

PENSACOLA STATE COLLEGE

Health Information Management Admission Packet

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This program is accredited by the Commission on the Accreditation of Health Informatics and Information Management (CAHIIM) in collaboration with the American Health Information Management Association (AHIMA).

Health Information Management Program (AAS) Medical Information Coder (Certificate)

Health Information Technicians use office and management skills to assemble and maintain complete and accurate hospital reports on patients. They review records, then code all patient data into computers. Technicians may aid in medical research, compile health statistics, release health information to insurance companies or attorneys and supervise the Health Information Management Department. In addition, health information technicians participate in the privacy, security and compliance of the Electronic Health Records (EHR).

FREQUENTLY ASKED QUESTIONS

Q: What are some Typical Tasks in this Career?

- Keeping permanent medical records of patients in a health care delivery system
- Insuring the quality, accuracy and completeness of patient's healthcare records and healthcare data.
- Assigning a code number to medical diagnoses, medical procedures (X-ray and testing) related to patients' conditions and treatments for reimbursement research, and planning.
- Supervising coding and other data management areas.
- Compiling statistics for clinical data management functions.
- Maintain computer applications to store and retrieve patient's records
- Assessing and analyzing patient data to improve patient care and control healthcare costs.

Health Information Technicians are employed in hospitals, medical group practices, health maintenance organizations, nursing homes, clinics, public health departments, managed care organization to assist in research, insurance, accounting and law firms that specialize in health matters.

Q: What are some Other Occupations Available in this Field?

- Clinical Coding Specialist
- Health Information Coordinator/Abstractor
- Health Data Analyst

- Health Information Release Technician
- Performance Improvement to Compliance
- Records Technical Specialist
- Insurance Claims Analyst
- Physician Practice Manager
- Privacy Offices

Q: What is the Degree Progression?

- Medical Information Coder Certificate awards 34 college credits and transfers to the two year Associate in Applied Science (AAS) degree in Health Information Management. The Medical Information Coder offers advanced coding concepts for inpatient coding. It is suggested that the student work for one year as an inpatient coder before sitting for the Certified Coding Specialist (CCS) exam offered by the American Health Information Management Association (AHIMA).
- Health Information Management is a two-year Associate in Applied Science (AAS) and consists of 67 college credits. Graduates of this program are eligible to sit for the national registration examination offered by the American Health Information Management Association (AHIMA) to become a credentialed Registered Health Information Technician (RHIT).

Q: What is Available Beyond Graduation?

Graduates of an accredited associate degree program are eligible to take the national examination, offered by the American Health Information Management Association (AHIMA), for certification as a Registered Health Information Technician (RHIT). Most employers prefer to hire RHITs. After gaining one to two years of work experience, a medical coder may take the national examination to become a Certified Coding Specialist. Other RHITs with training and inclination toward management may become a supervisor in a large health facility or even a department director in a smaller facility.

Some RHITs may choose to continue their education to become a Registered Health Information Administrator (RHIA). This may be done by entering a four-year program or by enrolling in an external degree program. These programs typically offer weekend or summer classes and are generous in accepting credits from local universities in courses like management or technology. An RHIA is often a department manager in a larger facility, or a consultant for a large healthcare network.

Q: What is the Career Outlook for this Field?

Health Information Technician is listed among the Top 100 fastest growing occupations in Florida. Job prospects for trained technicians should be very good through year 2010. This will be due to the rapid growth of the number of tests, treatments, and procedures required in the medical services industry (Source: Florida Agency for Workforce Innovation).

Pensacola State College’s job placement rates for 2004 (last reported year) are 100 percent. Pensacola State College placement rates are based upon those graduates who are (1) working in their field of training, (2) in the military, and (3) continuing their education not seeking related employment.

Q: What are the Entrance Requirements for this Program?

A high school diploma or GED, High school, and college transcripts, and students must maintain a 2.0 in all courses in the program.

Q: What are the Testing Requirements for this Program?

Students must be assessed for appropriate placement in courses and may provide ACT, SAT, ASSET, or MAPS scores for placement. The PERT test is required for the Health Information Coder Certificate and the Health Information Management Program, A.A.S. Degree.

Q: What is the Recommended Curriculum Sequence?

First Year

Fall Term

		Credits
HSC1590W	Aids/OSHA/DV/ME	1
_____*	Communications (Category I)	3
HIM1000C	Introduction to Health Information Management	3
HSC1531	Medical Terminology	3
BSC 1080	Essentials of Anatomy and Physiology (Category V)	3
BSC 1080L	Essentials of Anatomy and Physiology Lab	<u>1</u>
Total		14

Spring Term

HSC2641	Health Care Law	3
HSC2550	Pathophysiology	4
SPC1006C	Basic Speaking/Listening	1
HIM2214C	Health Data management	2
CGS1570	Computer Concepts and Applications	3
_____*	Mathematics (Category IV)	<u>3</u>
Total		16

Summer Term

_____ *	Humanities/Fine Arts (Category II)	3
_____ *	Social/Behavioral Sciences (Category III)	<u>3</u>
	Total	6

Second Year

Fall Term		Credits
HIM 1800	Health Information Management Professional Practice I	2
HIM 2282C	Coding and Classification Systems	3
HIM 2620	Medical Statistics and Financial Applications	3
HIM2512	Health Information Management and Supervision	3
HIM1442	Pharmacology	<u>2</u>
	Total	13

Spring Term

HIM 2253	Outpatient Reimbursement Methodologies & 3 rd Party Payer	4
HIM2653C	Computer Applications in Health Information Management	3
HIM2810	Health Information Management Professional Practice II	2
HIM2500C	Quality Improvement in Health Information Management	2
HIM 2234C	Advanced CD-9-CM Coding	3
HIM2932	Special Topics in Health Information Management	<u>2</u>
	Total	16

Summer Term

HIM2934**	Health Information Management Prof. Practice II	<u>2</u>
	Total	2

Total Program Credits 67

The courses with identified categories meet general education requirements.

*Electives based on general education distribution requirements.

This publication is to provide general career and program information and is not to be construed as a contract between the student and Pensacola State College. The student is encouraged to work close with counselors and the department to verify the appropriateness of courses for registration.

Q: What is the Estimated Cost of the Program?

67 Credits @ \$98.05 – in state
Total Program Cost - \$6,569.35

Additional Expenses (approximate):

Books	\$600
Lab coat.....	\$ 34
Other student fees (such as application fee, laboratory fees, etc),	\$199
Immunizations and Physical	\$300

Fees may vary and are subject to change

FINANCIAL AID

Students requiring financial assistance are directed to the Office of Financial Aid and Veterans Affairs (OFA & VA) (850) 484-2349 for information on numerous grants, and scholarships available. Short-term loans are available at registration. Inquiries should be directed to the Student Affairs Office on the Warrington Campus. Students needing assistance for an education are encouraged to seek every avenue of financial aid available for that purpose. Financial counseling, as well as help with the application process, is available. Students needing financial assistance must contact the Financial Aid offices as soon as the need is determined.

STUDENT CHECKLIST FOR APPLICATION PROCESS

Date when completed:

- _____ Complete and submit the Pensacola State College application (\$30) for general admission.
- _____ Complete the Florida Residency Affidavit (if applicable).
- _____ Request high school transcripts
- _____ Request all college transcripts
- _____ Complete the health-related program application and submit to an Admissions Office at any campus or center. The application will be forwarded to the Health Programs Admissions Office on the Warrington campus.
- _____ Complete test requirements for consideration as an applicant to the health program of your choice. (PERT)

PENSACOLA STATE COLLEGE REQUEST FOR OFFICIAL TRANSCRIPT

TO: REGISTRAR

Name of High School, College, or University

Address of School

City

State

Zip Code

Please forward an official transcript of my academic work:

_____ College transcript
_____ High School Record (showing graduation date or date of withdrawal)
_____ General Education Development Test Scores (GED)
_____ Transient Student Form/Letter of Good Standing (for non-degree transient students)

Mail transcript to:

**Admissions Office:
Pensacola State College
1000 College Boulevard
Pensacola, FL 32504-8998**

The following information is furnished to assist you in locating my records:

Name: _____

Name used when attending the institution above: _____

Birth Date: _____ Student Number: _____

Date of Graduation: _____

Current Address: _____

City

State

Zip Code

If there is a fee for this service, please bill me at the address above.

Student's Signature: _____ Date: _____