2018-2019 TTC Catalog

Health Information Management

Health Information Management

Associate in Applied Science in Health Information Management

77 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
AHS 170 Fundamentals of Disease 3
BIO 210 Anatomy and Physiology I 4
BIO 211 Anatomy and Physiology II 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 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 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
SPC 209 Interpersonal Communication 3
HIM 266 Computers in Health Care 3

Total: 62

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

   a. Achieve qualifying scores on the college's placement test, SAT or ACT. Contact an academic advisor and complete all courses indicated by placement test scores.

   b. Complete a Health Sciences application for the Health Information Management program.
      Note: When the number of applicants qualifying at the same time exceeds the number of spaces available in this program, admission will be prioritized according to the date and time that the Health Sciences application was received in the Admissions office.

      i. Achieve the equivalent math score on the TTC placement test,
         or
         Complete MAT 101 with a minimum grade of C,
         or
         Complete MAT 152 with a minimum grade of C,
         or
         Complete a math course equivalent to MAT 101 or MAT 152 from an approved, regionally accredited postsecondary institution.

      ii. Complete the Information Session and and submit a completed Information Session form to the Admissions office.

      iii. Provide proof of high school graduation or equivalent by submitting a copy of your high school transcript, diploma or GED.

      iv. Provide proof of a minimum 2.0 on all college course work by submitting copies of official transcripts, excluding TTC transcripts, to the Admissions office, or complete 10 semester credit hours with a minimum grade of C

in each course and a cumulative 2.0 GPA. At least one of these courses must be a laboratory science. Laboratory sciences must have been taken within five years of the admission date with a minimum grade of C.

   v. Maintain a minimum cumulative 2.0 GPA and not be on academic or disciplinary suspension at the time of admission and date of entry into the program.

   vi. At the time of entry to the program, show evidence of completion of the criminal background check required by the college.

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.