

# 2024-2025 TTC Catalog

## Health Information Management

### Associate in Applied Science in Health Information Management

#### 71 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	3
	<a href="#">Humanities</a>	

Total: 15

#### Major Requirements

AHS 104 Medical Vocabulary-Anatomy 3

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: 56

Applicants will be admitted to this program on a first-qualified, first-admitted basis. Applicants are considered to be qualified for admission to the next available class when they meet all college and program requirements. Qualified applicants will be notified via my.tridenttech.edu email indicating the year that they have been admitted. Classes for the full-time format begin each Fall semester.

**In addition to meeting the college's general admission requirements, including submission of official high school and college transcripts, APPLICANTS TO THE HIM PROGRAM MUST COMPLETE ALL OF THE FOLLOWING REQUIREMENTS:**

1. Complete the **Health Sciences Application**.
2. Complete PSY 201 General Psychology, MAT 120 Probability and Statistics, and IDS 109 First Year Experience Seminar. These courses must be completed with a minimum grade of C.
3. The applicant must 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).
4. The applicant must 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.
5. After submitting the Health Sciences Application, the student will receive details in their Trident Tech email from the Health Sciences Admissions Coordinator regarding the Information Session and quiz. Students must achieve a 100% score on the online quiz following the session to verify the information was reviewed and understood.
6. Submit a Statement of Completion form online. The link to the form can be found on the Health Sciences webpage.

### **General Admission Procedures for the Health Information Management Program**

1. 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.
2. Students will 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.*

## **Course Progression**

In order to progress to the next semester once accepted into the program, students must:

1. Earn a grade of C or better in all courses required for the program.
2. Maintain a minimum 2.0 cumulative GPA throughout the program.
3. Earn a satisfactory grade of S on all professional development evaluations.
4. Successfully meet the clinical attendance policy.