HEALTH INFORMATION MANAGEMENT

ASSOCIATE OF APPLIED SCIENCE DEGREE

Health Information Technicians (HITs) care for patients by caring for their medical data. They manage health care records and code medical/surgical information for insurance reimbursement and research in hospitals and other healthcare facilities. HIM professionals ensure the quality of medical records by verifying their accuracy and properly entering data into computer systems. They help support other health professionals with documentation and compliance best practices.

Accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM), Accreditation Services c/o AHIMA, 233 N. Michigan Ave, 21st Floor, Chicago, IL 60601-5800, cahiim.org



Where information, technology, and medicine meet



What Health Information Management graduates do:

- Manage health information systems
- Manage health care data
- Investigate information and coding problems
- Gather information/data
- Store and retrieve health information
- Enter and/or audit medical code data
- Maintain ICD-10 compliance
- Release of health information
- Train on documentation and compliance

Career Opportunities:

- Consulting firms
- Legal offices
- Health departments
- Government agencies
- Pharmaceutical companies
- Physicians' offices
- Hospitals/clinics
- Software companies
- Veterinary clinics

For further questions about this program, please contact: kvccadmissions@mainecc.edu

HEALTH INFORMATION MANAGEMENT

Associate of Applied Science Degree

First Semester

BIO213	Anatomy and Physiology I	4
CPT115	Technology for Business	3
ENG101	College Composition	3
HIT101	Intro to Health Information Technology	3
MAS102	Medical Terminology	3
MAT111	Quantitative Reasoning	3

Second Semester

BIO214	Anatomy and Physiology II	4
COM104	Introduction to Communication **OR**	
COM105	Interpersonal Communication	3
HIT132	Legal, Ethical, and Regulatory Issues	3
HIT136	Introduction to Coding & Classification	3
HIT138	Revenue Cycle and Reimbursement Systems	3

Third Semester

BIO216	Pathophysiology	3
HIT201	ICD-1 0-CM/PCS Coding & Classification Systems	4
HIT210	Management Concepts for Health Care Orgs	3
HIT211	Health Data Collection	3
HIT212	Quality Improvement	3

Fourth Semester

HIT222	CPT-4 Coding	4
HIT243	Directed Clinical Practice	4
HIT245	Seminar in Health Information Tech	3
PSY101	Introduction to Psychology	3
_____	Humanities Elective	3

Total Credits **68**

CRITERIA FOR GRADUATION

Students must complete 68 credits in the Health Information Management degree program and achieve a minimum grade of "C" in all courses. Students must attain a final GPA of 2.0 or higher. Graduates are eligible to sit for the Registered Health Information Technician (RHIT) credentialing examination as well as the Certified Coding Associate (CCA) examination administered by the American Health Information Management Association. (H) Suggested Elective. Please contact your advisor for more information.

This program is accessible 100% online.

HEALTH INFORMATION MANAGEMENT

Associate of Applied Science Degree

DESCRIPTION

Health Information Management combines the expanding arena of health care with the cutting edge of technology. As a health information management professional, you are the expert on patient data that physicians, nurses, and other allied health providers rely on to perform their jobs. Registered Health Information Technicians (RHIT) ensure the quality of medical records by verifying their completeness, accuracy, and proper entry into computer systems.

They may also use computer applications to assemble and analyze patient data for the purpose of improving patient care or controlling costs. RHITs often specialize in coding diagnoses and procedures in patient records for optimizing reimbursement and for research purposes. RHIT's can also obtain positions in data analytics, healthcare informatics, release of information, tumor registry, revenue cycle, population health and many other HIM and related areas in healthcare, such as quality improvement and billing.

PROGRAM MISSION

The mission of the Health Information Management (HIM) program at KVCC is to provide the necessary educational opportunities to prepare students for certification and practice as Registered Health Information Technicians (RHIT). Health Information Management is an evolving profession in the health care environment. The HIM program takes the responsibility to educate and develop a skilled work force to support the needs of the health care industry. The HIM professional is a specialist in administering information systems, managing medical records, and coding information for reimbursement and research. With the combined efforts of clinical affiliations, the HIM program offers an opportunity for students to develop the necessary skills, knowledge, and attitudes to attain an AAS degree and eligibility for the RHIT credential.

EDUCATIONAL OUTCOMES

Upon successful completion of the Health Information Management program, the graduate is expected to:

1. Comply with the professional code of ethics of AHIMA and maintain effective professional conduct at all times.
2. Be prepared for certification for the RHIT credential.
3. Demonstrate the entry level skills as outlined in the Domains, Subdomains, and Tasks of AHIMA.
4. Demonstrate clear and effective communication skills, critical thinking, and problem solving within their scope of practice.

COLLEGE ADMISSION

General admission guidelines can be found on page 34 in the catalog.

PROGRAM INFORMATION:

Criminal Background Checks
Applicants to certain programs need to note that a criminal background check will likely be required while enrolled in the program or as a condition of employment in the field. Certain internship and/or practicum sites, such as health care facilities, may limit or deny clinical privileges to those students who have a prior or current criminal record.

- Should a clinical facility refuse to permit a student to complete a directed practice based upon the student's criminal background check, the student may not be able to complete the program. In the event a student is denied placement at a clinical site, the College will likely be required to enter an academic dismissal from the program.

Infectious Diseases
Applicants who consider a career in Nursing or the Allied Health professions should be aware that during the course of their education and subsequent employment, they will be working in situations where exposure to infectious diseases is probable. This is an occupational risk for all health care workers. Persons should not become health care workers unless they recognize and accept this risk. Proper education and strict adherence to well-established infection control guidelines, however, can reduce the risk to a minimum. Thorough education in infection control procedures is an integral part of each health care program.

Finger Printing
Finger printing may be required by certain clinical or fieldwork placements. Students are responsible for the cost associated with securing fingerprints.

Exposure to Latex
Additionally, applicants should be aware that exposure to natural rubber latex (NRL) is likely. Individuals exposed to NRL products may develop allergic reactions such as skin rashes; hives; nasal, eyes, or sinus symptoms; and, rarely, shock.

Costs
Costs associated with required immunizations, criminal background checks, finger printing (when applicable) and admission testing are the responsibility of the applicant.

Drug Testing
Drug testing may be a requirement of clinical/fieldwork education sites. Students will be responsible for the cost of such testing if required by the site.

The **Health Information Management** and **Medical Coding** programs technical standards have been developed to inform students of the nonacademic essential functions of the program and profession. Examples are not all inclusive.

Standard	Essential Function	Examples
Communication Oral / Written	• Communicate effectively with instructors, peers, healthcare professionals, and others through oral and written methods.	• Accurately interpret and document patient records. • Ask and respond to questions during class or practicum. • Write clear coding reports.- addressing digital communication skills for email etiquette and emphasizing respectful communication
Mobility / Motor Skills	• Move within a classroom, lab, or office setting to access resources or perform tasks.	• Navigate classrooms, computer labs, or offices safely. • Use computer hardware and office equipment (keyboard, mouse, scanner).
Physical Strength and Stamina	• Maintain physical and mental endurance to meet academic and clinical demands.	• Sit and focus for extended periods during classes or coding assignments. • Attend full-day externship shifts. • Ability to adapt to varying workloads and deadlines in academic and clinical settings.
Sensory **• Sight** **• Sound** **• Taste** **• Touch** **• Smell**	• Use sensory skills to process information accurately.	• Read fine print on patient charts or electronic records. • Hear instructions or discussions in class. • Touch keyboard for extended periods.
Environmental / Occupational Exposure	• Function safely in typical healthcare, office, or educational settings.	• Tolerate exposure to cleaning products, paper dust, or printer toner. • Operate in shared spaces with common environmental stimuli. • Ensure ergonomic work station to avoid/ prevent risks associated with prolong sitting, poor monitor placement, repetitive motion injuries, eye strain, lock or movement, improper chair or desk setup
Field or Industry Professional Standards	• Meet the ethical and professional standards expected in the healthcare industry.	• Maintain patient confidentiality in compliance with HIPAA. • Demonstrate integrity and accuracy in assigning medical codes. • Adhering to HIPAA, CMS guidelines, and AHIMA/AAPC standards.