

HEALTH INFORMATION ADMIN (HIA)

HIA 123E Medical Terminology (4 Credits)

This course introduces students to the language of medicine utilized by health care professionals within various healthcare settings, when diagnosing and treating various diseases and conditions. Students will identify the various components for building and dissecting medical terms (i.e. roots, suffixes, and prefixes) will be examined. Offered as needed.

Department: Business, Management Leaders

Pre-Requisites: None

Co-Requisites: None

Fees: None

HIA 197E Essentials of Healthcare Delivery (4 Credits)

This course covers the essential elements of healthcare delivery in the United States, providing an overview of health care policy and its development. Course topics include the resources and systems used in delivering health care, including outpatient and primary care services, hospitals, managed care, long term care, and populations with special needs. The outcomes of the health care system and how they are addressed through health care policy will be examined. The future of healthcare in the United States is discussed and analyzed, including health reform, cost and access, public health, and technology. Offered as needed.

Department: Business, Management Leaders

Pre-Requisites: None

Co-Requisites: None

Fees: None

HIA 198E Health Information Technology (4 Credits)

This course investigates the function and purpose of both the Health Information Management (HIM) Department and the health record, HIM professional opportunities, the history of health information management and the role of HIM in the healthcare team. Course activities will focus on the health record, including its purpose, function, content, and structure, as well as the role of the HIM professional in maintaining the record. The course will also provide a brief introduction into privacy and confidentiality issues regarding the health record. Offered as needed.

Department: Business, Management Leaders

Pre-Requisites: GEN 310E.

Co-Requisites: None

Fees: None

HIA 321E Health Information Theory and Practice (4 Credits)

This course provides the student with knowledge of the organization and delivery of healthcare systems and the concepts, principles, rules and regulations that govern HIM operations. Documentation requirements, timeliness, and completeness of the health record, with emphasis placed on the transition to the Electronic Health Record (EHR). Other topics include record content requirements mandated by accrediting and regulatory agencies, various legal requirements in maintaining health records, healthcare databases, registries and indexes, as well as the role HIM has in maintaining them. Offered as needed.

Department: Business, Management Leaders

Pre-Requisites: GEN 310E.

Co-Requisites: None

Fees: None

HIA 322E The Legal Health Record (4 Credits)

This course provides an overview of the U.S. legal system, processes, and actions encountered in healthcare. The legal health record and designated record set will be discussed, as well as e-discovery guidelines, and related agencies or external entities that influence both the healthcare environment and the HIM profession. Topics include access and disclosure of personal health information (PHI), various legal healthcare documents, HIPAA privacy, security and breaches, and compliance with subpoenas. It also analyzes the effectiveness of compliance programs, including governmental audits, coding compliance, HIPAA Privacy and Security audit programs, and the Office of the Inspector General (OIG) as it relates to healthcare compliance. Ethical standards of practice in health information management (HIM) such as coding are also examined. Offered as needed.

Department: Business, Management Leaders

Pre-Requisites: None

Co-Requisites: None

Fees: None

HIA 330E Health Information Systems and Technology (4 Credits)

This course presents a detailed overview of the various technologies and systems used to handle and store medical records data, provide and enforce security, and maintain accurate and reliable systems. An introduction to the hardware and software, data infrastructure, databases and other data management concepts will be covered. Additionally, the principles and concepts learned will assist with the development of various networks, intranet, internet, electronic health record (EHR), personal health record (PHR), public health and other administrative systems. Health informatics and health information exchange concepts will also be explored. Offered as needed.

Department: Business, Management Leaders

Pre-Requisites: None

Co-Requisites: None

Fees: None

HIA 333E Healthcare Statistics, Research, and Quality Management (4 Credits)

This course applies high-level statistical management skills to HIM operations, health research, and quality management and performance improvement. Analysis of data to identify trends, manage risk, optimize utilization, and facilitate decision-making will be covered. Basic research designs and methodology used in HIM and organization-wide operations will be examined. Offered as needed.

Department: Business, Management Leaders

Pre-Requisites: None

Co-Requisites: None

Fees: None

HIA 334E The Electronic Health Record (4 Credits)

This course provides the student with in-depth knowledge regarding the implementation and management of the electronic health record (EHR), as well as other technology systems utilized in the healthcare industry. Course topics cover the hardware and software needed to ensure data collection, storage, analysis, and reporting. Networks, including intranet and Internet applications, are examined as they contribute to the administration of electronic health records (EHRs). Special attention is given to the issues of privacy and security, which include data security concepts, contingency planning, audit trails, and the use of technology to secure data integrity and validity. Processes and procedures regarding the proper use and disclosure of healthcare data, as well as the concepts of interoperability and population health will be investigated. Offered as needed.

Department: Business, Management Leaders

Pre-Requisites: HIA 321E.

Co-Requisites: None

Fees: None

HIA 405E Managing the Coding Process for Inpatients (4 Credits)

This course focuses on the medical coding system of ICD-10-CM and ICD-10-PCS as well as the application of these systems to hospital inpatient services reporting. The key functions will be examined and applied related to the coding process. Inpatient reimbursement processes, including the documentation improvement process, management of inpatient coding quality using audit techniques, and coding resources and tools (i.e. encoders and groupers) will also be addressed. Offered as needed.

Department: Business, Management Leaders

Pre-Requisites: BIO 312E and 313E.

Co-Requisites: None

Fees: None

HIA 406E Managing Coding Process Output (4 Credits)

This course focuses on the medical coding system of CPT (Current Procedural Terminology) and HCPCS and the application of these systems to all outpatient services reporting. The key functions will be examined related to the coding and outpatient reimbursement process, including documentation issues, coordination of the reimbursement process, use of Charge Description Master (CDM), management of outpatient coding quality in a variety of outpatient settings, and outpatient reimbursement systems. Compliance strategies to meet Federal and other regulatory requirements for the outpatient services will be developed and utilized. Offered as needed.

Department: Business, Management Leaders

Pre-Requisites: BIO 312E and 313E.

Co-Requisites: None

Fees: None

HIA 407E Reimbursement Methodologies (4 Credits)

This course includes a review of health care reimbursement systems for all patient services. Health insurance basics and concepts will be applied to a variety of patient and payer types in order to calculate accurate health care reimbursements using federal and state edits, compliance techniques, and resources. Unique patient types and services such as home care, skilled nursing care, Medicare, and Medicaid insurance are included. Offered as needed.

Department: Business, Management Leaders

Pre-Requisites: None

Co-Requisites: None

Fees: None

HIA 408E Finance and Revenue Cycle Management (4 Credits)

This course provides an overview of the financial concepts required by the health information administrator, including basic accounting reports, budgeting, contracts, and managing specific healthcare data that is directly related to billing, coding, and reimbursement. This course will review basic accounting and financial management principles, the history of reimbursement methodologies, and how healthcare data plays an increasingly important role in the revenue cycle. The course maintains a special focus on documentation improvement especially for ICD-10. Offered as needed.

Department: Business, Management Leaders

Pre-Requisites: (GEN 310E, 300X or 303F) and (HIA 321E) and (HIA 380E) and (HIA 381E).

Co-Requisites: None

Fees: None

HIA 440E Management and Organization for Healthcare Professionals (4 Credits)

This course will investigate best practices in human resource, project, and operations management, including process improvement, quality assurance in healthcare, and managing workplace teams. Special emphasis is placed on recruiting, training, and motivating employees. Basic strategic planning and management concepts will be applied to projects specific to the Health Information Management (HIM) Department. Concepts of change management and emotional intelligence are applied to the management of the HIM Department. Offered as needed.

Department: Business, Management Leaders

Pre-Requisites: None

Co-Requisites: None

Fees: None

HIA 460E HIM Professional Practice Management Capstone (4 Credits)

This course is a final management capstone experience and is intended to provide a complete integration and application of previous course work and virtual lab experience in the HIM CORE course sequence. Students will engage in a management experience, which focuses on a specific project. Developed in cooperation with the HIM Program Director and the designated practicum site, the capstone project will require demonstration of management capabilities, problem solving, critical thinking, and an understanding of HIM concepts and practices. This course includes a minimum of 40 hours of externally supervised activity with a practicum site. Offered as needed.

Department: Business, Management Leaders

Pre-Requisites: None

Co-Requisites: None

Fees: None

HIA 470E Professional Review and Certification (4 Credits)

Within this course, students will review, synthesize, and evaluate skills and content from previous BPS HIM courses. This course will help students investigate areas of individual interest and proficiency, as well as professional opportunities within the current HIM market. The course will include partial and complete mock competency exams. **Note: Successful completion of this course requires a minimum grade of C for students in the Health Information Management (HIM) program. For the HIM program, a Pass/Fail grade cannot be taken for this course. Offered as needed.

Department: Business, Management Leaders

Pre-Requisites: None

Co-Requisites: None

Fees: None