

**Fall 2012**  
**Health Information  
Management  
Information Packet  
Certificate**



# *Introduction*

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The Health Information Management (HIM) Certificate Program is designed to provide graduates with the knowledge and skills necessary to obtain entry-level employment in a variety of local medical office settings (inpatient, outpatient, physician office, patient financial services and insurance companies). Graduates will obtain necessary knowledge and skills in areas such as basic medical coding, patient scheduling, health records maintenance, billing, reimbursement and accounting. This in-demand career provides opportunities for advancement.

Experienced medical records and health information technicians can advance by specializing or by moving into a management position. Specialty areas might include privacy and security, coding or risk management.

# *Nondiscrimination Statement*

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PVCC does not discriminate on the basis of race, color, religion, national origin, political affiliation, disability, veteran status, gender, age or sexual orientation in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Vice President for Instruction and Student Services, 501 College Drive, Charlottesville, VA 22902; 434.961.5206.

# *Health Information Management Program Philosophy*

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As members of the health-care field, health information specialists assist in the communication and promotion of optimal health access for the community. This certificate program is designed to provide education in basic medical coding, patient scheduling, health records maintenance, billing, reimbursement and accounting. The curriculum is designed to support the personal and career development of students. As students progress through the program, they learn and develop their potential to enter into a challenging environment. The Health Information Management Program values the diversity of student's age, life experience and culture as this diversity reflects the society they will serve.

With today's rapidly changing information and expanding health-care system, students must develop skills and appreciation for life-long learning. For the Health Information Management certificate graduate this may include further acquisition of technical skills and national certifications pertaining to their work setting and/or pursuit of additional formal education.

# *Essential Functions and Standards for Successful Performance*

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To successfully complete the classroom and clinical components of the program, the Health Information Management Program student must, either independently or with reasonable accommodation, be able to perform all of the following essential standards and functions.

1. **Speech:** Establish interpersonal rapport and communicate verbally and in writing with clients, physicians, peers, family members and the health-care team from a variety of social, emotional, cultural and intellectual backgrounds.
2. **Hearing and Comprehension:** Auditory acuity sufficient to respond to verbal instruction and use the telephone.
3. **Vision:** Visual acuity sufficient to identify and distinguish colors, read handwritten orders and any other handwritten or printed data such as medical records.
4. **Mobility:** Ability to sit for long periods of time.
5. **Manual Dexterity:** Demonstrate eye/hand coordination sufficient to manipulate equipment and use the computer keyboard efficiently.
6. **Mentation:** Ability to remain focused on multiple details and tasks for at least an eight-hour period of time. Assimilate and apply knowledge acquired through lectures, discussions and readings. Ability to think critically, problem solve and multitask.
7. **Writing:** Ability to organize thoughts and present them clearly and logically in writing.
8. **Reading:** Ability to read and understand written directions, instructions and comments in both classroom and clinical settings.

## *Health Status*

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All individuals admitted to the clinical portion of the HIM program will be required to submit documentation of a PPD (TB) test current through the end of the clinical course with negative result or record of negative chest x-ray. These results must be documented on official letterhead from your health care provider. Further information will be given to students by the Program Director prior to the start of the clinical course.

## *Criminal Background Check and Drug Screening*

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All PVCC Health Information Management students must complete the Authorization Form for Background Check and Drug Screening. No other processes may be substituted for this requirement. Forms and information will be provided to students the semester prior to their entering the clinical course required for the HIM program.

This testing is completed through an outside vendor and all fees will be paid directly to this vendor. The testing will compare findings against the following criteria:

- Adult or child sexual offenses
- Adult, child or elder abuse or neglect
- Assault or battery
- Fraud
- Narcotics or other drugs, including prescription drugs
- Felonies of any type

The vendor will report only whether a student clears or does not clear the criteria listed above. All reports will be returned to the Dean of Health and Life Sciences.

In the event that a student is not cleared, the student must make any clarifications directly with the vendor. The student may elect to involve the Dean in any clarification procedures. If no suitable arrangement can be made, the student shall be administratively withdrawn from the clinical course and will be unable to complete the HIM program.

# Curriculum for Health Information Management Program

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Course Number	Course Title	Credits
<b>Fall Semester</b>		
HLT 141	Medical Terminology	2
BIO 100	Basic Human Biology	3
HIM 130	Health Information Systems	3
HIM 131	Health Information Procedures	3
ITE 119	Information Literacy	3
SDV 100/101/108	Student Orientation	1
<b>Spring Semester</b>		
ACC 211	Principles of Accounting I	3
ACC 213	Principles of Accounting II	1
HIM 151	Reimbursement Issues	2
HIM 250	Health Data Classification Systems I: ICD9-CM	4
HIM 255	Health Data Classification Systems II: CPT	2
HIM 143	Managing Electronic Billing in Medical Practice	3
BUS 208	Quality and Productivity Management	3
<b>Summer Semester</b>		
ENG 111	College Composition I	3
HIM 251	Clinical Practice I	3
HIM 254	Advanced Coding and Reimbursement	4
HIM 253	Health Records Coding	4
HIM ____*	HIM Elective	2-3
*Students can choose from the following Electives:		
HIM 260	Pharmacology for HIM	2
HIM 149	Intro to Medical Practice Management	2
HIM 231	Health Records Applications I	3
HIM 110	Introduction to Human Pathology	3
<b>Total Credits for Certificate</b>		<b>49-50</b>

# *Health Information Management Program Prerequisites*

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Students must demonstrate academic readiness for successful completion of the program by:

- 1. Demonstrated competency in reading and writing (eligible to enroll in ENG 111)**
  - a. Completion of developmental English courses (ENG 1, 3, 4, 5) OR
  - b. COMPASS placement score demonstrating competency in this content OR
  - c. Completion of an acceptable college-level composition course with a grade of “C” or better OR
  - d. SAT verbal and writing score of 520 or an ACT score of 21
- 2. Demonstrated competency in mathematics**
  - a. Completion of developmental math courses (MTH 2 and BSK 6) **within last eight years** OR
  - b. COMPASS placement test score **within last eight years** demonstrating competency in this content OR
  - c. Completion of an acceptable college-level math course with a grade of “C” or better **within the last eight years** OR
  - d. SAT quantitative score of 480 or ACT score of 20 **within last eight years**
- 3. Demonstrated competency in science**
  - a. Completion of high school or college-level biology and chemistry courses OR
  - b. Completion of NAS 2 – Foundations of Life Science
- 4. Experience and competency in computer keyboarding**



# *Frequently Asked Questions*

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## **1. WHAT IS HEALTH INFORMATION MANAGEMENT?**

The Health Information Management (HIM) profession is dedicated to the effective management of the patient information and health-care data needed to deliver quality treatment and care to the public. The basic duties of the HIM professional continue to evolve over time, as patient records become less paper-based and increasingly electronic. HIM professionals play a critical role in the successful implementation of electronic health records and ensure that providers, health-care organizations and patients have access to the right health information when and where it is needed while maintaining the highest standards of confidentiality and security.

## **2. WHAT IS THE WORKING ENVIRONMENT LIKE?**

Health Information Management professionals work primarily in office environments. This is one of the few health-related occupations in which there is little or no direct contact with patients. There is, however, continual interaction with people, either in person or by telephone.

## **3. IS THIS A PART-TIME OR FULL-TIME PROGRAM?**

Students can arrange their schedule to accommodate a part-time or full-time course load. Students should be aware that most courses are offered sequentially and not every semester. Students accepted into the program will work with the Health Information Management program director to plan their curriculum.

## **4. HOW LONG WILL THE PROGRAM TAKE?**

Students' current time commitments and courses/requirements already completed will determine how many semesters it will take to finish the program. A full-time student may complete the program in three semesters (12 months).

## **5. WHERE WILL I GET MY CLINICAL EXPERIENCES?**

A variety of clinical sites are used to ensure all students can meet the basic competencies. During all scheduled clinical experiences students are under the direct supervision of an assigned preceptor. Clinical experiences may be scheduled at local hospitals, nursing homes, physician offices and/or billing companies. The Program Director will work with each student to meet their individual career goals.

## **6. HOW DO I GET TO CLASS/CLINICAL SITES?**

Students are responsible for their own transportation to both classroom and clinical sites.

## **7. WILL I AUTOMATICALLY BE HIRED BY ONE OF THE REGIONAL HEALTH-CARE FACILITIES WHEN I FINISH THE PROGRAM?**

Program students will have gained expertise and training particular to each clinical site, but the employers will make hiring decisions based on their own internal criteria.

## **8. WHAT IS THE SALARY OF HEALTH INFORMATION MANAGEMENT PROFESSIONALS?**

The local starting salary range for this career is roughly \$17.00 - \$18.50 per hour, depending on experience and employer (Source: EMSI <http://www.economicmodeling.com>). As the worker gains experience and/or earns specialized certifications pertaining to their work environment the salary incrementally increases.

## **9. IS THERE ROOM FOR CAREER FLEXIBILITY AND ADVANCEMENT?**

Experienced medical records and health information technicians usually advance in one of two ways—by specializing or by moving into a management position. Specialty areas might include privacy and security, coding or risk management.

Experience is valuable in demonstrating certain skills or desirable qualities. It is beneficial for health information technicians to possess good communication skills, attention to detail and computer proficiency. These are the types of skills that will make promotion more likely.

## **10. ARE THERE PREREQUISITES FOR ADMISSION?**

Yes. Certain required general education courses have prerequisites that must be completed before admission into the Health Information Management Program is possible. See page 6 of this booklet for a detailed description of these prerequisites.

## **11. IS FINANCIAL AID AVAILABLE TO HEALTH INFORMATION MANAGEMENT STUDENTS?**

Yes. There are a number of financial aid opportunities. Some of these require enrollment in 12 semester hours each term. This should be considered as you plan your schedule. For further information, please contact the Financial Aid Office at 434.961.6545 at your earliest convenience. It is best to complete your financial aid application by March 31 for the following fall semester.

# *A Message from the PVCC Math Department Regarding Placement Tests*

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Dear Student,

Please keep in mind the following suggestions as you prepare to take your placement exam. Most students place appropriately. On occasion, however, students are not prepared and do not place into the proper level. This letter is written especially to help prevent placing below your true level.

- Take the exam **very** seriously. The exam determines your starting level in mathematics and, therefore, how many mathematics courses you will need to finish your program. **Retakes of the placement test are allowed only every four months or after significant learning has occurred.**
- Give yourself the time you need. The test is not timed! If you are pressed for time, come back early on a different day and take the test when time will not be a factor. Use the time to carefully and seriously answer the questions. *A little time wisely spent on the placement exam can save a semester or more of work!*
- Remember that the correct answer is in front of you, and process of elimination/careful consideration of the choices will help. You want your placement score to reflect what you truly know.
- You are allowed the use of a graphing calculator on this test. If you find yourself without the proper calculator, please ask for assistance at the desk.
- Brush up on your mathematics before the test, but don't try to cram and learn things beyond your knowledge. You can obtain practice problems for the Compass test in mathematics from PVCC's Learning Center and on the Internet at [www.act.org/compass](http://www.act.org/compass). The Jessup Library at PVCC has math texts on reserve for your review. You may also visit the PVCC Math Center for personal assistance prior to taking the math placement test. The Learning and Math Centers are located in PVCC's Main Building, room M617.
- Many students will have to take both mathematics and English placement tests. Consider taking these placement tests on separate days to minimize the effect of test fatigue.
- In summary, do yourself justice and place where you truly are in math by being serious and smart about your time.

# Health Information Management Program Admission Checklist

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Students who are interested in obtaining general information regarding the Health Information Management Program may direct their questions to the Health and Life Sciences Division Office (434.961.5445) or the Health Information Management Program Director (434.961.5266).

Admission Requirement	How Met?	Date Completed
Complete PVCC Application <a href="http://www.pvcc.edu">www.pvcc.edu</a> and select Health Information Management as program of study.	Online Application	
Submit college transcripts to PVCC Office of Admissions and Advising.	Have colleges send official transcripts to PVCC Office of Admissions and Advising and complete request form to have courses evaluated for transfer credit.	
Submit high school transcript or GED to PVCC Office of Admissions and Advising.	Have high school send official transcript to PVCC Office of Admissions and Advising.	
Complete assessment testing in reading, writing and math.	Take tests in PVCC's Testing Center. Some or all of the placement testing may be waived depending on prior college course work.	