

Health Information Management Programs

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Health Information Management AAS

Basic Health Care Certificate of Completion

The 16-credit Basic Health Care certificate readies you for entry-level positions in the health care industry and provides a solid foundation of skills and knowledge that will enable you to explore further education, training, and employment in the allied health care fields.

Program outcomes

Students completing the certificate should be able to:

- Comply with preventative health and safety requirements
- Apply an understanding of health care laws and ethics that are required in health care practice
- Explain the characteristics of health care professionals, including professional behavior, teamwork, leadership skills, and customer service
- Understand and apply appropriate medical terminology
- Describe the anatomy and physiology of the various systems of the body
- Demonstrate basic computer skills
- Apply the principles and methods of health promotion and wellness

Getting started

The first step to entering the following programs is to take part in an assessment process, which includes taking the college's free placement test and meeting with Advising and Counseling Services. You may need to complete program entry requirements. Then your advisor will help you develop an individualized program of study, which may include one or more of the following:

| | | |
|--------|---|---|
| AH115 | Healthcare Career Success Strategies..... | 2 |
| MTH060 | Introductory Algebra (or higher)..... | 4 |
| RD090 | College Textbook Reading (or higher) | 3 |
| WR115 | Introduction to Composition (or higher) | 4 |

In addition to tuition, estimated costs for students who complete the entire program listed below are books, \$400; class fees, \$71; universal fee, \$224. Contact the Financial Aid Office at 503.399.5018 to find out if you qualify for help with these costs. Students are responsible for costs related to travel to practicum locations.

You may earn a certificate of completion by successfully completing the required 16 credit hours with a grade of "C" or better in all courses.

| Course | Title | Credit Hours |
|--------|--|--------------|
| BI171 | Introduction to Human Anatomy and Physiology 1 | 3 |
| BI172 | Introduction to Human Anatomy and Physiology 2 | 3 |
| CIS101 | Introduction to Microcomputer Applications | 3 |
| HM120 | Medical Terminology 1 | 3 |
| HM121 | Medical Terminology 2 | 4 |

Health Information Management Associate of Applied Science Degree

As a graduate of the Health Information Management two-year program, you will be prepared for a variety of middle-management jobs in the health care field. You may be employed by hospitals, state agencies, medical clinics, or other health care organizations.

The combination of career and technical education courses and transfer courses will give you a wide variety of options, including bachelor and master's degrees in health information management.

For admission to the program, an application is required. This is a separate step from the testing and assessment process required by the college. Applications are available in Advising and Counseling Services, at the Enrollment Center on the Salem Campus, in program offices, and on the web at www.chemeketa.edu.

Additionally, you must be able to pass a criminal background check. Health care institutions may also require another criminal background check, urine drug screen, proof of immunizations, and current CPR certification before a student can be placed at the facility for externship, practicum, or cooperative work experience.



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Program outcomes

Students completing the degree should be able to:

- Use health records to abstract, collect, and analyze data for use by a range of health care professions and health-related organizations
- Apply current technology and basic assessment tools to manage and maintain health information
- Use knowledge of structure, function, and terminology related to the human body to communicate in health care systems
- Apply the principles of professional ethics and diversity to medical-legal matters, including confidentiality, medical records management, release of information, patient rights, workplace rights, informed consents, and electronic information in the health care facility
- Use interpersonal and communication skills that build and maintain cooperative working relationships in the health care profession
- Use the specific skills associated with their scope of practice such as medical coding, medical reimbursement, health records management, or health information management
- Integrate and apply theory and skill in a health care organization through a work site experience
- Apply advanced theoretical concepts of management to the health service organization
- Analyze and interpret health care data and statistics for decision making in health care organizations
- Identify the characteristics of major health care systems to manage the health care environment
- Apply skills in leadership, motivation, and team building in health care settings

Getting started

The first step to entering the following programs is to take part in an assessment process, which includes taking the college's free placement test and meeting with Advising and Counseling Services. You may need to complete program entry requirements. Then your advisor will help you develop an individualized program of study, which may include one or more of the following:

| | | |
|--------|---|---|
| CA121A | Keyboarding A (if less than 25 wpm)..... | 1 |
| MTH060 | Introductory Algebra (or higher)..... | 4 |
| RD090 | College Textbook Reading (or higher) | 3 |
| WR115 | Introduction to Composition (or higher) | 4 |

If you have questions about the requirements, contact the Health Sciences Department at 503.399.5058 or e-mail healthsciences@chemeketa.edu.

Health Information Management Associate of Applied Science Degree

In addition to tuition, estimated costs for students who complete the entire program listed below are books, \$2,309; class fees, \$160; universal fee, \$1,260; equipment and supplies, \$172; criminal background check, \$50. Contact the Financial Aid Office at 503.399.5018 to find out if you qualify for help with these costs. Students are responsible for costs related to travel to practicum locations.

You may earn an associate of applied science degree by successfully completing the required 90 credit hours with a grade of "C" or better in all courses. If you have completed or

currently enrolled in a health occupations program and wish to apply credits toward the Health Information Management degree program, contact the advisor in this program.

| Course | Title | Credit Hours |
|---------------|---|--------------|
| Term 1 | | |
| BI171 | Introduction to Human Anatomy and Physiology 1 | 3 |
| | or | |
| BI231 | Human Anatomy and Physiology | 4 |
| CA118B1 | Excel Basics 1 | 1 |
| CIS101 | Introduction to Microcomputer Applications | 3 |
| FYE105 | Creating College Success | 2 |
| HM120 | Medical Terminology 1 | 3 |
| PSY104 | Workplace Psychology+ | 4 |
| Term 2 | | |
| BI172 | Introduction to Human Anatomy and Physiology 2 | 3 |
| | or | |
| BI232 | Human Anatomy and Physiology | 4 |
| CA208 | Workplace Presentations Using PowerPoint | 3 |
| HM121 | Medical Terminology 2 | 4 |
| MTH070 | Elementary Algebra+ (or higher)..... | 4 |
| Term 3 | | |
| CA118B2 | Excel Basics 2 | 1 |
| CA118C1 | Access Basics 1 | 1 |
| HM112 | Health Information Systems and Procedures | 4 |
| HM123 | Essentials of Pathophysiology | 3 |
| HM210 | Introduction to Health Services | 3 |
| WR121 | The College Essay+ (or higher) | 4 |
| Term 4 | | |
| HM101 | Medical Law and Ethics..... | 3 |
| HM115 | ICD-10-CM Coding/Diagnosis | 4 |
| HM161 | Computer Technology and Systems for Health Information Management..... | 3 |
| HM217 | Quality Data Management in Health Services | 3 |
| HM250 | Health Information Management 1 | 3 |
| Term 5 | | |
| HM113 | Healthcare Financing, Insurance, and Reimbursement | 3 |
| HM114 | CPT Coding and Reimbursement | 3 |
| HM150 | Professional Development and Communication for Health Information Management..... | 3 |
| HM251 | Health Information Management 2 | 3 |
| PHM230 | Pharmaceutical Drug Classifications | 3 |
| Term 6 | | |
| HM160 | ICD-10-PCS/Procedures | 4 |
| HM230 | Health Information Management Practicum | 5 |
| HM231 | Health Information Management Seminar | 1 |
| HM252 | Health Information Management 3 | 3 |

+Meets related instruction requirement, see page XX. For subject areas, see page XX