HEALTH INFORMATION MANAGEMENT

Associate in Applied Science (AAS)
Program Code: 10-530-4
Total Credits: 61-62

Mid-State's Health Information Management program prepares individuals to enter the emerging field of electronic health record management. Students learn to use computer programs and established methods to securely process, compile, maintain, and report electronic health information data for patient care. In this program you'll learn to abstract and code clinical data using classifications systems as well as analyze health records according to industry protocols. You'll build knowledge about reimbursement, facility planning, marketing, risk management, and more. Graduates are eligible to take the AHIMA national certification exam for Registered Health Information Technician (RHIT).

Estimated tuition and fees: mstc.edu/programcosts
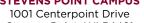
ACADEMIC ADVISOR
To schedule an appointment with an academic advisor, call 715.422.5300. Academic advisors will travel to other campuses as necessary to accommodate student needs. For more information about advising, visit **mstc.edu/advising**.

CHECKLIST:
This section will be completed when meeting with your academic advisor.

❑ FAFSA (www.fafsa.gov)

❑ Financial Aid Form(s)

   Form(s): _____

❑ Follow-Up Appointment:

   Where: _____

   When: _____

   With: _____

❑ Official Transcripts
   Mid-State Technical College
   Student Services Assistant
   1001 Centerpoint Drive
   Stevens Point, WI 54481

❑ Criminal Background Statement of Understanding and Release of Information Form

❑ Other: _____

   _____

mstc.edu • 888.575.6782 • TTY: 711

MID-STATE TECHNICAL COLLEGE

ADAMS CAMPUS
401 North Main
Adams, WI 53910

MARSHFIELD CAMPUS
2600 West 5th Street
Marshfield, WI 54449

STEVENS POINT CAMPUS
1001 Centerpoint Drive
Stevens Point, WI 54481

WISCONSIN RAPIDS CAMPUS
500 32nd Street North
Wisconsin Rapids, WI 54494

HIGH SCHOOL STUDENT

COLLEGE TRANSFER

RETURNING ADULT

CREDIT FOR PRIOR LEARNING AND EXPERIENCE

CREDIT FOR PRIOR LEARNING AND EXPERIENCE

- Certifications and Licenses
- High School Credit
- Military Experience
- National/Standardized Exams
- Transfer Credit
- Work and Life Experience

Learn about Credit for Prior Learning at **mstc.edu/cpl**.

TECHNICAL DIPLOMA

MEDICAL CODER
Technical Diploma • 30 Credits

Start Your Career
- Medical Coder
- Medical Claims Reviewer
- Financial Services Specialist

ASSOCIATE IN APPLIED SCIENCE (AAS)

HEALTH INFORMATION MANAGEMENT
Associate in Applied Science (AAS) • 61-62 Credits

Start Your Career
- Medical Coder/Reviewer/Educator
- Revenue Cycle Coordinator
- Healthcare Information Data Analyst

BACHELOR'S DEGREE

BACHELOR'S DEGREE OPTIONS
Arizona State University, Bellevue University, Colorado State University Global, Concordia University, Franklin University, Grand Canyon University (GCU), Herzing University, Lakeland University, Milwaukee School of Engineering (MSOE), Mount Mary University (MMU), Northern Michigan University, The College of St. Scholastica, University of Phoenix, UW-Green Bay, UW-La Crosse, UW-Oshkosh, UW-Parkside, UW-Stevens Point, UW-Stevens Point at Marshfield, UW-Stout, UW-Whitewater, Western Governors University, and Wisconsin Private–Nonprofit Universities/Colleges.

For more information and additional opportunities, visit **mstc.edu/transfer**.

OTHER OPTIONS

RELATED PROGRAMS
- Central Service Technician
- Health & Wellness Promotion
- Medical Assistant
- Nursing
- Nursing Assistant
- Phlebotomy Technician
- Respiratory Therapy
- Surgical Technology

PROGRAM OUTCOMES

Employers will expect you, as a Health Information Management graduate, to be able to:

- Demonstrate professional behaviors and ethics.
- Apply information technology and analytics in data use.
- Apply coding and reimbursement systems.
- Supervise various components of the health information system.
- Apply data governance principles to ensure the quality of health data.

TECHNICAL SKILLS ATTAINMENT

The Wisconsin Technical College System (WTCS) has implemented a requirement that all technical colleges measure program outcomes attained by students. This requirement is called Technical Skills Attainment (TSA). The main objective of TSA is to ensure graduates have the technical skills needed by employers. Students are notified of TSA reporting in their final few courses of the program and will complete a mock RHIT exam to fulfill the TSA requirement for this program.

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The Health Information Management accreditor of Mid-State Technical College is the Commission on Accreditation for Health Informatics and Information Management (CAHIIM). The College's accreditation for associate degree in Health Information Management at the Marshfield campus has been reaffirmed through 2023.

Graduates are eligible to take the national certification exam offered by the American Health Information Management Association (AHIMA) for the Registered Health Information Technician (RHIT) credential.

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ADDITIONAL ENTRY CRITERIA

To apply to the Health Information Management program, please submit the following documents to Mid-State Admissions:

- Criminal Background Statement of Understanding and Release of Information form.

Mid-State Technical College • Admissions
500 32nd Street North
Wisconsin Rapids, WI 54494

TECHNICAL STANDARDS

A list of specific physical, emotional, and mental tasks needed to function as a Health Information Management graduate is available at **mstc.edu/ programs/health-information-management**. Contact the Disability Services coordinator in the Student Services & Information Center to receive assistance.

PRACTICUM-RELATED REQUIREMENTS

Prior to placement at a practicum site, students need to pay for a criminal background check through a private vendor and provide documentation of required health work.

Students are responsible for ensuring all requirements remain current during program enrollment.

Practicum sites have the right to refuse a student's placement based on inadequate health records, pending charges, or conviction records. Students with a criminal history may not be able to complete practicum courses. Mid-State will make two attempts to place a student in an appropriate practicum experience. If Mid-State is unable to place the student after two attempts, the student will be withdrawn from the practicum course and will not be able to advance in the program.

PROGRAM PROGRESSION AND COMPLETION

In order to progress in and successfully complete the program, students must:

- Repeat courses not completed with a "C" or better prior to progressing in core courses or other courses with co- or prerequisites.
- Receive a grade of "C" or better in all courses required for graduation.

A student may repeat the same course only once in the Health Information Management program. If the course is failed a second time, the student will be withdrawn from the Health Information Management program. If a Health Information Management student fails four separate program courses, the student will be withdrawn from the program. Failures will include failing the same course or failing different courses. A withdrawal grade of "W" counts as one attempt for the course.

STUDENT HANDBOOK

Visit **mstc.edu/studenthandbook** to view Mid-State's student handbook, which contains information about admissions, enrollment, appeals processes, services for people with disabilities, financial aid, graduation, privacy, Mid-State's Student Code of Conduct, and technology.

GRADUATION REQUIREMENT

The GPS for Student Success course is required for all Mid-State program students and is recommended to be completed before obtaining 12 credits. (Not counted in the total credit value for this program.) Some students are exempt from this requirement. Please see your program advisor for more information.

GPS for Student Success ✎
10890102 ....1 credit
Integrate necessary skills for student success by developing an academic plan, identifying interpersonal attributes for success, adopting efficient and effective learning strategies, and utilizing Mid-State resources, policies, and processes. This course is recommended to be completed prior to obtaining 12 credits and is a graduation requirement unless you receive an exemption from your program advisor.

ADDITIONAL COURSES AS NEEDED

The following courses may be recommended or required if the student does not achieve minimum Accuplacer scores.

College Reading and Writing 1
10831104 ....3 credits
Provides learners with opportunities to develop and expand reading and writing skills to prepare for college-level academic work. Students will employ critical reading strategies to improve comprehension, analysis, and retention of texts. Students will apply the writing process to produce well-developed, coherent, and unified written work.

Pre-Algebra
10834109 ....3 credits
Provides an introduction to algebra. Includes operations on real numbers, solving linear equations, percent and proportion, and an introduction to polynomials and statistics. Prepares students for elementary algebra and subsequent algebra-related courses.
Prerequisite: Accuplacer Math score of 65, Accuplacer Algebra score of 30, ABE Math Prep V 76854785 and ABE Math Prep VI 76854786 with a grade of "S." (Note: ABE Math Prep V and VI courses cannot be used to satisfy program completion requirements at Mid-State.)

NOTES:

SAMPLE FULL-TIME CURRICULUM OPTION

Term		14-15 credits
10103106	Microsoft Office-Introduction ☑	3
10501101	Medical Terminology ☑	3
10530123	Introduction to Digital Information in Healthcare	3
10530125	Organization of Healthcare	2
10806177	General Anatomy & Physiology ☑	4
	-or-	
10806189	Basic Anatomy	3

Term		15 credits
10103124	Excel Intermediate ☑	1
10530144	CPT Coding	3
10530112	Legal Aspects of HIM	2
10530117	Human Disease for the Health Professions	3
10530197	ICD Diagnosis Coding	3
10801136	English Composition 1 ☑	3

Term		15 credits
10530132	Health Data Analysis	3
10530160	Performance Improvement for Health Professions	3
10804189	Introductory Statistics ☑	3
10801196	Oral/Interpersonal Communication ☑ **-or-**	
10801198	Speech ☑	3
10809188	Developmental Psychology ☑ **-or-**	
10809198	Intro to Psychology ☑	3

Term		17 credits
10530146	Private and Government Reimbursement	3
10530147	HIM Advanced Coding	3
10530113	RHIT Test Prep	1
10530114	Health Information Practicum	1
10530115	Inpatient Procedure Coding	3
10530116	Management of Health Information Services	3
10809172	Introduction to Diversity Studies ☑ **-or-**	
10809196	Introduction to Sociology ☑	3

Total credits 61-62

☑ This course has options available to receive credit for prior learning (CPL) or work experience. Visit the website at **mstc.edu/cpl** or contact your advisor for details.

Please Note:
- This curriculum sequence is only for student planning. Actual student schedules will vary depending on course availability.
- Program completion time may vary based on student scheduling and course availability. For details, go to **mstc.edu/schedule**.

SAMPLE PART-TIME CURRICULUM OPTION

Term		9-10 credits
10501101	Medical Terminology ☑	3
10530123	Introduction to Digital Information in Healthcare	3
10806177	General Anatomy & Physiology ☑	4
	-or-	
10806189	Basic Anatomy	3

Term		5 credits
10530112	Legal Aspects of HIM	2
10530117	Human Disease for the Health Professions	3

Term		8 credits
10103106	Microsoft Office-Introduction ☑	3
10530125	Organization of Healthcare	2
10530197	ICD Diagnosis Coding	3

Term		7 credits
10103124	Excel Intermediate ☑	1
10530144	CPT Coding	3
10801136	English Composition 1 ☑	3

Term		6 credits
10530132	Health Data Analysis	3
10804189	Introductory Statistics ☑	3

Term		9 credits
10530146	Private and Government Reimbursement	3
10530147	HIM Advanced Coding	3
10530115	Inpatient Procedure Coding	3

Term		9 credits
10530160	Performance Improvement for Health Professions	3
10801196	Oral/Interpersonal Communication ☑ **-or-**	
10801198	Speech ☑	3
10809188	Developmental Psychology ☑ **-or-**	
10809198	Intro to Psychology ☑	3

Term		8 credits
10530113	RHIT Test Prep	1
10530114	Health Information Practicum	1
10530116	Management of Health Information Services	3
10809172	Introduction to Diversity Studies ☑ **-or-**	
10809196	Introduction to Sociology ☑	3

Total credits 61-62

COURSE DESCRIPTIONS

Basic Anatomy
10806189 ....**3 credits**
Examines concepts of anatomy and physiology as they relate to health careers. Learners correlate anatomical and physiological terminology to all body systems.
Prerequisite: High School GPA of 3.0 or Accuplacer Reading Skills of 236 or ACT of 15. Students are encouraged to bring transcripts for further evaluation if they do not meet these requirements.

CPT Coding
10530144 ....**3 credits**
Prepares learners to assign current procedural terminology (CPT) codes supported by medical documentation with entry-level proficiency. Students are familiar with and use standard coding references. Emphasizes accuracy, CPT instructional notations, conventions, rules, and official coding guidelines when assigning CPT codes to case studies and actual medical record documentation. Also covers application of modifiers to services and relationship to financial impact.
Prerequisites: Medical Terminology 10501101, Basic Anatomy 10806189, and Introduction to Digital Information in Healthcare 10530123; Corequisite: Human Disease for the Health Professions 10530117

Developmental Psychology ✎
10809188..**3 credits**
Studies human development throughout the lifespan and explores developmental theory and research with an emphasis on the interactive nature of the biological, cognitive, and psychosocial changes that affect the individual from conception to death. Application activities and critical thinking skills enable students to gain an increased knowledge and understanding of themselves and others.
Prerequisite: High School GPA of 3.0 or Accuplacer Reading Skills of 236, Writing of 237 or ACT of 15 Reading/16 Writing. Students are encouraged to bring transcripts for further evaluation if they do not meet these requirements.

English Composition 1 ✎
10801136 ....**3 credits**
Designed for learners to develop knowledge and skills in all aspects of the writing process. Planning, organizing, writing, editing, and revising are applied through a variety of activities. Students analyze audience and purpose, use elements of research, and format documents using standard guidelines. Individuals develop critical reading skills through analysis of various written documents.
Prerequisite: High School GPA of 3.0 or Accuplacer Writing of 262 or ACT of 20 or College Reading and Writing 1 10831104 with a "C" or better or equivalent. Students are encouraged to bring transcripts for further evaluation if they do not meet these requirements. Proficiency in word processing skills recommended.

Excel-Intermediate ✎
10103124 ....**1 credit**
Students learn to summarize and analyze large data sets. Some of Excel's data tools and what-if tools are applied.
Prerequisite: Microsoft Office-Introduction 10103106 or Excel-Beginning 10103123

General Anatomy & Physiology ✎
10806177.. **4 credits**
Examines concepts of human anatomy and physiology as they relate to health sciences. Using a body systems approach, the course emphasizes the interrelationships between structure and function at the gross and microscopic levels of organization of the entire human body. It is intended to prepare health care professionals who need to apply basic concepts of whole body anatomy and physiology to inform decision making and professional communication with colleagues and patients.
Prerequisite: High School GPA of 3.0 or Accuplacer Reading Skills of 236, or ACT of 15, or General Chemistry 10806134, or General Biology 10806114, or Human Body in Health & Disease 31509302 with a grade of "C" or better.

Health Data Analysis
10530132..**3 credits**
Focuses on the collection, computation, analysis, and presentation of healthcare statistical data. Examines data analytics, registries, vital statistics, mandatory reporting, and research.
Prerequisites: Introduction to Digital Information in Healthcare 10530123 and Excel Intermediate 10103124

Health Information Practicum
10530114 ....**1 credit**
Provides a blend of supervised clinical experience in a health-care facility with online classroom activities. Students apply skills and knowledge gained from previous courses in the health information management setting. Classroom activity includes discussion of practicum experience, resume preparedness, and project portfolio.
Prerequisites: Health Data Analysis 10530132, Performance Improvement for Health Professions 10530160, Legal Aspects of HIM 10530112, Inpatient Procedure Coding 105301615 Corequisites: Private & Government Reimbursement 10530146, HIM Advanced Coding 10530147.

HIM Advanced Coding
10530147..**3 credits**
Builds on basic coding knowledge and skills through the coding of clinical case studies and actual medical records. Students access, review, and code electronic medical records from the virtual lab software; perform data quality reviews to validate code assignment and compliance with reporting requirements; develop appropriate physician queries; and assign diagnosis related groups (DRGs) and ambulatory payment classifications (APCs) with entry-level proficiency using computerized encoding and grouping software.
Prerequisites: ICD Diagnosis Coding 10530197 and CPT Coding 10530144; Corequisites: Private and Government Reimbursement 10530146 and Inpatient Procedure Coding 10530115

COURSE DESCRIPTIONS

Human Disease for the Health Professions
10530117 ....3 credits

Focuses on the common diseases of each body system as encountered in all types of healthcare settings by health information professionals. Emphasizes understanding the etiology (causes), signs and symptoms, diagnostic tests, and treatment (including pharmacologic) of each disease.
Prerequisites: Medical Terminology 10501101 and Basic Anatomy 10806189

ICD Diagnosis Coding
10530197..3 credits

Prepares students to assign ICD diagnosis codes supported by medical documentation with entry-level proficiency. Students apply instructional notations, conventions, rules, and official coding guidelines when assigning ICD diagnosis codes to case studies and actual medical record documentation.
Prerequisites: Medical Terminology 10501101, Basic Anatomy 10806189, and Introduction to Digital Information in Healthcare 10530123; Corequisite: Human Disease for the Health Professions 10530117

Inpatient Procedure Coding
10530115 ....3 credits

Prepares students to assign ICD procedure codes supported by medical documentation with entry-level proficiency. Students apply instructional notations, conventions, rules, and official coding guidelines when assigning ICD procedure codes to case studies and actual medical record documentation.
Prerequisite: ICD Diagnosis Coding 10530197; Corequisites: Private and Government Reimbursement 10530146 and HIM Advanced Coding 10530147

Intro to Psychology ⌨
10809198 ....3 credits

This science of psychology course is a survey of multiple aspects of behavior and mental processes. It provides an overview of topics such as research methods, theoretical perspectives, learning, cognition, memory, motivation, emotions, personality, abnormal psychology, physiological factors, social influences, and development.
Prerequisite: High School GPA of 3.0 or Accuplacer Reading Skills of 236, Writing of 237 or ACT of 15 Reading/16 Writing. Students are encouraged to bring transcripts for further evaluation if they do not meet these requirements.

Introduction to Digital Information in Healthcare
10530123..3 credits

This introductory course examines the field of Health Information Management including the hardware and software systems used, common industry terminology, the security and ethical responsibilities of professionals in the field, and the current trends in the industry. Students will focus on accuracy and integrity of health data and confidentiality in this course.
Corequisite: 10501101 Medical Terminology

Introduction to Diversity Studies ⌨
10809172..3 credits

Introduces learners to the study of diversity from a local to a global environment using a holistic, interdisciplinary approach. Encourages self-exploration and prepares the learner to work in a diverse environment. In addition to an analysis of majority/minority relations in a multicultural context, the primary topics of race, ethnicity, age, gender, class, sexual orientation, disability, and religion are explored.
Prerequisite: High School GPA of 3.0 or Accuplacer Reading Skills of 236, Writing of 237 or ACT of 15 Reading/16 Writing. Students are encouraged to bring transcripts for further evaluation if they do not meet these requirements.

Introduction to Sociology ⌨
10806196 ....3 credits

Introduces students to the basic concepts of sociology: culture, socialization, social stratification, multi-culturalism, and the five institutions, including family, government, economics, religion, and education. Other topics include demography, deviance, technology, environment, social issues, social change, social organization, and workplace issues.
Prerequisite: High School GPA of 3.0 or Accuplacer Reading Skills of 236, Sentence Skills of 237 or ACT of 15 Reading/ 16 Writing. Students are encouraged to bring transcripts for further evaluation if they do not meet these requirements.

Introductory Statistics ⌨
10804189 ....3 credits

Students taking Introductory Statistics display data with graphs, describe distributions with numbers, perform correlation and regression analyses, and design experiments. They use probability and distributions to make predictions, estimate parameters, and test hypotheses. They draw inferences about relationships including ANOVA. Algebra knowledge and foundational skills in mathematics are important for success in this course.
Prerequisite: High School GPA of 3.0 or Accuplacer QAS 241 or ACT of 19 or Pre-Algebra 10834109 with a grade of "C" or better or College Math 10804107 with a grade of "C" or better or equivalent. Students are encouraged to bring transcripts for further evaluation if they do not meet these requirements.

Legal Aspects of HIM
10530112 ....2 credits

Focuses on regulations for the content, access, disclosure, privacy, confidentiality, security, retention, and destruction of health information. Includes an overview of the US legal system.
Prerequisite: Introduction to Digital Information in Healthcare 10530123

Management of Health Information Services
10530116 ....3 credits

Examines the principles of management to include planning, organizing, human resource management, directing, and controlling as related to the health information department.
Prerequisites: Organization of Healthcare 10530125, Legal Aspects of HIM 10530112, Health Data Analysis 10530132, and Performance Improvement for Health Professions 10530160

COURSE DESCRIPTIONS

Medical Terminology ✎
10501101... **3 credits**
Focuses on the component parts of medical terms: prefixes, suffixes, and word roots. Learners practice formation, analysis, and reconstruction of terms. Emphasizes spelling, definition, and pronunciation. Introduces operative, diagnostic, therapeutic, and symptomatic terminology of all body systems as well as systemic and surgical terminology.

Microsoft Office-Introduction ✎
10103106 ....**3 credits**
Develops introductory skills in the Microsoft Office Suite (Word, Excel, Access, PowerPoint, and Outlook) while reinforcing the students' knowledge of computer concepts, Windows Explorer, and web usage. This course prepares students for the Associate level MOS Certification exams for Word, Excel, PowerPoint, and Outlook. Students should possess basic keyboarding, mouse, and Windows 10 skills. Students may develop these skills in the LiNK while concurrently enrolled in this course.

Oral/Interpersonal Communication ✎
10801196 ....**3 credits**
Focuses on developing effective listening techniques and verbal and nonverbal communication skills through oral presentation, group activity, and other projects. The study of self, conflict, and cultural contexts will be explored, as well as their impact on communication.
Prerequisite: High School GPA of 3.0 or Accuplacer Reading Skills of 236, Writing of 237, or ACT of 15 Reading/16 Writing. Students are encouraged to bring transcripts for further evaluation if they do not meet these requirements.

Organization of Healthcare
10530125...**2 credits**
Examines the organization and delivery of healthcare services, external standards, regulations, initiatives, payment and reimbursement systems, and healthcare providers and disciplines.

Performance Improvement for Health Professions
10530160 ....**3 credits**
Examines healthcare performance improvement systems. Includes performance assessment, measurement, and improvement as well as patient safety, risk management, utilization management, and medical staff credentialing.
Prerequisites: Introduction to Digital Information in Healthcare 10530123 and Excel Intermediate 10103124

Private and Government Reimbursement
10530146 ....**3 credits**
Introduces students to the vocabulary of private healthcare and government reimbursement. Students will identify and compare the varieties of private and government healthcare insurance including the advantages and disadvantages of each for the provider and for the policyholder. HIPAA guidelines are utilized throughout.
Prerequisites: ICD Diagnosis Coding 10530197 and CPT Coding 10530144; Corequisites: Inpatient Procedure Coding 10530115; HIM Advanced Coding 10530147

RHIT Test Prep
10530113 ....**1 credit**
Explores strategies for preparing for the Registered Health Information Technician (RHIT) examination, including study skills, test-preparation skills, and test- taking skills. Includes a basic review of content related to the examination.
Prerequisites: Health Data Analysis 10530132, Performance Improvement for Health Professions 10530160, and Legal Aspects of HIM 10530112; Corequisites: Private and Government Reimbursement 10530146, HIM Advanced Coding 10530147, and Inpatient Procedure Coding 10530115

Speech ✎
10801198 ....**3 credits**
Explores the fundamentals of effective oral presentation to small and large groups. Topic selection, audience analysis, methods of organization, research, structuring evidence and support, delivery techniques, and other essential elements of speaking successfully, including the listening process, form the basis of this course. Bring transcripts for further evaluation if they do not meet these requirements.
Prerequisite: High School GPA of 3.0 or Accuplacer Reading of 253, Writing of 262, or ACT of 21 Reading/19 Writing, or completion of College Reading and Writing 1 10831104 with a "C" or better or equivalent. Students are encouraged to bring transcripts for further evaluation if they do not meet these requirements.