

Health Information Administration

Department Chairperson:

Rachelle Stewart

Faculty: *Adrienne Borden, Barbara Price, Lawrence Willis*

The Department of Health Information Administration (HIA) offers a four-year program that leads to a Bachelor of Science degree. Students following the program may prepare for employment in hospitals, clinics, health agencies, health information systems, medical research programs or any other health-related organization. Graduates are eligible to write the National Certification Examination administered by the American Health Information Management Association. Upon successful completion of this examination, graduates are awarded the credential of Registered Health Information Administrator (RHIA).

The department offers a flexible curriculum for those individuals who have attained a Registered Health Information Technician status and who wish to pursue a higher level of education to that of a Registered Health Information Administrator. The department also offers a 68-hour post-baccalaureate certificate in Health Information Administration. The Health Information Administration program is accredited by the Commission on Accreditation for Health Informatics and Information Management (CAHIIM).

Bachelor Program in Health Information Administration

Entering freshmen and transfer students must meet the general admission requirements of the university and must successfully complete the required university examinations and courses in English, mathematics and reading. The mathematics placement examination can be waived for students with transfer credits in College Algebra and Basic Statistics.

The Department will accept from transfer students only those prerequisite courses and courses in the major with a grade of C or better.

Admission to the Professional Program

Admission to the professional program is based on the following requirements and acceptance by the Admissions Committee. All students must complete the prescribed prerequisites as specified in the current curriculum pattern with a grade of C or higher and have a cumulative GPA of 2.5 on a 4.0 scale.

The formal application includes:

- Completed Application form.
- Three recommendations on the prescribed College of Health Sciences form mailed directly to the HIA Department by the Evaluators or submitted sealed and signed with the application.
- A professional statement.
- Current report of a complete medical examination including proof of specified immunizations.
- Completed pre-professional grade form. Applications and supporting documents should be received in the Health Information Administration Department by March 31 to be considered for Fall admission to the professional program. Applicants will receive a written response by June 30. If all places are not filled, applications will continue to be received until July 15.

Progression Policy

Progression of students is based on the successful completion of all courses with a grade of C or better. Students are required to assume responsibility for transportation and incidental expenses in connection with the academic program including professional practice experiences and field trips. Prior to entering the senior year, students must pass a comprehensive examination for the technical level courses. Students are required to complete the professional program within five years of admission to the Department.

Students who leave the Department for more than one semester will be required to complete the requirements that are in effect at the time of their return to the Health Information Administration Department.

Graduation Policy

All students must achieve a satisfactory grade of C or better in each health information administration course and co-requisite course. Health information administration courses can be re-taken one time only. In addition, students must successfully pass all end-of-course examinations and successfully pass the senior competency examination in order to qualify for graduation. Participation in College and University Convocation and Commencement ceremonies is contingent upon successful completion of the senior competency examinations.

Dismissal Policy

A grade of C or higher must be maintained in all professional level courses. A course with a grade less than C must be repeated, and a student who earns less than a C in more than two professional courses will be dismissed from the Department. A student who receives a D or F in a repeated course will be dismissed from the Department.

Readmission Policy

Students who have been dismissed from the Health Information Administration Department for academic reasons may apply for readmission after a waiting period of one year. The usual application procedure is required. Any student who drops/withdraws or leaves the health information administration program for any reason and is readmitted, will have to meet the requirements of the current HIA curriculum. Any consideration for readmission of the student is dependent upon space availability.

Grievance Policy

Students are required to become familiar with the department and college grievance policies. The policies and procedures can be found in the university catalog, the health information administration student handbook and department webpage.

General Requirements

Completion of 124 semester hours of work: 6 hours in composition; 6 hours in mathematics; 11 hours in biological sciences; 3 hours in physical science; 12 hours in humanities (6 hours of which must be in a single foreign language); 9 hours in social sciences (3 hours of which must be in critical thinking); 5 11 hours in required support courses; and 62 hours in health information administration. Students must pass a comprehensive examination covering all professional course content in order to pass HIA 4700/ 315 which is required for graduation. Students who do not pass the comprehensive examination will be given one additional opportunity to pass an equivalent examination. Students who fail to pass at least one of the examinations will receive a grade of F for HIA 4700/ 315. Degree requirements may be individualized for applicants with previously earned registration or certification in an appropriate allied health profession. Specific program requirements will be determined by the Department Chairperson.

Prospective students should contact the Health Information Administration office:

Dr. Rachelle Stewart

E-mail: r-stewart@csu.edu

Main Office: 773.995.2552

Fax: 773-995.2950

Specific Requirements

Composition (6 credit hours)

ENG 1270/127,1280/128.

Mathematics (6 credit hours)

MATH 1200/162, 1600/ 210. PSYC 2080/ 231 or 4190/ 357 may be substituted for MATH 1600/ 210.

Biological Sciences (11 credit hours)

BIOL 1080/108; PSLY 2040/ 204; ZOOL 2050/ 250.

Physical Science (3 credit hours)

Physical science elective.

Humanities (18 credit hours)

CMAT 2030/ 203; ENG 2790/ 279; 3 hours fine arts; ; PHIL 1020/204 or PHIL 1030/221; and 6 hours in a single foreign language.

Social Sciences (9 credit hours)

PSYC 1100/ 141; 3 hours social science electives; SOC 1250 (or equivalent diversity course)

Required Support Courses (9 credit hours)

HSC 1104/104; HSC 1150/150; HSC 3321/ 321

Health Information Administration (65 credit hours)

HIA 1000/ 107 (or demonstrated proficiency), , 3100/204, 30110/205, 3200/207, 3300/209, 3400/210, 3500/211, 3600/212, 3700/213, 3800/214, 3810, 3900/216, 3910/217, 4010, 4020, 4100/308, 4200/309, 4300/311, 4400/312, 4500/313, 4600/314, 4700/315.

Post-Baccalaureate Certificate in Health Information Administration

Admission Requirements

- An earned bachelor’s degree in any field from a regionally accredited college or university.
- Completion of the following prerequisites or their equivalents with a grade of at least C in all courses and a GPA of 3.0: BIOL 1080/ 108, ZOOL 2050/250, PSLY 2040/204, MATH 1600/ 210 or PSYC 2080/231 or PSYC 4190/357, ENG 2790/ 279, HIA 1000/ 107 and, HSC 1104/104 and HSC 1150/150.
- Completed application and three letters of recommendation.

Specific Requirements

Completion of 68 credit hours of upper level professional courses with a GPA of 3.0 as follows:, 3100/ 204, 30110/ 205, 3200/ 207, 3300/ 209, 3400/ 210, 3500/ 211, 3600/ 212, 3700/ 213, 3800/ 214, 3810, 3900/ 216, 3910/ 217, , 4010, 4020, 4100/ 308, 4200/ 309, 4300/ 311, 4400/ 312, 4500/ 313, 4600/ 314, and 4700/ 315.

Students may transfer in professional level courses if they have not been a part of their bachelor degree study. The certificate must be completed within five years.

Curriculum Pattern for B.S. Degree Health Information Administration Majors

Freshman Year

Fall Semester		Spring Semester	
ENG 1270	3	ENG 1280	3
PSYC 1100	3	PSYC 2080 or 4190	3
BIOL 1080	3	CMAT 2030	3
MATH 1200 or MATH 1600	3	Language	3
Language	3	Phys Sci	3

	15		15
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Sophomore Year

Fall Semester		Spring Semester	
ZOOL 2050 (optional)	3	CPTR 1060	3
HSC 1104	3	Social Science	3
HSC 1150	3	ENG 2790	3
Fine Arts (elec.)	3	PSLY 2040	4
PHIL 1020 or 1030	3	HSC 3321/321	2
	16		16

Junior Year

Fall Semester		Spring Semester	
HIA 3011	4	HIA 3100	3
HIA 3300	4	HIA 3200	3
HIA 3400	3	HIA 3600	3
HIA 3500	3	HIA 3700	4
HIA 3810	3	HIA 3910 (optional)	3
	17		13 or 16

Summer

HIA 3910	3
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Senior Year

Fall Semester		Spring Semester	
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HIA 3900	4	HIA 4200	3
HIA4010	4	HIA 4300	3
HIA 4020	2	HIA 4400	3
HIA4100	2	HIA 4600	3
HIA 4500	3	HIA 4700	2
	15		14

Health Information Administration (HIA) Course Offerings

1000/ 107 INTRODUCTION TO COMPUTING FOR HEALTH INFORMATION ADMINISTRATORS (3)

Prerequisite: Intended Health Information Administration Major.

Introduction to basic theory and practical applications of word processing, spreadsheet, database and presentation software.

3100/ 204 ALTERNATIVE HEALTH CARE DELIVERY SYSTEMS (3)

Prerequisite: Consent of the department chairperson.

Current trends and developments in alternative health care delivery systems. Credit not given for both HIA 220 and HIA 3100/ 204.

3011/ 205 ACUTE CARE HEALTH INFORMATION SYSTEMS LECTURE AND LABORATORY /6 (4)

Prerequisite: Consent of department chairperson.

Study of the functions of the health information department. Manual and computerized systems are featured. Laboratory practice. Credit given for only one of the following: HIA 3011/205, HIA 203, HIA 208.

3200/ 207 CODING AND CLASSIFICATION SYSTEMS (3)

Prerequisite: ZOOL 2050/ 250, PSLY 2040/ 204, HSC 1104/ 104. Prerequisite or co-requisite: HIA 3300/ 209 or consent of department chairperson.

Principles of ICD-9-CM coding. Laboratory practice. Credit not given for both HIA 224 and HIA 3200/ 207.

3300 CLINICAL MEDICINE I (4)

Prerequisite: ZOOL 2050/ 250, PSLY 2040/ 204, HSC 1104/104 or consent of department chairperson.

Introduction to the clinical aspects of selected medical conditions and diseases, including diagnostic procedures, clinical course, therapy and outcomes. Credit not given for both HIA 316 and HIA 3300/ 209.

3400/ 210 COMPUTERS IN HEALTH CARE (3)

Prerequisite: HIA 1000/107 OR equivalent or consent of the department chairperson.

Fundamentals of computers in health information management. Includes basic hardware and software as well as an overview of programming. Introduction to health information applications along with security and privacy. Features advanced level of Excel to solve health information problems. Credit not given for both HIA 332 and HIA 3400/ 210.

3500/ 211 HEALTH CARE STATISTICS LECTURE (3)

Prerequisite: Math 1200/ 162 and 1600/ 210; HIA 3011/ 205 or consent of the department chairperson.

Health care statistics, reporting requirements; definitions and formulae; data collection, analysis and presentation. Introduction to SPSS. Credit not given for both HIA 232 and HIA 3500/211.

3600/ 212 LEGAL ASPECS AND ETHICS IN HEALTH INFORMATION ADMINISTRATION (3)

Prerequisite: Consent of department chairperson.

Federal and state legislation and regulations for health information systems with a focus on privacy/security and confidentiality; negligence, malpractice and liability; access to health information and advance directives. Ethical situations in health information management. Credit not given for both HIA 235 and HIA 3600/ 212.

3700/ 213 CLINICAL MEDICINE II (4)

Prerequisite: HIA 3300/ 209

Continuation of HIA 3300/ 209 with emphasis on case studies and pharmacy. Credit not given for both HIA 317 and HIA 3700/ 213.

3810 HEALTH INFORMATION MANAGEMENT I (3)

Prerequisite: Consent of department chairperson.

An in-depth practical analysis of issues faced by managers as they relate to the basic management functions, planning and organizing. A case method approach is utilized with problem-solving and decision-making activities. Numerous assignments, including projects, are given that require critical thinking skills.

3900/ 216 CODING AND REIMBURSEMENT (4)

Prerequisite: HIA 3200/ 207

Introduction to HCPCS used for hospital outpatient and physician office billing. Emphasis on CPT coding. Credit not given for both HIA 325 and HIA 3900/ 216.

3910/ 217 TECHNICAL PROFESSIONAL PRACTICE EXPERIENCE FIELD/ MINIMUM OF 160 CLOCK HOURS (3)

Prerequisite: All junior level health information courses. Consent of department chairperson.

Application, under supervision, of technical aspects of health information management in an acute care and an alternative health care setting. Credit not given for both HIA 250 and HIA 3910/ 217.

4020 HEALTH CARE FINANCE (2)

Prerequisites: Senior Standing or consent of department chairperson.

Provides an introduction to accounting and financial principles used in healthcare. Topics include: budgeting, cost containment, strategic planning, and financial analysis.

4100/ 308 EDUCATION AND TRAINING (2)

Prerequisite: Senior standing or consent of the department chairperson.

Principles of education and in-service education. Credit not given for both HIA 360 and 4100/ 308.

4010 HEALTH INFORMATION MANAGEMENT II (4)

Prerequisites : HIA 3810 and senior standing or consent of department chairperson.

An in-depth practical analysis of issues faced by managers as they relate to the basic management functions, directing and controlling. A case method approach is utilized with problem solving and decision-making activities. Numerous assignments, including projects, are given that require critical thinking skills.

4200/ 309 RESEARCH IN HEALTH CARE AND HEALTH INFORMATION MANAGEMENT (3)

Prerequisites: Senior standing or consent of the department chairperson.

Introduction to basic research and statistics; experience with SPSS. Credit will not be given for both HIA 370 and HIA 4200/ 309.

4300/ 311 HEALTH INFORMATION STANDARDS, REGULATORY REQUIREMENTS AND REIMBURSEMENT (3)

Prerequisites: HIA 3100/ 204, HIA 3011/ 205, HIA 3200/ 207, HIA 3900/ 216 or consent of the department chairperson.

Study of health information services compliance with regulatory compliance and accreditation standards. Overview of reimbursement methods.

4400/ 312 HEALTH CARE ORGANIZATION INFORMATION SYSTEMS (3)

Prerequisite: HIA 3400/ 210 or consent of the department chairperson.

Study of systems analysis and design in health care facilities with emphasis on the computerized patient record. Credit not given for both HIA 4400/ 312 and HIA 320.

4500/ 313 HEALTH CARE QUALITY MANAGEMENT (3)

Prerequisites: Senior standing in HIA or consent of department chairperson.

Theory, development, implementation and management of quality improvement, utilization review and risk management. Credit not given for both HIA 380 and HIA 4500/ 313.

4600/ 314 MANAGEMENT PROFESSIONAL PRACTICE EXPERIENCE FIELD/MINIMUM 160 CLOCK HOURS (3)

Prerequisite: Completion of all health information administration courses except for HIA 4700/315 or HIA 379 or consent of department chairperson.

Student is assigned to a health care organization to work under the direction of an appropriate manager to gain practical knowledge in management. Credit not given for both HIA 350 and HIA 4600/ 314.

4700/ 315 REGISTERED HEALTH INFORMATION ADMINISTRATOR EXAM PREPARATION (2)

Prerequisite: Consent of the department chairperson.

Review of health information administration content areas. Strategies for preparation for the national credentialing examination. Comprehensive examination required. Credit not given for both HIA 4700/ 315 and HIA 379.

3990/ 399 INDEPENDENT STUDY (1-3)

Independent health information project/research supervised by faculty.