

HERZING

BACHELOR OF SCIENCE IN HEALTH INFORMATION MANAGEMENT (BSHIM)

PROGRAM DESCRIPTION

This CAHIIM-accredited program prepares students with the necessary skills and knowledge in the health information management field for management positions in a variety of health-related settings including hospitals, clinics, long-term care settings, consulting firms, government agencies, insurance companies and software vendors. A health information management professional is responsible for the management of health information systems consistent with medical, administrative, ethical and legal requirements of the healthcare delivery system. They are experts in coding and classification systems, managing patient health information, and administering computer information systems. Individuals with interests in computer science, business administration, health science and healthcare administration are well-suited for a career in health information management. Upon completion of this degree, students are eligible to take the Registered Health Information Administrator (RHIA) certification examination.

PROGRAM OBJECTIVES

Upon completion of their program, the student should be able to:

1. Manage patient health records including data structure, content, and standards.
2. Maintain organizational compliance with regulations, accreditation, licensure, and certification standards.
3. Implement and manage software applications and processes for all areas relating to health information management.
4. Understand the national health information initiatives that impact healthcare delivery systems, clinical classification systems, and reimbursement methodologies.
5. Organize and coordinate facility-wide quality management and performance improvement programs.
6. Develop and implement organization-wide confidentiality and privacy policies and procedures.
7. Implement process engineering and project management techniques to ensure efficient workflow and appropriate outcomes.
8. Effectively manage human resources to facilitate staff recruitment, retention, and supervision while ensuring compliance with employment laws.
9. Apply principles of research methodologies.
10. Demonstrate knowledge of healthcare statistics, financial management, and accounting principles.
11. Think critically at a conceptual level and by using mathematical analysis as well as the scientific method; write and speak effectively; use basic computer applications; and understand human behavior in the context of the greater society in a culturally diverse world.

POTENTIAL JOB POSITION TITLES

Potential job titles might include, but are not limited to, HIM director, coding supervisor, data quality manager, consultant, patient information coordinator, project manager, HIM college instructor, HIM manager, privacy officer, and compliance director.

PROGRAM CONTENT

A minimum of 124.00 semester credit hours is required for graduation.

REQUIRED MANAGEMENT CORE COURSES

All courses, 30.00 semester credit hours, are required.

| Course Number | Course Name | Prerequisite | Credit Hours |
|---------------|--|--------------|--------------|
| AC 107 | Accounting I | IS 102 | 3.00 |
| BU 106 | Introduction to Management | None | 3.00 |
| BU 204 | The Digital Firm and Business Communications | BU 106 | 3.00 |
| BU 209 | Leadership and Team Dynamics | BU 106 | 3.00 |
| BU 220 | Principles of Marketing | BU 106 | 3.00 |

| Course Number | Course Name | Prerequisite | Credit Hours |
|---------------|---|----------------------------|--------------|
| BU 301 | Organizational Behavior and Human Relations | BU 106 | 3.00 |
| BU 407 | Quantitative Decision-Making | MA 204 or MA 225 or MA 320 | 3.00 |
| EC 111 | Principles of Microeconomics | None | 3.00 |
| HC 310 | Medical Law and Ethics | None | 3.00 |
| HI 305 | Healthcare Finance | AC 107 | 3.00 |

REQUIRED COURSES IN HEALTH INFORMATION MANAGEMENT

All courses, 47.00 semester credit hours, are required.

| Course Number | Course Name | Prerequisite | Credit Hours |
|---------------|--|--|--------------|
| HC 115 | Medical Terminology for Healthcare Professionals | None | 2.00 |
| HC 405 | Healthcare Quality | HI 300 | 3.00 |
| HI 210 | Principles of Health Information Management | None | 3.00 |
| HI 296 | Professional Practice Internship | (HI 105 or HI 450), HI 210, (HC 310 or HI 215), (HI 225 or HI 300), (HI 230 or HI 320), MC 173, MC 174 and PD 213 | 2.00 |
| HI 300 | Epidemiology and Applied Healthcare Statistics | MA 107 | 3.00 |
| HI 320 | Healthcare Data | HI 210 | 3.00 |
| HI 450 | Advanced Healthcare Information Systems | HC 311 or HI 320 | 3.00 |
| HI 480 | Research Methodologies | HI 300 and HI 320 | 3.00 |
| HI 491 | Management Affiliation | HI 296, HI 305, HI 450, HI 480, MC 173, MC 174 and PD 213 | 2.00 |
| MC 171 | Basic Diagnosis Coding | HC 115, MO 150, MO 150L, SC 245 and SC 245L | 3.00 |
| MC 172 | Basic Procedure Coding | HC 115, MO 150, MO 150L, SC 245 and SC 245L | 3.00 |
| MC 173 | Intermediate Diagnosis Coding | MC 171 | 3.00 |
| MC 174 | Intermediate Procedure Coding | MC 172 | 3.00 |
| MO 150 | Pathophysiology and Pharmacology | HC 115; Corequisites MO 150L, SC 245 and SC 245L | 2.00 |
| MO 150L | Pathophysiology and Pharmacology Lab | HC 115; Corequisites MO 150, SC 245 and SC 245L | 1.00 |
| SC 145 | Anatomy and Physiology I | Corequisite SC 145L | 3.00 |
| SC 145L | Anatomy and Physiology I Lab | Corequisite SC 145 | 1.00 |
| SC 245 | Anatomy and Physiology II | SC 145 and SC 145L; Corequisite SC 245L | 3.00 |
| SC 245L | Anatomy and Physiology II Lab | SC 145 and SC 145L; Corequisite SC 245 | 1.00 |

REQUIRED ELECTIVE COURSES

A minimum of 8.00 semester credit hours is required. Students may take any healthcare management, business management, or human resources course. At least 3.00 credit hours must be at the upper level (300- or 400-level).

REQUIRED COURSES IN GENERAL EDUCATION

Students enrolled in this bachelor's degree must complete a minimum of 37.00 semester credit hours in general education distributed among the following disciplines. A minimum of 9.00 semester credit hours must be upper level (300 to 400 level courses). Refer to the General Education section of the catalog for Herzing University courses that would satisfy these requirements. *

- 1.00 Semester Credit Hours in Information Literacy
- 6.00 Semester Credit Hours in English Composition or Literature
- 3.00 Semester Credit Hours in Speech
- 4.00 Semester Credit Hours in Computer Applications ♦
- 7.00 Semester Credit Hours in Mathematics (College Algebra or Above)
- 4.00 Semester Credit Hours in Natural Science With a Lab Component
- 3.00 Semester Credit Hours in Social or Behavioral Science
- 3.00 Semester Credit Hours in Humanities With a Critical Thinking Focus ** ♦
- 3.00 Semester Credit Hours in Cultural Diversity
- 3.00 Semester Credit Hours in General Education Electives ♦

* Transfer students may transfer courses that are within 1.00 semester credit hour of the courses listed above to meet these discipline requirements. Any resulting deficiency in the total of 37.00 semester credit hours required in general education may be made up with general education electives from any of the listed disciplines.

** A course with a critical thinking focus would be a course that addresses the theories and application of critical analysis with an emphasis on developing sequential reasoning skills. Examples may be courses in critical thinking, philosophy, science, or logic.

♦ The state of Minnesota requires a minimum of 30.00 semester credit hours of general education for bachelor's degrees, not counting computer applications. However, all Herzing University students in the BSHIM program must complete a minimum of 37.00 semester credit hours in general education, including computer applications, to complete the requirement for graduation from this bachelor's degree program. Minnesota students must complete at least 4 semester credit hours of general education in the humanities.

PERSONAL DEVELOPMENT COURSES

A minimum of 2.00 semester credit hours is required in addition to PD 213.

| Course Number | Course Name | Prerequisite | Credit Hours |
|---------------|--|--------------|--------------|
| PD 121 | Professional Development I | None | 1.00 |
| PD 202 | Professional Development II | None | 1.00 |
| PD 213 | Health Information Management Internship Preparation | None | 0.00 |

| Distribution of Clock Hours by Course | | | | | |
|---------------------------------------|---------|-----|------------|-------------------|---------|
| Course or Category | Lecture | Lab | Internship | Total Clock Hours | Credits |
| AC 107 | 45.00 | | | 45.0 | 3.0 |
| BU 106 | 45.00 | | | 45.0 | 3.0 |
| BU 204 | 45.00 | | | 45.0 | 3.0 |
| BU 209 | 45.00 | | | 45.0 | 3.0 |
| BU 220 | 45.00 | | | 45.0 | 3.0 |
| BU 301 | 45.00 | | | 45.0 | 3.0 |
| BU 407 | 45.00 | | | 45.0 | 3.0 |
| EC 111 | 45.00 | | | 45.00 | 3.00 |
| HC 115 | 30.00 | | | 30.00 | 2.00 |

| Distribution of Clock Hours by Course | | | | | |
|--|-----------------|---------------|---------------|-------------------|---------------|
| Course or Category | Lecture | Lab | Internship | Total Clock Hours | Credits |
| HC 310 | 45.00 | | | 45.00 | 3.00 |
| HC 405 | 45.00 | | | 45.00 | 3.00 |
| HI 210 | 45.00 | | | 45.00 | 3.00 |
| HI 296 | | | 90.00 | 90.00 | 2.00 |
| HI 300 | 45.00 | | | 45.00 | 3.00 |
| HI 305 | 45.00 | | | 45.00 | 3.00 |
| HI 320 | 45.00 | | | 45.00 | 3.00 |
| HI 450 | 45.00 | | | 45.00 | 3.00 |
| HI 480 | 45.00 | | | 45.00 | 3.00 |
| HI 491 | | | 90.00 | 90.00 | 2.00 |
| MC 171 | 45.00 | | | 45.00 | 3.00 |
| MC 172 | 45.00 | | | 45.00 | 3.00 |
| MC 173 | 45.00 | | | 45.00 | 3.00 |
| MC 174 | 45.00 | | | 45.00 | 3.00 |
| MO 150 | 30.00 | | | 30.00 | 2.00 |
| MO 150L | | 30.00 | | 30.00 | 1.00 |
| SC 145 | 45.00 | | | 45.00 | 3.00 |
| SC 145L | | 30.00 | | 30.00 | 1.00 |
| SC 245 | 45.00 | | | 45.00 | 3.00 |
| SC 245L | | 30.00 | | 30.00 | 1.00 |
| Required Elective Courses | 120.00 | | | 120.00 | 8.00 |
| Information Literacy | 15.00 | | | 15.00 | 1.00 |
| English Composition or Literature | 90.00 | | | 90.00 | 6.00 |
| Speech | 45.00 | | | 45.00 | 3.00 |
| Computer Applications | 60.00 | | | 60.00 | 4.00 |
| Mathematics (College Algebra or Above) | 105.00 | | | 105.00 | 7.00 |
| Natural Science With a Lab Component | 45.00 | 30.00 | | 75.00 | 4.00 |
| Social or Behavioral Science | 45.00 | | | 45.00 | 3.00 |
| Humanities With a Critical Thinking Focus | 45.00 | | | 45.00 | 3.00 |
| Cultural Diversity | 45.00 | | | 45.00 | 3.00 |
| General Education Electives | 45.00 | | | 45.00 | 3.00 |
| Personal/Professional Development | 30.00 | | | 30.00 | 2.00 |
| Totals | 1,740.00 | 120.00 | 180.00 | 2,040.00 | 124.00 |

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at <http://www.herzing.edu/academics/health-information-management>