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 and pathology, and they 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 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.

Applicants must complete a TCC application http://www.tcc.edu/admission. Applications are also available at TCC Admissions Offices or by calling the Information Center at 757-822-1122. Health Information Management applications can be accessed online at www.tcc.edu/HIMapply.

Information on grants, loans, and scholarships is available from the Financial Aid Office by calling 855-308-5614. If you are eligible for military educational benefits, please call the Center for Military and Veterans Education (CMVE) and they will assist you with your application. The CMVE can be reached at 757-822-7777 or https://www.tcc.edu/military.

Please read the attached information carefully, especially the Admission Process Checkoff List. If you have any further questions, please call the Counseling Center at 757-822-7211; call me at 757-822-7262; or attend our Health Information Management Open House. The application deadline is May 15th 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, CHPS, RHIT Program Director, Health Information Management

757-822-7262
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 beyond 2020 and Health Information Management is the twelfth fastest growing occupation requiring an Associate Degree.

Purpose: The TCC 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 67 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 Diploma or GED
- Biology (BIO) 141 Human Anatomy and Physiology I
- English (ENG) 111 College Composition
- Successful completion of Math Essentials (MTE 5) or higher on placement test

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

Courses: The Health Information Management program provides classroom and laboratory instruction. The classroom incorporates state-of-the-art instructional technology to include computers, Internet access, and compressed video capabilities. 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.

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

- Utilizing ICD-10 (Inpatient and Outpatient Coding)
- Utilizing CPT (Physician Based Coding)
- 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**

**Why has AHIMA created this credential?**
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.

**With plenty of jobs available, why does a new coder need the CCA?**
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 noncredentialed coders and those who hold credentials from other organizations that do not require the higher level of expertise necessary to earn AHIMA certification.

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

**How does the CCA compare to the RHIA and RHIT credential?**
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.
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 Admission Office (757-822-7172), the Counseling office (757-822-7211), or the TCC Information Center (757-822-1122).

2. Complete the online application for admission to Tidewater Community College at https://www.tcc.edu/admission, or via regular mail to The Admission Office (Virginia Beach Campus), Building B, Room B-119, Tidewater Community College, 1700 College Crescent, Virginia Beach, VA 23453.

3. Visit the HIM program page at www.tcc.edu/HIM to learn more about the program, including frequently asked questions. Also, visit 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 Virginia Placement Test (VPT) in English and Math 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. Contact Academic Advising at 757-822-7211 regarding your need to take these tests, and for the dates and times these are given. (or visit www.tcc.edu/placement)

6. Complete the Health Information Management Program Application online at www.tcc.edu/HIMapply. Application deadline is May 15th for the following fall admission.

7. Have official college transcripts sent directly to Tidewater Community College, Office of the Registrar, P.O. 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. If applicable, submit the online Request for Evaluation of Previous Higher Educational Experience at https://forms.tcc.edu/request-for-evaluation-of-educational-experience/.

9. Complete prerequisites for program admission: BIO 141, ENG 111, and successful completion of MTE 5 or higher (or placement test results).
What is HIM?
If you are considering a career in healthcare, the Health Information Management (HIM) profession is a fast-growing, versatile field that may interest you. Professionals in this field work across a vast array of roles from analytical roles to project management roles to healthcare system management and governance roles. In an HIM educational program, you will acquire marketable skills and knowledge to:

- Ensure the accuracy, usefulness, integrity and protection of patient health information throughout a healthcare organization
- Apply leadership skills toward the implementation of electronic health information systems
- Assess and strategically plan for healthcare data and information needs to both manage and improve the quality of clinical and business operations
- Manage many new and exciting operational and technology-related projects related to health information management

Why should you consider a HIM career?
The labor outlook for an HIM career is highly positive. There is an increasing need for credentialed HIM professionals due to the rapid and on-going advances in health information technology and constantly evolving trends in health care delivery.

The U.S. Bureau of Labor Statistics in its Health Data Management Report suggests the number of available health information management jobs will increase from about 186,300 in 2012 to an estimated 227,500 in 2022. They further cite this 22% growth rate is “much faster than average.”

What types of job roles are there in HIM?
Similar to work responsibilities, job roles within HIM are wide and varied. Here are a few examples:

- Director and manager of HIM
- Electronic health record trainer
- Healthcare data analyst/manager
- Clinical coding/billing analyst/manager
- Personal health record/consumer advocate manager/director
- Electronic health record implementation analyst/coordinator/project manager
- Clinical documentation improvement specialist
- Privacy and security coordinator/manager/officer

Where do HIM Professionals Work?
HIM professionals primarily serve the healthcare industry in departments where patient data or health information is collected and stored. Some examples include: Acute care hospitals; Physician offices and clinics, Long-term care facilities (nursing homes) health information software companies and health information consulting firms.

- Acute care hospitals
- Physician offices and clinics
What are the educational training requirements for HIM?
Training in HIM does not require previous healthcare experience. You can enter the HIM field with other transferrable skills and knowledge, such as clinical, Information Technology, business or other background. You can then build on those existing skills and knowledge in HIM. Visit cahiim.org, for a list of CAHIIM-accredited programs.

What AHIMA professional credentials are available in the HIM field?
AHIMA has a number of credentials and certifications that can be attained through nationally-recognized, competency-based testing. Once attained, the HIM professional will continue to maintain his/her credentials and certifications through on-going continuing education.

Information courtesy of American Health Information Management Association. For more information, visit ahima.org/certification/whycertify
The Associate of Applied Science (A.A.S.) degree in Health Information Management (HIM) can lead to careers in hospitals, nursing homes, insurance companies, consulting firms, and many other health related facilities. Graduates may seek positions as medical records technicians, coders, health information specialists, and similar designations.

Entrance requirements for this program include high school graduation or a GED, BIO 141, ENG 111, and successful completion of MTH 3 (or MTH 1) or MTE 1-3, and MTH 5 (or MTH 95) or MTE 4-5; or equivalent. The program has a selective admission process for each fall semester cohort. Additional information about the admission process and program requirements is available online at tcc.edu (search keywords "HIM Program Packet").

Individuals in the Health Information Management program may elect to pursue professional certification following completion of the A.A.S. The American Health Information Management Association (AHIMA) offers an examination toward the Registered Health Information Technician (RHIT), available to graduates of the HIM program.

The Health Information Management program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM) 233 N. Michigan Avenue, 21st Floor, Chicago, IL 60601-5800, (312) 233-1100, www.cahiim.org/.

### SEMESTER 1

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credits</th>
<th>Prerequisites</th>
<th>Co-Requisites</th>
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<th>Grade</th>
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### SEMESTER 2

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**Semester Total** 7

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<td>HIM 254</td>
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Semester Total 16

Total Minimum Credits 67

1 Eligible courses are listed on page 15 in the 2018-2019 catalog. Students should consult with an academic advisor or counselor to choose the appropriate course(s).