

# HEALTH INFORMATION MANAGEMENT ASSOCIATE IN APPLIED SCIENCE

## Program Description

This program represents a continuum of practice concerned with health-related information and the management of systems to collect, store, process, analyze, disseminate and communicate information related to the research, planning, provision, financing and evaluation of health care services.

## Mission Statement

The Health Information Management (HIM) Program at Greenville Technical College transforms students' lives and helps our community thrive by providing students with the skills and knowledge that they need to become accredited HIM professionals, thus providing our community with an educated, engaged workforce committed to life-long learning.

## Entrance Requirements

High school diploma or GED

See "Program Requirements" Section for additional requirements.

## Type of Program

This program is designed as a One-Plus-One program. Phase I includes all of the general education and related course work and may be completed at Greenville Tech or any articulating college, or other regionally accredited institution. Students may apply for Phase II as they near completion of Phase I courses. Phase II includes all of the Health Information course work.

- Phase I: Day, evening, weekend or online, full time or part-time;
- Phase II: Day with online component or all online, full time or part-time

## Location

Phase II is available online.

## Employment Opportunities

Acute care facilities, ambulatory health care facilities, industrial clinics, state and federal health agencies, long-term health care facilities, insurance companies, law practices

## Professional Credentials

Registered Health Information Technician (RHIT) subject to passing national certifying examination administered by the American Health Information Management Association

## Program Accreditation

Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM)

Visit our web page at <https://www.gvltec.edu/him/>.

## Program Requirements

### Phase II eligibility requirements

- Have completed CPT 170 Computer Applications I within five years of anticipated entrance into Phase II.
- Phase I (general education) course work must be completed before the final acceptance into Phase II.
- Students must be enrolled in or registered for remaining Phase I course work upon applying to Phase II.
- Have completed Health Information Career Talk (available online).
- Attain a minimum cumulative technical GPA of 2.50 for all Phase I courses and have passed all Phase I courses with a grade of "C" or higher.
- Complete and submit the weighted admission form for Phase II designating your intent for the program type; full-time or part-time. The weighted admission form is available online and must be submitted during the published window period. Instructions for completion and submission of this printable form are included on the application.

### Phase II Admissions Requirements

- Attend the mandatory HIM new student orientation via webinar.
- Submit a physical exam form with documentation of required immunization. (See details in the School of Health Sciences admissions requirements.)
- Submit a signed criminal background release form.
- Have a negative 10-panel drug screen.
- Have an approved criminal background report. Students may be subject to more than one background check during the program based on affiliate requirements.
- Students are selected based upon weighted admissions score. Weighted admission criteria is available during Career Talk and is available at the program web page <https://www.gvltec.edu/him/>.

Before beginning the Professional Practice Experience, clinical students must

- Attend mandatory Professional Practice Experience Orientation for HIM 163 Supervised Clinical Practice I via webinar.
- Be able to attend all Professional Practice Experience clinical experiences.

### Requirements for Completion

Professional Practice Experience clinical assignments are required in Phase II and may require travel outside the Greer/Greenville area.

- The Health Information Management program includes two Professional Practice Experience courses: HIM 163 Supervised Clinical Practice I and HIM 164 Supervised Clinical Practice II.
- The Professional Practice Experience courses require that students spend 40 hours in a health care setting.
- Professional Practice Experiences are arranged by the program faculty and are completed during normal business hours, Monday through Friday.
- Students are expected to be able to travel to and arrange accommodations for the Professional Practice Experience assignments if needed.

## Recommended Program Schedule

Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule. Note, however, that many variables can affect this plan, and not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation.

**Note:** Please contact your assigned HIM advisor for other program and progression options.

Course	Title	Hours
<b>Phase I</b>		
<i>First Semester</i>		
AHS 102	Medical Terminology	3
BIO 210	Anatomy & Physiology I <sup>1</sup>	4
CPT 170	Computer Applications I	3
ENG 101	English Composition I <sup>1</sup>	3
Select one of the following:		3
MAT 109	College Algebra With Modeling <sup>1</sup>	
MAT 120	Probability and Statistics <sup>1</sup>	
Higher Math		
<i>Second Semester</i>		
AHS 147	Clinical Pharmacology	3
BIO 211	Anatomy & Physiology II <sup>1</sup>	4
ENG 102	English Composition II <sup>1</sup>	3
PSY 201	General Psychology <sup>1</sup>	3
or SOC 101	Introduction to Sociology	
SPC 205	Public Speaking <sup>1</sup>	3
Humanities Elective <sup>1</sup>		3
<b>Phase II</b>		
Full-time progression will vary from online progression		
<b>Traditional full-time day with online component format</b>		
<i>Third Semester</i>		
HIM 110	Health Information Science I	3
HIM 135	Medical Pathology	3
HIM 216	Coding and Classification I	3
HIM 265	Supervisory Principles	3
HIM 266	Computers in Healthcare	3
<i>Fourth Semester</i>		
HIM 115	Medical Records and the Law	2
HIM 215	Registries and Statistics	3
HIM 120	Health Information Science II	3
HIM 163	Supervised Clinical Practice I	3
HIM 225	Coding and Classification II	3
<i>Fifth Semester</i>		
HIM 130	Billing and Reimbursement	3
HIM 141	Current Procedural Terminology II	3
HIM 164	Supervised Clinical Practice II	3
HIM 227	Senior Professional Competencies	3
<b>Total Required Credit Hours</b>		<b>76</b>

<sup>1</sup> General education course