

Health Information Management

Certificate

Program Coordinator: Nan Jones • LRC 212 • 276-739-2465

Length: Two semesters (one year)

Purpose: With the increased requirements of insurance and medical agencies there is a need for qualified personnel in medical offices. This program is designed to train personnel for full-time employment upon completion of the course requirements. In addition, the curriculum furnishes the student the opportunity to take courses that prepare them for certification exams.

Occupational Objectives: Medical Records Worker, Medical Coder, Medical Office Clerk

Admissions Requirements: A student eligible for admission to the College can normally be considered for admission to Health Information Management. Proficiency in high school English and mathematics is required. Students who are not proficient in English and mathematics will be required to correct their deficiencies in developmental courses.

Program Requirements: The two-semester curriculum provides training in medical terminology, health records management, coding for health records, and health record applications. It is highly recommended that students who are not proficient in Keyboarding take AST 114, Keyboarding for Information Processing.

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
First Semester (Summer)				
ENG 111	College Composition I	3	0	3
SDV 101	Orientation to College Success	1	0	1
ITE 115	Introduction to Computer Applications and Concepts	3	0	3
Total		7	0	7
Second Semester (Fall)				
HIM 130	Healthcare Information Systems	3	0	3
HIM 253	Health Records Coding I	4	0	4
HIM 113	Medical Terminology & Disease Processes I	3	0	3
HIM 150	Health Records Management	3	0	3
HIM 151	Reimbursement Issues	2	0	2
Total		15	0	15
Third Semester (Spring)				
HIM 114	Medical Terminology & Disease Processes II	3	0	3
HIM 254	Advanced Coding and Reimbursement	4	0	4
HIM163	Anatomy and Physiology for Adm. Health. Prof.	3	0	3
HIM 198	Seminar and Project	1	0	1
MTH 132	Business Mathematics	3	0	3
Total		14	0	14
Total Minimum Credits Required for Certificate				36