

HEALTH INFORMATION MANAGEMENT (HIF)

HIF 132 Pharmacology Credits: 2

Typically Offered: Spring.

Course Description: An introductory course with emphasis on classes of drugs and their primary use. Course work will include indications for the medications, dose and route of delivery of the most frequently prescribed medications in various health care settings. **Prerequisite(s):** A grade of C or higher in ALH 106 and BIO 250.

HIF 200 Health Care Delivery Systems Credits: 3

Typically Offered: Fall.

Course Description: Study of the components of the health care delivery system; roles and functions of the hospital's organizational components: the governing board, the administration and the medical staff in various hospital departments. Investigation of the procedures used by the organizations which regulate and accredit hospitals, e.g., The Joint Commission.

HIF 275 Coding and Classification Systems I Credits: 3

Typically Offered: Spring.

Course Description: Introduction to medical nomenclature and classification systems, official coding guidelines, data quality, case mix, analysis and ICD-10-CM and ICD-10-PCS using manual as well as automated encoders. To be taken concurrently with HIF 276.

Prerequisite(s): A grade of C or higher in ALH 106, BIO 250, and HIF 132 and credit or concurrent enrollment in BIO 375.

HIF 276 Coding and Classification Systems I Lab Credits: 1

Typically Offered: Spring.

Course Description: Laboratory for application of coding practices learned in HIF 275. To be taken concurrently with HIF 275.

HIF 277 Coding and Classification Systems II Credits: 3

Typically Offered: Fall.

Course Description: Study and application of CPT and HCPCS coding principles using manual and automated encoders. Diagnosis related groups, ambulatory payment classifications, case mix, and data quality will be integrated throughout the course work. To be taken concurrently with HIF 278. **Prerequisite(s):** A grade of C or higher in ALH 106, BIO 250, and HIF 132, and credit or concurrent enrollment in BIO 375.

HIF 278 Coding and Classification Systems II Lab Credits: 1

Typically Offered: Fall.

Course Description: Provides a laboratory setting for the application of coding practices learned in HIF 277. To be taken concurrently with HIF 277. **Prerequisite(s):** A grade of C or higher in ALH 106, BIO 250, and HIF 132, and credit or concurrent enrollment in BIO 375.

HIF 300 Health Data Management Credits: 3

Typically Offered: Fall.

Course Description: Focuses on the study of the origin, content, and format of healthcare records across the continuum of healthcare in both traditional and non-traditional settings, including paper, hybrid, and electronic health records and the standards that govern the development of records. Other topics include accreditation and regulatory requirements, methods to assess and retrieve health data and patient records, registries, structure and content standards pertaining to healthcare data sets and data sources, record analysis, and storage and retention. **Prerequisite(s):** A grade of C or higher in HIF 200.

HIF 310 Clinical Classification Systems Credits: 3

Typically Offered: Fall.

Course Description: Introduction to classification systems, vocabularies, taxonomies, terminologies and the coding and mapping of data by manual or the use of encoders. The students will be exposed to a variety of classification systems and terminologies, specifically ICD-9-CM and CPT/HCPCS, but ICD-10-CM and ICD-10-PCS and SNOMED-CT will be emphasized. **Prerequisite(s):** A grade of C or higher in ALH 106, BIO 250, HIF 200, HIF 132 and credit or concurrent enrollment in BIO 375.

HIF 320 Information Technology and Systems Credits: 3

Typically Offered: Spring.

Course Description: Focuses on a study of computer concepts and applications in the management of health information systems. The class emphasizes the role of the health information manager in data storage and retrieval; database querying and data mining techniques; and design and generation of administrative reports using appropriate software. Data security, design of audit trails, participation in risk assessment, contingency planning, data recovery procedures, local and wide area network data definitions, data administration, database structure, data dictionaries, data modeling, and database administration are covered. Also studied are work simplification, system analysis and functional standards. **Prerequisite(s):** A grade of C or higher in HIF 300 and ACT 301.

HIF 330 Legal and Ethical Aspects of Healthcare Management Credits: 3

Typically Offered: Fall.

Course Description: Content includes the study of the legal and ethical issues involved in the management and delivery of healthcare services and inter-relationships between institution, physicians, and patients. Topics include release of information, quality documentation, retention of records, HIPAA privacy and confidentiality, ethical standards of practice, fraud and abuse, risk management, contracts, consents, and other current medico/legal issues. **Prerequisite(s):** A grade of C or higher in HIF 200.

HIF 350 Quality Management Credits: 3

Typically Offered: Spring.

Course Description: Focuses on the study of history, organization and coordination of facility-wide management and performance improvement processes that involve team and process thinking; outcomes measurement; review of utilization of healthcare and other cost-containment programs; risk management and the application of evaluation techniques. Principles of data collection, preparation, analysis and interpretation of healthcare statistics, will be taught along with statistics used in quality management activities and organizational assessment, vital statistics, and computerized statistical packages. **Prerequisite(s):** A grade of C or higher in MAT 110 or MAT 110E, MAT 112, or MAT 116, HIF 300 and HIF 330.

HIF 371 Professional Management Experience I Credits: 2

Typically Offered: Spring.

Course Description: Focuses on assignments to promote competency levels required of entry-level health information management professionals and to integrate basic knowledge and to begin the transition required to function as a manager. Many assignments will be completed in a lab setting utilizing records, encoders, and software necessary for practical applications of management skills. **Prerequisite(s):** A grade of C or higher in HIF 310, and HIF 330, can be taken concurrently with HIF 320 and HIF 350.

HIF 379 Revenue Cycle and Reimbursement Management Credits: 3

Typically Offered: Spring.

Course Description: The course will cover various reimbursement practices and payment methodologies, processes for reporting and billing, reimbursement terminology, including revenue cycle and chargemaster management. **Prerequisite(s):** A grade of C or higher in HIF 300 and HIF 310.

HIF 410 Human Resources and Operations Management Credits: 3

Typically Offered: Fall.

Course Description: Focuses on human resources management practices and strategic leadership management. Topics include staffing, employee development, training, benefits, employer relations, recruitment, work measurement, change management, project management, and human factors. **Prerequisite(s):** A grade of C or higher in MGT 350.

HIF 420 Clinical Data Management Credits: 3

Typically Offered: Fall.

Course Description: Focuses on acquiring, managing, manipulating, analyzing, and reporting data retrieved from a variety of sources, such as electronic health records, patient care systems, claims management data, and traditional coded data in order to provide data for healthcare decision making. **Prerequisite(s):** A grade of C or higher in HIF 300, HIF 350, and HIF 379. (Declared majors in Population Health Management are exempt from prerequisites for this course).

HIF 430 Applied Health Informatics Credits: 3

Typically Offered: Fall.

Course Description: Focuses on various clinical, administrative, and specialty systems applications, such as administrative, clinical decision support systems, electronic health record and computer-based health record systems, nursing, ancillary service systems, patient numbering systems at master and enterprise levels. Apply systems development and systems life cycle concepts to the selection of healthcare information systems. **Prerequisite(s):** A grade of C or higher in HIF 320.

HIF 440 Financial and Resource Management Credits: 3

Typically Offered: Spring.

Course Description: Builds on the study of healthcare organizations and their management. Topics include problem solving and decision making, establishing performance and production monitors, knowledge of financial management concepts and accounting principles essential for managing health information management departments, operations, and cost-benefit analysis for resource needs. Course also includes the reimbursement cycle from patient registration to claims billing with an emphasis on federal regulations and the role of HIM regarding payment systems. **Prerequisite(s):** A grade of C or higher in ACC 201, HIF 410, and HIF 420.

HIF 460 Applied Research Credits: 3

Typically Offered: Spring.

Course Description: Focuses on applied research in health care services, health informatics, or health information management. Topics include research design, research methods, evaluation and outcomes research, research process, data analysis, and ethical issues in research. Students will analyze published research projects, prepare a research study proposal, and conduct an applied research study. **Prerequisite(s):** A grade of C or higher in HIF 350 and PSY 300.

HIF 465 Professional Management Experience II Credits: 3

Typically Offered: Spring.

Course Description: During this supervised professional management experience, students will perform management-level activities at an approved health related facility. The management activities are designed to prepare the student for entry-level management roles in health information management settings. Virtual laboratory and other activities simulating work performed in health-related facilities will also be used in this professional management experience class. **Prerequisite(s):** Senior standing in the HIM Program.

HIF 470 Senior Seminar Credits: 1

Typically Offered: Spring.

Course Description: Course is a student-centered experience where students present and discuss their professional management experience; develop an analysis of their employment readiness; explore employment opportunities and career preparation, and complete a comprehensive exam. **Prerequisite(s):** Senior standing in the HIM Program.