

# HEALTH INFORMATION MANAGEMENT - ASSOCIATE OF APPLIED SCIENCE (AAS)

## Description

The Health Information Management Associate of Applied Science prepares students in technical coursework, human relations, professional communications, healthcare statistics, and computer technology.

At the end of six academic quarters (approximately two years), students earn the Associate of Applied Science in Health Information Management. Students are eligible to take the Registered Health Information Technician national credential examination upon completion.

Health information technicians collect, analyze, code, manage, and maintain patient information. Health information technicians must be highly organized and detail oriented. They maintain patient medical information in a complete, accurate, and secure manner while modeling high ethical standards. Health information technicians work in a wide range of healthcare facilities and related industries, including hospitals, clinics, provider offices, long-term care, health insurance companies, medical device companies, and healthcare software companies.

The Health Information Management program accreditor of Central Oregon Community College is the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). The College's accreditation for Associate degree in Health Information Management has been reaffirmed through 2030-2031. 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](mailto:info@cahiim.org).

## Program Learning Outcomes

Upon successful completion of the program, students will be able to:

1. Demonstrate leadership skills and the impact of organizational change management in healthcare organizations.
2. Classify and apply concepts and principles to the practice of health information management, including analysis of data and health record privacy, confidentiality, and security.
3. Apply privacy, security, and legal processes impacting health information.
4. Apply the use of coding guidelines to the assignment of diagnostic and procedural coding.

## Entrance Requirements

### Academic Entrance Requirements

Before enrolling in the Health Information Management program, students must take CIS 120 Computer Concepts, AH 111 Medical Terminology, WR 121Z Composition I or BA 214 Business Communications, and BI 231 Human Anatomy and Physiology I or BI 105 Human Biology for Health Science Careers. All entrance requirements must be passed with a "C" or better.

### Other Entrance Requirements

- Students entering the spring term of their final year of the HIM program are required to have a criminal history check and 10-panel drug screen before enrolling in HIM 293 Professional Practice

Experience (PPE). A student may be prevented from completing the program if there is a felony conviction on their record.

- The HIM Program adheres to the Oregon Administrative Rules (OAR) [409-030-0100](#) and [409-030-0150](#) for clinical facility requirements. Documentation of immunizations is required for professional practice experience (Tdap, MMR, Varicella, TB, and Hep B). Flu and SARS-CoV-2 are recommended.
- Additional immunizations, background checks, and drug screens may be required by PPE sites at students' expense.

## Additional Program Costs (Beyond Standard Tuition/Fees and Textbooks)

### Material Costs

Required:

- Total cost depends upon preparatory coursework and extent of completion within the program (certificate/degree). Additional costs, estimated to be approximately \$2,500, include textbooks, technology fees, directed practice travel expense, AHIMA student membership, OrHIMA annual conference, criminal history check, etc.

Recommended:

- Students are strongly encouraged to have access to a computer with a web camera and reliable high-speed internet.

## Course Requirements

Course	Title	Credits
<b>Support Courses</b>		
AH 111	Medical Terminology	3
BA 214	Business Communications	3-4
or WR 121Z	Composition I	
CIS 120	Computer Concepts	4
Choose One Option		4-12
<b>Option One</b>		
BI 231	Human Anatomy and Physiology I	
& BI 232	and Human Anatomy and Physiology II	
& BI 233	and Human Anatomy and Physiology III	
<b>Option Two</b>		
BI 105	Human Biology for Health Science Careers	
<b>Core Courses</b>		
HIM 103	Introduction to Health Information Management	4
HIM 104	Health Information Standards and Governance	4
HIM 105	Health Information Compliance and Analytics	4
HIM 171	Project Management	2
HIM 182	Introduction to Reimbursement and Classification Systems	4
HIM 184	Pathophysiology and Pharmacology	4
HIM 190	HIPAA for Health Information Management Professionals	3
HIM 201	Legal and Ethical Aspects of Health Care	4
HIM 203	Health Information Technologies	4

HIM 271	Quality Improvement in Health Care	4
HIM 272	Management Principles and Leadership in HIM	4
HIM 281	Healthcare Statistics	4
HIM 282	Reimbursement Systems	4
HIM 283	Coding Classifications I	4
HIM 284	Coding Classifications II	5
HIM 285	Revenue Cycle Management	5
HIM 286	Coding Classifications III	4
HIM 293	Professional Practice Experience	2

**Other Required Courses**

CIS 131	Software Applications	4
COMM 218Z	Interpersonal Communication	4

**Total Credits** **91-100**

## Advising Notes

HIM is a cohort program, which begins each Fall. Students can complete non-HIM courses before entry into the cohort or concurrently. Courses are in sequence for first and second year. Students must complete all first-year courses before enrolling in second-year coursework.

This degree is designed primarily for students planning to enter their chosen career upon graduation. However, credits are transferable to four-year degree programs per [articulation agreements](#) with the University of Cincinnati's [online Bachelor of Science in Health Information Management](#) and the Oregon Institute of Technology's [Health Informatics Bachelor of Science](#).

## Performance Standards

Academic Requirements:

- Students must have a 2.0 cumulative GPA to earn a COCC certificate or degree.
- All courses in the program must be completed with a grade of C or higher.

## Sample Plan

**First Year**

<b>Spring</b>		<b>Credits</b>
AH 111	Medical Terminology	3
BA 214 or WR 121Z	Business Communications or Composition I	3-4
BI 231	Human Anatomy and Physiology I <sup>1</sup>	4
CIS 120	Computer Concepts	4
<b>Credits</b>		<b>14-15</b>

**Second Year**

<b>Fall</b>		
BI 232	Human Anatomy and Physiology II	4
HIM 184	Pathophysiology and Pharmacology	4
HIM 190	HIPAA for Health Information Management Professionals	3
HIM 283	Coding Classifications I	4
<b>Credits</b>		<b>15</b>

**Winter**

BI 233	Human Anatomy and Physiology III	4
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HIM 182	Introduction to Reimbursement and Classification Systems	4
HIM 284	Coding Classifications II	5

**Credits** **13**

**Spring**

CIS 131	Software Applications	4
HIM 281	Healthcare Statistics	4
HIM 282	Reimbursement Systems	4
HIM 286	Coding Classifications III	4

**Credits** **16**

**Third Year****Fall**

HIM 103	Introduction to Health Information Management	4
HIM 201	Legal and Ethical Aspects of Health Care	4
HIM 285	Revenue Cycle Management	5

**Credits** **13**

**Winter**

HIM 104	Health Information Standards and Governance	4
HIM 171	Project Management	2
HIM 203	Health Information Technologies	4
HIM 272	Management Principles and Leadership in HIM	4

**Credits** **14**

**Spring**

HIM 105	Health Information Compliance and Analytics	4
HIM 271	Quality Improvement in Health Care	4
HIM 293	Professional Practice Experience	2
COMM 218Z	Interpersonal Communication	4

**Credits** **14**

**Total Credits** **99-100**

<sup>1</sup> Students may also take BI 105 in place of BI 231 / BI 232 / BI 233 sequence.