



Catalog Year Fall 2015

EAST CENTRAL COLLEGE

HEALTH INFORMATION MANAGEMENT

ASSOCIATE OF APPLIED SCIENCE DEGREE

East Central College

1964 Prairie Dell Road
Union, Missouri 63084
636-584-6500
www.eastcentral.edu

Admissions Office

ECC Campus
636-584-6563
admissions@eastcentral.edu

Interim Program Director

Nanette Sayles, Ed.D., RHIA,
CHPS, CCS, CPHIMS
Nanette.Sayles@eastcentral.edu

Program Secretary

Claudine Ilko
636-584-6598
Claudine.Ilko@eastcentral.edu

Division Chair

Fatemeh Nichols, Ph.D.
636-584-6626
Fatemeh.Nichols@eastcentral.edu

Division

Science
636-584-6626



www.cahiim.org

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 vital medical records and data used by clinicians and healthcare organizations. HIM professionals carry out specialized data entry, classification and recordkeeping duties related to medical, diagnostic, treatment, billing and insurance documentation.

They fill a pivotal role within the medical environment, "often serving in bridge roles, connecting clinical, operational and administrative functions. Having skilled HIM professionals on staff ensures that an organization has the right information on hand when and where it is needed," according to HICareers.com.

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

Employment opportunities for RHITs (registered health information technicians) in healthcare organizations include:

- ✓ 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

THE PROGRAM

The East Central College HIM program gives students the knowledge they need to successfully plan, design and manage medical information systems, processes and facilities. Assuming appropriate placement scores, the program can be completed in two years.

Experienced ECC faculty provide comprehensive instruction to students in medical records, health information software and applications, as well as data entry, coding and classification. Coursework also includes the fundamentals of medical science, treatment procedures, medical terminology and basic anatomy and physiology. All courses with the HIM prefix are fully online (except for professional practice experience PPE). In addition, students learn about the various regulations pertaining to health information documentation, the Health Insurance Portability & Accountability Act (HIPAA) and Centers for Medicare & Medicaid Services (CMS).

Upon completion, students are prepared to demonstrate entry-level abilities in all curriculum competencies and knowledge clusters established by the American Health Information Management Association (AHIMA). They are also eligible to sit for a national certification exam to earn their Registered Health Information Technician (RHIT) credential.

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 requires minimum placement results)

PREREQUISITES

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

TRANSFER OPTIONS

The AAS degree is for students seeking employment immediately upon graduation. Upon completion, students will earn several credit hours that apply to programs beyond the AAS degree if they choose to pursue that option later. Students should work with advisors on how to best reach their career goals.

STANDARD OCCUPATIONAL CLASSIFICATION: 29-2071



ROLLA
573-466-4100



SULLIVAN
573-468-8287



UNION
636-584-6588



WASHINGTON
636-239-0598

WWW.EASTCENTRAL.EDU

HEALTH INFORMATION MANAGEMENT

ASSOCIATE OF APPLIED SCIENCE DEGREE

THE ECC HIM PROGRAM IS FULLY ACCREDITED BY THE COMMISSION ON ACCREDITATION
FOR HEALTH INFORMATICS AND INFORMATION MANAGEMENT EDUCATION (CAHIIM) - [HTTP://WWW.CAHIIM.ORG/](http://www.cahiim.org/)

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). All PPE courses 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.

AAS program (67 credit hours)

A - Course that is also part of the 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 AAS degrees. AAS degree students must earn at least a grade of "B" in the capstone course, HIM 2263.

YEAR 1

FALL SEMESTER

COURSE		HOURS
FS 1000	Campus Orientation ^A	
FS 1001	Foundation Seminar ^A	1
CS 1003	Microcomputer Applications ^A	3
EN 1223	English Comp I ^A or	
EN 1233	Honors English Comp I ^A	3
MT 1303	Intermediate Algebra or	
MT 1023	Business Math	3
HS 1113	Medical Terminology I ^A	3
	Humanities Requirement	3
	Total Hours	16

SPRING SEMESTER

COURSE		HOURS
SC 1000	Laboratory Safety for Students ^A	0
BI 1804	Introduction to Human Anatomy & Physiology Lecture/Lab ^A	4
HIM 1003	Introduction to HIM ^{A*}	3
HIM 1023	Healthcare Delivery Systems [*]	3
HIM 1213	Legal Aspects of Health Information ^{A*}	3
HI 1000 or PI 1000	Constitutions Study Module ^A	0
	History or Pol. Science Requirement ^A	3
	Total Hours	16

YEAR 1

SUMMER SEMESTER

COURSE		HOURS
HIM 1000	Preparation for Professional Practice Experience (PPE) ^A	0
HIM 1231	Introduction to Pharmacology [*]	1
HIM 1243	Basic Principles of Disease ^{A*}	3
HIM 2203	Health Information Management Statistics [*]	3
	Total Hours	7

YEAR 2

FALL SEMESTER

COURSE		HOURS
HIM 2003	Computers in Healthcare ^{A*}	3
HIM 2023	ICD Coding Systems ^{A*}	3
HIM 2213	Healthcare Quality Management [*]	3
HIM 2223	Healthcare Management Supervision [*]	3
HIM 2242	Professional Practice Experience PE Requirement	2 1
	Total Hours	15

SPRING SEMESTER

COURSE		HOURS
HIM 2013	CPT Coding ^{A*}	3
HIM 2033	Insurance Billing & Reimbursement ^{A*}	3
HIM 2101	Professional Practice Experience ^A	1
HIM 2263	HIM Capstone [*]	3
CS 2003	Database Structures [*]	3
	Total Hours	13

* Course is only offered online.