**East Central College**
1964 Prairie Dell Road
Union, Missouri 63084
636-584-6500
www.eastcentral.edu

**Admissions Office**
ECC Campus
636-584-6563
admissions@eastcentral.edu

**Program Coordinator**
Deborah Schultze, MS, RHIA
636-584-6129
dschultze@eastcentral.edu

**Program Faculty**
Dr. Nanette Sayles, RHIA, CHPS, CCS, CPHIMS

**Program Secretary**
Claudine Ilko
636-584-6598
chilko@eastcentral.edu

**Division Chair**
Fatemeh Nichols, Ph.D.
636-584-6626
nichols@eastcentral.edu

**Division**
Science
636-584-6632

www.cahiim.org

East Central College is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools
30 N. LaSalle St., Suite 2400
Chicago, Illinois 60602-2504
800-621-7440

## THE CAREER

A career in health information management (HIM) involves the collecting, storing, securing, retrieving, analyzing and transmitting of vital medical records and data used by clinicians and healthcare organizations. HIM professionals carry out specialized data entry, classification and record-keeping duties related to medical, diagnostic, treatment, billing and insurance documentation.

They fill a pivotal role within the medical environment, "often serving in bridge roles, connecting clinical, operational and administrative functions. Having skilled HIM professionals on staff ensures that an organization has the right information on hand when and where it is needed," according to HICareers.com.

## PROFESSIONAL TRAITS

Those pursuing a career in this field should:

- Have solid oral and written communication skills
- Be proficient with computer software and technology
- Be open to continuing education

## EMPLOYMENT OPPORTUNITIES

Employment opportunities for CCAs (certified coding associates) and RHITs (registered health information technicians) in healthcare organizations include:

- ✓ Acute and long-term care hospitals
- ✓ Physician offices and clinics
- ✓ Nursing homes
- ✓ Home healthcare agencies
- ✓ Community mental health clinics
- ✓ Health plans
- ✓ Insurance companies
- ✓ Government agencies
- ✓ Outpatient diagnostic facilities

## SPECIAL FUNDING AVAILABLE

Scholarships and grants are available for those who qualify through the Missouri Health Wins grants. Please contact Financial Aid for more details.

MO HEALTH WINS.org

STANDARD OCCUPATIONAL CLASSIFICATION: 29-2071

## THE PROGRAM

The East Central College HIM program gives students the knowledge they need to successfully plan, design and manage medical information systems, processes and facilities. Assuming appropriate placement scores, the program can be completed in two years.

Experienced ECC faculty provide comprehensive instruction to students in medical records, health information software and applications, as well as data entry, coding and classification. Coursework also includes the fundamentals of medical science, treatment procedures, medical terminology and basic anatomy and physiology. All courses with the HIM prefix are fully online.

In addition, students learn about the various regulations pertaining to health information documentation, the Health Insurance Portability & Accountability Act (HIPAA) and Centers for Medicare & Medicaid Services (CMS).

Upon completion, students are prepared to demonstrate entry-level abilities in all curriculum competencies and knowledge clusters established by the American Health Information Management Association (AHIMA). They are also eligible to sit for a national certification exam to earn their Certified Coding Associate (CCA) credential.

## ADMISSIONS REQUIREMENTS

Students must have completed:

- ✓ High school diploma or the equivalent (documentation sent to the registration office)
- ✓ Application for admission
- ✓ A placement test as specified by the college (some courses requires minimum placement results)

## PREREQUISITES

Students will need to demonstrate proficiency in reading, English and mathematics based on assessment scores or by taking the recommended/required classes. In addition, some of the courses in this curriculum have specific prerequisites. Students should also have basic keyboarding skills.

## TRANSFER OPTIONS

The AAS degree is for students seeking employment immediately upon graduation. Upon completion, students will earn several credit hours that apply to programs beyond the AAS degree if they choose to pursue that option later. Students should work with advisors on how to best reach their career goals.

**ROLLA**
573-458-0165

**SULLIVAN**
573-468-8287

**UNION**
636-584-6588

**WARRENTON**
636-584-6588

**WASHINGTON**
636-239-0598

WWW.EASTCENTRAL.EDU

# HEALTH INFORMATION MANAGEMENT

## ASSOCIATE OF APPLIED SCIENCE DEGREE

THE ECC HIM PROGRAM IS FULLY ACCREDITED BY THE COMMISSION ON ACCREDITATION FOR HEALTH INFORMATICS AND INFORMATION MANAGEMENT EDUCATION (CAHIIM) - HTTP://WWW.CAHIIM.ORG/

## PROGRAM OF STUDY

This program of study is for a full-time student; part-time study is also available. All courses with the HIM prefix are fully online. Please contact an academic advisor for complete course options. For the most current academic schedule (which is subject to change), visit the college website at www.eastcentral.edu.

AAS program (67 credit hours)
A - Course that is also part of the Certificate of Achievement program (40 credit hours)

## YEAR 1

### FALL SEMESTER

| Course | | Hours |
|---|---|---|
| FS 1000 | Campus Orientation [A] | |
| FS 1001 | Foundation Seminar [A] | 1 |
| CS 1003 | Microcomputer Applications [A] | 3 |
| | PE Requirement | 1 |
| EN 1223 | English Comp I [A] or | |
| EN 1233 | Honors English Comp I [A] | 3 |
| MT 1303 | Intermediate Algebra or | |
| MT 1023 | Business Math | 3 |
| | Humanities Requirement | 3 |
| | Total Hours | 14 |

### SPRING SEMESTER

| Course | | Hours |
|---|---|---|
| SC 1000 | Laboratory Safety for Students [A] | 0 |
| BI 1804 | Introduction to Human Anatomy & Physiology Lecture/Lab [A] | 4 |
| HS 1113 | Medical Terminology I [A] | 3 |
| HIM 1000 | Preparation for Professional Practice Experience (PPE) [A] | 0 |
| HIM 1003 | Introduction to HIM [A] | 3 |
| HIM 1023 | Healthcare Delivery Systems | 3 |
| HI 1000 or | | |
| PI 1000 | Constitutions Study Module [A] | |
| | History or Pol. Science Requirement [A] | 3 |
| | Total Hours | 16 |

### SUMMER SEMESTER

| Course | | Hours |
|---|---|---|
| HIM 1231 | Introduction to Pharmacology | 1 |
| HIM 1243 | Basic Principles of Disease [A] | 3 |
| HIM 2203 | Health Information Management Statistics | 3 |
| | Total Hours | 7 |

## YEAR 2

### FALL SEMESTER

| Course | | Hours |
|---|---|---|
| HIM 1213 | Legal Aspects of Health Information [A] | 3 |
| HIM 2003 | Computers in Healthcare [A] | 3 |
| HIM 2023 | ICD Coding Systems [A] | 3 |
| HIM 2213 | Healthcare Quality Management | 3 |
| HIM 2242 | Professional Practice Experience | 2 |
| | Total Hours | 14 |

### SPRING SEMESTER

| Course | | Hours |
|---|---|---|
| HIM 2013 | CPT Coding [A] | 3 |
| HIM 2033 | Insurance Billing & Reimbursement [A] | 3 |
| HIM 2101 | Professional Practice Experience [A] | 1 |
| CS 2003 | Database Structures | 3 |
| HIM 2223 | Healthcare Management Supervision | 3 |
| HIM 2263 | HIM Capstone | 3 |
| | Total Hours | 16 |

EAST CENTRAL COLLEGE

6-24-14