Health Information Management (BS)

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THE PROGRAM
The field of Health Information Management is growing rapidly. Over the last few years the federal government has invested billions of dollars in the field to promote the design and development of a robust health information infrastructure. As a result of private institutions following suit, the Bureau of Labor Statistics projects a 16% growth in related health information jobs.

The online Bachelor's Degree in Health Information Management (B.S.) prepares students to develop, implement, and manage health information and data systems for quality care, reimbursement, research, planning, and evaluation. Students will develop and demonstrate competency in the five primary knowledge domains:

- Health Data Management;
- Health Statistics, Biomedical Research, and Quality Management;
- Health Services Organization and Delivery;
- Information Technology and Systems; and,
- Organization and Management.

Learning objectives largely encompass the following five areas:

- **Health Data Management**
  - Health Data Structure, Content, and Standards
  - Healthcare Information Requirements and Standards
  - Clinical Classification Systems
  - Reimbursement Methodologies

- **Health Statistics, Biomedical Research, and Quality Management**
  - Healthcare Statistics and Research
  - Quality Management and Performance Improvement

- **Health Services Organization and Delivery**
  - Healthcare Delivery Systems
  - Healthcare Privacy, Confidentiality, Legal, and Ethical Issues

- **Information Technology & Systems**
  - Information and Communication Technologies
  - Data, Information, and File Structures
  - Data Storage and Retrieval
  - Data Security
  - Healthcare Information Systems

- **Organization and Management**
  - Human Resources Management
  - Organization and Management
  - Strategic Planning and Organizational Development
  - Project and Operations Management

Career and Academic Advancement Prospects
Graduates of the online Bachelor's Degree in Health Information Management are prepared for a variety of health information professions in traditional and non-traditional settings, including (but not limited to) Health Information Analyst, Information Auditor, Clinical Data Analyst, Privacy Officer, Compliance Specialist, Health Information Systems Trainer, and Information Systems Director. The program also prepares students for graduate education at the master’s level in health information management, public health informatics, and healthcare administration.
ACCREDITATION
The HIM bachelor's degree program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM - http://www.cahiim.org/).

The Registered Health Information Administrator (RHIA) exam pass rate for the CUNY SPS HIM program for the period of October 1, 2014 to December 31, 2014 was 100%.

Program Requirements
120 credits are required for the online Bachelor's Degree in Health Information Management.
- General Education - 39 credits required.
- Health Information Management Requirements
  - 66 credits from required courses
    - Professional Experience:
      - HIM 351 - Professional Practice Experience I is a three hour traditional semester course using the AHIMA Virtual Lab. A field placement for this course is not required.
      - HIM 451 - Professional Practice Experience II requires a fieldwork experience of 80 hours in an HIM professional environment. This experience can be performed in students' local area of residence. Students will also use the AHIMA Virtual Lab in this course.
  - 9 credits from Health Information Management electives
- General electives - six remaining credits may come from electives, either from the Health Information Management curriculum, or from courses in other degree programs.

Note: A minimum grade of a C is required in all courses in the Health Information Management major. A student may not progress to the next course in the sequence without having a C in the prerequisite course.

Required Courses
- BIO 200 - Human Biology
- BIO 310 - Pathophysiology and Pharmacology
- CIS 101 - Computer Fundamentals and Applications
- HIM 200 - Medical Terminology
- HIM 202 - Introduction to the Health Information Management Profession
- HIM 205 - Healthcare Delivery Systems
- HIM 250 - Health Statistics and Research
- HIM 300 - Survey of Clinical Classification Systems
- HIM 331 - Legal and Ethical Aspects of Healthcare
- HIM 332 - Quality Management and Performance Improvement
- HIM 350 - Health Information Management Application Design
- HIM 351 - Professional Practice Experience 1
- HIM 360 - Clinical Data Applications and Data Security
- HIM 365 - Management of Health Information Organizations
- HIM 370 - Organizational Development and Planning in Health Information Management
- HIM 380 - Reimbursement Methodologies and Financial Management
- HIM 451 - Professional Practice Experience 2
- HIM 465 - Electronic Health Records
- IS 361 - Database Architecture and Programming
- MATH 215 - Introduction to Statistics
- PHE 200 - Introduction to Public Health
- PROM 210 - Project Management

Elective Courses
- BUS 200 - Introduction to Business
- BUS 305 - Fundamentals of Accounting
- HIM 340 - Diagnosis Coding using the International Classification of Diseases
- HIM 341 - Procedural Coding
- HIM 391 - Independent Study
- HIM 436 - Advanced Topics in Health Information Management
- HIM 455 - Health Information Management Applications in Non-traditional Settings
- RM 201 - Introduction to Research Methods
- SPAN 110 - Spanish for Health Professions

COURSE DESCRIPTIONS

BIO 200  Human Biology  3 Credits
Prerequisite: None
Introduces human anatomy and physiology. Describes the organization of the human body. Provides and defines the terminology used to describe the location and function of anatomical structures. Outlines the basic chemical concepts essential for understanding physiological processes. Topics include: homeostasis, cells, the skeletal system, the muscular system, the circulatory system, the respiratory system, the digestive system, the reproductive system and the endocrine system.

BIO 310  Pathophysiology and Pharmacology  3 Credits
Prerequisites: BIO 200
This course combines the study of human disease processes and treatments. The etiology and pathogenesis of diseases are discussed along with the application of diagnostic procedures and patient care. The pathology and underlying principles of the human systems are presented, along with characteristics of typical drugs, side effects, cautions, and interactions.

BUS 200  Introduction to Business  3 Credits
Prerequisite: None
The purpose of this survey course is to develop a fundamental understanding of the role of business in society, providing valuable exposure to the major functional areas of business: the global business arena, management, finance, accounting, and marketing. Note that this course is intended for non-business majors, as the first course in any business minor (for non-business majors), for students whose major is undecided but who have not yet taken business courses, or to give business elective transfer credit for a similar course taken elsewhere prior to study at the CUNY School of Professional Studies.

BUS 305  Accounting Fundamentals  3 Credits
Prerequisites: Any 200-level Math Course
This course provides the fundamentals for the identification, measurement, and reporting of financial and economic events of enterprises and businesses. The accounting concepts and standards studied will be used in conjunction with accounting software, and focuses on such topics as assets, liabilities, the accounting cycle, inventory, internal controls, accounting receivables, cash flow statements, financial statements and corporate accounting.

CIS 101  Computer Fundamentals and Applications  3 Credits
Prerequisite: None
This course is an introduction to computers and their use in information processing. Topics include hardware and software concepts, elements of telecommunications, networks, and the Internet. Emphasis is on using computer programs such as word processing, spreadsheets, and data base management, as well as Internet applications.

HIM 200  Medical Terminology  3 Credits
Prerequisite: None
This course focuses on the development of medical terminology. In addition, students learn to articulate concepts of body systems, components within individual systems, and relationships between systems, for example, the division of the body into body cavities and planes. The remainder of the course applies the terminology of body systems to issues of disease, diagnostic and therapeutic tests, and procedures.

HIM 202  Introduction to the Health Information Management Profession  3 Credits
Prerequisite: None
This course introduces students to the health information management field and the opportunities available for students after graduation. In addition, the course takes an evolutionary view of health information systems. Topics include the systems
utilized for HIM departmental functions, the content and types of health records, and the retention and storage of health information. Professional ethics are woven throughout the course and students will be exposed to current issues impacting the field.

HIM 205 Healthcare Delivery Systems 3 Credits
Prerequisites: None
This course provides an overview of the history of healthcare organizations in the United States, and where appropriate, touches on features of other global systems so that students develop a broader perspective of how healthcare can and cannot be delivered effectively and efficiently. It focuses on the organization of healthcare systems, healthcare operations, accreditation standards, and applicable federal and state regulatory and licensing requirements. The course also covers the location, use, and application of resources for ongoing operation, as well as current trends in healthcare service delivery (e.g., e-health).

HIM 250 Health Statistics and Research 3 Credits
Prerequisite: HIM 202 and MATH 215
This course defines the role of health information management professionals in the collection, analysis, and display of healthcare statistics and research. Students learn to define and compute vital statistics such as mortality and morbidity statistics, as well as to calculate them using off-the-shelf software packages. Additional topics include statistical data in quality, utilization, and risk management. The course also addresses research design and research on human subjects.

HIM 300 Survey of Clinical Classification Systems 3 Credits
Prerequisite: BIO 310 and HIM 202
This course covers the historical development of classification systems for documenting diagnoses and procedures. It focuses on the application of current and future coding systems as well as coding clinical guidelines for diseases and procedures. Both inpatient and outpatient systems will be reviewed. Areas of emphasis include the purpose of coding, accurate application of coding principles, methods to assure data quality, and the impact of coding on prospective payment systems and Diagnosis Related Group (DRG) assignments. Compliance and ethics are stressed in each lesson.

HIM 331 Legal and Ethical Aspects of Healthcare 3 Credits
Prerequisite: HIM 202
The course covers legal principles and terminology, in general, as well as health records as legal documents, administration of the law, legal aspects of healthcare facilities, medical staff organization, privacy, and security.

HIM 332 Quality Management and Performance Improvement 3 Credits
Prerequisite: HIM 202, HIM 205, MATH 215
The course surveys the evolution of quality management in healthcare focusing on managing critical resources and risk. Additional topics include quality control methods as well as the importance of utilizing case management and critical path analysis. Students will discuss the importance of and methods for measuring outcomes (e.g., patient surveys, data sets). Performance improvement methods, research guidelines, data presentation, and corresponding regulations are introduced.

HIM 340 Diagnosis Coding using the International Classification of Diseases 3 Credits
Prerequisite: HIM 202 and HIM 300
This course is designed to provide more in depth study of diagnosis coding using the International Classification of Diseases (ICD) classification system.

HIM 341 Procedural Coding 3 Credits
Prerequisite: HIM 202 and HIM 300
This course is designed to provide more in depth study of procedural coding using the International Classification of Diseases (ICD) classification system and the Current Procedural Terminology (CPT) system.

HIM 350 Health Information Management Application Design 3 Credits
Prerequisite: HIM 202, HIM 205, HIM 250, HIM 332
This course introduces students to information technology and data systems in a healthcare setting. Students will learn about collecting, analyzing, and managing healthcare data; surveying technologies and communication architectures; and
managing domain and control architectures. Lessons include evolving health information administrative applications, health management system integration, and community health information networks.

**HIM 351 Professional Practice Experience 1**  
3 Credits  
*Prerequisite: HIM 250, HIM 331, HIM 332*

This first professional practice experience utilizes the American Health Information Management Association’s Virtual Laboratory. Students will be exposed to a variety of health information management (HIM) applications such as Master Patient Index (MPI) and Encoder. HIM tasks include abstracting, chart tracking, document imaging, deficiency analysis, release of information, patient registration, transcription, speech recognition, and natural language processing. Students will develop reports in line with industry standards.

**HIM 360 Clinical Data Applications and Data Security**  
3 Credits  
*Prerequisite: HIM 331. Prerequisite and/or Co-requisite: HIM 300, HIM 350*

The course reviews the structure of clinical data and health records, and the required standards and regulations for documentation. Health information benchmarks include conceptual, documentation, messaging, and application standards. Students will learn about security issues for reimbursement and prospective payment systems, analytical methods for identifying trends, and presentation techniques for healthcare decision-making.

**HIM 365 Management of Health Information Organizations**  
3 Credits  
*Prerequisites: HIM 250, HIM 332*

This course introduces the principles of managing people and other organizational resources. Students will learn how to plan, organize, lead, and evaluate human resources. Topics include: management and leadership, motivations, team building, communication, productivity, performance appraisal, recruitment, job development, training, performance improvement, and revenue cycles.

**HIM 370 Organizational Development and Planning in Health Information Management**  
3 Credits  
*Prerequisites: HIM 250, HIM 332*

This course introduces strategic planning and organizational development. The interplay of strategic leadership, management, and planning will be applied to health information management. Other topics include organizational assessment and benchmarking, change management, and leading enterprise-level projects.

**HIM 380 Reimbursement Methodologies and Financial Management**  
3 Credits  
*Prerequisites: HIM 300, HIM 365*

This course focuses on payment systems, including those for inpatient and ambulatory care settings, as well as those for psychiatric, hospice, and home health services. Topics include reimbursement and case mix management, revenue cycles, coding compliance requirements, charge-master maintenance, auditing processes, types of insurances, payment systems (e.g., prospective), and various Diagnosis Related Groups. The course also covers accounting principles, budget processes, cost benefit analysis, and healthcare finance.

**HIM 391 Independent Study**  
1-3 Credits  
*Prerequisites: Permission of the instructor*

This course provides the individual student with the flexibility to learn more about a topic of interest outside of the formal course setting. Students are expected to take an active role in specifying readings and deliverables. They will be required to sign a contract acknowledging course learning objectives and expectations. The flexible assignment of credit for this course will allow faculty to adjust the course to specific students’ needs and interests.

**HIM 436 Advanced Topics in Health Information Management**  
3 Credits  
*Prerequisites: Permission of the instructor*

This course allows students to learn about emerging disciplines in healthcare and health information systems, and to extend the depth and breadth of the program’s offerings.

**HIM 451 Professional Practice Experience 2**  
3 Credits  
*Prerequisites: HIM 300, HIM 360, HIM 370*

This second professional practice experience (PPE) takes place in a health information management department of an acute healthcare facility. Students are supervised by a Registered Health Information Administrator, Registered Health Information...
Technician, or other qualified personnel assigned by the healthcare facility, and are provided with practical experiences that ground the theories acquired in prior coursework. The PPE focuses on departmental functions, quality assessment and performance improvement, computerized information systems, organizational resources and management, billing and reimbursement, document imaging, and the electronic health record. Students also rotate to non-acute sites such as ambulatory clinics, skilled nursing facilities and long-term facilities, and perform the functions outlined in the PPE student handbook.

HIM 455  Health Information Management Applications in Non-traditional Settings  3 Credits
Prerequisites: HIM 205, HIM 300, HIM 360
Students are introduced to the management of health information in non-acute hospital settings. Non-traditional provider sites include ambulatory care, mental health, home health, skilled nursing, emergency medical services, and veterinary care. The course also covers reimbursement, coding, licensing, and accreditation issues in these facilities.

HIM 465  Electronic Health Records  3 Credits
Prerequisites: HIM 302, HIM 360, HIM 370
This course explores the development of electronic health records (EHRs) and health informatics. Students will analyze the technical components of EHRs including laboratory information systems, pharmacy information systems, picture archiving and communication systems, order sets, clinical protocols, provider orders, medication administration records, point-of-care charts, and clinical decision support systems. The benefits and barriers of implementing electronic health records will be discussed. The course will also cover personal health records, network architectures, and connectivity.

IS 361  Database Architecture and Programming  3 Credits
Prerequisites: None
This course discusses the design, development, deployment, and evaluation of database systems. In addition, students learn conceptual and relational data modeling, and implementation languages such as Structured Query Language (SQL). Additional topics include data integrity, relational normalization theory, security, privacy, and concurrency control.

MATH 215  Introduction to Statistics  3 Credits
Prerequisite: None
Introduces the basic principles of statistics and probability, with an emphasis on understanding the underlying concepts, real-world applications, and the underlying story that the numbers tell. Uses Microsoft Excel’s statistical functions to analyze data. Provides an introduction to probability, descriptive statistics, hypothesis testing, and inferential statistics.

PHE 200  Introduction to Public Health  3 Credits
Prerequisites: None
This course introduces students to the basic tenets of public health. The course provides a history of public health, an introduction to the five core disciplines of public health (Epidemiology, Biostatistics, Environmental Health, Social and Behavioral Health, and Health Policy and Management), and an overview of the field’s primary functions such as assessment, policy development, and assurance. Students are introduced to the impact of information technology on the field.

PROM 210  Project Management  3 Credits
Prerequisites: CIS 101 or IS 200
Students learn to plan, organize, lead, and evaluate projects—large and small—to ensure that requirements are delivered on time and within budget. Topics include the essentials of initiating a project, defining requirements, scheduling tasks, managing scope, working in cross-functional teams, communicating effectively, resolving conflict, and closing a project. While budget development is beyond the scope of this course, students will be expected to understand simple project budgets. In addition to traditional task lists and timelines, students must generate project charters, change notices, progress reports, and project closing documents.

RM 201  Introduction to Research Methods  3 Credits
Prerequisite: None
This course provides an introduction to research approaches characteristic of the social and behavioral sciences. These involve observations of behavior and other strategies that result in descriptive accounts, including field studies, content analysis, and surveys. Statistical methods for analyzing descriptive data, including measures of central tendency and
variability and graphing will be included, along with questions about validity and research ethics. The course engages students in the planning, conducting, reporting and evaluation of research.

**SPAN 110**  **Spanish for Health Professions**  **3 Credits**  
*Prerequisite: None*

Intended for students who have no background in the Spanish language, this course facilitates effective communication between patients and their healthcare providers (nurses, doctors, medical staff), through emphasis on basic, practical language needed to communicate with Spanish-speaking patients and their families in various settings. Building basic language fluency at the same time as medical terminology with cultural competency woven throughout, students will learn to gather and share basic information like greetings, goodbyes, patient intake, discussion of symptoms, location of pain and injuries, body parts, numbers, time, doses, and units of measure. Focus is on learning and becoming comfortable with basic medical Spanish phrases and medical Spanish vocabulary.