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

Division

Science and Engineering
(636) 584-6632

Fatemeh.Nichols, Ph.D.
Division Chair, Professor
(636) 584-6626
Fatemeh Nichols@eastcentral.edu

Program Faculty

Stephanie Buchholz, MS in Health Informatics, MSN, RN, RHIT
Program Director
(636) 584-6611
Stephanie.Buchholz@eastcentral.edu

Dr. Nanette Sayles, Ed.D., RHIA, CHDA, CCS, CHPS, CPHIMS, FAHIMA
Associate Professor
(478) 955-9238
Nanette.Sayles@eastcentral.edu

Program Secretary

(636) 584-6598

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

✓ 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 ECC Health Information Management certificate program prepares students to demonstrate entrylevel competency in medical coding and insurance billing with an emphasis on physician offices and outpatient settings. The normal completion time for the program is 18 months, assuming appropriate placement scores.

The certificate track includes instruction in medical records, health information software applications and data entry,coding and classification.Coursework also includes the fundamentals of medical science and treatment procedures, medical terminology and basic anatomy and physiology. All courses with the HIM prefix are fully online except for the Professional Practice Experience (PPE).

In addition, students learn about the regulations pertaining to coding, billing, health information documentation, Health Insurance Portability & Accountability Act (HIPAA) and Centers for Medicare & Medicaid Services (CMS). At completion, students are eligible to sit for a national certification exam to earn their Certified Coding Associate (CCA) credential. CCA professionals are able to demonstrate the entry-level competencies necessary to be successful in a health billing and coding environment. ECC also offers a AAS degree in health information management.

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)

Additional Program Information

Standard Occupational Classification (SOC)
29-2071.00

Tuition and Required Fees
$3,960 (In-District)
$5,360 (Out-of-District)

Books and Supplies
$2,530.80

Other Fees and Expenses
$475

■ ROLLA   ■ WASHINGTON   ■ SULLIVAN   ■ UNION   ✓ ONLINE
573-466-4100   636-239-0598   573-468-8287   636-584-6588
www.eastcentral.edu

October 6, 2016

PROGRAM OF STUDY

Certificate Program: 40 credit hours

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 visit www.eastcentral.edu.

CERTIFICATE COURSEWORK:

COURSE		HOURS
FS 1000 FS 1001	Campus Orientation/ Foundation Seminar	1
EN 1223 EN 1233	English Comp I or Honors English Comp I	3
CS 1003	Microcomputer Applications	3
HS 1113	Medical Terminology I	3
SC 1000	Laboratory Safety for Students	0
BI 1804	Introduction to Human Anatomy & Physiology Lecture/Lab	4
HIM 1003	Introduction to HIM *	3
HIM 1213	Legal Aspects of Health Information *	3
HI 1000 PS 1000	Constitutions Study Module	0
	History or Pol. Science Requirement	3
HIM 1000	Preparation for Professional Practice Experience (PPE)	0
HIM 1243	Basic Principles of Disease *	3
HIM 2003	Computers in Healthcare *	3
HIM 2023	ICD Coding Systems *	3
HIM 2242	Professional Practice Experience	2
HIM 2013	CPT Coding *	3
HIM 2033	Insurance Billing and Reimbursement*	3
	Total Hour	**40**

TO CONVERT THIS CERTIFICATE INTO AN ASSOCIATE OF APPLIED SCIENCE DEGREE, STUDENTS WILL NEED:

COURSE		HOURS
MT 1303 MT 1023	Intermediate Algebra or Business Math	3
HIM 2213	Healthcare Quality Management *	3
HIM 2223	Healthcare Management Supervision *	3
HIM 1023	Healthcare Delivery Systems *	3
HIM 1231	Introduction to Pharmacology *	1
HIM 2203	Health Information Management Statistics *	3
PHL 2103	Ethics (preferred) or Any Ethics and Social Responsibility Elective	3
HIM 2263	HIM Capstone *	3
CS 2003	Database Structure *	3
	Total Hours	**25**

CA Course is part of the Certificate of Achievement program

* Course is online only