



Ad Hoc Report:

**Bachelor of Applied Science
in
Health Information Management**

*Prepared for
The Northwest Commission on Colleges and Universities*

**Tacoma Community College
March 1, 2017**

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Overview

On May 7, 2015, the Washington State Board for Community and Technical Colleges (SBCTC) adopted Resolution 15-05-19 which approved Tacoma Community College's application to offer a Bachelor of Applied Science (BAS) in Health Information Management (HIM). At the June 10, 2015 Board of Trustee Meeting the Board of Trustee's gave approval to allow TCC to offer a BAS in HIM degree program.

On February 26, 2016 the NWCCU gave approval of *candidacy status* for TCC to offer its first BAS degree beginning fall 2016. The addition of this BAS in HIM is a progression degree that complements TCC's current Associate of Applied Science (AAS) in Health Information Technology (HIT) degree. TCC's AAS in HIT is currently accredited by the Commission on Accreditation of Health Informatics and Information Management Education (CAHIIM), which allows graduates of the program to sit for the Registered Health Information Technician (RHIT) credential. Beginning December 2017, TCC will be eligible to apply for accreditation through CAHIIM for the BAS degree.

As requested by NWCCU, the following Ad Hoc Report addresses the College's progress in implementing the BAS in HIM degree program.

Curriculum Development

Curricula for the BAS in HIM degree requires student who enter with the equivalent of the general education requirements of the TCC HIT Associate degree to enroll in 40 credits of general education. They are listed in Appendix A – General Education Requirement for HIM BAS Degree and posted in the program web page at [HIM Applied Baccalaureate Curriculum](#).

Table 1 outlines the general education courses that were created and offered in the degree program. Careful thought was given to ensure that all instruction is delivered in an appropriate sequence of didactic, laboratory, and professional activities. All courses were created as online courses. All courses were reviewed and approved by the TCC Curriculum Committee.

Table 1 General Education Courses Created and Offered

Course #	Title	Creator	Credential	Created	Offered
ENG301 (5 credits)	Professional Writing and Communication in Healthcare	Alexis McMillian-Clifton, MA	Masters of Arts in English from Northern Arizona University	Spring 2016	Fall 2016
PSYCH301 (5 credits)	Fundamentals of Research for Healthcare	Craig Crowden, Ph.D	Ph.D. in Clinical Psychology Pennsylvania University with a Master of Science in Clinical Psychology from Pennsylvania State University	Summer 2016	Winter 2017
LS301 (2 credits)	Research Skills for Healthcare	Heather Gillanders, MFA, MLIS	Master of Library and Information Science from the University of Washington and a Master of Fine Arts from Cranbrook Academy of Art	Summer 2016	Offered W17
PHIL401 (5 credits)	Biomedical Ethics	Bernard Comeau, PhD	Ph.D. in Religious Studies from University of Ottawa with an Master of Arts in Religious Studies from the University of Calgary	Summer 2016	To Be Offered Fall 2018

Table 2 outlines the HIM courses that were created, offered or to be offered in the BAS in HIM degree program. The BAS in HIM degree program runs six quarters, excluding summers.

Table 2 HIM Courses Created and Offered

Course #	Title	Creator	Credential	Created	Offered
HIM310 (5 credits)	Data Governance	Kim Lee	BA, RHIA, CCS-P (currently enrolled in the last quarter of a M.Ed program)	Fall 2015	Fall 2016
HIM320 (3 credits)	Healthcare Privacy, Confidentiality, and Security			Winter 2016	Winter 2017
HIM330 (2 credits)	Revenue Cycle Management			Winter 2016	To Be Offered Spring 2017
HIM340 (5 credits)	Data Quality Management and Performance Improvement			Spring 2016	To Be Offered Spring 2017
HIM350 (5 credits)	System Analysis and Design			Spring 2016	To Be Offered Fall 2017
HIM410 (5 credits)	Healthcare Compliance			Spring 2016	To Be Offered Fall 2017
HIM420 (5 credits)	Human Resource Management and Leadership			Spring 2016	To Be Offered Winter 2018
HIM430 (2 credits)	Data Analytics			Fall 2016	To Be Offered Winter 2018
HIM440 (5 credits)	Organizational Management in Healthcare			Fall 2016	To Be Offered Spring 2018
HIM450 (3 credits)	Professional Practice Experience			Winter 2017	To Be Offered Spring 2018
HIM455 (2 credits)	Capstone			Winter 2017	To Be Offered Spring 2018

As noted previously, the BAS in HIM will seek CAHIIM accreditation. As such, the curriculum was developed to align with the American Health Information Management Association (AHIMA) entry level competencies for Baccalaureate level programs.

Student Recruitment and Onboarding

Students admitted to the BAS in HIM degree program have completed an applied associate degree in HIT which includes medical science, computer literacy, and health record content. All students

who enter the BAS in HIM degree program will have already had their entry courses in medical science, computer literacy, and health record content at the Associate Degree level. The BAS in HIM degree program courses build on the requisite skills learned at the Associate Degree level. Instead of the BAS in HIM courses building on each other, they build on the skills learned at the Associate Degree Level. Student can take the BAS in HIM courses in any order.

In order to ensure success for students who are new to learning in an online environment, students who have never taken an online course are encouraged to take Online Learning OLL101 – Online Learning, CU101 – Web-Enabled Learning and Communication, or an equivalent course prior to beginning the BAS in HIM program.

Staffing

To comply with the CAHIIM requirements for accreditation, the program employs the following faculty and staff:

Two full time individuals:

- A program director - Charlene Gore, M.Ed., RHIA, CCS
- A full time faculty member – Kimberly Lee, BA, RHIA, CCS-P (currently enrolled in the last quarter of a M.Ed program)
- Clerical, technical, and administrative support

Since the BAS in HIM builds on the strengths of the long-standing associate degree program in HIT, the program was able to take advantage of the faculty expertise that exists within the HIT department. Table 3 outlines the courses that have already been taught and the faculty teaching them in the BAS in HIM degree program, along with their credentials, the course, the number of credits, and whether it is a HIM core course or a general education course.

Table 3 – Faculty and Courses Taught in BAS in HIM degree program

Faculty	Credentials	# of Credits	HIM Core	Gen. Ed.	Course
Fall 2016					
Kimberly Lee	BA, RHIA, CCS-P, CPC	5	X		HIM310 Data Governance
Alexis McMillian-Clifton	MA	5		X	ENG301 Professional Writing and Communication in Healthcare
Winter 2017					
Kimberly Lee	BA, RHIA, CCS-P, CPC	3	X		HIM320 Healthcare Privacy, Confidentiality, and Security
Heather Gillanders	MFA, MLIS	2	X		LS301 Research Skills for Healthcare
Craig Crowden	PHD	5		X	PSYC301 Fundamentals of Research for Healthcare

The BAS in HIM degree program contains required courses in general education distributions. For distribution requirements, faculty are prepared to the level as is customary by the specified discipline. Faculty with doctorate degrees are given preference for upper-division distribution course assignments. In no case are upper-division distribution courses taught by anyone with less than a master's level credential.

Advisory Committee

The BAS in HIM degree program has an advisory committee that is representative of its communities of interest. The committee responsibilities include assisting the BAS in HIM degree program faculty and TCC personnel with the development and revision of program goals and curriculum, monitoring program needs and expectations, and ensuring program responsiveness to change. The BAS in HIM degree program advisory committee meet twice a year. The committee met on February 22, 2017 and discussed the goals, and admission requirements for the program. The advisory committee encouraged broadening the scope of Associate degrees accepted for entrance into the program. Table 3 lists the names of the advisory committee members, along with the organizations that are currently employed.

Table 4 – BAS to HIM Advisory Committee Members

Name and Credential	Organization
Laura Grub, RHIA	Mason General
Lorraina Clayton, BA, RHIT	Great Lakes Mental Health
Kathy Berry	Group Health – Chargemaster/Billing/Reimbursement
Dawn Burns	Group Health – IT and Security
Rhona Moses M.S. RHIA, CCS-P	Group Health – Consulting Group
Peggi Ann Amstutz MBA, CCS, CCS-P	Confluence Health

Program Learning Outcomes and Assessment

The BAS in HIM degree program will seek accreditation through CAHIIM allowing graduates of this degree to sit for the RHIA credentialing exam. To comply with CAHIIM requirements, the program must ensure students meet the Baccalaureate Level Entry Level Curriculum Competencies (ELC) set forth by the American Health Information Management Association (AHIMA). The program outcomes align directly with the AHIMA Baccalaureate Level ELCs as well as institutional Degree Learning Outcomes (DLO). TCC has six measurable outcomes that all degree recipients are expected to meet: Core of Knowledge (COK); Communication (COM); Critical Thinking & Problem Solving (CRT); Information & Information Technology (IIT); Living & Working Cooperatively/Valuing Differences (LWC); Responsibility & Ethics (RES).

Upon successful completion of the BAS in HIM degree program, students will be able to:

1. Evaluate and implement policies and procedures surrounding Information Governance, to include classification systems, health record content and documentation, data governance, data management, and secondary data sources. (*ELC 1)(COK, COM,CRT, IIT, RES)
2. Assess, implement, and improve systems to ensure the protection of health information, to include health law, data privacy, confidentiality and security, and the release of information. (*ELC 2)(COK, COM,CRT, IIT, RES)
3. Analyze and Interpret data and implement technology used in informatics, to include health information technologies, information management strategic planning, analytics and decision support, health care statistics, research methods, consumer informatics, health information exchange, and information integrity and data quality. (*ELC 3)(COK, COM, CRT, IIT, RES)

4. Apply the principals of revenue management and implement processes for management and reporting of the revenue cycle. (*ELC 4)(COK, COM, CRT, IIT, RES)
5. Interpret policies and construct procedures for compliance of healthcare regulatory requirements, to include medical coding, fraud surveillance, and clinical documentation improvement. (*ELC 5)(COK,COM, CRT, IIT, RES)
6. Evaluate leadership models, theories, and skills required for successful leadership to include the areas of change management, work design and process improvement, human resource management, training and development, strategic and organizational management, financial management, project management, vendor/contract management, enterprise information management, all of which comply with the ethical standards of practice. (*ELC 6)(COK, COM, CRT, IIT, LWC, RES)

*The symbol *ELC in the program learning outcomes above parallels to the corresponding AHIMA Entry Level Competency – A full listing of the AHIMA competencies can be accessed at: [http://www.ahimafoundation.org/downloads/pdfs/2014%20Final%20Baccalaureate Level Curriculum Map.pdf](http://www.ahimafoundation.org/downloads/pdfs/2014%20Final%20Baccalaureate%20Level%20Curriculum%20Map.pdf)*

Program Evaluation Criteria and Process

The evaluation of TCC’s HIM BAS program take place as part of various standard processes and procedures at the College:

- TCC’s Curriculum Committee
- TCC’s eLearning Instructional Design Team
- TCC yearly outcomes reviews
- TCC’s yearly program reviews
- CAHIIM accreditation requirements

Enrollment, Retention, and Persistence

TCC does not expect the program to enroll sufficient numbers of students to fully support the program until the 4th year. In the first year of the program, TCC had an anticipated first year cohort of 10 student. The anticipated first cohort of 10 students was a realistic expectation given the interest of existing students. The growth plan anticipate adding only five students per cohort until the first full cohort of 25 students enrolled in the fourth year. We accept new students every quarter. Table 4 provides data on the number of new and current students enrolled in the program for the first two quarters. To date there has been a 100% retention and persistent rate of current students.

Table 4 – Number of New Students, Retention and Persistence Rates per Term

Term	Number of New Students	Total Number of Students	Retention and Persistence Rates
Fall 2016 Quarter	4	4	Fall 2016: 100% retention Fall 2016 to Winter 2017: 100% persistence
Winter 2017 Quarter	2	6	Winter 2017: 100% retention Winter 2017 to Spring 2017:

Conclusion

TCC's BAS in HIM degree program ensures that Washington is at the forefront of creating a path for professionals to progress from the RHIT to RHIA credentials. With this path, many of our state's HIM professionals are going to be able to secure higher paying jobs forecasted for the future without leaving the state for education or engaging in higher priced online programs from out of state providers. In addition, offering the online BAS in HIM is serving as a recruitment tool to the state of Washington for health care professionals in this field. TCC's BAS in HIM degree program will allow the local workforce to elevate to the level necessary for sustainability in the future.

Appendix A – BAS to HIM Degree Program Course Descriptions

See Attachment

BAS in HIM Degree Program

Junior Level (300) and Senior Level (400) Curriculum

ENGL 301 Professional Writing and Communication in Healthcare (5) (Communication Distr)

This course will expose the learner to professional writing and communication in the healthcare field. Students will explore methods of writing persuasive requests, justifying decisions through citation of evidence, and communicating complex ideas at the appropriate level of the audience.

1. Craft, develop, and support a specific hypothesis or thesis
2. Draft and refine a well-organized APA style essay, speech, or other form of communication appropriate to context and audience
3. Read critically and research effectively to support hypothesis or thesis
4. Use appropriate writing and/or communication strategies, standard grammar, and APA academic documentation conventions
5. Use ethical standards in all phases of the writing and/or communication process to include using collaboration within academically appropriate guidelines

PSYC 301 Fundamentals of Research for Healthcare (5) (SS Distribution)

This course will provide the student with an introduction to research methods as well as analysis and presentation of data. Topics will include a statistical analysis of healthcare data, descriptive, inferential, and vital statistics, data reporting and presentation techniques, research design and methods, and the use of Institutional Review Boards.

Pre-req ENG 301, Math 146 (stats)

Co-req LS 301

1. Validate data from secondary sources to include in the patient's record, including personal health records (ELC I.E.1)
2. Interpret inferential (ELC III.D.1)
3. Analyze statistical data for decision-making (ELC III.D.2)
4. Apply principles of research and clinical literature evaluation to improve outcomes (ELC III.E.1)
5. Plan adherence to Institutional Review Board (IRB) processes and policies (ELC III.E.2)
6. Comply with ethical standards of practice (ELC VI.H.1)

HIM 310 Data Governance (5)

This course covers the management health care data including integration needs and the standardization of data. Topics include documentation guidelines, the exchange of data, health information technologies and data integrity.

1. Evaluate, implement, and manage electronic applications/systems for clinical classification and coding (encoders, computer assisted coding, systems development life cycle) (ELC I.A.1)

2. Identify the functions and relationships between healthcare classification systems (healthcare classification systems, taxonomies to include ICD, CPT, SNOMED-CT, DSM, RxNorm) (ELC I.A.2)
3. Map technologies, vocabularies and classification systems (mapping from standard clinical terminology to HIPAA code set, LOINC to CPT or SNOMED-CT to ICD – mapping from one code set to another i.e. one revision of ICD to another) (ELC I.A.3)
4. Evaluate the accuracy of diagnostic and procedural coding (ELC I.A.4)
5. Verify that documentation in the health record supports the diagnosis reflects the patient’s progress, clinical findings, and discharge status (ELC I.B.1)
6. Compile organization-wide health record documentation guidelines (to include standards and regulations for documentation for The Joint Commission, CARF, CMS) (ELC I.B.2)
7. Interpret health information (ELC I.B.3)
8. Format data to satisfy integration needs (ELC I.C.1)
9. Construct and maintain the standardization of data dictionaries to meet the needs of the enterprise (to include data dictionary composition and data sources) (ELC I.C.2)
10. Demonstrate compliance with internal and external data dictionary requirements (to include accreditation standards for The Joint Commission, NCQA, CARF, CHAP, URAC Data, HL7, ASTM, HEDIS, and ACS data standards) (ELC I.C.3)
11. Advocate information operability and information exchange (ELC I.C.4)
12. Validate data from secondary sources to include in the patient’s record, including personal health records (ELC I.E.1)
13. Educate consumers on patient-centered health information technology (to include patient centered medical homes, patient portals, patient safety, patient education, and personal health records) (ELC III.F.1)
14. Comply with ethical standards of practice (ELC VI.H.1)

HIM 320 Healthcare Privacy, Confidentiality and Security (3)

This course covers privacy, security and confidentiality of internal and external health information use and exchange. Students will gain knowledge of data quality and monitoring programs and the legal and ethical implications of health data disclosure. Topics will include privacy, confidentiality, security principals, policies, and procedures, health information laws, regulations, and standards, and elements of a compliance program. This is a writing intensive course and must be taken concurrently with LS 301.

1. Identify laws and regulations applicable to healthcare (to include HIPAA, The Joint Commission, state laws, and CMS) (ELC II.A.1)
2. Analyze legal concepts and principles to the practice of HIM (to include legal health records) (ELC II.A.2)
3. Analyze privacy, security and confidentiality policies and procedures for internal and external use and exchange of health information (to include patient verification and identity management, privacy, confidentiality, security principals, policies and procedures, federal and state laws, and e-discover) (ELC II.B.1)

4. Recommend elements included in the design of audit trails and data quality monitoring programs (to include data security audits, controls, recovery, e-security, disaster recover, and business continuity planning) (ELC II.B.2)
5. Collaborate in the design and implementation of risk assessment, contingency planning, and data recovery procedures (to include archival and retrieval systems and data security protection methods such as authentication, encryption, decryption, and firewalls) (ELC II.B.3)
6. Analyze the security and privacy implications of mobile health technologies (to include security threats of mobile devices and hc delivery via mobile devices) (ELC II.B.4)
7. Develop educational programs for employees and privacy, security, and confidentiality (to include privacy and security laws and regulations, adult education strategies, and training methods) (ELC II.B.5)
8. Create policies and procedures to manage access and disclosure of personal health information (including principals for releasing PHI and required elements of an authorization) (ELC II.C.1)
9. Protect electronic health information through confidentiality and security measures, policies and procedures (to include audit techniques and principals) (ELC II.C.2)
10. Comply with ethical standards of practice (ELC VI.H.1)

LS 301: Research Skills for Healthcare (2)

This course will help the student to meet course-related research needs by developing strategies to identify, find, evaluate, incorporate and cite appropriate sources used in healthcare. Evaluation and use of sources specific to healthcare will be emphasized. Must be taken concurrently with HIM 320.

1. Implement an effective plan for finding information using a variety of electronic and print tools
2. Use basic electronic database search strategies, such as Boolean operators and field searching
3. Describe the criteria that qualify information sources as “appropriate” to use in academic research projects
4. Properly cite information sources in APA style
5. Use standard academic English in written work
6. Create a basic thesis statement that is based on the analysis of academic resources

HIM 330 Revenue Cycle Management (5)

This course will cover an in depth analysis of revenue cycle and reimbursement methodologies in. Students will learn how to develop and implement healthcare finance and compliance processes in response to increasing demands of the healthcare industry. Topics will include reimbursement management, severity of illness systems, chargemaster management, casemix management, audit processes, and payment systems.

1. Evaluate the accuracy of diagnostic and procedural coding (ELC I.A.4)

2. Manage the use of clinical data required by various payment and reimbursement systems (to include clinical data management and reimbursement management, casemix management, and payment systems such as PPS, DRG, RPRVS, RUGs, VBP, MSDRGs, commercial, managed care, federal insurance plans, and covering billing and reimbursement at hospital inpatient, outpatient, physician office, and other delivery settings) (ELC IV.A.1)
3. Take part in selection and development of applications and processes for charge master and claims management (ELC IV.A.2)
4. Apply principles of healthcare finance for revenue management (to include cost reporting, budget variances, and budget speculation) (ELC IV.A.3)
5. Implement processes for revenue cycle management and reporting (to include CCI-electronic billing X12N, compliance strategies and reporting, the audit process and compliance, revenue cycle process, and utilization and resource management) (ELC IV.A.4)
6. Determine processes for compliance with current laws and standards related to health information initiatives and revenue cycle (to include policies and procedures, non-retaliation policies, and auditing and monitoring) (ELC V.A.2)
7. Comply with ethical standards of practice (ELC VI.H.1)

HIM 340 Data Quality Management and Performance Improvement (5)

This course covers the foundational base that guide facilities in the management and analysis of healthcare data and that ensure data integrity. Topics include quality assessment and management tools, utilization and resource management, risk management, and disease management processes.

1. Verify that documentation in the health record supports the diagnosis reflects the patient's progress, clinical findings, and discharge status (ELC I.B.1)
2. Compile organization-wide health record documentation guidelines (to include standards and regulations for documentation for the Joint Commission, CARF, and CMS) (ELC I.B.2)
3. Interpret health information (ELC I.B.3)
4. Analyze information needs of customers across the healthcare continuum (to include the capture, structure, and use of health information) (ELC I.D.1)
5. Evaluate health information systems and data storage design (to include storage media, disaster recovery, and cloud computing) (ELC I.D.2)
6. Manage clinical indices/databases/registries (to include secondary data sources, registries, and indices and healthcare data sets such as HEDIS, UHDDS, and OASIS) (ELC I.D.3)
7. Apply knowledge of database architecture and design to meet organizational needs (to include database architecture and design and data dictionary, data modeling, and data warehousing) (ELC I.D.4)
8. Evaluate data from varying sources to create meaningful presentations (to include presentation software, healthcare data, and indices and registries) (ELC I.D.5)
9. Use statistics in the analysis of data quality (ELC.III.C.2)

10. Analyze clinical data to identify trends that demonstrate quality, safety, and effectiveness of healthcare (to include descriptive and inferential statistics) (ELC III.C.4)
11. Interpret inferential statistics (to include T-tests, ANOVA, regression analysis, reliability, and validity as well as computerized statistical packages such as SPSS and SAS) (ELC III.D.1)
12. Analyze statistical data for decision-making (to include means, standard deviation, ranges, percentiles, and data reporting and presentation techniques) (ELC III.D.2)
13. Discover threats to data integrity and validity (to include intrusion detection systems and audit design and principal) (ELC III.H.1)
14. Implement policies and procedures to ensure data integrity internal and external to the enterprise (to include authentication, encryption, and password management) (ELC III.H.2)
15. Apply quality management tools (to include control charts, Pareto charts, Fishbone diagrams and other statistical process control techniques) (ELC III.H.3)
16. Perform quality assessment including quality management, data quality, and identification of best practices for health information systems (to include disease management process with case management, critical paths, and care coordination and outcomes measurement with patient as patient, customer satisfaction, disease specific outcomes, and patient and organization safety initiatives) (ELC III.H.4)
17. Model policy initiatives that influence data integrity (to include data quality model and characteristics of data integrity) (ELC III.H.5)
18. Comply with ethical standards of practice (ELC VI.H.1)

IT/HIM350 Health Information System Analysis and Design (5)

This course will examine the tools and knowledge necessary to take part in the planning, design, selection, implementation, integration, testing, evaluation, and support of health information technologies.

1. Utilize technology for data collection, storage, analysis, and reporting of information (to include health information archival and retrieval systems and computer concepts such as hardware, network systems architecture operating systems and languages, software packages and tools, and cloud computing applications) (ELC III.A.1)
2. Assess system capabilities to meet regulatory requirements (to include electronic signatures, data correction, and audit logs) (ELC III.A.2)
3. Recommend device selection based on workflow, ergonomic and human factors (to include PDAs, screen size, mobile carts, and bedside terminals/points of care) (ELC III.A.3)
4. Take part in the development of networks, including intranet and Internet applications (to include communication technologies such as Network-LANS, WANS, WLANS, and VPNs, and internet technologies such as intranet, web-based systems, standards SGML, and XML) (ELC III.A.4)
5. Evaluate system architecture, database design, data warehousing (to include system testing, interface management, and data relationships) (ELC III.A.5)

6. Create the electronic structure of health data to meet a variety of end-user needs (to include data information file structures such as data administration, data definitions, data dictionary, data modeling, data structures, data warehousing, and database management systems) (ELC III.A.6)
7. Take part in the development of information management plans that support the organization's current and future strategy and goals (to include corporate strategic plans, operation improvement planning, and information management plans as well as disaster and recovery planning) (ELC III.B.1)
8. Take part in the planning, design, selection, implementation, integration, testing, evaluation, and support of health information technologies (to include systems development life cycle such as systems analysis, design implementation, evaluation maintenance, EHRs, HIEs, and RECs) (ELC III.B.2)
9. Collaborate in the development of operational policies and procedures for health information exchange (to include HIE's, local regional including providers, pharmacies, and other health facilities) (ELC III.G.1)
10. Conduct system testing to ensure data integrity and quality of health information exchange (to include integration, interfaces, and data reliability) (ELC III.G.2)
11. Differentiate between various models for health information exchange (to include RHIO and HIE) (ELC III.G.3)
12. Identify database exploration and mining techniques (ELC III.C.5)
13. Identify administrative reporting tools (SQL). (ELC III.C.6)
14. Take part in system selection processes (to include RFI and RFP) (ELC VI.I.1)
15. Recommend clinical, administrative, and specialty service applications (to include RFP vendor selection, electronic record, and clinical coding) (ELC IV.I.2)
16. Apply project management techniques to ensure efficient workflow and appropriate outcomes (to include GANTT Charts, benchmarking, risk analysis, and team structure) (ELC IV.I.3)
17. Facilitate project management by integrating work effort (to include issue tracking)(ELC IV.I.4)

Senior Level (400)

PHIL 401 Biomedical Ethics– (Humanities Distribution) (5)

This course covers diverse issues in healthcare, the ethical and moral decisions that surround those issues, as well as the policies of facilities, legislation, and standards of practice that address those issues. Students will gain knowledge of leadership styles and discuss skills that will address the mission, vision, and values of their profession

1. Identify and describe the core ideas of some noted and influential philosophers in the field of ethics.
2. Communicate the major ethical theories and explain their assumptions
3. Evaluate common beliefs about ethic and ethical behavior.

4. Identify moral concerns that are raised by health issues and that question medical practice.
5. Apply moral reasoning to specific biomedical situations and defend the conclusions of that reasoning.
6. Present arguments and ideas (verbally and/or in written form) consistent with the discipline of Philosophy.
7. Discuss ethical issues related to Institutional Review Board (IRB) processes and policies (ELC III.E.2)
8. Identify, and comply with, ethical standards of practice (ELC VI.H.1)

HIM 410 Healthcare Compliance (5)

This course will evaluate current laws and standards related to health information initiatives. Students will study the link between regulatory compliance, revenue cycle and quality of care. Fraud and abuse trends will be discussed with an emphasis on establishing and managing policies and procedures for compliance.

1. Evaluate the accuracy of diagnostic and procedural coding (ELC I.A.4)
2. Identify process and procedures surrounding Institutional Review Boards (IRB) (ELC.III.E.2)
3. Appraise current laws and standards related to health information initiatives (to include compliance strategies and reporting, regulatory and licensure requirements, elements of compliance programs, and patient safety) (ELC V.A.1)
4. Determine processes for compliance with current laws and standards related to health information initiatives and revenue cycle (to include policies and procedures, non-retaliation policies, and auditing and monitoring) (ELC V.A.2)
5. Construct and maintain processes, policies, and procedures to ensure the accuracy of coded data based on established guidelines (to include UHDDS, Federal compliance guidelines, and the official coding guidelines from CMS, AMA, NCHVS, and NCCI) (ELC V.B.1)
6. Manage coding audits (to include audit principals and reporting) (ELC V.B.2)
7. Identify severity of illness and its impact on healthcare payment systems (to include casemix, computer assisted coding systems, and payment systems to include PPS, DRG, RBRVS, RUG, VBP, MSDRG, commercial, and managed care, and federal plans) (ELC V.B.3)
8. Determine policies and procedures to monitor abuse or fraudulent trends (to include fraud detection) (ELC V.C.1)
9. Implement provider query techniques to resolve coding discrepancies (to include the query process, written, verbal and template queries, timeliness, and interpretation, and query retention) (ELC V.D.1)
10. Create methods to manage Present on Admission, hospital acquired conditions, and other CDI components (to include CDI concurrent, retrospective, and post-bill review) and CDI metrics and reporting process) (ELC V.D.2)
11. Comply with ethical standards of practice(ELC VI.H.1)

HIM 420 Human Resource Management and Leadership (5)

This course covers theories and best practices of human resource management in healthcare. Topics will include leadership styles, workplace diversity, forming quality work teams, equal opportunity, work analysis, staffing, training and development, performance appraisals, compensation, and grievance procedures.

1. Take part in effective negotiating and use influencing skills (ELC VI.A.1)
2. Discover personal leadership style using contemporary leadership theory and principles (ELC VI.A.2)
3. Take part in effective communication through project reports, business reports and professional communications (ELC VI.A.3)
4. Apply personal management skills (ELC VI.A.4)
5. Take part in enterprise-wide committees (ELC VI.A.5)
6. Build effective teams (ELC VI.A.6)
7. Interpret concepts of change management theories, techniques and leadership (ELC VI.B.1)
8. Analyze workflow processes and responsibilities to meet organizational needs (ELC VI.C.1)
9. Construct performance management measures (ELC VI.C.2)
10. Demonstrate workflow concepts (ELC VI.C.3)
11. Manage human resources to facilitate staff recruitment, retention, and supervision (ELC VI.D.1)
12. Ensure compliance with the employment laws (ELC VI.D.2)
13. Create and implement staff orientation and training programs (ELC VI.D.3)
14. Benchmark staff performance data incorporating labor analytics (ELC VI.D.4)
15. Evaluate staffing levels and productivity, and provide feedback to staff regarding performance (ELC VI.D.5)
16. Evaluate initial and on-going training programs (ELC VI.E.1)
17. Comply with ethical standards of practice (ELC VI.H.1)
18. Evaluate the culture of the department (ELC VI.H.2)

HIM 430 Data Analytics (5)

This course covers methods for extracting and analyzing data for decision making. Students will learn to analyze clinical data to identify trends. Students will gain knowledge of database querying, data exploration, and mining techniques to facilitate information retrieval.

1. Apply analytical results to facilitate decision-making (ELC III.C.1)
2. Apply data extraction methodologies (ELC III.C.2)
3. Recommend organizational action based on knowledge obtained from data exploration and mining (ELC III.C.3)
4. Analyze clinical data to identify trends that demonstrate quality, safety, and effectiveness of healthcare (ELC III.C.4)
5. Apply knowledge of database query and data exploration and mining techniques to facilitate information retrieval (ELC III.C.5)

6. Evaluate administrative reports using appropriate software (ELC III.C.6)
7. Interpret inferential (ELC III.D.3)
8. Analyze statistical data for decision-making (ELC III.D.4)
9. Comply with ethical standards of practice (ELC VI.H.1)

HIM 440 Organizational Management in Healthcare (5)

This course covers the foundational tools to effectively create and implement organizational management policies and procedures in a healthcare environment

1. Identify departmental and organizational survey readiness for accreditation, licensing and/or certification processes (ELC VI.F.1)
2. Implement departmental strategic plan (ELC VI.F.2)
3. Apply general principles of management in the administration of health information services (ELC VI.F.3)
4. Evaluate how healthcare policy-making both directly and indirectly impacts the national and global healthcare delivery systems (ELC VI.F.4)
5. Identify the different types of organizations, services, and personnel and their interrelationships across the healthcare delivery system (ELC VI.F.5)
6. Collaborate in the development and implementation of information governance initiatives (ELC VI.F.6)
7. Facilitate the use of enterprise-wide information assets to support organizational strategies and objectives (ELC VI.F.7)
8. Evaluate capital, operating and/or project budgets using basic accounting principles (ELC VI.G.1)
9. Perform cost-benefit analysis for resource planning and allocation (ELC VI.G.2)
10. Evaluate the stages of the procurement process (ELC VI.G.3)
11. Comply with ethical standards of practice (ELC VI.H.1)
12. Evaluate the culture of the department (ELC VI.H.2)
13. Assess how cultural issues affect health, healthcare quality, cost, and HIM (ELC VI.H.3)
14. Create programs and policies that support a culture of diversity (ELC VI.H.4)
15. Take part in system selection processes (ELC VI.I.1)
16. Recommend clinical, administrative, and specialty service applications (ELC VI.I.2)
17. Apply project management techniques to ensure efficient workflow and appropriate outcomes (ELC VI.I.3)
18. Facilitate project management by integrating work effort (ELC VI.I.4)
19. Evaluate vendor contracts (ELC VI.J.1)
20. Develop negotiation skills in the process of system selection (ELC VI.J.2)
21. Manage information is a key strategic resource and mission tool (ELC VI.K.1)
22. Recommend organizational action based on knowledge obtained from data exploration and mining (ELC.III.C.3)
23. Apply analytical results to facility decision-making (ELC III.C.1)
24. Comply with ethical standards of practice (ELC VI.H.1)

HIM 450 Professional Practice Experience (3)

This course covers an environmental scan of emerging issues and trends in the HIM field. Students will focus on individualized projects that showcase their knowledge. All students will be paired with local health care institutions and will provide students with the opportunity to reinforce their competencies and skills sets

1. Evaluate and implement policies and procedures surrounding Information Governance, to include classification systems, health record content and documentation, data governance, data management, and secondary data sources. (*ELC 1)
2. Assess, implement, and improve systems to ensure the protection of health information, to include health law, data privacy, confidentiality and security, and the release of information. (*ELC 2)
3. Analyze and Interpret data and implement technology used in informatics, to include health information technologies, information management strategic planning, analytics and decision support, health care statistics, research methods, consumer informatics, health information exchange, and information integrity and data quality. (*ELC 3)
4. Apply the principals of revenue management and implement processes for management and reporting of the revenue cycle. (*ELC 4)
5. Interpret policies and construct procedures for compliance of healthcare regulatory requirements, to include medical coding, fraud surveillance, and clinical documentation improvement. (*ELC 5)
6. Evaluate leadership models, theories, and skills required for successful leadership to include the areas of change management, work design and process improvement, human resource management, training and development, strategic and organizational management, financial management, project management, vendor/contract management, enterprise information management, all of which comply with the ethical standards of practice. (*ELC 6)
7. Act with personal accountability, reliability, and self-sufficiency (personal branding).

HIM 455 Capstone (2)

This course includes the creation of a culminating project focused at educating the public on current issues surrounding health information management.

1. Use graphical tools for data presentations (ELC I.D.2)
2. Apply common research methodologies to capstone projects (ELC III.E.1)
3. Take part in committees (ELC VI.A.5)
4. Create and implement staff orientation and training programs (ELC VI.D.3)
5. Evaluate the culture of a department in preparation for training and orientation programs (VI.H.2)
6. Comply with ethical standards of practice (professional and practice-related ethical issues – AHIMA Code of Ethics). (ELC VI.H.1)

7. Apply project management techniques to ensure efficient workflow and appropriate outcomes to capstone projects (ELC VI.I.3)
8. Act with personal accountability, reliability, and self-sufficiency (personal branding)