

## SCHOOL OF NURSING AND ALLIED HEALTH SCIENCES HEALTH INFORMATION MANAGEMENT

### FACULTY

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<https://www.swosu.edu/academics/academic-departments/allied-health/health-information-management/index.php>

### PROGRAM GOALS

The goals of the distance education Health Information Management Program at Southwestern Oklahoma State University serve as the foundation for program development and continuous evaluation. Program goals are:

- To provide the academic foundation necessary to ensure that graduates are able to successfully perform the *Entry Level Competencies* of the HIM profession as periodically defined by nationally accepted standards of practitioner roles and functions,
- To provide a quality program in Health Information Management supported by a comprehensive curriculum based on continuous assessment, modification, and reanalysis,
- To employ and foster the development of faculty who demonstrate competence in current and emerging HIM professional practice particularly related to areas of instructional responsibility, and
- To monitor and be receptive to the needs of the community of interest served by the HIM program at SWOSU.
- To prepare students to develop the skills needed by practicing professionals in the Health Information Management field and provide assurance that graduates of the program demonstrate the entry-level competencies.

### PROGRAMS OF STUDY

**Major:** Health Information Management

**Minor:** Health Care Administration

### GENERAL INFORMATION

#### THE PROFESSION

The Health Information Manager works on the business side of healthcare and is a key member of the modern medical team who plans, designs, develops, and manages health information systems. S/he is responsible for controlling data and confidentiality, clinical statistical data, and quality improvement programs in all types of health care facilities, organizations, and agencies. The Health Information Manager combines knowledge of health care, health documentation, information management, and administration to provide services which meet the medical, administrative, legal, ethical, regulatory, and institutional requirements of the health care delivery system being served. The profession is an excellent choice for self-motivated individuals interested in a career that combines knowledge of medicine, business, and computer science. The demand for professional Health Information Managers is increasing, and the number of trained individuals needed will actually increase for several years. Career opportunities are found throughout the nation and in foreign countries. Employment is

found specifically in hospital health information departments as directors, assistant directors, area supervisors, coders, and specialists in the areas of data administration, cancer registry, performance improvement, and reimbursement, as well as analysis, design, implementation, and meaningful use of electronic health record systems. Job opportunities other than hospitals include outpatient clinics, health centers, medical research organizations, consulting firms, private consulting, long-term care facilities, insurance companies, private and governmental health agencies, correctional facilities, and colleges and universities with educational programs in health information management and technology.

### ADMISSION REQUIREMENTS

Any student may declare their major as Pre-Health Information Management and enroll in the pre-professional curriculum. This curriculum consists of 67-68 hours including courses which meet the general education requirements of the University. When most of these pre-professional courses are completed, students may apply for admission into the professional Health Information Management Program. Applications are available online at [www.swosu.edu](http://www.swosu.edu). To be considered for acceptance, an applicant must have completed the majority of the pre-professional curriculum and achieved and maintained a GPA of 2.50 in these courses. Students must submit an application and two references to be considered for program admission. The number of applicants accepted will reflect an appropriate student-faculty ratio and the availability of appropriate clinical resources. Students in Health Information Management will complete a minor in Health Care Administration.

Applicants to the HIM Program must possess the following general qualities: critical thinking, sound judgment, emotional stability and maturity, empathy, physical and mental stamina, and the ability to learn and function in a wide variety of didactic and clinical settings. Graduates of the HIM Program must have the minimal skills, essential functions, and knowledge to function in a broad variety of clinical settings.

Students in the HIM Program must have the following minimum abilities:

- Technical competence to complete the HIM degree since the degree is a distance education program/100% online.
- Ability to meet minimum hardware and software requirements for all coursework throughout the HIM program as specified by faculty
- Ability to acquire and apply information from classroom instruction, laboratory experience, independent learning and team projects.
- Ability to communicate effectively in English using oral and written form with colleagues, clerical employees, other health

professionals, patients, attorneys, workers' compensation representatives, insurance companies, as well as other third-party payers and other individuals and agencies who need information from patient records or databases maintained in HIM departments.

- Ability to calculate mathematical information, such as hospital statistics, budgets, and productivity information.
- Ability to use computers and complete computer-based assignments and the ability to operate additional equipment located in HIM departments.
- Manual dexterity necessary to complete activities relative to the HIM office environment with sufficient mobility to maneuver in small areas.
- Visual ability sufficient to read and access medical information in a variety of media (i.e., paper records, computerized data).
- Ability to synthesize information regarding health care outcomes for formal, verbal, and/or written presentation to health care professionals as well as the ability to delegate to subordinates.

Upon admission, a student who discloses a properly certified disability will receive reasonable accommodation but must be able to perform the above listed essential functions of the curriculum and the HIM professional environment.

### **THE MANAGEMENT PRACTICUM**

The purpose of the Management Practicum is to provide the vital link between textbook, campus instruction, and on-site experience. Students are assigned to a health care facility for 120 hours to gain "real life" experience throughout the professional curriculum. Students will also complete an 80-hour virtual coding rotation. Affiliate sites are located in Oklahoma City and other Oklahoma locations. Arrangements may be made for students to complete requirements in out-of-state facilities. Students are responsible for all expenses incurred including meals, transportation, and lodging.

In addition, the student should be able to show evidence of current health insurance coverage, current physical examination and immunizations, drug screen, completion of a background check prior to practical experiences, and additional requirements based on healthcare facility preference.

### **PROGRAM COMPLETION**

Students must achieve and maintain a 2.5 GPA during the professional program to be allowed to progress through the professional sequence, as well as the maintenance of a "C" or better in all professional courses. If courses are sequenced appropriately and completed in a timely manner, students will complete all requirements for program completion in May of their senior year.

### **PROGRAM OUTCOMES**

Annual graduate and employer follow-up indicate that both graduates and employers are highly satisfied with the HIM program at SWOSU. Student performance on the national certification exam is at or above the national average. The SWOSU HIM graduate is highly marketable in the health workforce filling a diverse variety of HIM related roles including management, diagnostic coding, cancer and trauma registry, and positions relating to emerging technologies associated with electronic health information. Limiting factors to employment are mobility constraints

### **ACCREDITATION**

The Health Information Management Program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). Accreditation ensures that graduates will be eligible to take the National Registration Examination for the Registered Health Information Administrator (RHIA).

## BACHELOR OF SCIENCE IN HEALTH INFORMATION MANAGEMENT (HIM.BS)

### GENERAL EDUCATION (Min. 40 hours)

**Bolded courses are required.** *Italicized courses are recommended.*

**Communication**..... 9

|      |      |  |
|------|------|--|
| ENGL | 1113 | English Composition I                                    |
| ENGL | 1213 | English Composition II                                   |
| COMM | 1313 | Introduction to Public Speaking <b>OR</b>                |
| TECH | 3143 | Technical Presentations (if permitted by degree program) |

**Quantitative Reasoning**..... 3

*Select one course.*

|      |      |                                  |
|------|------|----------------------------------|
| MATH | 1143 | Mathematical Concepts            |
| MATH | 1153 | Mathematical Applications        |
| MATH | 1193 | Elementary Statistics            |
| MATH | 1313 | Functions and Modeling           |
| MATH | 1513 | College Algebra                  |
|      |      | or a higher numbered math course |

**U. S. History**..... 3

*Select one course.*

|      |      |                         |
|------|------|-------------------------|
| HIST | 1043 | U.S. History to 1877    |
| HIST | 1053 | U.S. History since 1877 |

**American Government**..... 3

|       |      |                                |
|-------|------|--------------------------------|
| POLSC | 1103 | American Government & Politics |
|-------|------|--------------------------------|

**Science**..... 7-8

*Select one course from Life Science and one course from Physical Science. One Science course must be a lab science.*

**Life Science**..... 3-4

|      |      |                               |
|------|------|-------------------------------|
| BIOL | 1004 | Biological Concepts w/Lab     |
| BIOL | 1013 | Current Issues in Biology     |
| BIOL | 1054 | Principles of Biology I w/Lab |

**Physical Science**..... 3-4

|       |      |  |
|-------|------|--|
| ASTRO | 1904 | Astronomy  |
| CHEM  | 1004 | General Chemistry w/Lab  |
| GEOL  | 1934 | Physical Geology w/Lab   |
| PHY   | 1044 | Basic Physics I w/Lab  |
| PHY   | 1063 | General Physics (or a higher numbered chemistry or physics course) |
| SCI   | 1501 | Concepts of Physical Science Lab                                   |
| SCI   | 1513 | Conc of Phy Science (can be taken w/wo lab)                        |

**Humanities and Social Science**..... 12

*Select one course from each sub-category and one additional course from any subcategory below.*

**Humanities**..... 3

|      |      |                            |
|------|------|----------------------------|
| GEOG | 1103 | World Cultural Geography   |
| HIST | 1033 | World History              |
| HUM  | 1103 | Introduction to Humanities |

**Fine Arts**..... 3

|       |      |  |
|-------|------|--|
| ART   | 1223 | Art Survey                                     |
| COMM  | 1263 | Introduction to Theatre                        |
| LIT   | 2333 | Introduction to Film                           |
| LIT   | 2413 | Introduction to Literature                     |
| MUSIC | 1013 | Introduction to Music I                        |
| MUSIC | 1103 | Music and Culture ( <i>Music majors only</i> ) |
| MUSIC | 1123 | History of Rock-n-Roll                         |
| PHILO | 1453 | Introduction to Philosophy                     |

**Social and Human Sciences**..... 3

|       |      |   |
|-------|------|---|
| ASL   | 2163 | American Sign Language I                |
| ECONO | 2263 | Intro to Macroeconomics                 |
| ECONO | 2363 | Intro to Microeconomics                 |
| ENTRP | 1123 | Intro to Business                       |
| FINAN | 2113 | Personal Financial Planning             |
| ITAL  | 1004 | Elementary Italian I                    |
| KINES | 1133 | Wellness Conc & Exercise Applications   |
| LATIN | 1054 | Elementary Latin I (or higher number)   |
| PSYCH | 1003 | General Psychology                      |
| SOCIO | 1003 | Introduction to Sociology               |
| SPAN  | 1054 | Elementary Spanish I (or higher number) |

TECH 1223 Technology and Society

**Computer Proficiency**..... 0-3

COMSC 1023 Computers and Info Access, or a department-assigned course which satisfies the Computer Proficiency in the major, or the SWOSU Proficiency Exam, or HS course clearly defined to meet our goals.

**GE Elective**..... 0-3

Students who meet the computer proficiency by exam or HS course must choose an additional GE course from any category.

### HEALTH INFORMATION MANAGEMENT MAJOR

**Professional Courses**..... 52

|     |      |   |
|-----|------|---|
| HIM | 3033 | Introduction to Health Information      |
| HIM | 3123 | Advanced Electronic Health Records      |
| HIM | 3213 | Healthcare Law & Information Protection |
| HIM | 3223 | Intro to Electronic Health Records      |
| HIM | 3333 | Coding I                                |
| HIM | 3343 | Coding II                               |
| HIM | 3363 | Healthcare Compliance & Risk Management |
| HIM | 3453 | Healthcare Finance                      |
| HIM | 4023 | Health Information Application          |
| HIM | 4033 | Health Information Management           |
| HIM | 4052 | Professional Practice                   |
| HIM | 4073 | Health Data Analysis                    |
| HIM | 4082 | HIM Professional Review                 |
| HIM | 4093 | Health Data Informatics                 |
| HIM | 4113 | Healthcare Quality Measures             |
| HIM | 4153 | Management Practicum                    |
| HIM | 4213 | Health Data Integrity                   |
| HIM | 4223 | Coding III                              |

**Ancillary Courses**..... 15

|       |      |                                    |
|-------|------|------------------------------------|
| ALHLT | 2154 | Anatomy & Physiology I             |
| ALHLT | 2164 | Anatomy & Physiology II            |
| ALHLT | 3073 | Diagnostics, Drugs, & Therapeutics |
| ALHLT | 4074 | Pathophysiology                    |

**Health Care Administration Minor**..... 18

|       |      |                                   |
|-------|------|-----------------------------------|
| ALHLT | 2453 | Medical Terminology               |
| ALHLT | 3043 | Health Statistics                 |
| ALHLT | 3183 | Cultural Competence in Healthcare |
| ALHLT | 3933 | Healthcare Management             |
| ALHLT | 3963 | Healthcare Project Management     |
| ALHLT | 4123 | Healthcare Revenue Cycle          |

**Medical Coding Certificate (Optional)**..... 2

|     |      |                           |
|-----|------|---------------------------|
| HIM | 4132 | Medical Coding Internship |
|-----|------|---------------------------|

**Total**..... 125-127

#### REGULATIONS PERTAINING TO GRADUATION

|  |         |
|--|---------|
| Minimum credit hours for graduation                                  | 125-127 |
| Minimum credit hours in general education                            | 40      |
| Minimum credit hours in upper-division (3000/4000 courses)           | 40      |
| Minimum credit hours (3000/4000 courses) in major completed at SWOSU | 8       |
| Minimum credit hours at SWOSU (15 of the last 30)                    | 30      |
| Minimum Grade Point Average in all coursework                        | 2.50    |
| Minimum Grade Point Average in major                                 | 2.50    |

## HEALTH INFORMATION MANAGEMENT (HIM.BS) Suggested Course Sequence\*

### FIRST YEAR

| FIRST SEMESTER   | SECOND SEMESTER  |
|--|--|
| 1051 SWOSUConnect** (1)<br>1004 Biological Concepts with lab (4)<br>1113 English Composition I (3)<br>1513 College Algebra (3)<br>xxx3 GE Elective (3)<br>xxx3 Humanities Elective (3) | 1003 General Psychology (3)<br>1023 Computer Information and Access (3)<br><b>OR</b> replacement if proficiency met<br>1213 English Composition II (3)<br>2453 Medical Terminology (3)<br>xxx3-4 Physical Science GE (3-4) |
| <b>Total (17)</b>  | <b>Total (15-16)</b>   |

### SECOND YEAR

| FIRST SEMESTER   | SECOND SEMESTER   |
|--|---|
| 1103 American Government & Politics (3)<br>2154 Anatomy & Physiology I (4)<br>2164 Anatomy & Physiology II (4)<br>xxx3 History GE (3)<br>xxx3 Humanities GE (3)<br>English Proficiency Exam*** | 3043 Health Statistics with lab (3)<br>3073 Diagnostics, Drugs & Therapeutics (3)<br>3933 Healthcare Management (3)<br>3963 Healthcare Project Management (3)<br>Xxx3 GE Elective (3) |
| <b>Total (17)</b>  | <b>Total (15)</b>   |

### THIRD YEAR

| FIRST SEMESTER  | SECOND SEMESTER   |
|---|---|
| 3033 Introduction to Health Information with lab (3)<br>3213 Healthcare Law & Information Protection (3)<br>3223 Introduction to Electronic Health Records (3)<br>4074 Pathophysiology (4)<br>4123 Healthcare Revenue Cycle (3) | 3123 Advanced Electronic Health Care Records w/lab (3)<br>3183 Cultural Competence (3)<br>3333 Coding I with lab (3)<br>3453 Healthcare Finance (3)<br>4023 Health Information Applications (3) |
| <b>Total (16)</b>   | <b>Total (15)</b>   |

### FOURTH YEAR

| FIRST SEMESTER  | SECOND SEMESTER  |
|---|--|
| 3343 Coding II with lab (3)<br>3363 Healthcare Compliance & Risk Management (3)<br>4052 Professional Practice (2)<br>4093 Health Data Informatics (3)<br>4113 Healthcare Quality Measures (3)<br>4213 Health Data Integrity (3) | 4033 Health Information Management with lab (3)<br>4073 Health Data Analysis (3)<br>4082 HIM Professional Review (2)<br>4153 Management Practicum (3) (2 <sup>nd</sup> 8 weeks)<br>4223 Coding II with lab (3) |
| <b>Total (17)</b>   | <b>Total (14)</b>  |

\* Students should consider summer school to lighten load.

\*\*First time entering SWOSU students need to take 1051 SWOSUConnect.

\*\*\* If applicable. See English Proficiency Program under the General Academic Information Section