

- and managerial decision making. Prerequisite: HA 3375.
- 4315 Health Services Problem Solving and Decision Making. (3-0) An introduction to methodologies used to seek solutions to health administration problems which affect technical and professional personnel. Designed to place emphasis on techniques most directly applicable to models of administration and management decision making.
- 4318 Employment Law in Healthcare. (3-0) This course examines the legal aspects of healthcare human resource management. Each of the major federal and state enactments impacting human resource management will be studied in depth. Prerequisite: HA 3329.
- 4320 Seminar in Healthcare Administration. (3-0) Current trends and problems in health administration affecting health administration technical and professional personnel. Designed to place emphasis in selected areas of administration and management. Research paper and presentation is required of each student. (WI) (MC/MP)
- 4325 Healthcare Strategic Management. (3-0) This capstone class integrates accounting, finance, marketing, MIS, and organizational behavior in the creation of sustainable competitive advantage. Health care case studies will be used to illustrate key concepts.
- 4440 Practicum Internship A. (0-16) Students with specialization in management participate in a health services based practicum. Experiences in providing opportunities for observation, participation, and practical application of administrative or management skills in the institutional setting are required. Prerequisites: Must have a 2.25 major GPA and have completed all junior year major courses.
- 4441 Practicum Internship B. (0-16) Studies tailored to particular interests and needs of individual students. A variety of experiences may be used to enrich the program for students with special needs or demonstrated competencies. Prerequisite: Final semester of study.
- 4848 Healthcare Administrative Residency. (0-40) Designed for students who have limited or no previous background in healthcare management/administration. Includes rotation through selected major departments, culminating in a major project. Prerequisite: Final semester of study.

Courses in Health Professions (HP)

- 2351 Application of Computers in the Health Professions. (2-1) An introduction to computer applications important to health care including both common and specialized medical software. Common computer applications are introduced using projects and data resources from a healthcare environment. Students also examine specialized medical applications such as the National Library of Medicine, healthcare Internet resources, and telemedicine.
- 3302 Biostatistics. (2-2) The course introduces major statistical concepts and procedures as applied to clinical science students with an emphasis on inferential statistics. Topics include: descriptive statistics, hypothesis testing, comparison statistics, relationship statistics, association statistics, and beginning epidemiological ratios. Students are introduced to major statistical packages. Prerequisite: MATH 1315 or 1319.
- 3325 Healthcare Statistics (3-0) The course introduces major statistical concepts and procedures as applied to healthcare

administration students with an emphasis on descriptive statistics. Topics include: healthcare statistical terminology, descriptive statistics, hypothesis testing, comparison statistics, relationship statistics, and association statistics. Prerequisite: MATH 1315 or 1319.

Department of Health Information Management

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DEGREE PROGRAM OFFERED

Bachelor of Health Information Management (BSHIM), major in Health Information Management

MINOR OFFERED

Health Information Management

CERTIFICATE OFFERED

Health Information Privacy & Security

The Health Information Management major prepares students to work in the health information management profession which focuses on health care data and the management of health care information resources. The profession addresses the nature, structure, and translation of data into usable forms of information including the electronic health record for the advancement of health and health care of individuals and populations.

Health information management professionals collect, integrate, and analyze primary and secondary health care data, disseminate information and manage information resources, related to the research, planning, provision, and evaluation of health care services. HIM professionals are an integral part of the planning, implementing and utilization of electronic health record systems.

The program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education. Upon completion of the degree, graduates of the program are eligible to sit for the RHIA (Registered Health Information Administrator) examination offered by the American Health Information Management Association.

The BSHIM is offered in two formats—the traditional campus-based program and an on-line program. The Traditional Campus-Based Program is a two plus two program with completion of general education core curriculum and program prerequisite coursework during the first two years. Following application and acceptance into the program, the final two years consists of the professional coursework reinforced with professional practice experience assignments in hospitals and other health care related facilities and organizations. Application deadline is March 1.

The on-line Program is offered primarily for those who have already completed an associate degree in health information or other degree or have previous healthcare work experience. Academic advisement is required to determine eligibility and placement in this program. The courses for the program are offered via web-based instruction, independent study, and professional practice experience. Application deadline is March 1.

Admission

Any student at Texas State University may declare Pre-Health Information Management as their major. To declare Pre-HIM as a major, contact the Department of Health Information Management to schedule an interview with the Department Chair. It is strongly recommended that students present themselves for academic advising with a HIM program advisor as soon as health information management has been selected as a major.

Admission Process for acceptance to the professional phase of the program to begin the 3000 and 4000 level coursework, students must:

1. Have completed the majority of the Core and other prerequisite coursework;
2. Have a minimum overall GPA of 2.50;
3. Be eligible for admission to Texas State. (University application deadlines are different than the HIM Program deadline. Potential program applicants are encouraged to complete the University process early to facilitate review of transcripts during the HIM Program application process.);
4. Submit HIM Program application by March 1 for consideration to begin the HIM coursework in the fall semester; and
5. Interview with the HIM Program Admissions Committee.

Advanced placement in the major coursework due to previous health information or related coursework and/or work experience will require a review of the student's credentials and transcripts. Because of course sequencing and the scheduling of clinical assignments, students who drop out of the program for one or more semesters will be required to reapply for admission and be re-interviewed by the admissions committee.

Progression

BSHIM courses are to be taken in a published sequence. The HIM courses are offered in a lock-step sequence. Most courses are offered only once each academic year; therefore, progress in the program may be delayed if a student falls out of sequence due to failure to successfully complete the HIM courses with the required "C" or higher. Because of course sequencing and the scheduling of clinical assignments, students who drop out of the program for one or more semesters will be required to reapply for admission and be re-interviewed by the admissions committee for consideration to be allowed to continue in the program.

Graduation

To graduate with a Bachelor of Science in Health Information Management, students must successfully complete all HIM courses with a "C" or higher. Graduating students must have attained a 2.0 or higher Texas State University GPA with a minimum of 2.25 GPA in the HIM major courses.

During the second semester of the senior year, students are required to take a five-week professional practice experience course. This course requires that the students spend a minimum of five weeks in other institutions (hospitals, health agencies, etc.) away from campus. Students must furnish their own transportation and housing. Because of the time and distances involved, no courses other than those listed can be taken in the final semester of the senior year.

Liability Insurance

1. Students enrolled in the Health Information Management degree program are required to purchase liability insurance, or demonstrate proof that they have professional liability insurance.
2. Students may obtain information on liability insurance from the HIM Department.

Immunization Requirements

It is a policy of the College of Health Professions that each student must provide a Health Report completed by a physician, and must take certain immunizations before the student can be placed in a clinical or internship assignment. Information on these requirements and forms may be obtained through the program office.

Background Checks and Drug Screening

As a condition for placement in some professional practice sites, students may be required to have a background check and/or drug screening and meet other requirements set by individual sites. Information will be provided by program/department /school.

Bachelor of Science in Health Information Management (BSHIM)
Major in Health Information Management
 Minimum required: 120 semester hours

General Requirements:

1. Any student who did not complete at least two years of the same foreign language in high school is required to take 6-8 hours of the same foreign language.
2. See Academic Services section of the catalog for course options that satisfy literature, life and physical science, and social and behavioral science components.
3. If US 1100 is waived, the student must have a minimum of 120 hours to graduate. See the College Advising Center.

Freshman Year - 1st Semester		Freshman Year - 2nd Semester		Sophomore Year - 1st Semester		Sophomore Year - 2nd Semester	
Course	Hr	Course	Hr	Course	Hr	Course	Hr
ENG 1310	3	ENG 1320	3	HIST 1320	3	POSI 2320	3
MATH 1315, 1319, 1329, 2417, or 2471	3	HIST 1310	3	Life and Physical Science Component	3	PHIL 1305 or 1320	3
POSI 2310	3	Life and Physical Science Component	3	ENG Literature	3	BIO 2430	4
COMM 1310	3	Social and Behavioral Science Component	3	HIM 2360	3	HP 3302, HP 3325, PSY 2301, CJ 3347, MATH 2328, QMST 2333, or SOCI 3307	3
US 1100	1	CIS 1323 or CS 1308	3	ART, DAN, MU, or TH 2313	3		
Total	13	Total	15	Total	15	Total	13

Junior Year - 1st Semester		Junior Year - 2nd Semester		Junior Year - Summer		Senior Year - 1st Semester	
Course	Hr	Course	Hr	Course	Hr	Course	Hr
HIM 3301	3	HIM 3311	3	HIM 4370	3	HIM 4401	4
HIM 3310	3	HIM 3350	3			HIM 4331	3
HIM 3463	4	HIM 3368	3			HIM 4363	3
HIM 3367	3	HIM 3380	3			HIM 4364	3
HIM 3390	3	HIM 3464	4				
Total	16	Total	16	Total	3	Total	13

Senior Year - 2nd Semester	
Course	Hr
HIM 4225	2
HIM 4383	3
HIM 4385	3
HIM 4390	3
HIM 4501	5
Total	16

Minor in Health Information Management

A minor in Health Information Management requires 22 hours, including HIM 3350, 3380, 3390, 3463, 4331, 4363, and 4385. Appropriate sequencing of courses is necessary for progression to subsequent courses. This minor would enhance and broaden the scope of various other fields of study by providing a well-rounded introduction and an opportunity for practical applications of the administrative functions related to the management of health information. Completing this minor does not meet eligibility requirements for the R.H.I.A. (Registered Health Information Administrator) certification examination offered by the American Health Information Management Association. Academic advisement is important prior to enrolling in HIM minor courses due to sequencing requirements.

Certificate in Health Information Privacy & Security

A certificate in Health Information Privacy & Security requires 16 hours, which include: HIM 3311, 3350, 3463, 4385, and CIS 4348. Applicants to the program are required to be a Texas State University Undergraduate degree seeking or post-baccalaureate student in good standing.

Courses in Health Information Management (HIM)

- 2345 The Language of Healthcare: Spanish. (3-0) An introduction of the practical language used in clinical settings to facilitate interaction with Spanish-speaking patients and healthcare professionals. Special emphasis is placed on the use of meaningful medical vocabulary for various healthcare professionals who work with Spanish-speaking patients and their families. Prerequisite: Two semesters of Spanish.
- 2360 Medical Terminology. (3-0) Recognizing and understanding the vocabulary of the health care professions. Emphasis on medical prefixes, suffixes, and word roots as used in oral and written communications.
- 3301 Principles of Health Information Management. (3-0) Exploration of the expanding role of the HIM professional. Emphasis will be on the organizational structure and delivery of healthcare in hospitals and other healthcare agencies and the associated roles of HIM professionals.
- 3310 Fundamentals of Health Information Systems. (3-0) An introduction to the information technology aspects of health information management to include hardware components, systems architecture, operating systems, languages, software applications, tools, and related topics and concepts.
- 3311 Management of HIM Systems. (2-2) An introduction to the system life cycle with an emphasis on the role of the HIM professional in the implementation of electronic health record systems. Systems development and information brokering are considered with particular emphasis on data security.
- 3350 Legal Aspects of HIM. (3-0) A study of the legal issues of Health Information Management with focus on statutory and regulatory requirements, case law and practical applications. Special legal problems associated with access to patient information, disposition of records, confidentiality and privacy, reporting requirements and compliance with current state and federal legislation are emphasized.
- 3367 Disease and Medical Science I. (3-0) An introduction to the general disease process. Stress is placed upon the occurrence of disease, the signs and symptoms of disease, the test values and findings of disease, and the therapeutic treatment of disease.
- 3368 Disease and Medical Science II. (3-0) A continuation of Disease and Medical Science I.
- 3380 Quality Improvement Regulations & Procedures for HIM. (3-0) Overview of regulatory agency requirements for quality improvement, utilization management and risk management. Methods for integrating these procedures for credentialing and peer review are explored.
- 3390 Departmental Management. (3-0) A study of the principles involved in managing HIM departments in hospitals and other healthcare facilities. The course provides the opportunity to apply theory to traditional HIM managerial responsibilities and in the expanded role of the HIM professional.
- 3463 Introduction and Technical Aspects of Health Information Management. (2-4) An introduction into principles and procedures used in health records organization, maintenance and retention, numbering and filing systems and procedures, forms control and design, and imaging. Emphasis placed on functions and duties of the HIM administrator, and relationships of the medical record to the health care delivery system.
- 3464 Nosology. (2-2) Introduction to ICD-CM, CPT and other classifications and nomenclatures. Emphasis will be placed on manual coding of diagnoses and procedures from the acute care facility and the introduction of the use of encoding systems.
- 4101 Problems in Health Information Management. (1-0) Comprehensive study of selected problems related to professional practice issues and changes in the health information management field. Emphasis will be on problem solving and application of management skills. May be repeated with permission of department chair.
- 4225 Health Information Management Research and Education. (2-0) A course of independent reading and research with the student completing a research project and developing an in-service instructional module. Emphasis is on the application of health information management theory and clinical practice. (WI)
- 4331 Health Information Management Research and Data Analysis. (3-0) An introduction to research methods and experimental inquiry to acquaint the student with skills to critique and conduct studies in the health information management domains. The course will also provide the foundation for compiling, analyzing, and displaying statistics related to the delivery of healthcare.
- 4363 Comparative Record Systems. (3-0) Theory and procedures for the maintenance and regulation of patient health information records in non-hospital medical care facilities to include long term care, ambulatory care, psychiatric care, rehabilitation and prison record keeping systems.
- 4364 Classification, Nomenclature and Reimbursement. (2-2) Continued study of ICD-9-CM, CPT 4 and other classification and nomenclatures. The relationship with inpatient and ambulatory care reimbursement systems is also explored.
- 4370 Finance and Reimbursement Methodologies for HIM. (3-0) Course will address the reimbursement cycle from patient registration to claims billing with an emphasis on federal regulations and the role of HIM regarding payment systems. Topics will include accounting principles, budget processes,

- cost/benefit analysis, healthcare finance, compliance strategies, charge-master and casemix management, and payment systems and plans.
- 4383 Seminar in Health Information Management. (3-0) Problem-solving course designed to assimilate actual internship encounters and theory. Emphasis is on integration of knowledge and making transition to the applications required to function as a health information manager.
- 4385 Health Information Management Practicum. (0-8) Assignments made to promote uniformity and competency levels required of entry-level health information management professionals with practical application of administrative, management, and problem-solving skills required to complete projects and portfolio material. (WI)
- 4388 Practicum. (0-8) Faculty-led administrative training for the associate degree health information progression student. Emphasis is placed on analysis of HIM personnel functions, interdepartmental relations, use of health information technology, and committee assignments. Full-time participation of the student is required.
- 4389 4389 Professional Practice Experience. (1-40) Supervised management experience and training in a healthcare or related setting. Student will participate in administrative, management, and problem-solving activities in the institutional setting. Full-time participation is required. Option for health information associate degree and post-baccalaureate students. (WI)
- 4390 Contemporary Leadership Principles for HIM. (3-0) An analysis of the expanded role of the Health Information Management professional in the healthcare environment and application of the principles involved. Topics include strategic planning and forecasting, marketing, entrepreneurialism, leadership, motivation, consensus building, workforce diversity, change management, work redesign/reengineering, and project management. (WI) (MP)
- 4401 Health Information Technology Throughout the Enterprise. (3-2) This course studies the integrated use of health information technology throughout the enterprise. Students will evaluate how technology impacts overall hospital operations from both a clinical and administrative perspective and will use planning and assessment tools to simulate technology system implementation.
- 4501 Professional Practice Experience. (1-40) Supervised management experience and training in a healthcare or related setting. Student will participate in administrative, management, and problem-solving activities in the institutional setting. Full-time participation is required in addition to scheduled campus visits. (WI)