

# HERZING

## ASSOCIATE OF SCIENCE IN HEALTH INFORMATION MANAGEMENT (ASHIM)

## ASSOCIATE OF APPLIED SCIENCE IN HEALTH INFORMATION MANAGEMENT (AASHIM)

*(The associate of applied science is offered at the Akron, Minneapolis, and Toledo campuses only)*

### PROGRAM DESCRIPTION

This program prepares students with the necessary skills and academic knowledge for entry-level positions in health information management (HIM). HIM professionals plan, collect, aggregate, analyze, and disseminate individual patient and aggregate clinical data. Students in the ASHIM program will learn entry-level skills related to those areas of the HIM profession. All of the courses in this program are offered in an online format, and some courses are also available in a traditional classroom format. Check with your local campus for availability of traditional classroom courses. NOTE: This program is not accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

### PROGRAM OBJECTIVES

Upon completion of their program, the student should be able to:

1. Abstract, analyze, and manage healthcare data.
2. Monitor and apply organization-wide health record documentation guidelines to ensure organizational compliance.
3. Support data analysis and management using appropriate software applications.
4. Apply knowledge of medical terminology, disease process, anatomy and physiology, and pharmacology to select appropriate ICD and CPT diagnosis/procedure codes.
5. Read and understand medical documentation to ensure that documentation supports the diagnosis and/or procedure performed.
6. Apply knowledge of payer billing and reimbursement, the prospective payment system, and fraud and abuse issues.
7. Apply medico-legal knowledge to protected health information for authorization, disclosure, and security.
8. Demonstrate knowledge of industry-standard databases and electronic health records.
9. Apply current laws, accreditation, licensure, and certification standards related to health information to meet organizational needs.
10. Abstract and analyze clinical data to identify trends.
11. Define and articulate organizational, operational, ethical, and legal issues impacting HIM.
12. Think critically, both conceptually and by using mathematical analysis; write and speak effectively; use basic computer applications; and understand human behavior in the context of the greater society.

### POTENTIAL JOB POSITION TITLES

Potential job titles might include, but are not limited to, EMPI coordinator, information access/disclosure specialist, health data analyst, coder, charge master auditor, documentation improvement specialist, cancer registrar, and HIM technician.

### PROGRAM CONTENT

A minimum of 63.00 semester credit hours is required for graduation.

### REQUIRED HEALTH INFORMATION MANAGEMENT COURSES

All courses, 32.00 semester credit hours, are required.

Course Number	Course Name	Prerequisite	Credit Hours
HC 115	Medical Terminology for Healthcare Professionals	None	2.00
HI 105	Introduction to Healthcare Information Systems	None	1.00
HI 210	Principles of Health Information Management	None	3.00
HI 215	Fundamentals of Healthcare Law and Ethics for Health Information Management Professionals	None	3.00

Course Number	Course Name	Prerequisite	Credit Hours
HI 225	Foundations of Classification, Compliance, and Reimbursement Methodologies in Health Information Management	MC 173; Corequisite MC 174	3.00
HI 230	Foundations of Healthcare Quality, Statistics, and Performance Improvement	HI 210 and MA 107	3.00
HI 296	Professional Practice Internship	(HI 105 or HI 450), HI 210, (HI 215 or HI 310), (HI 225 or HI 300), (HI 230 or HI 320), MC 173, MC 174 and PD 213	2.00
MC 171	Basic Diagnosis Coding	HC 115, MO 150, MO 150L, SC 245 and SC 245L	3.00
MC 172	Basic Procedure Coding	HC 115, MO 150, MO 150L, SC 245 and SC 245L	3.00
MC 173	Intermediate Diagnosis Coding	MC 171	3.00
MC 174	Intermediate Procedure Coding	MC 172	3.00
MO 150	Pathophysiology and Pharmacology	HC 115; Corequisites MO 150L, SC 245 and SC 245L	2.00
MO 150L	Pathophysiology and Pharmacology Lab	HC 115; Corequisites MO 150, SC 245 and SC 245L	1.00

#### REQUIRED GENERAL EDUCATION COURSES

Students enrolled in this associate's degree must complete a minimum of 29.00 semester credit hours in general education distributed among the following disciplines. Refer to the General Education section of the catalog for Herzing University courses that would satisfy these requirements. \*

- 8.00 Semester Credit Hours in Anatomy and Physiology With Lab
- 1.00 Semester Credit Hours in Information Literacy
- 3.00 Semester Credit Hours in English Composition or Literature
- 3.00 Semester Credit Hours in Speech
- 4.00 Semester Credit Hours in Computer Applications ♦
- 4.00 Semester Credit Hours in Mathematics (College Algebra or Above)
- 3.00 Semester Credit Hours in Social or Behavioral Science
- 3.00 Semester Credit Hours in Humanities With a Critical Thinking Focus \*\* ♦

\* Transfer students may transfer courses that are within 1.00 semester credit hour of the courses listed above to meet these discipline requirements. Any resulting deficiency in the total of 29.00 semester credit hours required in general education may be made up with general education electives from any of the listed disciplines.

\*\* A course with a critical thinking focus would be a course that addresses the theories and application of critical analysis with an emphasis on developing sequential reasoning skills. Examples may be courses in critical thinking, philosophy, logic, or science.

♦ The state of Minnesota requires a minimum of 20.00 semester credit hours of general education for associate's degrees, not counting computer applications. However, all Herzing University students in the AASHIM program must complete a minimum of 29.00 semester credit hours in general education, including computer applications, to complete the requirement for graduation from this associate's degree program. Minnesota students must complete at least 2.00 semester credit hours of general education in the humanities.

## PERSONAL AND PROFESSIONAL DEVELOPMENT COURSES

2.00 semester credit hours are required. Students must also take PD 213 in preparation for the HI 296 Professional Practice Internship.

Course Number	Course Name	Prerequisite	Credit Hours
PD 121	Professional Development I	None	1.00
PD 202	Professional Development II	None	1.00
PD 213	Health Information Management Internship Preparation	None	0.00

Distribution of Clock Hours by Course					
Course or Category	Lecture	Lab	Internship	Total Clock Hours	Credits
HC 115	30.00			30.00	2.00
HI 105	15.00			15.00	1.00
HI 210	45.00			45.00	3.00
HI 215	45.00			45.00	3.00
HI 225	45.00			45.00	3.00
HI 230	45.00			45.00	3.00
HI 296			90.00	90.00	2.00
MC 171	45.00			45.00	3.00
MC 172	45.00			45.00	3.00
MC 173	45.00			45.00	3.00
MC 174	45.00			45.00	3.00
MO 150	30.00			30.00	2.00
MO 150L		30.00		30.00	1.00
Anatomy and Physiology With Lab	90.00	60.00		150.00	8.00
Information Literacy	15.00			15.00	1.00
English Composition or Literature	45.00			45.00	3.00
Speech	45.00			45.00	3.00
Computer Applications	60.00			60.00	4.00
Mathematics (College Algebra or Above)	60.00			60.00	4.00
Social or Behavioral Science	45.00			45.00	3.00
Humanities With a Critical Thinking Focus	45.00			45.00	3.00
Personal/Professional Development	30.00			30.00	2.00
<b>Totals</b>	<b>870.00</b>	<b>90.00</b>	<b>90.00</b>	<b>1,050.00</b>	<b>63.00</b>

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at <http://www.herzing.edu/academics/health-information-management>