Fall 2017
Health Information Management
Certificate

PROGRAM INFORMATION
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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 Keats Science 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.
Health Information Management

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). HIM professionals work in a variety of different settings and job titles. They often serve in bridge roles, connecting clinical, operational, and administrative functions.

Graduates will obtain necessary knowledge and skills in areas such as basic medical coding, patient scheduling, health records maintenance, healthcare privacy and security of data, billing, and reimbursement. This in-demand career provides opportunities for advancement.

Health Information Management is the practice of acquiring, analyzing, and protecting digital and traditional medical information vital to providing quality patient care. It is a combination of business, science, and information technology.

HIM professionals are highly trained in the latest information management technology applications and understand the workflow in any healthcare provider organization from large hospital systems to the private physician practice. They are vital to the daily operations management of health information and electronic health records (EHRs). HIM professionals work on the classification of diseases (ICD-10-CM) and treatments to ensure they are standardized for clinical, financial, and legal uses in healthcare. Health information professionals care for patients by caring for their medical data. These professionals affect the quality of patient information and patient care at every touch point in the healthcare delivery cycle. (www.ahima.org)
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 on-site training portion of the HIM program (HIM 196-1 cr. 40 hours/8wk session) will be required to submit documentation by his/her healthcare provider that specific immunizations and tests have been completed. A list of these immunizations may be obtained from the Health and Life Sciences Division Office in the Keats Science Building, Room K224A. The results of all required immunizations must be documented on official letterhead from your health care provider and submitted to the Health & Life Sciences Clinical Compliance Coordinator for review, prior to the start of the clinical portion of the program.

Criminal Background Check and Drug Screening

All PVCC Health Information Management students enrolling in HIM 196 must complete a Background Check and Drug Screening through our vendor, CastleBranch. No other processes may be substituted for this requirement. Forms and information will be provided to students prior to their entering the last semester of study in the program, when the on-site training is required. All fees will be paid directly to this vendor.

The Background Check will search for adult or child sexual offenses; adult, child or elder abuse or neglect; assault or battery; fraud; misdemeanors and felonies of any type. However, only “barrier crimes” will result in failure of the background check. (PVCC defines “barrier crimes” as crimes that would prevent a student from obtaining their license OR would prevent them from participating at a clinical site due to the clinical site’s requirements.)

CastleBranch will report only whether a student clears or does not clear the background check. All reports will be returned to the Clinical Compliance Coordinator. 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 of Health and Life Sciences in any clarification procedures. If no suitable arrangement can be made, the student shall be administratively withdrawn from the course.

The Drug Screen tests for Amphetamine (methamphetamine), barbiturates, benzodiazepine, cocaine, marijuana, methadone, methaqualone, opiates (codeine, morphine), phencyclidine and propoxyphene.

Any of these drugs found in the student’s drug screen, will result in the student failing the drug screen. In cases of failure, CastleBranch will reach out to the student and, if the student failed due to a valid prescription, the student can send CastleBranch prescription documentation, which may result in the student passing the drug screen. However, if no prescriptions cover the failure, the student will be administratively withdrawn from the course.
# Curriculum for Health Information Management Program

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

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Course Title</th>
<th>Credits</th>
<th>Prerequisite required for course</th>
</tr>
</thead>
<tbody>
<tr>
<td>SDV 100 / 101</td>
<td>Orientation</td>
<td>1</td>
<td>none</td>
</tr>
<tr>
<td>HLT 141</td>
<td>Introduction to Medical Terminology</td>
<td>2</td>
<td>none</td>
</tr>
<tr>
<td>ENG 111</td>
<td>College Composition I</td>
<td>3</td>
<td>SAT/ACT/ or placement score</td>
</tr>
<tr>
<td>ITE 119</td>
<td>Information Literacy</td>
<td>3</td>
<td>none</td>
</tr>
<tr>
<td>BIO 145</td>
<td>Human Anatomy &amp; Physiology for Health Sciences</td>
<td>4</td>
<td>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. BIO141/142 may both be substituted (only both)</td>
</tr>
<tr>
<td>HIM 141</td>
<td>Fundamentals of Health Information Systems I</td>
<td>3</td>
<td>none</td>
</tr>
<tr>
<td>HIM 110</td>
<td>Introduction to Human Pathology</td>
<td>3</td>
<td>Placement into ENF 3/ENG 111; completed BIO 145; and completed HLT 141 or HLT 143</td>
</tr>
<tr>
<td>HIM 250</td>
<td>Health Data Classification Systems I: ICD9-CM</td>
<td>4</td>
<td>HLT 141, BIO 145 (no exceptions)</td>
</tr>
<tr>
<td>HIM 255</td>
<td>Health Data Classification Systems II: CPT</td>
<td>2</td>
<td>HLT 141, BIO 145 (no exceptions)</td>
</tr>
<tr>
<td>HIM 254</td>
<td>Advanced Coding &amp; Reimbursement</td>
<td>4</td>
<td>HIM 250. HIM 255 can be a co-req</td>
</tr>
<tr>
<td>HIM 260</td>
<td>Pharmacology for Health Information Management</td>
<td>3</td>
<td>Completed MTE 1-4 or placement test score equivalent, HLT 141 and BIO 145.</td>
</tr>
<tr>
<td>HIM 226</td>
<td>Legal Aspects of Health Record Documentation</td>
<td>2</td>
<td>HIM141 or permission of Program Director</td>
</tr>
<tr>
<td>HIM 196</td>
<td>On Site Training</td>
<td>1</td>
<td>Completion of all other HIM courses and/or with Program Director approval.</td>
</tr>
</tbody>
</table>

**Total Credits for Certificate** 35
1. **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](http://www.pvcc.edu/docs/forms/form_transcript_evaluation_request.pdf).

2. **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 courses occur in sequential order on the schedule and not every semester. Students will become part of a “cohort”. Students accepted into the program will work with the Health Information Management program director to plan their curriculum.

3. **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).

4. **WHERE WILL I GET MY CLINICAL EXPERIENCES?**

A variety of clinical sites are used as well as some “virtual learning opportunities” 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, and other available health care facilities.

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

HIM 196 is a course requirement of graduation from the program. Students are responsible for their own transportation to both classroom and clinical sites. It is very likely students will need to adjust their personal and work schedules to meet the internship constraints and must understand this is their responsibility.
6. 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: $  
Supplies: $  
Immunizations: $Varies per student  
Background Check/Drug Screen: $148

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?
Experience and National Certifications are valuable in demonstrating certain HIM skills or desirable qualities. It is also beneficial for health information technicians to possess good communication skills, attention to detail and computer proficiency.

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 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.
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 specially 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.