



2018 – 2019
Career Technical Programs

Health Professions Division
541.463.5617

lanecc.edu

Health Information Management

Associate of Applied Science
One Year Certificate of Completion
Career Pathway Certificate, Basic Health Care
Career Pathway Certificate, Medical Coding

Program Coordinator Shelley K. Williams, BA, RN, RHIT

Purpose This degree can be earned completely online. This program prepares individuals to work in the field of health information management (HIM). HIM is a diverse yet evolving field that incorporates medicine, management, finance, information technology and law into one dynamic career path. Graduates will be prepared to manage paper and electronic medical records, collect, aggregate, analyze, summarize and disseminate individual and aggregate clinical data. HIM professionals also protect and control the security and quality of records as well as supervise data entry and technical maintenance personnel. The HIM program includes instruction in: clinical and biomedical science data and information requirements; database management; data coding and validation; information security; quality control; health information content and structure; medical business procedures; legal requirements, as well as HIM professional standards.

Learning Outcomes Upon completion of this degree, the student will:

- apply critical and creative thinking, problem solving, and effective inter-professional communication skills related to health information management.
- apply principles of healthcare privacy, confidentiality, legal, ethical issues and data security.
- apply quantitative and qualitative methodologies to process healthcare information.
- demonstrate knowledge of dynamic healthcare delivery systems and regulatory environments.
- demonstrate knowledge of healthcare billing, coding and reimbursement policies.
- demonstrate knowledge of healthcare terminology and medical conditions.
- evaluate, use, and integrate information technology to support medical decision making and processes.
- demonstrate the application of information technology in the HIM environment.
- demonstrate the principles of leadership and management in the HIM environment.

Licensing & Certification The Associate Degree Health Information Management Program is in Candidacy Status, pending accreditation review by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM)

Admission Information Students are admitted three times per year (fall, winter, and spring terms). Admission is restricted and is based on a program application. Please consult classes.lanecc.edu/course/view.php?id=31269§ion=1

Advising and Counseling Advising and counseling is available in Building 1, Room 103. E-mail HIMprogram@lanecc.edu

Cooperative Education (Co-op) Co-op is required for students to earn their AAS HIM Degree. Students must complete a minimum of 3 credit hours of on-the-job work experience related to their educational and career goals. Through Co-op, students connect theory and practice, develop skills, expand career knowledge, and make professional contacts for the future. Work schedules and work sites vary. Students are required to be admitted into the HIM Program, complete a minimum of two thirds of their program coursework,

have their coop requirements met, and have instructor approval prior to registering. Contact the HIM Cooperative Education Coordinator, Shelley Williams, Room 209, Bldg. 30, 541.463.5182.

Job Openings Projected through 2020

Lane County: 12

Statewide: 142

Lane County: hourly average: \$20.28, annual average \$42,197

Statewide: hourly average \$21.69, annual average \$45,115

Costs Estimated based on 2017-18 Oregon resident tuition and fees. Consult Lane's website for updated tuition and fees for prerequisite and program courses. Prerequisite costs will vary for transfer students.

Certification, Licensure, Exams, Physicals.....	\$450
Computers/Internet Service	\$1,100
Differential Fees*	\$1,005
Resident Tuition and General Student Fees.....	\$10,792

Total Estimated Cost \$13,347

*This is the total of all the differential fees attached to the courses in this program. These fees and other course fees may change during the year. See the online credit class schedule for fees assigned to courses.

Course Requirements

- All BT, CIS, CS, HO, HIM, and HIT courses must be completed no later than five years after HIM program acceptance.
- All BT, CIS, CS, HO, HIM, and HIT courses must be completed no more than five years prior to HIM program acceptance.
- Completion with a grade of 'C' or better of 3-course series HIM 270, HIM 271, and HIM 273 may be substituted for HIM114 Introduction to Coding.
- Prerequisites are required for some courses. See course descriptions.
- Completion of BI 231, 232, and 233 with a "C" or higher is an acceptable equivalent for HO 150 and HO152
- All COOP, BT, CIS, CS, HO, HIM, HIT, MTH, COMM, and WR courses must be completed with a letter grade, not P/NP, and must be passed with a grade of "C" or better to satisfy program requirements.

Prerequisites

- HO 100 Medical Terminology 1
- HO 110 Health Office Procedures
- HO 150 Human Body Systems 1
- HO 152 Human Body Systems 2
- MTH052 Math for Physical Science, or higher, or - Credit by Exam for MTH060 or higher, or transcribed credits: AP (Calculus), or CLEP (College Algebra, or any Calculus, or Statistics), or IB (Mathematics, or Math Studies, or Further Mathematics, or Statistics)
- Choice of:
 - CS 120 Concepts of Computing: Information Processing
 - CIS101 Computer Fundamentals
 - BT120 MS Word for Business
 - WR115 Introduction to College Writing

Health Information Management

First Year

HIM 101 Introduction to Health Care and Public Health in the US.....	4
HIM 154 Introduction to Disease Processes	3
HIT 105 EHR for the Provider Office	3
HIM 120 Introduction to Health Information Management.....	3
HIM 153 Introduction to Pharmacology.....	3

Fall

HIM 220 Legal and Ethical Aspects of Healthcare.....	3
HIT 107 Integrated Electronic Health Records.....	4
HIM 114 Introduction to Medical Coding	4
HIM 222 Reimbursement Methodologies.....	4

Winter

Arts & Letters: Students Choice.....	4
Social Science: Students choice	4
HIT 111 Implement and Customize Electronic Health Records.....	4
HIM 183 Introduction to Health Information Systems.....	4

Spring

HIM 241 Health Information Management Applications 1	4
HIM 200 Healthcare Statistics.....	3
CIS 125D Software Tools 1: Databases	4
HIM 270 ICD-10-Coding 1	5

Fall

HIM 271 ICD-10-PCS Coding	5
HIM 242 Health Information Management Applications 2	4
COOP 206 Co-op Ed: Internship Seminar	2
HIM 230 Quality Improvement in Healthcare	4

Winter

HIM 280 Co-op Ed: Health Information Management	3
BA 278 Leadership & Team Dynamics.....	4
HIM 273 CPT Coding 1.....	5

Spring

Health Information Management

Offered by the Health Professions Division, 541.463.5617

One-Year Certificate of Completion

Program Coordinator Shelley K. Williams, BA, RN, RHIT, 541.463.5182, williamSSK@lanecc.edu

Purpose This certificate can be earned completely online. Prepares graduates for entry level careers in medical records, health information management, and medical billing. Health Information Technicians organize and manage demographic, coded, and billing data by ensuring its quality, accuracy, accessibility, and security. They communicate with physicians and other healthcare professionals to clarify diagnoses or to obtain additional information as needed to meet billing, payment, and regulatory requirements. Health Record Technicians may assist with implementing and supporting electronic health records (EHR) software usability

Learning Outcomes Upon completion of this certificate, the student will:

- demonstrate ability to organize, input, process, analyze, secure, and distribute healthcare information.
- demonstrate the organization, analysis, and evaluation of health record content for completeness and accuracy.
- demonstrate knowledge of abstracting health records and assigning standardized codes to diagnoses and procedures to accurately meet reporting needs and processing claims for insurance reimbursement.
- apply principles of healthcare privacy, confidentiality, legal, ethical issues and data security.
- demonstrate knowledge of healthcare terminology and medical conditions.

- demonstrate knowledge of healthcare delivery systems and regulatory environments.
- demonstrate knowledge of utilizing library and valid internet resources for research, projects, and to maintain a level of expertise in his or her field of study.
- apply critical and creative thinking, problem solving, and effective inter-professional communication skills related to health information management.

Admission Information Consult lanecc.edu/hp/him

Advising and Counseling See the Counseling and Advising Center, or e-mail HIMProgram@lanecc.edu

Cooperative Education (Co-op) Co-op is required for students to earn their HIM Certificate(s) and /or AAS HIM degree. Students must complete a minimum of 3 credit hours of on-the-job work experience related to their educational and career goals. Through Co-op, students connect theory and practice, develop skills, expand career knowledge, and make professional contacts for the future. Work schedules and work sites vary. Students are required to be admitted into the HIM Program, complete a minimum of two thirds of their program coursework and have their coop requirements met, and instructor approval prior to registering. Contact the HIM Cooperative Education Coordinator, Shelley Williams, Room 209, Bldg. 30, 541.463.5182.

Job Openings Projected through 2020

Lane County: 9; Statewide: 130

Lane County hourly average - \$20.28; annual average - \$42,197

Oregon hourly average - \$21.69; annual average - \$45,115

Costs Estimates based on 2017-18 data for full-time students. Students attending part-time will incur additional term fees. Consult Lane's website for updated tuition and fees. The total of all the differential fees attached to Health Records Technology courses and other course fees may change during the year - see the online credit class schedule for fees assigned to courses.

Books	\$1,400
Certification, Licensure, Exams, Physicals.....	\$250
Differential Fees*	\$549
Resident Tuition and General Student Fees.....	\$5,496

Total Estimated Cost \$7,695

*This is the total of all the differential fees attached to the courses in this program. These fees and other course fees may change during the year. See the online credit class schedule for fees assigned to courses.

Gainful Employment Disclosure

29-2071.00

Standard Occupational Classification: 29-2071.00 Go to the Department of Labor's O*Net website for a profile of this occupation: Medical Records and Health Information Technicians One-tonline.org/link/summary/29-2071.00 Or check on these O*Net Related Occupations: Insurance Claims Clerks onetonline.org/link/summary/43-9041.00

In academic year 2014-15, 7 students completed this certificate.

The program is designed to take 4 terms, or about 15 months of study to complete.

Lane Community College is committed to protecting student privacy and does not publish this rate for fewer than 10 graduates. Note: The federally required method for calculating the on time program completion rate assumes students will declare their completion program major immediately upon entering Lane, enroll full-time each term, and remain enrolled at Lane continuously until they complete their program. In reality, many students attend part-time, explore several majors, stop out for a term or more, and brush-up on their academic skills to be better prepared for college-level courses, all of which affect this narrowly defined on time completion rate.

Health Information Management

For privacy reasons under FERPA, loan information is not disclosed for programs with fewer than 10 Title IV on-time graduates.

Explanation of costs: lanecc.edu/esfs/credit-fees-and-expenses

Course Requirements

- All BT, CIS, CS, HO, HIM, and HIT courses must be completed no later than five years after HIM program acceptance.
- All BT, CIS, CS, HO, HIM, and HIT courses must be completed no more than five years prior to HIM program acceptance.
- Prerequisites are required for some courses. See course descriptions.
- Completion of BI 231, 232, and 233 with a 'C' or better is an acceptable equivalent for HO 150 and HO152.
- All BT, CIS, CS, HO, HIM, HIT, MTH, COMM, and WR courses must be completed with a letter grade, not P/NP, and must be passed with a grade of 'C' or better to satisfy program requirements. Other courses may be completed with a 'Pass' or
- Completion with a grade of 'C' or better of 3-course series HIM 270, HIM 273, and HIM 275 may be substituted for HIM114 Introduction to Coding.

Prerequisites

Choice of:

CS 120 Concepts of Computing: Information Processing
 CIS101 Computer Fundamentals
 BT120 MS Word for Business
 MTH052 Math for Physical Science, or higher, or
 Credit by Exam for MTH060 or higher, or transcribed credits: AP (Calculus), or CLEP (College Algebra, or any Calculus, or Statistics), or IB (Mathematics, or Math Studies, or Further Mathematics, or Statistics)

HO 110 Health Office Procedures
 HO 150 Human Body Systems 1
 HO 152 Human Body Systems 2
 HO 100 Medical Terminology 1
 WR115 Intro to College Composition

HIM 101 Introduction to Health Care and Public Health in the US.....	4
HIM 154 Introduction to Disease Processes	3
HIT 105 EHR for the Provider Office	3
HIM 120 Introduction to Health Information Management.....	3
HIM 153 Introduction to Pharmacology	3

Fall

HIT 107 Integrated Electronic Health Records	4
HIM 220 Legal and Ethical Aspects of Healthcare	3
COOP 206 Co-op Ed: Internship Seminar	2
HIM 222 Reimbursement Methodologies.....	4
HIM 114 Introduction to Medical Coding	4

Winter

Human Relations (3-4 credits): Students Choice.....	3 - 4
HIM280 Co-op Ed: Health Information Management	
12 Credit(s) Max	3
HIT 111 Implement and Customize Electronic Health Records.....	4
HIM 183 Introduction to Health Information Systems.....	4

Spring

Basic Health Care

Offered by the Health Professions Division, 541.463.5617

Career Pathway Certificate

Program Coordinator Shelley K. Williams, BA, RN, RHIT, 541.463.5182, williamssk@lanecc.edu

Purpose This certificate can be earned completely online. This career pathway certificate teaches the basic skills needed for employment in an entry level position in a health care setting. The outcomes include practice responsible and confidential communications and apply an understanding of health care laws and ethics are required in health care practice, work in a professional manner in the health care environment, understand and apply medical terminology appropriately, describe the anatomy and physiology of the various systems of the body, demonstrate basic computer skills and, recognize the scope of work the student is legally allowed to perform with their level of training. The certificate is fully embedded in the Health Records Technology certificate and multiple other Lane programs. It is designed for positions in health care such as patient transport, medical receptionist, environmental support, food services, and physical therapy aide. There is no application requirement for this certificate.

Learning Outcomes The graduate will:

- understand the requirements to work as a professional in a health care environment.
- demonstrate basic computer skills.
- apply the principles and privacy and security based on laws and professional ethics required in health care practices.
- demonstrate ability to use medical terminology appropriately, including abbreviations, acronyms, spelling, and pronunciation.
- demonstrate knowledge on the basics of human anatomy and physiology.
- demonstrate professional written and verbal communications in a responsible and confidential manner.
- demonstrate intellectually informed, appreciative, and understanding of various cultures, histories, as marked by class, race, gender, ethnicity, religion, nationality, sexual orientation, and other manifestations of difference.

Admission Information There is no application requirement for this certificate.

Advising and Counseling For assistance with requirements, please go to Counseling and Advising in building 1, room 103 or e-mail HIMProgram@lanecc.edu

Course Requirements

- Prerequisites may be required for some courses. See course descriptions.
- Completion of BI 231, 232, and 233 with a 'C' or better is an acceptable equivalent for HO 150 and HO152.
- All courses must be completed with a letter grade, not P/NP, and must be passed with a grade of 'C' or better to satisfy program requirements.

HO 100 Medical Terminology 1	3
HO 110 Health Office Procedures.....	3
HO 150 Human Body Systems 1.....	3
HO 152 Human Body Systems 2.....	3
MTH052 Math for Physical Science, or higher, or - Credit by Exam for MTH060 or higher, or transcribed credits: AP (Calculus), or CLEP (College Algebra, or any Calculus, or Statistics), or IB (Mathematics, or Math Studies, or Further Mathematics, or Statistics)	4
Choice of: WR115 or higher	4
Choice of: BT120 - MS WORD for Business CIS101 - Computer Fundamentals CS120 - Concepts of Computing: Information Processing	4

Health Information Management

Medical Coding

Offered by the Health Professions Division, 541.463.5617

Career Pathway Certificate

Program Coordinator Shelley K. Williams, RN, RHIT, 541.463.5182, williamSSK@lanecc.edu

Purpose This certificate can be earned completely online. A coding specialist is an individual who reviews and analyzes health records to identify relevant diagnoses and procedures for distinct patient encounters. The coding specialist is responsible for translating diagnostic and procedural phrases utilized by health care providers into coded form. The translation process requires interaction with the health care provider to ensure that the terms have been translated accurately. The coded information that is a product of the coding process is then utilized for reimbursement purposes, in the assessment of clinical care, to support medical research activity, and to support the identification of health care concerns critical to the public at large. A coding specialist must have a thorough understanding of the content of the medical record in order to be able to locate information to support or provide specificity for coding. The coding specialist must also be highly trained in anatomy and physiology of the human body and disease processes in order to understand the etiology, pathology, symptoms, signs, diagnostic studies, treatment modalities, and prognosis of diseases and procedures to be coded.

Learning Outcomes The student who successfully completes all Medical Coding requirements will:

- identifies career and lifelong learning opportunities.
- applies principles of healthcare privacy, confidentiality, legal, ethical issues, and data security (HIPAA regulatory standards).
- communicates both verbally and written form with others of the health care team in an effective, appropriate, and capable manner.
- demonstrate understanding of the etiology, pathology, symptoms, signs, diagnostic studies, treatment modalities, and prognosis of diseases and procedures to be coded.
- demonstrate knowledge of abstracting health records and assigning standardized codes to diagnoses and procedures to accurately meet reporting needs and processing claims for insurance reimbursement.
- demonstrate the organization, analysis, and evaluation of health record content for completeness and accuracy.

Licensing & Certification Upon successful completion of this Medical Coding certificate students may choose to sit for AHIMA's coding exams (CCA or CCA-P) or AAPC's coding exams (CPC, COC, or CIC).

Admission Information Application and admission into the Health Information Management Program is required. Admission and Application information is found on the web at: lanecc.edu/hp/him

Advising and Counseling For assistance in meeting program or application requirements, please go to Counseling and Advising in building 1, room 103 or e-mail HIMProgram@lanecc.edu

Cooperative Education (Co-op) Co-op is required for students to earn their Medical Coding Certificate. Students must complete a minimum of 3 credit hours of on-the-job work experience related to their educational and career goals. Through Co-op, students connect theory and practice, develop skills, expand career knowledge, and make professional contacts for the future. Work schedules and work sites vary. Students are required to be admitted into the HIM Program, complete a minimum of two thirds of their program coursework, have their coop requirements met, and have instructor approval prior to registering. Contact the HIM Cooperative Education Coordinator, Shelley Williams, Room 209, Bldg. 30, 541.463.5182.

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Costs Estimates based on 2017-18 data for full-time students. Students attending part-time will incur additional term fees. Consult Lane's website for updated tuition and fees at lanecc.edu/esfs/credit-fees-and-expenses

Books	\$850
Certification, Licensure, Exams, Physicals.....	\$350
Computers/Internet Service	\$1,500
Resident Tuition and General Student Fees.....	\$4,495

Total Estimated Cost \$7,195

*Course fees may change during the year. See the online credit class schedule for fees assigned to courses.

Course Requirements

- All BT, CIS, CS, HO, HIM, and HIT courses must be completed no more than five years prior to HIM program acceptance.
- All BT, CIS, CS, HO, HIM, and HIT courses must be completed no later than five years after HIM program acceptance.
- Prerequisites are required for some courses. See course descriptions.
- All COOP, BA, BT, CIS, COMM, CS, HO, HIM, HIT, MTH, and WR courses must be completed with a letter grade, not P/NP, and must be passed with a grade of "C" or better to satisfy program requirements.
- Completion of BI 231, 232, and 233 with a 'C' or better is an acceptable equivalent for HO 150 and HO152.

Prerequisites

Choice of:

- CS 120 Concepts of Computing: Information - Processing
- CIS101 Computer Fundamentals
- BT120 MS Word for Business
- HO110 Health Office Procedures
- HO100 Medical Terminology 1
- HO 150 Human Body Systems 1
- HO 152 Human Body Systems 2
- WR115 Intro to College Writing
- MTH052 Math for Physical Science, or higher, or - Credit by Exam for MTH060 or higher, or transcribed credits: AP (Calculus), or CLEP (College Algebra, or any Calculus, or Statistics), or IB (Mathematics, or Math Studies, or Further Mathematics, or Statistics)

	Fall
HIM 120 Introduction to Health Information Management	3
HIM 154 Introduction to Disease Processes	3
HIT 105 EHR for the Provider Office	3
HIM 270 ICD-10-Coding 1	5
	Winter
HIM 153 Introduction to Pharmacology	3
COOP 206 Co-op Ed: Internship Seminar	2
HIM 271 ICD-10-PCS Coding	5
HIM 222 Reimbursement Methodologies.....	4
	Spring
HIM 220 Legal and Ethical Aspects of Healthcare.....	3
HIM 280 Co-op Ed: Health Information Management	3
HIM 273 CPT Coding 1.....	5

To request this information in an alternate format please contact the Center for Accessible Resources at (541) 463-5150 or accessibleresources@lanecc.edu.