



**TIDEWATER  
COMMUNITY COLLEGE**  
From here, go anywhere.™

HEALTH INFORMATION MANAGEMENT PROGRAM

# **Admissions Procedures & Information**

# 2024

## INTRODUCTORY LETTER

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Dear Applicant:

If you enjoy the healthcare 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](http://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](mailto:ashay@tcc.edu)



# HEALTH CARE INFORMATION MANAGEMENT

## CAREER INFORMATION

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### 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 2024. 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
- Outpatient surgery centers
- Long-term care facilities (nursing homes)
- Health information software companies
- Health insurance companies
- Health information consulting firms
- Colleges and universities (virtual and on-campus)
- Pharmaceutical companies
- Research institutes and foundations

**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](http://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 <https://ahima.org/certification/whycertify>

## PROGRAM SUMMARY

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**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 2024 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 69 credit hours and no prerequisites are required.

**Application deadline is May 15<sup>th</sup> 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 with 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).

## ADMISSIONS PROCESS CHECKOFF LIST

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The following steps must be completed as soon as possible.

Please check each item as you complete it.

- 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).
- 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.
- Visit the HIM program page at [www.tcc.edu/HIM](http://www.tcc.edu/HIM) to learn more about the program, including frequently asked questions.
- 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. Also, check the HIM page for virtual zoom open house information.
- Complete the Health Information Management Program Application online at [www.tcc.edu/HIMapply](http://www.tcc.edu/HIMapply). Application deadline is May 15<sup>th</sup> for the following fall admission.
- 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.
- If applicable, submit the online Request for Evaluation of Previous Higher Educational Experience at <https://forms.tcc.edu/request-for-evaluation-of-educational-experience/>.



## Official Curriculum Guide

Name: \_\_\_\_\_

Date Entered TCC: \_\_\_\_\_

SIS Empl ID: \_\_\_\_\_

Counselor: \_\_\_\_\_

### Associate of Applied Science: Health Information Management(152)

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. 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](http://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 accreditor of Tidewater Community College is the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). The College's accreditation for Associate degree in Health Information Management has been reaffirmed through 2029. All inquiries about the program's accreditation status should be directed by mail to CAHIIM, 200 East Randolph Street, Suite 5100, Chicago, IL, 60601; by phone at (312) 235-3255; or by email at [info@cahiim.org](mailto:info@cahiim.org).

### Semester 1

Classification Course No.	Course Title	Credits	Prerequisites	Co-Requisites	When Taken	Grade
BIO 145	Basic Human Anatomy and Physiology	4	None	None	_____	( )
ENG 111	College Composition I	3	None	None	_____	( )
HIM 101	Health Information Technology I	4	Admission into program	None	_____	( )
HLT 143	Medical Terminology I	3	None	None	_____	( )
SDV 101	Orientation to Health Care	1	None	None	_____	( )
<b>Semester Total</b>		<b>15</b>				

### Semester 2

Classification Course No.	Course Title	Credits	Prerequisites	Co-Requisites	When Taken	Grade
MTH 155	Statistical Reasoning	3	MDE 10 or placement	None or MDE 55 with placement	_____	( )
HIM 110	Introduction to Human Pathology	3	Admission into program, BIO 145 and HLT 143	None	_____	( )
HIM 220	Health Statistics	2	Admission into program	None	_____	( )

## Semester 2

Classification Course No.	Course Title	Credits	Prerequisites	Co-Requisites	When Taken	Grade
HIM 253	Health Records Coding	4	Admission into program and BIO 145	None	_____	( )
HLT 144	Medical Terminology II	3	HLT 143	None	_____	( )
<b>Semester Total</b>		<b>15</b>				

## Semester 3

Classification Course No.	Course Title	Credits	Prerequisites	Co-Requisites	When Taken	Grade
HIM 103	Health Information Technology II	2	Admission into program and HIM 101	None	_____	( )
HIM 249	Supervision and Management Practices	3	Admission into program and HIM 101	None	_____	( )
HIM 260	Pharmacology for Health Information Technology	2	Admission into program, BIO 145 and HLT 143	None	_____	( )
<b>Semester Total</b>		<b>7</b>				

## Semester 4

Classification Course No.	Course Title	Credits	Prerequisites	Co-Requisites	When Taken	Grade
HIM 151	Reimbursement Issues in Medical Practice Management	2	Admission into program	None	_____	( )
HIM 190	Coordinated Internship in Health Information Management	2	Admission into program	None	_____	( )
HIM 226	Legal Aspects of Health Record Documentation	2	Admission into program	None	_____	( )
HIM 229	Performance Improvement in Health Care Settings	2	Admission into program and HIM 101	None	_____	( )
HIM 254	Advanced Coding and Reimbursement	4	Admission into program	None	_____	( )
ITE 141	Microcomputer Software: Spreadsheets	1	None	None	_____	( )
_____	Social Science Elective <sup>1</sup>	3			_____	( )
<b>Semester Total</b>		<b>16</b>				

## Semester 5

Classification Course No.	Course Title	Credits	Prerequisites	Co-Requisites	When Taken	Grade
HIM 215	Health Data Classification Systems	5	Admission into program	None	_____	( )
HIM 230	Information Systems and Technology in Health Care	3	Admission into program	None	_____	( )
HIM 290	Coordinated Internship in Health Information Management	3	Admission into program	None	_____	( )
HIM 298	Seminar and Project in Health Information Management	2	Admission into program	None	_____	( )
_____	Humanities Elective <sup>1</sup>	3			_____	( )
<b>Semester Total</b>		<b>16</b>				

**Total Minimum Credits 69**

<sup>1</sup> Eligible courses are listed under General Education Core Requirements. Students should consult with an academic advisor or counselor to choose the appropriate course(s).





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