



TIDEWATER COMMUNITY COLLEGE  
From here, go anywhere.™

DIVISION OF HEALTH PROFESSIONS  
VIRGINIA BEACH CAMPUS

Dear Applicant:

If you enjoy the health care field, but prefer not to work in direct patient care, or you wish to use computer science or business skills in a specialized way, then Health Information Management is the career for you! Health Information Management includes health record processing, coding patient diagnoses, working with insurance claims, and developing new technology based information systems.

Successful coders are detail oriented, enjoy human anatomy and physiology, pathology, and possess analytical skills. Successful Health Information Management job candidates must possess computer proficiency and business attributes such as vision and the ability to manage people, projects, and teams. Our goal is to assist you in achieving these skills which will enable you to enjoy a fulfilling career working in: hospitals, long term care facilities, home health, physician practices, insurance companies, and other health care related companies.

This information packet includes information about the courses for the Health Information Management Program that I hope you will find informative and helpful. After looking over this information, if you have questions or are interested in entering the program, you are strongly encouraged to attend our Health Information Management Open House on the **third** Thursday of each month (except December) on the Virginia Beach Campus, Regional Health Professions Center, Room MN 312 from 1:00 p.m. to 2:00 p.m. I will be available to answer any questions you may have concerning the Health Information Management Program and help you to make arrangements for enrollment in the program.

The Tidewater Community College applications are available on-line at our website: [www.tcc.edu](http://www.tcc.edu), by calling the TCC Information Center at 757-822-1122, or at any TCC Campus Welcome and Entry Office. The Health Information Management Program applications are available in the Welcome and Entry Center at the Virginia Beach Campus in the Princess Anne Building, or by calling the TCC Information Center at 757-822-1122. They can also be accessed on-line at our website: [www.tcc.edu/secure/forms/healthinfotech.php](http://www.tcc.edu/secure/forms/healthinfotech.php)

Information on grants, loans, and scholarships is available from the Financial Aid Office by calling 757-822-7292. If you are eligible for Veterans educational benefits, please call the Veterans Affairs Office and they will assist you with your application. The Veterans Affairs Office can be reached by calling 757-822-7235.

Please read the enclosed information carefully, **especially the Admission Process Check off list**. If you have any further questions, please call the Counseling Center at 757-822-7212; call me at 757-822-7262; or attend our Health Information Management Open House. The application deadline is May 15<sup>th</sup> of each year for the fall semester.

I look forward to working with you in pursuit of your future educational and career goals.

Sincerely,

*Amy Shay*

Amy Shay, BS, RHIT  
Program Director, Health Information Management  
<http://www.tcc.edu/academics/divisions/healthprofessions>  
[ashay@tcc.edu](mailto:ashay@tcc.edu)



## Program Summary

**Introduction:** The field of health information is a combination of three careers in one: computer science, business, and medical science.

The need for skilled personnel in this field has grown significantly with the expanding need for information. The Bureau of Labor Statistics indicates that employment of health information specialists is expected to grow much faster than average for all occupations through 2016 and Health Information Management is the twelfth fastest growing occupation requiring an Associate Degree.

**Purpose:** The Health Information Management Program prepares students to become Registered Health Information Technicians upon completing the program and passing the national accreditation examination.

**Degree:** Graduates earn an Associate of Applied Science Degree. They are eligible to take the national examination given by the American Health Information Management Association to become a Registered Health Information Technician (RHIT).

**Curriculum:** Students must complete 72 credit hours and are strongly encouraged to take as many of the general education courses listed in the curriculum prior to taking HIM courses. Prerequisites for program admission include: high school graduation or GED, BIO 141, ENG 111, and successful completion of MTE 5 or higher.

Application deadline is **May 15** of each year for the fall semester.

**Courses:** The Health Information Management program provides classroom and laboratory instruction. The classroom includes state-of-the-art instructional technology to include Smartboard, Internet access, and compressed video capabilities. TCC subscribes to the AHIMA Virtual Lab which is the only HIM resource with multiple HIM technology software programs for student learning. Web-based instruction is used for student convenience and offers flexibility. The program offers practical experience in record management, computer proficiency, systems analysis, data processing and management, performance improvement, medical terminology, budgeting, and personnel management. Other areas covered include coding diagnoses and procedures, legislation and accreditation requirements, and basic human biology. Students earn practical experience during 240 hours of required professional practice experience in a variety of medical settings. More than 20 departments in hospitals, long-term care facilities, public health departments, psychiatric centers, university clinics, and diagnostic centers are affiliated with the program.

**Skills:** Skills gained through the program curriculum include, but are not limited to, the following:

- Compiling, organizing, and analyzing patient information through manual and computerized applications
- Classifying clinical information for future retrieval and research
- Releasing patient information in compliance with state and federal laws
- Using performance improvement methodologies to monitor information and clinical practices
- Compiling databases, analyzing data, and report writing
- Designing and managing information systems
- Working toward a computerized patient health record

**Accreditation:** The Health Information Management Program is fully accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

## **Coding Career Information**

### **CCA: CERTIFIED CODING ASSOCIATE**

**Q: Why has AHIMA created this credential?**

**A:** AHIMA recognizes that the demand for coders has never been greater and this need is expected to continue for some years to come. By creating an entry-level coding credential based on job analysis standards and state-of-the-art test construction, AHIMA aims to increase the number of qualified new coders. The result? A larger pool of qualified coders for employers to choose from; certified coders doing a better job managing health information; and recognition for AHIMA members as industry experts and leaders in clinical coding.

**Q: With plenty of jobs available, why does a new coder need the CCA?**

**A:** New coders who earn the CCA will immediately demonstrate their competency in the field, even if they don't have much job experience. Earning a CCA demonstrates a commitment to coding even for those who are new in the field. CCA holders will also distinguish themselves from non-credentialed coders and those who hold credentials from other organizations that do not require the higher level of expertise necessary to earn AHIMA certification.

**Q: How does the CCA compare to the CCS and CCS-P?**

**A:** The CCA should be viewed as the starting point for an individual entering a new career as a coder. The CCS and/or CCS-P exams demonstrate the mastery level skills that the CCA would strive for to advance his or her career.

**Q: How does the CCA compare to the RHIA and RHIT credential?**

**A:** CCA holders will have demonstrated only their knowledge related to coding. In contrast, RHIA or RHIT holders (who must hold a baccalaureate or associate degree, respectively) have demonstrated their expertise in a full range of HIM areas from data management, privacy, compliance, and other supervisory and managerial roles in addition to coding.

### **CPC: CERTIFIED PROFESSIONAL CODER**

**Q: What is a Certified Professional Coder?**

**A:** A Certified Professional Coder (CPC) is an individual of high professional integrity who has passed a coding certification examination sponsored by the American Academy of Professional Coders (the Academy). The examination consists of questions regarding the correct application of CPT<sup>®</sup>, HCPCS procedure and supply codes and ICD-9-CM diagnosis codes used for billing professional medical services to insurance companies. A CPC must have at least two years coding experience and maintain yearly CEU requirements.

## ADMISSIONS PROCESS CHECKOFF LIST

The following steps must be completed as soon as possible.

Please check each item as you complete it.

- \_\_\_\_\_ 1. Obtain a Program Information Packet by calling the Virginia Beach Campus Welcome and Entry Center (757-822-7172), the Counseling office (757-822-7211), or the TCC Information Center (757-822-1122).
- \_\_\_\_\_ 2. Complete and return an Application for Admission to Tidewater Community College to the Virginia Beach Campus Welcome and Entry Center in the Princess Anne Building, Room A-111.
- \_\_\_\_\_ 3. Visit the HIM website at: <http://www.tcc.edu/healthprofessions> to learn more about the program, including frequently asked questions. Also, visit <http://www.hicareers.com> for additional Health Information Management career information.
- \_\_\_\_\_ 4. Attend the Health Information Management Open House held on the third Thursday of each month (except December) from 1:00 p.m. to 2:00 p.m. in Room MN 312 of the Regional Health Professions Center.
- \_\_\_\_\_ 5. Take the TCC English and Math placement tests if required. It is recommended you take them as soon as possible to allow adequate time to take any developmental courses required prior to taking any HIM courses. Consult the Counseling Center for information concerning your need to take these tests and for times given.
- \_\_\_\_\_ 6. Complete the Health Information Management Program Application online at: <http://www.tcc.edu/secure/forms/healthinfotech.php>. Application deadline is **May 15** for Fall admission.
- \_\_\_\_\_ 7. Have official college transcripts sent directly to Tidewater Community College, Central Records Office, PO Box 9000, Norfolk, VA 23509 from the appropriate institution's registrar. Student copies are not acceptable. Missing transcripts are the greatest cause of delay in the application process and are the applicant's responsibility. Any college course work transferred to TCC requires a transcript evaluation.
- \_\_\_\_\_ 8. Submit your Request for Evaluation of Previous Higher Educational Experiences on-line, or you may also print and mail your request to Tidewater Community College, Central Records Office, Tidewater Community, PO Box 9000, Norfolk, VA 23509. The website address is: <https://www.tcc.edu/secure/forms/evaluationrequest.php>
- \_\_\_\_\_ 9. Prerequisites for program admission include BIO 141, ENG 111, and successful completion of MTE 5 or higher. Orientation to Health Care-SDV 101, and HLT 143 are recommended prior to enrollment.

Name: \_\_\_\_\_ Date Entered TCC \_\_\_\_\_  
 Student ID \_\_\_\_\_ Counselor \_\_\_\_\_

**Health Information Management (152)**  
**Associate of Applied Science Degree: Health Information Management**

**SEMESTER 1            FALL**

Prerequisite	Course No.	Course Title	Credits	When Taken	Grade
_____	BIO 141	Human Anatomy & Physiology	4	_____	( )
Placement	ENG 111	English Composition I <sup>1</sup>	3	_____	( )
Admission to Program	HIM 101	Health Information Technology I	4	_____	( )
_____	ITE 115	Introduction to Computer Applications and Concepts	4	_____	( )
_____	SDV 101	Orientation to Health Care	1	_____	( )
<b>Semester Total</b>			<b>16</b>		

**SEMESTER 2            SPRING**

Prerequisite	Course No.	Course Title	Credits	When Taken	Grade
Admission to Program	HIM 110	Introduction to Human Pathology	3	_____	( )
Admission to Program	HIM 151	Reimbursement Issues In Medical Practice Management	2	_____	( )
Admission to Program	HIM 220	Health Statistics	2	_____	( )
Admission to Program & BIO 142	HIM 253	Health Records Coding (ICD-9 Coding)	4	_____	( )
_____	HLT 143	Medical Terminology I	3	_____	( )
BIO 141	BIO 142	Human Anatomy and Physiology II	4	_____	( )
<b>Semester Total</b>			<b>18</b>		

**SEMESTER 3            SUMMER**

Prerequisite	Course No.	Course Title	Credits	When Taken	Grade
Admission to Program	HIM 249	Supervision & Management for Health Information Technology	3	_____	( )
Admission to Program	HIM 103	Health Information Technology II	2	_____	( )
Admission to Program	HIM 260	Pharmacology for Health Information Technology	2	_____	( )
<b>Semester Total</b>			<b>7</b>		

Name: \_\_\_\_\_ Date Entered TCC \_\_\_\_\_  
 Student ID \_\_\_\_\_ Counselor \_\_\_\_\_

**SEMESTER 4            FALL**

Prerequisite	Course No.	Course Title	Credits	When Taken	Grade
Admission to Program	HIM 190	Coordinated Internship I	2	_____	( )
Admission to Program	HIM 226	Legal Aspects of Health Records and Documentation	2	_____	( )
Admission to Program	HIM 229	Performance Improvement in Health Care Settings	2	_____	( )
Admission to Program	HIM 254	Advanced Coding & Reimbursement	4	_____	( )
_____	_____	Social Science Elective	3	_____	( )
_____	_____	HLT/PED Elective <sup>2</sup>	2	_____	( )
		<b>Semester Total</b>	<b>15</b>		

**SEMESTER 5            SPRING**

Prerequisite	Course No.	Course Title	Credits	When Taken	Grade
Admission to Program	HIM 230	Information Systems & Technology in Health Care	3	_____	( )
Admission to Program	HIM 290	Coordinated Internship II	2	_____	( )
Admission to Program	HIM 298	Seminar & Project in HIM	3	_____	( )
Admission to Program	HIM 215	Health Data Classification Systems (CPT-Coding)	5	_____	( )
_____	_____	Humanities Elective <sup>3</sup>	3	_____	( )
		<b>Semester Total</b>	<b>16</b>		
		<b>Total Minimum Credits</b> .....	<b>72</b>		

<sup>1</sup> Placement test or prerequisite required.  
<sup>2 & 3</sup> Eligible courses are listed on page 28 of the 2011-2012 catalog.

**NOTES:**

Taking BIO 142 prior to entering the program will lessen your load for the first HIM semester. Although, it is not a prerequisite to enter the program.

Program requirements may change in accordance with federal, state, or industry standards. Call 757-822-7255 for the most current information.

Prospective students are hereby notified that certain medical facilities require both criminal/sex offender background checks as well as health physicals/ drug screens prior to being authorized to attend clinical. The cost of the background check is the responsibility of the student.

Tidewater Community College maintains and promotes equal opportunity without regard to ethnicity, color, gender, age (except where gender or age is a bona fide occupational qualification), religion, handicap, national origin, or other non-merit factors. Disclosure of social security number, age, gender, and ethnicity is optional.