

SCHOOL OF NURSING AND ALLIED HEALTH SCIENCES HEALTH INFORMATION MANAGEMENT

FACULTY

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<https://bulldog.swosu.edu/academics/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. 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 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)

Courses that are required. *Courses that are recommended.*

Communication..... 9

ENGL	1113	English Composition I
ENGL	1213	English Composition II
COMM	1313	Introduction to Public Speaking OR
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
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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 Science12

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 Courses15

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
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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) 1004 Biological Concepts w/lab (4) 1113 English Comp. I (3) 1513 College Algebra (3) xxx3 GE Elective (3) xxx3 Humanities Elective (3)	1003 General Psychology (3) 1023 Comp/Info Access (3) OR replacement if proficiency met 1213 English Comp. II (3) 2453 Medical Terminology (3) xxx3-4 Physical Science GE (3-4)
Total (17)	Total (15-16)

SECOND YEAR

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

THIRD YEAR

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

FOURTH YEAR

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

* 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