

HEALTH INFORMATION MANAGEMENT

Diploma, 33 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			
CIS	105	MICROCOMPUTER SOFTWARE APPLICATIONS I	3
MATH	100	ELEMENTARY ALGEBRA** ¹ <i>or</i>	3
MATH	112	BUSINESS MATHEMATICS** ²	
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
BUS	175	RECORDS MANAGEMENT	3
BUS	241	ADVANCED COMPUTER APPLICATIONS FOR BUSINESS (<i>online</i>)	3
HC	114	ANATOMY & PHYSIOLOGY FOR THE HEALTH PROFESSIONS	3
HC	130	MEDICAL COMPUTERIZED OFFICE APPLICATIONS	2
HC	135	MEDICAL LAW AND ETHICS	2
HC	145	ELECTRONIC HEALTH RECORDS	2
HC	213	MEDICAL TERMINOLOGY I	3
MDS	212	HEALTHCARE FUNDAMENTALS & REIMBURSEMENT	3
Total			24

*Prerequisite: Acceptable ACCUPLACER score or Basic Writing.

**Prerequisite: Acceptable ACCUPLACER score or Basic Math.

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

²Business Mathematics recommended for student planning to complete the HIM diploma only.

Semester Breakdown Diploma

First Semester			Second Semester		
		CR			CR
CIS 105	Microcomputer Software Applications I	3	BUS 141	Written Communications for Business	3
HC 114	Anatomy & Physiology for the Health Professions	3	BUS 175	Records Management	3
HC 130	Medical Computerized Office Applications	2	BUS 241	Advanced Computer Applications for Business <i>online</i>	3
HC 135	Medical Law & Ethics	2	HC 145	Electronic Health Records	2
HC 213	Medical Terminology I	3	MDS 212	Healthcare Fundamentals and Reimbursement	3
PSYC 101	General Psychology <i>or</i>	3	MATH 100	Elementary Algebra <i>or</i>	3
PSYC 103	Human Relations in the Workplace		MATH 112	Business Mathematics	
Total Credit Hours		16	Total Credit Hours		17