

HIMS COURSES

Opposite each course title are three numbers such as 3-2-4. The first number indicates the number of regular classroom hours for the course each week; the second number indicates the number of laboratory hours per week; and the third number indicates the hours of credit awarded for the successful completion of the course. Listed in parentheses at the end of each course description is the term(s) that the course is normally offered. F=Fall, S=Spring, and M=Summer.

The college reserves the right to cancel or delete any course with insufficient enrollment.

Courses

HIMS 2201. Organizational Leadership. 1-0-1 Unit.

This course approaches the balances of classic management ideas with the most recent organizational leadership developments and contemporary trends, such as the impact on the services sector, how to manage people in these challenging times, the new role of stress on motivation and leadership; how to build effective teams, how to conduct an executive board meeting and the stresses on company's ethical standards.

HIMS 2202. Health Info Privacy & Security. 3-0-3 Units.

The course is intended to provide the foundation and guidelines applicable for the management responsibilities related to the privacy and security of health information data. The course will begin with an introduction to HIPAA. The course will progress to individual rights and permission to disclose, data breaches, third party access, compliance and sanctions.

HIMS 2203. Intro to Health Informatics. 3-0-3 Units.

The course will introduce the HIMS student to the hardware and software applications used in today's Health Information Technology field. Students will experience hands on training in EHR software. The course will focus on HIPAA, patient rights, privacy and security and data accuracy. (U) Prerequisite: MATH 2200 or 1401

HIMS 2204. Medical Terminology. 2-0-2 Units.

This course is a study of the medical language. It will include word construction (medical prefixes, suffixes, root words and definitions). Medical Terminology will include the body systems, the medical terms, and diseases for that system. This course is an online course.

HIMS 2205. Pathology and Pharmacology. 2-0-2 Units.

This course provides an introductory examination of pharmacology and pathophysiology as it relates to specific diseases and the treatment of each. This is an online course which looks at signs/symptoms, etiology, diagnosis and treatments involved for a basic understanding of human diseases and conditions. The student will also learn about the basic classification of pharmaceuticals for these diseases and conditions.

HIMS 3100. Intro to Medical Records. 3-0-3 Units.

This course is an introduction into medical records. It will show the student different types of medical records and the components, including ambulatory care, behavior healthcare, long-term care, home health, and hospice and how they are used in clinics, hospitals, and health related agencies. The course will show the utilization of the record and how this information is used. Introduction to medical records will address federal and state requirements, as well as accreditation guidelines. The electronic medical records and the confidentiality and security measures used in the protection of the health information are included in this course. This is an online course.

HIMS 3102. Healthcare Statistics. 3-1-3 Units.

This course will compliment past statistical course(s) and expand on how statistics are used in the healthcare setting to analyze report and forecast information specific to that sector. Students will interpret inferential statistics, analyze statistical data for decision making, apply analytical results to facilitate decision-making, apply data extraction methodologies, recommend organizational action based on knowledge obtained from data exploration and mining, analyze clinical data to identify trends that demonstrate quality, safety, and effectiveness of healthcare

HIMS 3103. Medical Terminology. 3-0-3 Units.

This course is a study of the medical language. It will include word construction (medical prefixes, suffixes, root words and definitions). Medical Terminology will include the body systems, the medical terms, and diseases for that system. This course is an online course.

HIMS 3104. Med Records Proc Practicum. 2-0-2 Units.

This course will allow the student to development an information management plan that will support the healthcare organization's current and future goals. The student will plan, design and select the appropriate technology needed for the project. The student will implement and test the technology that was chosen for this project. This is an online project.

HIMS 3105. Database Design I. 3-0-3 Units.

This course introduces databases and allows students to demonstrate proficiency through "hands-on" database design. It provides an introduction to health information systems and healthcare technology with discussion of current applications and trends in health care.

HIMS 3106. Pathology/Pharmacology. 3-0-3 Units.

This course provides an introductory examination of pharmacology and pathophysiology as it relates to specific diseases and the treatment of each. This is an online course which looks at signs/symptoms, etiology, diagnosis and treatments involved for a basic understanding of human diseases and conditions. The student will also learn about the basic classification of pharmaceuticals for these diseases and conditions.

HIMS 3107. Coding and Compliance I. 3-0-3 Units.

This course will introduce the basic principles and conventions used for ICD-10-CM/PCS coding. This course will evaluate the accuracy of diagnostic and procedural coding. It will explain coding principles through both exercises and examples. This course will cover all sections of ICD-10-CM. This course is an online course.

HIMS 3108. Database Design II. 4-0-4 Units.

This course emphasizes health care systems analysis and design principles through use of lecture, case studies, and projects. System evaluation, selection, and security are also emphasized.

HIMS 3109. Coding and Compliance II. 2-0-2 Units.

Students work in a designated health record department to complete assigned management projects related to the basic functions of a health record department.

Prerequisites: HIMS 3100, HIMS 3107, HIMS 3108.

HIMS 3110. Organizational Leadership. 3-0-3 Units.

This course approaches the balances of classic management ideas with the most recent organizational leadership developments and contemporary trends, such as the impact on the services sector, how to manage people in these challenging times, the new role of stress on motivation and leadership; how to build effective teams, how to conduct an executive board meeting and the stresses on company's ethical standards.

HIMS 3111. Privacy and Security. 3-1-3 Units.**HIMS 3301. Health Care Organizations. 3-0-3 Units.**

This course is intended for those interested in a systematic understanding of organizational principles, practices, and insights pertinent to the management of health services organizations. While based on state-of-the-art organizational theory and research, the emphasis is on application. Students will go beyond the traditional focus of health care on hospitals and other provider organizations to include suppliers, buyers, regulators, public health and financing organizations, and examine a more comparative, global perspective on how the United States and other countries address issues of health and health care. Case studies, practical scenarios, and controversial issues are highlighted in each chapter to challenge the student to provide solutions and philosophical positions on a variety of issues.

HIMS 4100. Health Data Governance. 3-0-3 Units.

The course is intended to provide the foundation and guidelines for the roles, functions, and practices that healthcare organizations must embrace for successfully managing healthcare data in a digital age. It will provide the context in which health information exists, taking a systems view of how people, processes, technology, and the content of data are intermingled, related and dependent on one another.

HIMS 4102. Healthcare Compl/Coding II. 3-0-3 Units.

This course will be a continuation of Healthcare Compliance I, HIMS 3107. This course will evaluate the accuracy of diagnostic and procedural coding. It will explain coding principles through both exercises and examples. This course will cover all sections of ICD-10-CM. It will identify the functions and relationships between healthcare classification systems. This course will explain how to map classification systems. This course is taught online.

HIMS 4105. Professional Practicum. 0-0-6 Units.

The student will work under the supervision of a Health Information professional in a healthcare setting. The student will learn the operations of the department as well as take part in different roles in the department. This class will be a combination of both real world experience and simulation.

HIMS 4106. Health Information Capstone. 2-0-2 Units.

This course will allow the student to develop a plan for a system selection process. The student will recommend the vendor selection and apply project management techniques for the project to ensure a successful workflow with a successful outcome. The student will analyze vendor contracts and negotiate the process of selection. This course is taught online.

HIMS 4107. Quality/Performance Management. 3-0-3 Units.

This course is a comprehensive introduction to the theory, practice, and management of performance and quality improvement processes in healthcare organizations. Performance improvement philosophy and methodology skills will be applied to a course long individual project. Case studies and discussion boards will guide students through the importance of quality in healthcare in relationship to management, utilization and risk management, infection control, patient outcomes, safety, and staffing.

HIMS 4108. Data Analytics. 3-0-3 Units.**HIMS 4109. Human Resource Management. 3-0-3 Units.****HIMS 4400. Human Resource Management. 3-0-3 Units.****HIMS 4402. Health Information Management. 4-0-4 Units.**

This course is a study of recordkeeping practices in the hospital and physician's office. Emphasis is placed on hospital and medical staff organization, patient record content, procedures in filing, numbering and retention of patient records, quantitative analysis, release of patient information, forms control and design, indexes and registers, reimbursement, regulatory and accrediting agencies, and alternative health care delivery systems.

HIMS 4403. Healthcare Ethics and Law. 3-0-3 Units.

This course will introduce the student to ethical practices within healthcare, as well as laws that apply to the healthcare setting. This course will discuss cultural diversity in healthcare. This course will introduce the student to Regulations concerning the Americans Disabilities Act (ADA) and the Equal Employment Opportunity Commission (EEOC). It will present material covering professional ethics in decision making. The AHIMA Code of Ethics, Patient's rights and safety will also be covered in this course. This course will analyze legal concepts and principle that deal with Health Information Management. Laws and regulations including Joint Commission, State laws, Medicare and Medicaid services, and HIPAA will be covered in this course. This course in an online course.

HIMS 4404. Healthcare Project Mgmt/Polici. 3-0-3 Units.

Focus on public health organizations at all levels, from large federal organizations and research centers, to county and local public health agencies. In addition to providing a critical understanding of individual, group, and organization behavior, the author outlines effective approaches to facilitate and manage inevitable organizational change in a productive, sustainable way by applying knowledge of power, influence, motivation, and leadership.

Prerequisites: HIMS 3103, HADM 3301.

HIMS 4405. Reimbursement & Finance. 3-0-3 Units.

The course is intended to provide the foundation and guidelines for basic financial management skills, concepts and reimbursement strategies for the HIM professional. The course will begin with the political and historical background of the American healthcare system from the types of healthcare businesses one could be employed at, to the passage of the recent healthcare reform bill of 2010. Accounting principles used in medical facilities from the basics of generally accepted accounting principles through how to use a balance sheet and understand an income statement will be explored. Healthcare Financial Management from the introduction of budgets to managing risk and financial management of health information technology will follow. This course also provides up-to-date information on healthcare payment systems and their effects on the US healthcare delivery system and economy. The successful student will comprehend step-by-step details about how each payment system functions, and the history behind each payment system.

HIMS 4407. Electronic Health Records. 3-1-3 Units.

This course is intended to be an introduction to human diseases for those who work in support roles within the healthcare system. The successful student will demonstrate knowledge of disease processes by definition, category, and body system. These processes will be reviewed by description, etiology, symptoms, diagnosis, treatment, and prevention. The knowledge obtained will be vital for coding, case management, clinical documentation improvement (CDI), risk management, diagnosis related groups (DRG's), and other responsibility of the Health Information Manager (HIM).

HIMS 4500. Quality & Performance Mngt.. 3-1-3 Units.

Introduces the concepts in quality management.

Prerequisites: HIMS 3100, HIMS 3103.

HIMS 4501. Data Analytics. 3-0-3 Units.**HIMS 4503. Data Governance. 3-1-3 Units.**

The course is intended to provide the foundation and guidelines for the roles, functions, and practices that healthcare organizations must embrace for successfully managing healthcare data in a digital age. It will provide the context in which health information exists, taking a systems view of how people, processes, technology, and the content of data are intermingled, related and dependent on one another.

HIMS 4504. Capstone I. 3-0-3 Units.

Students will learn about the research process as an essential component of academic training. The fundamentals and the focus of research efforts are applied to the planning process, hypothesis, and literature review analysis. The students will begin work on a peer-reviewed research project. (F) Prerequisite: HIMS 3102

HIMS 4600. Health Information Management. 3-1-3 Units.

This course is a study of recordkeeping practices in the hospital and physician's office. Emphasis is placed on hospital and medical staff organization, patient record content, procedures in filing, numbering and retention of patient records, quantitative analysis, release of patient information, forms control and design, indexes and registers, reimbursement, regulatory and accrediting agencies, and alternative health care delivery systems.

HIMS 4601. Professional Practicum. 3-1-3-6 Units.

A six-week administrative affiliation in selected healthcare organizations. Students, in addition to "shadowing" the department director, are actively involved in projects which use the skills they have developed through the curriculum. Prerequisites:

HIMS 4603. Applic Mngt Concepts Hlth Care. 3-1-3 Units.

This course will follow the management of patients from the admission process, orders, documentation, communication, HIPAA, medication reconciliation, timely dispensing of medications, ancillary department effectiveness and documentation, time management, discharge, appointments, claim management, reimbursement, reconciliation of denials, and data analytics to measure patient outcomes. Students will participate in risk management, the identification and management of errors, and the implementation of change management through education of staff and process improvement. Students will implement the use of an encoder, case studies and utilize the Neehr Perfect EMR for lab experience. Prerequisite: HIMS 4501

HIMS 4604. Capstone II. 3-0-3 Units.

This is a research continuation course based on successful completion of HIMS 4504. Students will plan adherence to the Institutional Review Board Process (IRB). Students will conduct raw data research, analyze their data, test their hypothesis, and draw conclusions. A successful outcome will lead to the completion of an undergraduate, peer reviewed research paper. The students will present their completed project to their peers. (S) Prerequisite: HIMS 4504