

## SCHOOL OF NURSING AND ALLIED HEALTH SCIENCES HEALTH INFORMATION MANAGEMENT

### FACULTY

Dana Lloyd, Program Director  
Science Building, Room 202-B  
Phone: (580) 774-7149  
E-mail: [dana.lloyd@swosu.edu](mailto:dana.lloyd@swosu.edu)

Marcy Pye, Assistant Director  
Science Building, Room 202-C  
Phone: (580) 774-7103

### PROGRAM GOALS

The goals of the distance education Health Information Management Program at Southwestern Oklahoma State University serve as the foundation for program development and continuous evaluation. Program goals are:

- to provide the academic foundation necessary to ensure that graduates are able to successfully perform the *Entry Level Competencies* of the HIM profession as periodically defined by nationally accepted standards of practitioner roles and functions,
- to provide a quality program in Health Information Management supported by a comprehensive curriculum based on continuous assessment, modification, and reanalysis,
- To employ and foster the development of faculty who demonstrate competence in current and emerging HIM professional practice particularly related to areas of instructional responsibility, and
- To monitor and be receptive to the needs of the community of interest served by the HIM program at SWOSU.
- To prepare students to develop the skills needed by practicing professionals in the Health Information Management field and provide assurance that graduates of the program demonstrate the entry-level competencies.

### PROGRAMS OF STUDY

**Major:** Health Information Management

**Minor:** Health Care Administration

### GENERAL INFORMATION

#### THE PROFESSION

The Health Information Manager works on the business side of healthcare and is a key member of the modern medical team who plans, designs, develops, and manages health information systems. S/he is responsible for controlling data and confidentiality, clinical statistical data, and quality improvement programs in all types of health care facilities, organizations, and agencies. The Health Information Manager combines knowledge of health care, health documentation, information management, and administration to provide services which meet the medical, administrative, legal, ethical, regulatory, and institutional requirements of the health care delivery system being served. The profession is an excellent choice for self-motivated individuals interested in a career that combines knowledge of medicine, business, and computer science. The demand for professional Health Information Managers is increasing, and the number of trained individuals needed will actually increase for several years. Career opportunities are found

throughout the nation and in foreign countries. Employment is found specifically in hospital health information departments as directors, assistant directors, area supervisors, coders, and specialists in the areas of utilization review, data administration, cancer registry, performance improvement, and reimbursement, as well as analysis, design, implementation, and meaningful use of electronic health record systems. Job opportunities other than hospitals include outpatient clinics, health centers, medical research organizations, consulting firms, private consulting, long-term care facilities, insurance companies, private and governmental health agencies, correctional facilities, and colleges and universities with educational programs in health information management and technology.

### ADMISSION REQUIREMENTS

Any student may declare their major as Health Information Management and enroll in the pre-professional curriculum. This curriculum consists of 67-68 hours including courses which meet the general education requirements of the University. When most of these pre-professional courses are completed, students may apply for admission into the professional Health Information Management Program. Applications are available online at [www.swosu.edu](http://www.swosu.edu). To be considered for acceptance, an applicant must have completed the majority of the pre-professional curriculum and achieved and maintained a GPA of 2.50 in these courses. The number of applicants accepted will reflect an appropriate student-faculty ratio and the availability of appropriate clinical resources. Students in Health Information Management will complete a minor in Health Care Administration.

Applicants to the HIM Program must possess the following general qualities: critical thinking, sound judgment, emotional stability and maturity, empathy, physical and mental stamina, and the ability to learn and function in a wide variety of didactic and clinical settings. Graduates of the HIM Program must have the minimal skills, essential functions, and knowledge to function in a broad variety of clinical settings.

Students in the HIM Program must have the following minimum abilities:

- Technical competence to complete the HIM degree since the degree is a distance education program/100% online.
- Ability to meet minimum hardware and software requirements for all coursework throughout the HIM program as specified by faculty
- Ability to acquire and apply information from classroom instruction, laboratory experience, independent learning and team projects.
- Ability to communicate effectively in English using oral and written form with colleagues, clerical employees, other health professionals, patients, attorneys, workers' compensation

representatives, insurance companies, as well as other third party payers and other individuals and agencies who need information from patient records or databases maintained in HIM departments.

- Ability to calculate mathematical information, such as hospital statistics, budgets, and productivity information.
- Ability to use computers and complete computer-based assignments and the ability to operate additional equipment located in HIM departments.
- Manual dexterity necessary to complete activities relative to the HIM office environment with sufficient mobility to maneuver in small areas.
- Visual ability sufficient to read and access medical information in a variety of media (i.e. paper records, computerized data).
- Ability to synthesize information regarding health care outcomes for formal, verbal, and/or written presentation to health care professionals as well as the ability to delegate to subordinates.

Upon admission, a student who discloses a properly certified disability will receive reasonable accommodation but must be able to perform the above listed essential functions of the curriculum and the HIM professional environment.

#### **PROFESSIONAL PRACTICE AND THE MANAGEMENT PRACTICUM**

The purpose of the professional practical experience (including 4051-Professional Practice and 4253-Management Practicum) is to provide the vital link between textbook, campus instruction, and on-site experience. Students are assigned to a variety of health care facilities to gain “real life” experience throughout the professional curriculum. Affiliate sites are located in Oklahoma City and other Oklahoma locations. Arrangements may be made for students to complete requirements in out-of-state facilities. Students are responsible for all expenses incurred including meals,

transportation and lodging. In addition, the student should be able to show evidence of current health insurance coverage, current physical examination and immunizations, drug screen, completion of a background check prior to practical experiences, and additional requirements based on healthcare facility preference.

#### **PROGRAM COMPLETION**

Students must achieve and maintain a 2.5 GPA during the professional program to be allowed to progress through the professional sequence, as well as the maintenance of a "C" or better in all major courses. If courses are sequenced appropriately and completed in a timely manner, students will complete all requirements for program completion in May of their senior year.

#### **PROGRAM OUTCOMES**

Annual graduate and employer follow-up indicate that both graduates and employers are highly satisfied with the HIM program at SWOSU. Student performance on the national certification exam is at or above the national average. The SWOSU HIM graduate is highly marketable in the health workforce filling a diverse variety of HIM related roles including management, diagnostic coding, cancer and trauma registry, and positions relating to emerging technologies associated with electronic health information. Limiting factors to employment are mobility constraints

#### **ACCREDITATION**

The Health Information Management Program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). Accreditation ensures that graduates will be eligible to take the National Registration Examination for the Registered Health Information Administrator (RHIA).

## BACHELOR OF SCIENCE IN HEALTH INFORMATION MANAGEMENT (Code No. 551)

### GENERAL EDUCATION

Courses that are **required** are in bold type.  
Courses that are *recommended* are in italics.

**GENERAL EDUCATION HOURS**..... 40  
**REQUIRED CORE COURSES**..... 31-35

**Written Communication**.....6

**ENGL 1113 English Composition I**  
**ENGL 1213 English Composition II**

**Mathematics**.....3

**MATH 1513 College Algebra**  
**or a higher numbered math course**

**U. S. History** .....3

*Select one course.*

HIST 1043 U.S. History to 1877  
HIST 1053 U.S. History since 1877

**American Government**.....3

**POLSC 1103 American Government & Politics**

**Science**.....8

*Select one course from Life Science and one course from Physical Science. One Science course must be a lab science.*

**Life Science**.....3-4

**BIOL 1004 Biological Concepts w/Lab**  
**OR**  
**BIOL 1054 Principles of Biology I w/Lab**

**Physical Science**.....3-4

ASTRO 1904 Astronomy  
CHEM 1004 General Chemistry w/Lab  
GEOL 1934 Physical Geology w/Lab  
SCI 1513 Conc of Phy Science (may also take w/lab)  
SCI 1501 Concepts of Phy Science Lab  
PHY 1044 Basic Physics I w/Lab  
PHY 1063 General Physics  
**or a higher numbered chemistry or physics course**

**Humanities**.....6

HUM 1103 Introduction to Humanities  
**OR**  
HIST 1033 World History  
**AND one of the following:**  
ART 1223 Art Survey  
COMM 1263 Introduction to Theatre  
LIT 2333 Introduction to Film  
LIT 2413 Introduction to Literature  
MUSIC 1013 Introduction to Music I  
MUSIC 1103 Music and Culture  
PHILO 1453 Introduction to Philosophy

**Human, Cultural, & Social Diversity** .....3

**PSYCH 1003 General Psychology**

**Computer Proficiency**.....0-3

Students must demonstrate computer proficiency (high school Computer Science course, SWOSU computer proficiency exam, or COMSC 1023 Computer & Info Access).

**GE electives (from at least 2 different categories) to total 40**

### HEALTH INFORMATION MANAGEMENT MAJOR

**Professional Courses**.....36

HIM 3033 Introduction to Health Information  
HIM 3122 Intro to Electronic Health Records  
HIM 3123 Advanced Electronic Health Records  
HIM 3333 Coding I  
HIM 3343 Coding II  
HIM 3453 Healthcare Reimbursement  
HIM 4023 Health Information Application  
HIM 4033 Health Information Management  
HIM 4051 Professional Practice (X 2)  
HIM 4073 Health Data Analysis  
HIM 4082 HIM Professional Review  
HIM 4093 Health Data Informatics  
HIM 4153 Management Practicum

**Ancillary Courses** .....29

ALHLT 2453 Medical Terminology  
ALHLT 3073 Diagnostics, Drugs, & Therapeutics  
ALHLT 3363 Healthcare Compliance & Risk Mngmt  
ALHLT 4074 Pathophysiology  
ALHLT 4093 Epidemiology  
ALHLT 4123 Healthcare Revenue Cycle  
BIOL 3704 Human Anatomy  
COMSC 1103 Intro to Information Security  
ENTRP 3113 Intro to MIS (Mgmt Info Systems)

**Health Care Administration Minor**.....18

ALHLT 3043 Health Statistics  
ALHLT 3183 Cultural Competence in Healthcare  
ALHLT 3933 Healthcare Management  
ALHLT 3963 Healthcare Project Mngt  
ALHLT 4043 Healthcare Law & Ethics  
HIM 4113 Healthcare Quality Measures

**Total**..... 123-124

### REGULATIONS PERTAINING TO GRADUATION

Minimum credit hours for graduation..... 123-124  
Minimum credit hours in the liberal arts & sciences .....55  
Minimum credit hours in upper-division  
(3000/4000 courses).....40  
Minimum credit hours (3000/4000 courses) in major  
completed at SWOSU..... 8  
Minimum credit hours at SWOSU (15 of the last 30).....30  
Minimum Grade Point Average in all coursework..... 2.25  
Minimum Grade Point Average in major ..... 2.25

## HEALTH INFORMATION MANAGEMENT (Code 551) Suggested Course Sequence\*

### FIRST YEAR

FIRST SEMESTER	SECOND SEMESTER
1001 Freshmen Orientation (1) 1004 Biological Concepts w/lab (4) 1113 English Comp. I (3) 1513 College Algebra (3) xxx3 GE Elective (3) xxx3 Humanities Elective (3)	1003 General Psychology (3) 1023 Comp/Info Access (3) <b>OR</b> replacement if proficiency met 1213 English Comp. II (3) 2453 Medical Terminology (3) xxx3-4 Physical Science GE (3-4)
Total (17)	Total (15-16)

### SECOND YEAR

FIRST SEMESTER	SECOND SEMESTER
1103 American Government & Politics (3) <i>1313 Public Speaking (3)</i> 3183 Cultural Competence in Healthcare (3) xxx3 History GE (3) xxx3 Humanities GE (3) English Proficiency Exam**	3043 Health Statistics w/lab (3) 3073 Diagnostics, Drugs & Therapeutics (3) 3704 Human Anatomy w/lab (4) 3933 Healthcare Management (3) 4043 Healthcare Law & Ethics (3)
Total (15)	Total (16)

### THIRD YEAR

FIRST SEMESTER	SECOND SEMESTER
3033 Intro to Health Info w/lab (3) 3113 Intro to MIS (3) 4074 Pathophysiology (4) 4123 Healthcare Revenue Cycle (3) 4113 Healthcare Quality Measures (3)	3122 Intro to Elec. Health Records (2) 3453 Healthcare Reimbursement (3) 3963 Healthcare Project Management (3) 4023 Health Information Applications (3) 4051 Professional Practice (1) 4093 Epidemiology (3)
Total (16)	Total (15)

### FOURTH YEAR

FIRST SEMESTER	SECOND SEMESTER
3123 Adv. Elec Health Records (3) 3333 Coding I w/lab (3) 3363 Healthcare Compliance & Risk Management (3) 4051 Professional Practice (1) 4093 Health Data Informatics (3) 4103 Health Data Security (3)	3343 Coding II w/lab (3) 4033 Health Information Mngmt w/lab (3) 4073 Health Data Analysis (3) 4082 HIM Professional Review (2) 4153 Management Practicum (3) (2 <sup>nd</sup> 8 weeks)
Total (16)	Total (14)

\* Students should consider summer school to lighten load.

\*\* If applicable. See English Proficiency Program under the General Academic Information Section