

**Effective date: Spring 2018**

Dear Prospective HIMT Student:

Thank you for your interest in the Health Information Management Technology Program at Volunteer State Community College. As an HIMT professional, you will become the expert on patient data that doctors, nurses, and other providers rely on to perform their jobs. By maintaining, collecting, and analyzing health information, your work makes an important contribution to the delivery of quality health care.

Health information management professionals can expect to be in high demand as the health care sector expands into the next century. In fact, the Bureau of Labor Statistics cites health information management technology as one of the **10 fastest growing occupations** in the US between now and 2025. The health information management field places you right where the expanding arena of healthcare meets the cutting edge of technology.

The Health Information Management Technology Program at Volunteer State Community College can be completed in two years, or if you attend part time, you may complete the program in three years. The HIMT program at VSCC is completely on line, except the Coding classes which are currently offered on ground or online. Please visit the HIMT website at <http://www.volstate.edu/HIT/> and you may find additional information about careers in HIM at AHIMA's website: [www.ahima.org/](http://www.ahima.org/) and the AHIMA Student and Career webpage <http://www.ahima.org/careers/healthinfo?tabid=what>

Regarding tuition, you may review our tuition and fees at <http://www.volstate.edu/BusinessOffice/>. Click on the "Tuition and Fees" link. Please keep in mind tuition and fees generally increase each year beginning in the fall semester.

Enclosed you will find additional information on the Health Information Management Technology (HIMT) profession and our program. Please feel free to contact me directly if you have any further questions.

Valerie D. Bowling, RHIA

Health Information Management Technology  
Direct Number: 615.230.3337  
Toll Free Number: 1.888.335.8722 x3337  
Email: [valerie.bowling@volstate.edu](mailto:valerie.bowling@volstate.edu)

### **Description of the Health Information Management Technology Profession:**

Are you interested in working in the health care industry but not in a direct patient contact role? HIMT professionals enjoy a broad selection of job opportunities and options for professional growth. Career opportunities exist not only in the traditional hospital health information management department, but in physician offices, nursing homes, computer vendors, surgical care centers, insurance companies, information system departments and any other health care related organization. Some of your career opportunities are: coding, tumor registry, database administrators, data quality coordinator, analysis, directors, supervisors, and systems analysts.

You may wish to further research the Health Information Management Technology field by visiting the following websites:

<http://www.ahima.org/careers/healthinfo?tabid=what>

[www.fortherecordmag.com](http://www.fortherecordmag.com)

<http://health-information.advanceweb.com/>

### **Admission requirements:**

#### **To be considered an HIMT student, the following criteria must be met:**

1. A completed formal application submitted to Volunteer State Community College, (there is no charge for submitting the application) <http://www.volstate.edu/Admissions/index.php>
2. All high school transcripts, GED scores, and previous college transcripts forwarded to Admissions. Transcripts must be official and copies will not be accepted.
3. If you are a new or returning college student, you will be required to take the ACCUPLACER placement exam unless you have recent satisfactory ACT or SAT test scores. The ACCUPLACER exam is used to evaluate your proficiency level in reading, writing, basic mathematics, and algebra. **You should contact the testing center at (615) 230-3484 as soon as possible to schedule your testing.** The results of the tests will determine if you will be required to take any remedial/developmental courses prior to any college level courses. *Developmental Math testing is not required for the HIMT program.*
4. Complete and submit the Health Information Management Technology Program Letter of Intent (see Attachment 1)
5. **Please declare your major as “Health Sciences A.S. with emphasis in HIM**

#### **Minimum criteria to be considered for OFFICIAL acceptance into the HIMT program:**

1. Any developmental/remedial courses **must be** successfully completed to be considered for admission into the Program.
2. Successful completion of the following courses (*grade of C or better*). Please note, when you screen in the spring you may not have completed all of the required courses, so if you are accepted it is contingent on you making a “C” or better by the end of the spring semester in all of the required courses:
  - HIMT 1301—Introduction to Health Information Technology
  - INFS 1010—Microcomputer Literacy & Applications
  - BIOL 2010—Human Anatomy and Physiology I
  - BIOL 2020—Human Anatomy and Physiology II
  - AHC 115- Medical Terminology

3. You will be given an official Application to the Health Information Management Program to complete during the spring semester. The Application must be completed and turned in to the Program Director no later than February 20 to be considered for the HIM program beginning in the summer. Please contact the Director of the HIMT Program the first week of January to request an HIM Application at the following email address, [Valerie.bowling@volstate.edu](mailto:Valerie.bowling@volstate.edu).
4. Cumulative GPA of 2.5 or better.
5. Completion of an interview for screening purposes.

Preference will be given to students who have completed all general education requirements including, General Psychology, Ethics, and English Composition I. If you have not completed these courses at the time of admission, it will take two years to complete the HIM degree.

### **Selection and Notification:**

The selection process is held once a year and the **maximum class size is 25 students per year**. Formal admission into the program is a competitive process. The Program adheres to the College's equal opportunity policy.

Currently, the following weighted criteria will be used to determine acceptance into the program:

- BIOL 2010 grade
- Number of successfully completed pre-HIMT and required general education courses for the Associate of Applied Science Degree in Health Information Management Technology
- Interview score
- GPA of pre-HIMT and general education courses
- Strength of personal references
- Formal acceptance will only be confirmed after the required background check has been successfully completed
- A drug screen is required in the fall before students go on ***PPE (Professional Practice Experience)***.

The HIMT Admissions Committee will select each year's class from the pool of applicants who meet minimum admission criteria. **No applicant will be considered unless the minimum admission criteria are met.** The student will be notified of acceptance in writing prior to the summer semester.

### **Expected Length of Program & Class Location:**

Students are expected to follow the established plans of study. If a student deviates from the established plan of study, it may take longer to complete the two-year degree.

### **Tuition Costs & Financial Aid**

Regarding tuition, you may review our tuition and fees at <http://www.volstate.edu/BusinessOffice/> Click on the "fees and tuition" link. Please keep in mind that the tuition and fees generally increase each year beginning in the fall semester.

If you have questions concerning financial aid, please contact the VSCC Financial Aid Office directly at (615) 230-3456 for assistance. **Please direct all questions related to financial aid to the VSCC Financial Aid Office.**

### **Additional Costs:**

Upon acceptance into the HIMT program, you will be responsible for some additional costs not covered in tuition:

- Student membership in AHIMA \$49
- Background check approximately \$80-\$100
- Professional liability insurance approximately \$35
- TB skin test approximately \$10
- Proof of current vaccinations
- Drug screen

### **Professional Practice Experience (PPE):**

A professional practice experience, also known as clinical rotations, is required of all students who are admitted into the HIMT Program. **PPEs will only be scheduled on weekdays during daytime hours due to clinical site availability.** If you hold employment, you will need to make arrangements to coordinate your work schedule with the clinical rotation. No exceptions will be made for working students.

### **Background Checks:**

Prior to official acceptance into the HIMT program, all students will be required to pay for background checks. There are certain convictions that will prevent an individual being eligible to participate in clinical experiences and as a result, not accepted into the program. **If a student does not have a clear background check, he/she will not be accepted into the HIMT program.**

The background check includes, but is not limited to, the following:

1. Name and Social Security number verification;
2. Seven-year multi-county or statewide felony and related misdemeanor criminal record search
  - a. Violent Sexual Offender and Predator Registry Search
  - b. Tennessee abuse registry maintained by TN Dept of Health pursuant to T.C.A. Section 68-11-1004
3. HHS/OIG list of excluded individuals/entities-
  - a. GSA list of parties excluded from federal programs
  - b. US Treasury, Office of Foreign Assets Control (OFAC)
  - c. List of Specially Designated Nationals (SDN)

### **Computer Requirements:**

Certain courses within the HIMT program are designed in a web-based and/or hybrid structure. These courses will require the use of a computer with access to the Internet for completion of course requirements.

### **Professional Credentials:**

Graduates of this program are eligible to apply to write the registration examination of the American Health Information Management Association for the designation of Registered Health Information Technician (RHIT).

### **Accreditation:**

The Health Information Management Technology Program is an associate degree program accredited by the Commission on Accreditation for Health Informatics and Information Management Education in cooperation with the sponsoring professional association, the American Health Information Management Association.

**Volunteer State Community College**  
**Associate of Applied Science**  
**Health Information Management Technology Option**

Courses		Credit
<b>Required General Education Courses</b>		
BIOL 2010	Human Anatomy & Physiology I	4
BIOL 2020	Human Anatomy & Physiology II	4
ENGL 1010	English Composition I	3
PSYC 1030	General Psychology	3
PHIL 1040	Introduction to Ethics	3
<b>Total General Education</b>		<b>17</b>
<b>Required Major Core Courses</b>		
AHC 115	Medical Terminology	3
INFS 1010	Microcomputer Literacy & Applications	3
HIMT 1301	Introduction to Health Information Management Technology (online course)	3
HIMT 1305	Computer Applications in Health Information (online course)	3
HIMT 1303	Basic Coding I (ICD-10-CM) (on ground or online)	3
HIMT 2303	Basic Coding II (ICD-10-PCS) (on ground or online)	3
HIMT 2301	CPT Coding (On ground or online)	3
HIMT 2303	Advanced Coding (ICD-10-CM & ICD-10-PCS) (on ground or online)	3
HIMT 1401	Disease Processes (online course)	4
HIMT 2305	Revenue Cycle Management (online course)	3
HIMT 2309	Data Analysis and Statistics (online course)	3
HIMT 1302	HIM Legal Aspects (online course)	3
HIMT 2304	HIM Management Principles (online course)	3
HIMT 2211	Quality Improvement (online course)	2
HIMT 2212	Seminar in Health Information Management (online course)	2
HIMT 2307	Professional Practice Experience (I) (60 hours)	3
HIMT 2208	Professional Practice Experience (II) (40 hours)	2
<b>Total Major Core</b>		<b>49</b>
<b>Total Degree Requirements</b>		<b>66</b>

## **HIMT Course Descriptions:**

### **HIMT 1301 Introduction to Health Information Management Technology (FALL AND SPRING ONLY) (3)**

This course is designed to introduce students to the principles of health information management. The development, content, and management of the medical record will be explored as well as a basic overview of health care delivery systems. 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; regulatory and accrediting agencies; and the transition to an electronic health record. Three lecture, two laboratory hours per week.

### **HIMT 1305 Computer Applications in Health Information (SUMMER ONLY) (3)**

The purpose of this course is to provide students with knowledge and understanding of the various computer applications and information systems that are encountered in health information departments. Topics for discussion include clinical vocabularies, data repositories (including the various registries), master patient indices, health information abstracting, transcription, the computerized patient record, voice recognition technology and scanning. The use of databases, data collection methods, and the importance of data quality will be discussed. **PREREQUISITE: HIMT 1301\***

### **HIMT 1303 Basic Coding I (ICD-10-CM) (FALL ONLY) (3)**

A study of the coding and classification of symptoms, diseases, operations and procedures according to the International Classification of Diseases, Clinical Modification (ICD-10-CM). Laboratory experiences will emphasize application of the ICD-10-CM coding manual through the use of a computerized encoder. **PREREQUISITES AHC 115\*, HIMT 1401\***. Two lecture hours, one laboratory hours per week.

### **HIMT 2302 Basic Coding II (ICD-10-PCS) (FALL ONLY) (3)**

This course is a study of procedural coding and classification system used in classification of medical procedures and employed to organize medical information for future retrieval. Application of the current International Classification of Diseases Official Coding Guidelines as related to procedure coding will be addressed. Assignment of current coding and classification codes based on documentation will be practiced.

### **HIMT 2303 Advanced Coding (ICD-10-CM & ICD-10-PCS) (3)**

This course focuses on advanced topics in diagnosis and procedural coding including the current ICD Coding system. The course will concentrate on application of Official Coding Guidelines, development of diagnosis sequencing skills, and understanding of advanced coding principles including the clinical documentation improvement function. Determination MS-DRGs will also be practiced using the computerized coding and grouping software.

### **HIMT 2301 CPT Coding (SPRING ONLY) (3)**

A study of the descriptive terms and identifying codes for reporting medical services and procedures performed by physicians and outpatient facilities according to the latest version of Current Procedural Terminology (CPT). Laboratory experiences will emphasize application of the CPT coding manual through the use of a computerized encoding system. **PREREQUISITE: HIMT 1303\***. Two lecture hours, one laboratory hour per week.

### **HIMT 1401 Disease Processes (SUMMER ONLY) (4)**

A study of pathophysiologic processes of the human body with emphasis on the anatomic systems, disease entities, medications, laboratory tests, and imaging results. **PREREQUISITE: HIMT 1305\*, AHC 115.**

### **HIMT 2305 Revenue Cycle Management (SPRING) (3)**

A study of the uses of coded data and health information in reimbursement and payment systems appropriate to all health care settings and managed care.

**HIMT 2309 Data Analysis and Statistics (FALL ONLY) (3)**

A study of the health care data abstract systems; computation and display of statistical data for administrative use, health care planning and research; statistical terminology; uniform discharge data systems; birth and death registration, rules and regulations; and compilation of standard hospital statistics. **PREREQUISITE: HIMT 1305\*.**

**HIMT 1302 HIM Legal Aspects (SUMMER ONLY) (3)**

This course is designed to assist students with an understanding of the legal principles that govern the health information field. Emphasis is placed on concepts and principles of the law, the health record as a legal document, confidentiality, informed consent, release of information and current trends in health legislation.

**CO-PREREQUISITE: HIMT 1305\***

**HIMT 2304 HIM Management Principles (FALL ONLY) (3)**

A study of the basic principles and theories of management for healthcare organizations focusing on management terminology, decision making, and the planning, organizing and directing functions as used in modern healthcare institutions. **PREREQUISITE: HIMT 1305\***

**HIMT 2211 Quality Improvement (SPRING ONLY) (2)**

This course will focus on current philosophy and methodology in quality improvement as applied to healthcare. Emphasis is placed on quality improvements techniques, applications and standards. **PREREQUISITE: HIMT 2304\*.**

**HIMT 2212 Seminar in Health Information Management (SPRING ONLY) (2)**

A capstone course of research and testing based on all domains and knowledge clusters of the curriculum to prepare the student for national certification. **PREREQUISITE: HIMT 1303\*, HIMT 2309\*, HIMT 2304\*, HIMT 2307\*.**

**HIMT 2307 Professional Practice Experience I (FALL ONLY)(3)**

Students are assigned to various types of health care facilities to complete a supervised, professional practice experience in a health information management department. Emphasis is placed on provided opportunities for students to relate classroom theory to actual functions of a health information department, such as assembly and record analysis; medicolegal procedures; information retention; filing and retrieval; and the use of technology. **PREREQUISITE: HIMT 1301\*, HIMT 1305\*, HIMT 1302\*.** **COREQUISITE: HIMT 2304\*.** Sixty hours of clinical practice.

**HIMT 2208 Professional Practice Experience II (SPRING ONLY) (2)**

An extensive clinical practice experience in health care facilities, including a directed practice seminar in which student competency is tested. Sixty hours of clinical practice. **PREREQUISITE: HIMT 2307\*.**

**VSCC Health Information Management Technology Program**

**Full-time Plan of Study**

**Two-year track**

\*This plan assumes you have completed all required remedial/developmental courses. \*

<b>Semester</b>	<b>Course</b>	<b>Description</b>	<b>Semester Hours</b>
<b>Fall</b>	HIMT 1301	Introduction to Health Information Technology (online course)	3
	BIOL 2010	Human Anatomy & Physiology I	4
	ENGL 1010	English Composition I	3
	AHC 115	Medical Terminology	3
	<b>Total hours:</b>		
<b>Spring</b>	INFS 1010	Microcomputer Literacy & Applications	3
	BIOL 2020	Human Anatomy & Physiology II	4
	PHIL 1040	Introduction to Ethics	3
	PSYC 1030	General Psychology	3
	<b>Total hours:</b>		
<b>SCREENING PROCESS</b>			
<b>Summer</b>	HIMT 1305	Computer Applications in Health Information (online course)	3
	HIMT 1401	Disease Processes (online course)	4
	HIMT 1302	HIM Legal Aspects (online course)	3
	<b>Total hours:</b>		
<b>Fall</b>	HIMT 1303	Basic Coding I (ICD-10-CM) (on ground or online)	3
	HIMT 2302	Basic Coding II (ICD-10-PCS) (on ground or online)	3
	HIMT 2309	Data Analysis and Statistics	3
	HIMT 2304	HIM Management Principles (online course)	3
	HIMT 2307	Professional Practice Experience I	3
	<b>Total hours:</b>		
<b>Spring</b>	HIMT 2302	CPT Coding (on ground or online)	3
	HIMT 2305	Revenue Cycle Management (online course)	3
	HIMT 2212	Seminar in Health Information Technology (online course)	2
	HIMT 2211	Quality Improvement	2
	HIMT 2303	Advance Coding (ICD-10-CM & ICD-10-PCS) (on ground or online)	3
	HIMT 2208	Professional Practice Experience II	2
	<b>Total hours:</b>		
<b>Total Degree Requirement</b>			<b>66</b>



## VSCC Health Information Management Technology Program

### Part-time Plan of Study

#### Three-year track

\*This plan assumes you have completed all required remedial/developmental courses. \*

Semester	Course	Description	Semester Hours
<b>Fall</b>	HIMT 1301	Introduction to Health Information Technology (online course)	3
	BIOL 2010	Human Anatomy & Physiology I	4
	ENGL 1010	English Composition I	3
	<b>Total hours:</b>		<b>11</b>
<b>Spring</b>	INSF 1010	Microcomputer Literacy & Applications	3
	BIOL 2020	Human Anatomy & Physiology II	4
	<b>Total hours:</b>		<b>7</b>
<b>SCREENING PROCESS</b>			
<b>Summer</b>			
	HIMT 1305	Computer Applications in Health Information (online course )	3
	HIMT 1302	HIM Legal Aspects (online course)	3
	<b>Total hours:</b>		<b>6</b>
<b>Fall</b>	HIMT 2304	HIM Management Principles (online course)	3
	HIMT 2309	Data Analysis and Statistics	3
	PHIL 1040	Introduction to Ethics	3
	<b>Total hours:</b>		<b>9</b>
<b>Spring</b>	HIMT 2211	Quality Improvement	2
	HIMT 2305	Revenue Cycle Management (online course)	3
	PSYC 1030	General Psychology	3
	<b>Total hours:</b>		<b>8</b>
<b>Summer</b>	HIMT 1401	Disease Processes (online course)	4
	AHC 115	Medical Terminology	3
	<b>Total hours:</b>		<b>7</b>
<b>Fall</b>	HIMT 1303	Basic Coding I (ICD-10-CM) (on ground or online)	3
	HIMT 2302	Basic Coding II (ICD-10-PCS) (on ground or online)	3
	HIMT 2307	Professional Practice Experience I	3
	<b>Total hours:</b>		<b>9</b>
<b>Spring</b>	HIMT 2301	CPT Coding (on ground or online)	3
	HIMT 2212	Seminar in Health Information Technology (online course)	2

	HIMT 2303	Advanced Coding (ICD-10-CM & ICD-10-PCS) (on ground or online)	3
	HIMT 2208	Professional Practice Experience II	2
		<b>Total hours:</b>	<b>10</b>
		<b>Total Degree Requirement:</b>	<b>66</b>

### Frequently Asked Questions

**What if I do not get accepted into the program?**

There are no guarantees to being formally accepted. There may be many qualified applicants which is why we use a number of different factors to help determine admission. If you are not accepted, there may be other HIMT options available, such as our Medical Coding certificate program.

**If I have all of the general education courses, how long will it take me to complete?**

Once you are formally accepted into the program, it will take three semesters to complete. We encourage you to have the general education courses completed prior to entering the Program so that you do not have to take other courses while trying to balance the HIMT coursework.

**Do I have to take the HIMT courses in the order they are shown on the schedule?**

Yes, you must take HIMT courses in the sequence listed on your chosen Plan of Study. Each course has pre-requisites and you must have passed all the courses in one semester to continue into the next semester.

**Can I complete my PPEs at night or on the weekend?**

No, all professional practice experience must be completed during the week during regular business hours.

**Why am I required to take Anatomy and Physiology?**

While health information does not involve direct patient contact, you must have a high level of clinical knowledge. You will be reading and interpreting medical documentation, surgical reports, etc. and must have detailed understanding of the human body. In addition, you will be working with physicians, nurses and other clinical staff and must be able to effectively communicate with them.

**What's the typical salary range?**

HIM professionals can look forward to competitive salaries. The Bureau of Labor Statistics cites health information technology as one of the 20 fastest growing occupations in the US. New HIMT graduates with associate degrees and the RHIT credential can earn \$25,000 to \$36,000 annually. Please visit the Bureau of Labor Statistics webpage for additional information of HIMT careers at:

<https://www.bls.gov/ooh/healthcare/medical-records-and-health-information-technicians.htm> .



## Health Information Management Technology Program Letter of Intent

Please complete this letter and submit to the Program Director if you are interested in pursuing the Health Information Management Technology Degree. Please note--this is NOT an official application to the program.

Name: \_\_\_\_\_

Present Address:

\_\_\_\_\_  
Street / P.O. Box

\_\_\_\_\_  
City

State

Zip

Cell Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Send completed form to:**

Volunteer State Community College

Attn: Valerie D. Bowling, RHIA, Director/Associate Professor, HIMT

1480 Nashville Pike

Gallatin, TN 37066

*\*If preferred, you may fax the completed form to: (615) 230-3251, or scan and email to [Valerie.bowling@volstate.edu](mailto:Valerie.bowling@volstate.edu)*