

### East Central College

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www.eastcentral.edu

### Admissions Office

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### Division

Science and Engineering  
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### Program Faculty

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### Program Secretary

(636) 584-6598

### Accreditation



East Central College is accredited by the Higher Learning Commission and a participant in the Academic Quality Improvement Program (AQIP)  
30 N. LaSalle St., Suite 2400  
Chicago, Illinois 60602-2504  
1 (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 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

## 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.

- 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 except for Professional Practice Experience (PPE). 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 Registered Health Information Technician (RHIT) credential.

## ADMISSIONS REQUIREMENTS

Students must have completed:

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

## TRANSFER OPTIONS

The AAS degree is designed for students seeking employment immediately upon graduation. However, many of the credits, particularly the general education electives received with this degree, may qualify as transfer credit at four-year schools.

These decisions are made solely by the bachelor degree-granting institution, not East Central. Students seeking to transfer are advised to contact the institution of their choice before beginning a program or reviewing other degrees and coursework offered through ECC.

# HEALTH MANAGEMENT MANAGEMENT

## ASSOCIATE OF APPLIED SCIENCE

### PROGRAM OF STUDY

AAS Program: 65 credit hours

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, except for the Professional Practice Experience (PPE). The PPE course will require students to travel to various clinical sites. Students will have to submit to a criminal background check, drug screening and various immunizations prior to taking these courses. All PPEs are scheduled during normal business hours, Monday through Friday.

Please contact an academic advisor for full course options. All academic schedules are subject to change. For the most current schedule, or to view the Certificate of Achievement program (CA), visit [www.eastcentral.edu](http://www.eastcentral.edu).

## YEAR 1

### FALL SEMESTER

COURSE	HOURS
FS 1000 Campus Orientation/ FS 1001 Foundation Seminar CA	1
EN 1223 English Comp I or EN 1233 Honors English Comp I CA	3
CS 1003 Microcomputer Applications CA	3
MT 1303 Intermediate Algebra or MT 1023 Business Math	3
HS 1113 Medical Terminology I CA	3
PHL 2103 Ethics (preferred) or Any Ethics and Social Responsibility Elective	3
<b>Total Hours</b>	<b>16</b>

### SPRING SEMESTER

COURSE	HOURS
SC 1000 Laboratory Safety for Students CA	0
BI 1804 Introduction to Human Anatomy & Physiology Lecture/Lab CA	4
HIM 1003 Introduction to HIM * CA	3
HIM 1023 Healthcare Delivery Systems *	3
HIM 1213 Legal Aspects of Health Information * CA	3
HI 1000 Constitutions Study Module CA PS 1000	0
History or Pol. Science Requirement CA	3
<b>Total Hours</b>	<b>16</b>

### SUMMER SEMESTER

HIM 1000 Preparation for Professional Practice Experience (PPE) CA	0
HIM 1231 Introduction to Pharmacology *	1
HIM 1243 Basic Principles of Disease * CA	3
HIM 2203 Health Information Management Statistics *	3
<b>Total Hour</b>	<b>7</b>

## YEAR 2

### FALL SEMESTER

COURSE	HOURS
HIM 2003 Computers in Healthcare * CA	3
HIM 2023 ICD Coding Systems * CA	3
HIM 2213 Healthcare Quality Management *	3
HIM 2223 Healthcare Management Supervision *	3
HIM 2242 Professional Practice Experience CA	2
<b>Total Hours</b>	<b>14</b>

### SPRING SEMESTER

COURSE	HOURS
HIM 2013 CPT Coding * CA	3
HIM 2033 Insurance Billing and Reimbursement* CA	3
HIM 2263 HIM Capstone *	3
CS 2003 Database Structure *	3
<b>Total Hours</b>	<b>12</b>

CA Course is part of the Certificate of Achievement program

\* Course is online only