

Health Information Administration Program Description

The Peirce College Bachelor of Science in Health Information Administration degree program will prepare students for employment in administrative and managerial positions in hospitals, clinics, managed care organizations, health insurance companies, health marketing firms, non-profit community-related organizations and associations, government agencies (local, state, and federal), law firms focused on healthcare issues, and other healthcare regulatory bodies. In addition, the program will prepare each student to successfully demonstrate comprehensive knowledge of external influences on ethics for healthcare management including risk management, facility planning, healthcare privacy and security, basic coding and auditing, and data management through achievement of AHIMA credentialing.

Goal Statement

The goal of the Bachelor of Science in Health Information Administration degree program is for Peirce College graduates to apply sound theory and principles of health information administration in the growing healthcare industry.

Program Outcomes

Graduates of the health information administration program will be able to

1. Collect and maintain health data (such as data elements, data sets and databases) and conduct analysis to ensure that documentation in the health record supports the diagnosis and reflects the patient's progress, clinical findings and discharge status
2. Contribute to the definitions for and apply clinical vocabularies and terminologies used in the organization's health information systems
3. Apply policies and procedures to ensure organizational compliance with regulations and standards and report compliance findings according to organizational policy
4. Apply diagnosis/procedure codes using ICD-9-CM, apply procedure codes using CPT/HCPCS, and ensure accuracy of diagnostic/procedural groupings such as DRG, APC, and so on
5. Apply policies and procedures for the use of clinical data required in reimbursement and prospective payment systems (PPS) in healthcare delivery and support accurate billing through coding, charge master, claims management and bill reconciliation processes
6. Compute and interpret healthcare statistics and collect, organize and present data for quality management, utilization management, risk management, and other patient care related studies
7. Apply current laws, accreditation, licensure and certification standards related to health information initiatives from the national, state, local and facility levels
8. Participate in the implementation of legal and regulatory requirements related to the health information infrastructure and apply policies and procedures for access and disclosure of personal health information

9. Use specialized software in the completion of HIM processes such as record tracking, release of information, coding, grouping, registries, billing, quality improvement, and imaging
10. Apply policies and procedures to the use of networks, including intranet and internet applications to facilitate the electronic health record (EHR), personal health record (PHR), public health, and other administrative applications.
11. Use quality improvement tools and techniques to monitor, report, and improve processes
12. Apply principles of medical terminology, structure and function of the human body, disease process and pharmacology
13. Ensure that documentation in the health record supports the diagnosis and reflects the patient's progress, clinical findings, and discharge status
14. Maintain organizational compliance with regulations and standards and ensure organizational survey readiness for accreditation, licensing, and/or certification processes
15. Implement and manage applications and processes for clinical classification and coding and manage the use of clinical data required in reimbursement systems in healthcare delivery
16. Analyze and present data for quality management, utilization management, risk management, patient care related studies, and healthcare decision-making
17. Interpret, communicate, and apply current laws, accreditation, licensure, and certification standards related to health information initiatives at the national, state, local, and facility levels
18. Coordinate the implementation of legal and regulatory requirements related to the health information infrastructure
19. Implement and manage use of technology, including hardware and software, to ensure data collection, storage, analysis, and reporting of information
20. Apply knowledge of data base architecture and design (such as data dictionary, data modeling, data warehousing, etc.) to meet organizational needs
21. Manage human resources to facilitate staff recruitment, retention, and supervision
22. Apply general principles of management in the administration of health information services including knowledge of financial management and accounting principles

Core/Peirce Requirements:		Credits
1 Peirce College Orientation Course:		
PRC 100* or PRC 101		1 or 3
(Students who have fewer than 15 college credits earned at entry must take PRC 100)		
3 English/Communication courses:		
ENG 101*	English Composition*	3
COM 112	Effective Speech Communication	3
COM 345 (Prerequisite: two ENG or COM classes, one of which must be ENG101)	Advanced Comm Skills	3
3 Mathematics courses:		
MAT 101	Intro to College Math	3
MAT 105	Probability and Statistics	3
MAT		
4 Social Science courses:		
PSY 101	Intro to Psychology	3
SOC 240	Sociology of Behavior	3
SOC SCI		3
SOC SCI		3
1 Humanities/History course:		
HUM/HIS		3
4 Science courses:		
SCI 240*	Intro to Anatomy & Physiology*	3
SCI 250* (Prerequisite: SCI 240)	Anatomy & Physiology II*	3
SCI 270* (Prerequisites: HIT 125 and SCI 240)	Pathophysiology*	3
SCI		3
1 General Education Elective:		
Gen Ed		3
2Technology courses:		
BIS 109	Info Search and Presentation	3
BIS 235* (Prerequisite: all 100 and 200 level HCA and HIT courses must be completed.)	Database Management Systems*	3

*** A Grade of "C" or above is required in this course**

HIT Requirements:		
HIT 101*	Introduction to HIT*	3
HIT 125*	Medical Terminology*	3
HIT 200* (Prerequisite: HIT 101, HIT 125, & MAT 105 must be completed or concurrently enrolled)	Healthcare Statistics*	3
HIT 215* (Prerequisite: COM 112 & HIT 101)	Legal Aspects of Health Info.*	3
HIT 218* (Prerequisite: HIT 101)	Healthcare Reimbursement*	3
HIT 220* (Prerequisites: SCI 270, HIT 101, HIT 125 & BIS 109)	ICD-9-CM Coding*	3
HIT 225* (Prerequisites: SCI 270, HIT 101, HIT125, & BIS 109)	CPT/Outpatient Coding*	3
HIT 230* (Prerequisites: BIS109, HIT 101, HIT 125, & HIT 215)	Intro to Computer Systems for HIT*	3
HIT 250* (Prerequisites: HIT 101, HIT 200, & SOC 240 must be completed or concurrently enrolled)	Quality/Perform Imprv in HIM*	3
HIT 297 (Prerequisite: 30 credits completed)	HIT Professional Practice Wkshp	3
HIT 298* (Prerequisites: HIT 101 & HIT 297)	Professional Practice I*	3
HIT 299* (Prerequisites: HIT 218 and HIT 250 must be completed or concurrently enrolled, HIT298, & approval of healthcare site)	Professional Practice II*	3
HCA 210* (Prerequisite: all 100 and 200 level HCA and HIT courses must be completed.)	Healthcare Delivery Systems*	3
HRM 301* (Prerequisite: all 100 and 200 level HCA and HIT courses must be completed.)	Human Resource Management*	3
HCA 330* (Prerequisite: all 100 and 200 level HCA and HIT courses must be completed.)	HIPAA for the Healthcare Manager*	3
HIA 330* (Prerequisite: all 100 and 200 level HCA and HIT courses must be completed.)	Health Information Management	3
HIA 340* (Prerequisite: all 100 and 200 level HCA and HIT courses must be completed.)	HIM Research Methods*	3
HIA 350* (Prerequisite: all 100 and 200 level HCA and HIT courses must be completed.)	Electronic Health Records*	3
HIA 360* (Prerequisite: all 100 and 200 level HCA and HIT courses must be completed.)	Healthcare Code Sets, Clinical Terminologies, and Classification*	3
HIA 370* (Prerequisite: all 100 and 200 level HCA and HIT courses must be completed.)	Health Information Management Compliance*	3
HCA 405* (Prerequisite: all 100 and 200 level HCA and HIT courses must be completed.)	Financing Healthcare*	3
HIA 497 (Prerequisite: all 300 level courses completed)	HIA Professional Practice Workshop	0
HIA 498* (Prerequisites: (HIA 497 and Approval of Program Manager)	HIA Capstone*	3
HIA 499* (Prerequisites: HIA 497 and Approval of Healthcare Site)	PPE III Management Affiliation*	3

* **A Grade of "C" or above is required in this course**

Health Information Administration

Course Descriptions

HIA330 Health Information Management

A grade of C or above is required for this course.

Prerequisites: All required 100 and 200 level HCA and HIT courses

This course examines all aspects of health information management from the perspective of the health information administrator. The course content builds upon those principles introduced in the 100 and 200 level HIT courses. Students learn to apply, analyze, and synthesize a number of principles including those related to health informatics, data standards, reimbursement methodologies, and strategic planning and management.

HIA340 HIM Research Methods

A grade of C or above is required for this course.

Prerequisites: All required 100 and 200 level HCA and HIT courses

This course builds upon the principles of healthcare statistics and focuses on inferential statistics and research methodology principles. Research methods including survey, observational, experimental and quasi-experimental, and epidemiological research are examined as are methods of data collection, reporting, and presentation. The ethical, legal, and social implications of undertaking research on human subjects and role of the IRB are closely examined.

HIA350 Electronic Health Records

A grade of C or above is required for this course.

Prerequisites: All required 100 and 200 level HCA and HIT courses

This course is designed to prepare the health information manager with the necessary skills needed to operate in an electronic health record environment. In addition to EHR project management, goal setting and migration path development, the selection, implementation, and ongoing maintenance of EHR systems is explored.

HIA360 HC Code Sets/Clinical Terminologies

A grade of C or above is required for this course.

Prerequisites: All required 100 and 200 level HCA and HIT courses

Students enrolled in this course will gain a greater understanding of the latest developments in the growing field of health informatics. Multiple terminologies, vocabularies, code sets, and classification systems are examined in relation to how they support the EHR infrastructure. RxNorm, MEDCIN, LOINC, SNOMED, and National Drug Codes are among some of those examined in this course.

HIA370 HIM Compliance

A grade of C or above is required for this course.

Prerequisites: All required 100 and 200 level HCA and HIT courses

This course examines the elements of a compliance program including associated policies and procedures, training and education, and auditing and monitoring. Compliance principles for healthcare settings including hospital outpatient services, physician practices, long-term care facilities, inpatient rehabilitation, home health, long term acute care, and behavioral health are closely examined. Examples of audit tools including ambulatory coding review worksheets, audit summary sheets, and coding and DRG validation forms are discussed.

HIA497 HIA Professional Practice Workshop

Prerequisites: All required 300 level courses

Students enrolled in the Bachelor of Science degree program in Health Information Administration must take this workshop in preparation for HIA 499 Professional Practice III. Students will enroll in the HIA 497 workshop after all 300-level courses in the program have been completed and in the semester prior to enrolling in HIA 499.

HIA498 HIA Capstone

A grade of C or above is required for this course.

Prerequisites: HIA 497, Approval of Program Manager

This course is taken in the final session of study in the HIA program. Under the direction of a faculty member, students undertake an approved project within the scope of Health Information Administration. The approved project is designed to challenge the students understanding of critical thinking and problem-solving from a managerial perspective. Through successful completion of the project students will demonstrate synthesis and application of knowledge and skills acquired during the course of study.

HIA499 PPE III HIM Management Affiliation

A grade of C or above is required for this course.

Prerequisites: HIA 497, Approval of Healthcare Site

This course, taken during the final term of study, requires the student to complete a HIM management-focused Professional Practice Experience (PPE) in a clinical or non-clinical healthcare setting. Through successful completion of the management PPE and associated project the student will apply and demonstrate program competencies.