ACHIEVEMENT INTO AN ASSOCIATE OF APPLIED SCIENCE DEGREE, STUDENTS ALSO NEED TO TAKE THE FOLLOWING:

COURSE	HOURS
MT 1303 Intermediate Algebra or	
MT 1023 Business Math	3
Humanities Requirement	3
HIM 1023 Healthcare Delivery Systems *	3
HIM 1231 Introduction to Pharmacology *	1
HIM 2203 Health Information Management Statistics *	3
HIM 2213 Healthcare Quality Management *	3
CS 2003 Database Structures	3
HIM 2223 Healthcare Management Supervision *	3
HIM 2263 HIM Capstone *	3
Total Credit Hours	25