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, multi-specialty clinics and physician practices, long-term care, mental health, and other ambulatory settings, software vendors, consulting firms, education and pharmaceutical 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.

Goal Statement

The goal of the Bachelor of Science in Health Information Administration degree program is to have Peirce College graduates apply sound theory and principles based upon the 2012 AHIMA curriculum competencies.

Program Learning 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

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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.
Bachelor of Science Degree in Health Information Administration

After meeting the requirements of the Associate in Science in Health Information Technology degree, students may continue their education by enrolling in the Bachelor of Science in Health Information Administration degree program.

Please consult the course descriptions for course requirements.
Bachelor of Science Degree in Healthcare Information Administration

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<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Name</th>
<th>Credits</th>
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<tr>
<td>HCA 210</td>
<td>Healthcare Delivery Systems in the US</td>
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<td>BIS 235</td>
<td>Database Management Systems</td>
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<td>HRM 301</td>
<td>Human Resource Management</td>
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<td>HIA 330</td>
<td>Health Information Management</td>
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<td>HIA 320</td>
<td>HIPAA for the Healthcare Manager</td>
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<td>HIA 340</td>
<td>HIM Research Methods</td>
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<td>Electronic Health Records</td>
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<td>Healthcare Code Sets, Clinical Terminologies, and Classification Systems</td>
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<td>HIA 499</td>
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**SUBTOTAL** 36

**TOTAL CREDITS 121 OR 123**