

WESTERN DAKOTA

TECHNICAL COLLEGE

HEALTH INFORMATION MANAGEMENT

Diploma, 31 Credit Hours, 9-Month Program

The primary objective of the Health Information Management program is to prepare students with the necessary skills to work in the medical field maintaining a patient's health information. Students in both the diploma option and the degree option will take coursework in anatomy & physiology, medical terminology, medical office software, records management, electronic health records, and billing/reimbursement. This program will also provide education and training in soft skills such as communication, teamwork, interpersonal skills, and attention to detail.

Course	No.	Course Title	Credits
General Education Requirements			
CSC	105	MICROCOMPUTER SOFTWARE APPLICATIONS I	3
MATH	100	ELEMENTARY ALGEBRA** ¹ <i>or</i>	3
MATH	112	BUSINESS MATHEMATICS**	
PSYC	101	GENERAL PSYCHOLOGY <i>or</i>	3
PSYC	103	HUMAN RELATIONS IN THE WORKPLACE	
Total			9
Technical Requirements			
BUS	141	WRITTEN COMMUNICATIONS FOR BUSINESS***	3
HC	114	ANATOMY AND PHYSIOLOGY FOR THE HEALTH PROFESSIONS	3
HC	135	MEDICAL LAW AND ETHICS	2
HC	213	MEDICAL TERMINOLOGY I	3
MDS	130	MEDICAL COMPUTERIZED APPLICATIONS <i>online</i>	3
MDS	175	RECORDS MANAGEMENT	2
MDS	210	HEALTHCARE CODING I	4
MDS	220	HEALTHCARE FUNDAMENTALS AND REIMBURSEMENT <i>online</i>	2
Total			22

*Prerequisite: Acceptable ACCUPLACER score or Basic Writing.

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***BUS 141 meets the diploma program requirement for 3 credits in communications.

¹Elementary Algebra recommended for students planning to complete the HIM AAS degree in the future.

Professional licensure and certification requirements often vary from state to state. Educational requirements by state for this program can be found <https://www.wdt.edu/degree-programs/health-information-management/>.

[Required step to obtain the credential for the HIM Program. \(PDF\).](#)

Semester Breakdown Diploma

First Semester			Second Semester		
		CR			CR
CSC 105	Microcomputer Software Applications I	3	BUS 141	Written Communication for Business	3
HC 114	Anatomy and Physiology for the Health Professions	3	MDS 175	Records Management	2
HC 135	Medical Law and Ethics	2	MDS 210	Healthcare Coding I	4
HC 213	Medical Terminology I	3	MDS 220	Healthcare Fundamentals and Reimbursement <i>online</i>	2
MATH100	Elementary Algebra <i>or</i>	3	PSYC 101	General Psychology <i>or</i>	3
MATH 112	Business Mathematics		PSYC 103	Human Relations in the Workplace	
MDS 130	Medical Computerized Applications <i>online</i>	3			
Total Credit Hours		17	Total Credit Hours		14

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