

# Certificate in Health Information Management

The Certificate in Health Information Management is designed for students who have a bachelor's degree and wish to qualify for the Registered Health Information Administrator (RHIA) credential exam administered by AHIMA. This certificate equips students with the health care knowledge and skills needed to manage patient data and improve patient care in today's health care environments. Knowledge of the electronic management of sensitive patient health information and health care organization revenue cycle management is critical for success in the health care field today. Our program is structured to provide a professional education with a comprehensive curriculum that is guided by the principle of quality health care through quality information.

The Health Information Management accreditor of Charter Oak State College is the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM®). The College's accreditation for Baccalaureate degree in Health Information Management has been reaffirmed through 2031. 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).

This Certificate is 54 credits and 21 of these credits must be completed at Charter Oak, including HIM 499. All courses must be completed with a grade of 'C' or better.

## Certificate Core Courses

|                                                                    |      |
|--------------------------------------------------------------------|------|
| HCA 101: Health Care Systems and Administration                    | 3 cr |
| HIM 115: Principles of Health Information Management               | 3 cr |
| HIM 200: Health Information Systems                                | 3 cr |
| HIM 205: Reimbursement Methodologies                               | 3 cr |
| *HIM 210: Medical Coding and Billing I                             | 3 cr |
| *HIM 211: Medical Coding and Billing II                            | 3 cr |
| HIM 300: Medical Vocabularies and Classification Systems           | 3 cr |
| HIM 305: Health Information Services Management & Leadership       | 3 cr |
| HIM 315: Health Care Statistics                                    | 3 cr |
| HIM 320: Electronic Health Records and Health Information Exchange | 3 cr |
| HIM 405: Health Care Information Law, Privacy, and Security        | 3 cr |
| HIM 435: Healthcare Data Analysis and Information Governance       | 3 cr |
| HIM 420: Health Care Research and Quality                          | 3 cr |
| HIM 498: Health Information Management Practicum                   | 3 cr |
| HIM 499: Health Information Management Capstone                    | 3 cr |

\*All course prerequisites must be met.

## Certificate Foundation Courses

An additional 9 foundation credits are required for those students who do not already have the required medical science courses.

|                               |      |
|-------------------------------|------|
| HCA 105: Medical Terminology  | 3 cr |
| BIO 212: Anatomy & Physiology | 3 cr |
| BIO 215: Pathophysiology      | 3 cr |

## RHIT Credential

A student who has a bachelor's degree, and an RHIT credential (valid between July 2009-July 2019) will be able to transfer credits earned from the RHIT credential to the HIM Certificate. As a result, the student would only need to complete the following courses in order to complete the Certificate in Health Information Management:

|                                      |      |
|--------------------------------------|------|
| HIM 200: Health Information Systems  | 3 cr |
| HIM 205: Reimbursement Methodologies | 3 cr |

|                                                              |      |
|--------------------------------------------------------------|------|
| HIM 300: Medical Vocabularies and Classification Systems     | 3 cr |
| HIM 305: Health Information Services Management & Leadership | 3 cr |
| HIM 435: Healthcare Data Analysis and Information Governance | 3 cr |
| HIM 498: Health Information Management Practicum             | 3 cr |
| HIM 499: Health Information Management Capstone              | 3 cr |

## Program Learning Outcomes

Students who complete a Certificate in Health Information Management will be able to:

- manage and collect patient health information;
- code diagnosis and procedures for reimbursement and billing;
- manage health care organization revenue cycles;
- administer electronic health record systems;
- administer health information exchange systems;
- prepare health informatics reports that doctors, nurses, and other health care providers rely on to deliver quality health care;
- protect the confidentiality and privacy of health records;
- ensure the security of health records;
- supervise HIM professionals;
- prepare HIM financial plans and budgets; and
- manage HIM technology projects.