2020-2021 TTC Catalog

Health Information Management

Associate in Applied Science in Health Information Management

73 Credit Hours

Health Information Management is a health care profession that ensures the quality of health records by verifying their completeness, accuracy, and proper entry into computer systems; uses computer applications to collect and analyze patient data for the purpose of improving patient care, controlling costs, ensuring legal and ethical compliance and mitigating risk associated with inaccurate data. Students develop competencies in diagnosis and procedure coding for reimbursement and research; health information privacy and security and healthcare quality and performance improvement.

General Education Core Requirements

ENG 101 English Composition I 3
IDS 109 First Year Experience Seminar 3
MAT 120 Probability and Statistics 3
PSY 201 General Psychology 3

REQ HUM	Select from Humanities	3

Total: 15

Major Requirements

AHS 104 Medical Vocabulary-Anatomy 3
AHS 121 Basic Pharmacology 2
BIO 112 Basic Anatomy and Physiology 4
HIM 101 Introduction to Health Information 1
HIM 110 Health Information Science I 3
HIM 120 Health Information Science II 3
HIM 130 Billing and Reimbursement 3
HIM 135 Medical Pathology 3
HIM 140 Current Procedural Terminology I 3
HIM 141 Current Procedural Terminology II 3
HIM 163 Supervised Clinical Practice I 3
HIM 164 Supervised Clinical Practice II 3
HIM 200 Fundamentals of Data Analytics and Reporting 3
HIM 215 Registries and Statistics 3
HIM 216 Coding and Classification I 3
HIM 225 Coding and Classification II 3
HIM 227 Senior Professional Competencies 3
HIM 235 Law and Ethics in Health Informatics and Information Management 3

HIM 265 Supervisory Principles 3
HIM 266 Computers in Health Care 3

Total: 58

APPLICANTS MUST COMPLETE ALL OF THE FOLLOWING REQUIREMENTS

1. **General College Admission Requirements** Achieve admission to the college by meeting TTC's requirements for associate degree programs. Please note that applicants not achieving appropriate test scores will be required to complete courses indicated by placement test scores.
Note: Admission to the college does not guarantee admission to the Health Information Management program.

2. **Program Admission Requirements** Applicants should ensure that documentation of each of the following admission requirements is on file in the Admissions office as soon as it is completed. Information may be submitted in person or by mail to:
Trident Technical College
Admissions Office, AM-M
(Student Center, Bldg. 410, Room 110)
P.O. Box 118067
Charleston, SC 29423-8067

Upon admission to the College and submission of official high school and college transcripts, complete the online **Health Sciences Application** through the TTC Portal. Once the application is received, complete the following prerequisite steps:

   a.   i. Achieve the qualifying scores on the TTC placement test, SAT or ACT; or achieve a minimum weighted GPA of 3.0 from high school within the last five years; or complete RWR 100 Integrated Transitional Reading and English and MAT 101 Beginning Algebra with a minimum grade of C; or complete the equivalent courses with a minimum grade of C from an approved, regionally accredited postsecondary institution.
Complete PSY 201 General Psychology, MAT 120 Probability and Statistics, and IDS 109 First Year Experience Seminar with a minimum grade of C and possess the ability to keyboard 30 words a minute. Students can demonstrate this level of competency in a variety of ways, including passing the keyboarding skills test offered by the Business Department, completing AOT 105 Keyboarding, or providing proof of high school keyboarding with a minimum grade of C. (Please see HIM faculty for more details).

   ii. Achieve a minimum 2.0 GPA at the time of acceptance and at date of entry into the program based on classes taken within five years of acceptance into the program.

   iii. Complete the online Information Session on the TTC Portal page for Health Information Management and achieve a 100% score on the online quiz following the session to verify the information was reviewed and understood.

3. **General Admission Procedures for the Health Information Management Program**

Applicants who meet college and program requirements will be considered qualified and will be admitted on a first-qualified, first-admitted basis. Qualified applicants will be notified via my.tridenttech.edu email indicating the year and semester that they have been admitted. Students will be required to provide a completed, current Health Sciences – Student Health Record including all immunizations and titers, TB (PPD) tests, as well as current Healthcare Provider CPR certification, major medical insurance and medical professional liability coverage.

Students will also be notified by my.tridenttech.edu email the date and time of the mandatory program orientation. Failure to attend will result in forfeiture of seat in the program.

Note: Falsification of any information submitted will make a student ineligible for admission to or continuation in the Health Information Management program.

4. **Course Progression**
In order to progress to the next semester once accepted into the program, students must:
   a. Earn a grade of C or better in all courses required for the program. For updated catalog, visit www.tridenttech.edu.
   b. Maintain a minimum 2.0 cumulative GPA throughout the program.
   c. Earn a satisfactory grade of S on all professional development evaluations.
   d. Successfully meet the clinical attendance policy.