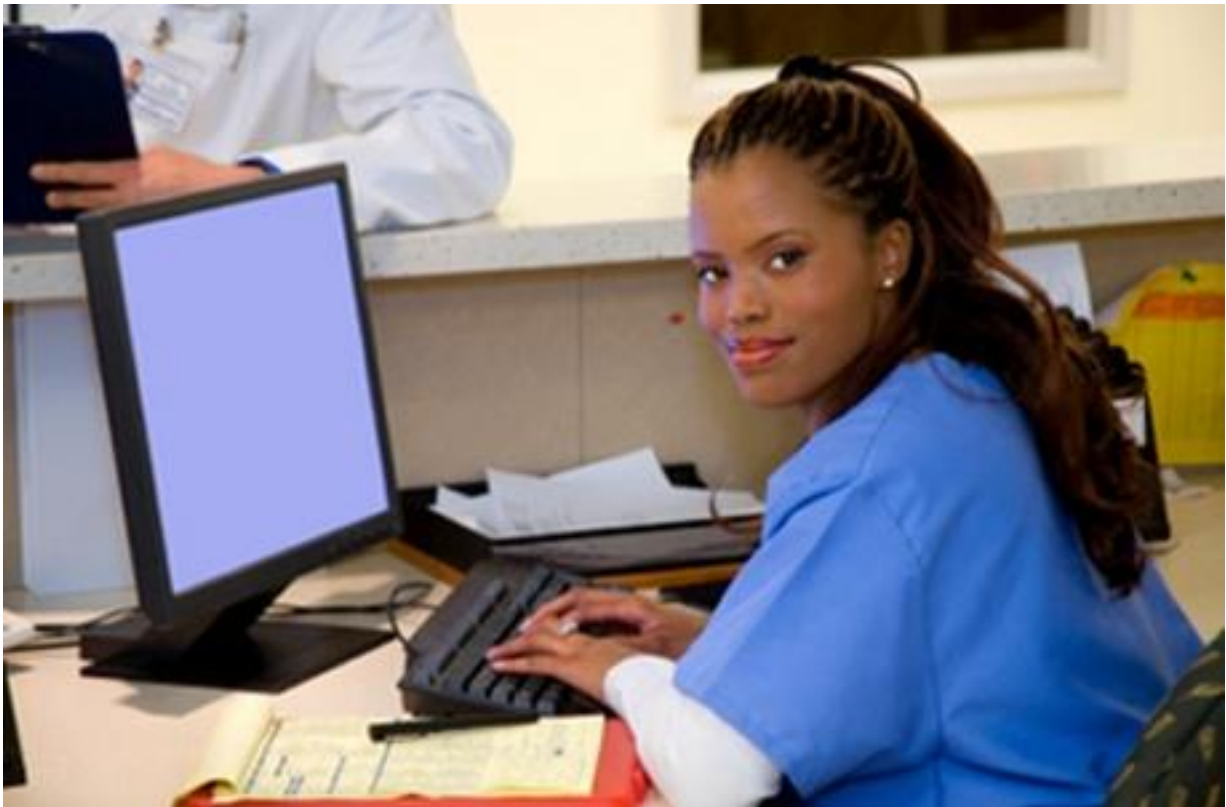


Fall 2015
**Health Information
Management**
Certificate

PROGRAM INFORMATION



Disclaimer

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PVCC reserves the right to make changes to any provision or requirement within these sources, as well as changes to any curriculum or program, whether during a student's enrollment or otherwise.

Hard copies of the Admission Requirements and Program Information booklets may be obtained in the Admissions and Advising Center and in the lower-level of the Kluge Moses Building.

Nondiscrimination Statement

PVCC does not discriminate on the basis of race, color, religion, national origin, political affiliation, disability, veteran status, sex, age or sexual orientation in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Human Resources Manager, Main Building, Room M810, 501 College Dr., Charlottesville, VA 22902; 434.961.6567.

Introduction

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.

Health Information Management Program Philosophy

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

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

All individuals admitted to the clinical portion of the HIM program (HIM 251) 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

All PVCC Health Information Management students enrolling in HIM 251 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

Students must demonstrate academic readiness for successful completion of the program by completing the following by successfully completing established prerequisites for courses in which they enroll.

Course No.	Course Title	Credits	Prerequisite
General Education Courses			
SDV 100 / 101	Student Orientation	1	none
HLT 141	Medical Terminology	2	none
ENG 111	College Composition I	3	SAT or ACT or placement score
ITE 119	Information Literacy	3	none
BIO 145	Anatomy and Physiology for Health Sciences	4	SAT or ACT or placement scores into ENF 3 AND completion of MTE 1-5 or placement test equivalent ALL within 2 years of enrollment
BUS 208	Quality and Productivity Management	3	none
ACC 211	Principles of Accounting I	3	None; must take ACC 213 at same time
ACC 213	Principles of Accounting II	1	None; must take ACC 211 at same time
Fall Semester			
HIM 130	Health Information Systems	3	Successful completion of MTH 2, BSK 6 OR MTE 1-4 (within last 8 years) OR placement score OR completion of an acceptable college-level math course (within last 8 years) with a grade of "C" or better
HIM 131	Health Information Procedures	3	none
Spring Semester			
HIM 151	Reimbursement Issues	2	Successful completion of MTH 2, BSK 6 OR MTE 1-4 (within last 8 years) OR placement score OR completion of an acceptable college-level math course (within last 8 years) with a grade of "C" or better AND HIM 130 and HIM 131
HIM 250	Health Data Classification Systems I: ICD9-CM	4	HLT 141, BIO 145
HIM 255	Health Data Classification Systems II: CPT	2	HLT 141, BIO 145
HIM 143	Managing Electronic Billing in Medical Practice	3	HIM 150, HIM 151, and HIM 255; may take at same time
Summer Semester			
HIM 254	Advanced Coding and Reimbursement	4	HIM 250 and HIM 255
HIM 253	Health Records Coding	4	HIM 250
HIM 251 (Fall 2 nd year)	Clinical Practice I	3	Completion of all other HIM courses- may take at same time as HIM 253 & 254
HIM ____*	HIM Elective	2-3	
*Students can choose from the following Electives:			
HIM 260	Pharmacology for HIM	2	Completed MTE 1-4 or placement test score equivalent, HLT 141 and BIO 145.
HIM 149	Introduction to Medical Practice Management	2	none
HIM 231	Health Records Applications I	3	HIM 130, HIM 131, HIM 151-may take at same time as HIM 231
HIM 110	Introduction to Human Pathology	3	Placement into ENF 3/ENG 111; completed BIO 145; completed HIM 131; and completed HLT 141 or HLT 143
Total Credits for Certificate		50-51	



Frequently Asked Questions



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. IF I AM TRANSFERRING FROM ANOTHER COLLEGE, CAN I GET CREDIT FOR SOME OF THE GENERAL EDUCATION COURSES?

Yes. Once your transcripts are on file in PVCC's Office of Admissions and Records, you may request that the Registrar complete a transcript evaluation and send you written confirmation of courses accepted for transfer to PVCC. The Transcript Evaluation Request form can be found online at http://www.pvcc.edu/docs/forms/form_transcript_evaluation_request.pdf.

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.

4. WHAT ARE THE COSTS INVOLVED IN THE HIM PROGRAM?

In addition to tuition and the cost of transportation to clinical sites and parking, students are responsible for the following items (estimated):

Books:	\$2,350
Supplies:	\$50
Health Screening:	\$50
Background Check/Drug Screen:	\$112

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?

No. There are no prerequisites for admission into the Health Information Management Program, however many courses required in the program have prerequisites. Certain required general education courses have prerequisites that must be completed before admission into the Health Information Management Program is possible. See page 5-6 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

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.
- 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 Testing Center and on the Internet at www.act.org/compass. The Jessup Library at PVCC has math texts on reserve for your review. You may also visit the PVCC First Quadrant Math Center for personal assistance prior to taking the math placement test. The Testing Center is located in PVCC's Main Building, room M607. The First Quadrant Math Center is located in M253.
- 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.
- Test scores are valid for two (2) years after the date of the test. Students who take the placement test and who do not enroll in developmental math are allowed to take one (1) retest within twelve (12) months. Students who attempt developmental mathematics will be ineligible for a retest.
- In summary, do yourself justice and place where you truly are in math by being serious and smart about your time.

HIM 251 Enrollment Checklist

Use this as a tool to assure completion all requirements required to begin the HIM 251 course.

Requirement	How Met?	Date Completed
Complete PVCC Application www.pvcc.edu	Online Application (<i>Be sure to select "Health Information Management" as your program of study.</i>)	
Complete background check and drug screen.	Pick up instructions on completing background check and drug screen in the Health and Life Sciences Division Office.	
Bring documentation of a negative tuberculin test (PPD) (or chest x-ray) to the Health and Life Science Division Office.	Health care provider or health department.	