

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 healthcare knowledge and skills needed to manage patient data and improve patient care in today's healthcare environments. Knowledge of the electronic management of sensitive patient health information and healthcare organization revenue cycle management is critical for success in the healthcare field today. Our program is structured to provide a professional education with a comprehensive curriculum that is guided by the principle of quality healthcare 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.

This Certificate is 48 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: Healthcare Systems and Administration	3 cr
HIM 115: Principles of Health Information Management	3 cr
HIM 205: Revenue Cycle Management	3 cr
*HIM 210: Clinical Classifications Systems I	3 cr
*HIM 211: Clinical Classifications Systems II	3 cr
HIM 305: Health Information Services Management & Leadership	3 cr
Choose one of the following:	3 cr
• HIM 315: Population Health, Statistics, and Research	
• *HCA 525: Epidemiology & Population Health Informatics	
HIM 320: Electronic Health Records and Interoperability	3 cr
Choose one of the following:	3 cr
• Healthcare Data Management	
• *HIF 530: Introduction to Health Informatics and Hot Topics	
Choose one of the following:	3 cr
• HIM 405: Healthcare Information Law, Privacy, and Security	
• *HIF 645: Health Information Security and Application	
Choose one of the following:	3 cr
• HIM 435: Healthcare Data Analysis and Informatics	
• *HIF 535: Health Information Analytics	
HIM 420: Healthcare Quality Management	3 cr
HIM 499: Health Information Management Capstone	3 cr

*All course prerequisites must be met.

Certificate Foundation 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 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 205: Revenue Cycle Management 3 cr

OR

*HIM 420: Healthcare Quality Management

HIM 305: Health Information Services Management & Leadership 3 cr

Healthcare Data Management 3 cr

HIM 435: Healthcare Data Analysis and Informatics 3 cr

HIM 499: Health Information Management Capstone
3 cr

*For credentials with validity dates between 2009-July 2019, HIM 205 remaining. For credentials with validity dates as of August 2019, HIM 420 is remaining.

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 healthcare organization revenue cycles;
- administer electronic health record systems;
- administer health information exchange systems;
- prepare health informatics reports that doctors, nurses, and other healthcare providers rely on to deliver quality healthcare;
- 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.