



Health Information Management Program

Prospective Student Information

Health Information is the profession that focuses on healthcare data and the management of healthcare information resources. It represents a continuum of practice concerned with health-related information and management of systems to collect, store, process, retrieve, analyze, disseminate and communicate information related to the research, planning, provision, financing and evaluation of health services. This career combines knowledge of and skills from medicine, information management, business applications and computer technology within the healthcare industry.

Additional information and application materials are attached.

Application Deadline: August 1 (see program director to request an extension)



FACULTY:

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The HIM Program is accredited through:
The Commission of Accreditation of Health Informatics and
Information Management Education (CAHIM)

HEALTH PROGRAMS APPLICATION COVER PAGE

Name: _____

Address: _____

Phone #: _____

E-Mail: _____

Student ID #: _____

Programs Applying For:

- Applicants are required to indicate a minimum of two and a maximum of three programs/degrees, ordered according to your preference as number 1, 2, or 3.
 - Consideration for program admission will be based on the order of the program preference you indicate.

_____ Health Information Management (HIMT)

_____ Medical Assisting (MEDA)

_____ Medical Laboratory Technician (MLTP) Selective Program

_____ Occupational Therapy Assistant (OTAP) Selective Program

_____ Physical Therapist Assistant (PTHA) Selective Program

_____ Radiologic Technology (RADT) Selective Program

_____ Sport and Fitness Management (SFMT)

_____ I do not desire to apply to a second Health program, but will pursue the ASCH or ASCI transfer degree.

Completed folders may be submitted in one of two ways:

**Mailed to:
Zane State College/Health Science Hall
1555 Newark Rd
Zanesville, OH 43701**

**or dropped off in the reception area of
Health Science Hall, H325**

COMMON HEALTH PROGRAMS APPLICATION CHECKLIST

- **PUT YOUR NAME, ADDRESS, AND STUDENT ID# ON THE FRONT OF THE FOLDER**
- **Folders must be three-pronged – not three ringed.**
- **Please include and complete this checklist as the second page of your application folder.**
- **You will need to place all items in numbered page protectors, and include one tab divider for each program to which you are applying. Label these dividers with the four letter program code indicated on the Application Cover Page. The tab(s) is/are to be placed after Page 8 from the list below.**

<input type="checkbox"/>	Page 1	Health Programs Application Cover Page
<input type="checkbox"/>	Page 2	Common Health Programs Application Checklist (this page)
<input type="checkbox"/>	Page 3	Evidence of application to and/or acceptance to the College. Clearly indicate your name and Zane State College Student ID number on this document. (e.g. Acceptance letter, copy of Student ID card, Z-Online document)
<input type="checkbox"/>	Page 4	Official transcripts from <u>all other</u> colleges you have attended. These should be in sealed envelopes from the institution and should include grades through the end of fall semester prior to application. Unofficial Zane State College transcripts that include current GPA are acceptable.
<input type="checkbox"/>	Page 5	Copy of transfer credit awarded by Zane State College for courses taken at other institutions. Please submit your transcripts to our Registrar's Office well in advance of the application deadline so that there is ample time for them to be reviewed.
<input type="checkbox"/>	Page 6	Accuplacer scores if you have not previously completed college-level math and English with a grade of "C" or better.
<input type="checkbox"/>	Page 7	Copy of ACT scores and/or Health Occupations Aptitude Exam score. Required for MLTP, OTAP, PTHA, and RADT.
<input type="checkbox"/>	Page 8	Evidence of readiness for or completion of BIOL 2400/2410 by indicating the following: ____ I have taken an high school level advanced biology or anatomy and physiology in the past three years and passed it with a "C" or higher. ____ I have taken college level anatomy and physiology in the past five years and passed both lecture and lab sections with a "C" or higher. This course, if taken at another institution, has been approved for transfer credit by the Zane State College Registrar's Office. ____ I have taken college-level A&P greater than 5 years ago and understand that I will be required to retake and successfully complete both lecture and lab sections with a "C" better. ____ I have taken BIOL 1210 and passed it with a "C" or better. ____ I am scheduled to take BIOL 1210 ____ semester.

NOTE: No page should be left blank. If the item required on a page is not applicable to you, please provide a brief explanation as to why it does not pertain to you on the appropriate page.

Program Specific Requirements: Following Page 8, place your program specific documents behind the appropriately labeled tab divider. Each document should be in a numbered page protector. They are to be in the order specified in the program specific requirements checklist.

- **Sample application folders are available for review in the One Stop, Cambridge Campus, and Health Science Hall reception area.**

Prospective HIMT Student Profile

1. The Zane State College HIM program is accredited through the Commission on Accreditation of Health Informatics and Information Management Education (CAHIIM).
2. HIMT graduates are employed in a variety of settings including hospitals, physician's offices, urgent care centers, long term care centers, medical billing service providers and insurance companies.
3. The HIMT program is four academic semesters and one summer session in length.
4. Students will complete two Profession Practicum Experiences where they will be placed in various facilities where they will experience content covered in the classroom.
5. Students are required to have a "C" or better in all technical coursework. This requires students to spend time studying and preparing for class. Students should expect to spend at least two hours outside of the classroom for each hour spent in the classroom.
6. Upon completion of the program, you will be eligible to sit for the Registered Health Information Technician Certification.
7. Students interested in HIMT must complete the application to the College listing HIM as the field of study.
8. In order to be eligible for admission to the HIMT program for any upcoming fall semester, applicants must place into all college level courses or have completed any needed developmental education courses.
9. Student entering the HIMT program should be detail oriented, self-motivated, possess good written and verbal communication skills, time management abilities, and problem solving skills.

Program Purpose

The Health Information Management Technology program offered by Zane State College is designed to prepare students for professional careers in the HIMT field. By providing pertinent learning experiences, the program enables students to demonstrate competency in the didactic and clinical aspects of the field. In addition, the program attempts to develop student interests in professional societies and continuing education.

This associate degree program is a career oriented college-level technology consisting of classroom, laboratory, and clinical experience. The curriculum includes communications, psychology, computer applications, mathematics, anatomy and physiology, and health information management courses. Upon completion of this program the graduate will be able to maintain and communicate sensitive medical and patient information in accordance with established medical, administrative, ethical, legal, accreditation, and regulatory requirements of the health care delivery system. In all types of health care facilities, Health Information Management professionals possess the technical knowledge and skills necessary to process, maintain, compile, and report health information data for reimbursement, facility planning, marketing, risk management, utilization management, quality assessment and research.

Zane State College's HIMT Program is accredited through the Commission of Accreditation of Health Informatics and Information Management Education (CAHIIM); therefore, graduating students are eligible to sit for the Registered Health Information Technician certification.

For more information go to AHIMA.org and follow Career Maps at <http://hicareers.com/CareerMap>

APPLICATION REQUIREMENT CHECKLIST

Health Information Management Program

Please follow the instructions for the common health programs application. All documents are to be in page protectors in a three-pronged folder according to the checklists. Place the items below behind this checklist and after the HIMT tab. Remember that this folder is your written interview, please ensure that it is complete and is presented in a professional manner.

The following criteria and supporting documentation must be submitted to the Health Information Management Program Director by August 1 of the academic year prior to the fall semester of the enrollment period. (See the Program Director to request an extension of the deadline.)

Label this section as follows:

<input type="checkbox"/>	HIMT Page 1	HIM Application Requirement Checklist (this page)
<input type="checkbox"/>	HIMT Page 2	Include a two-page, typed autobiographical sketch. This should include why you are interested in HIM at this time, and relate any experience you have had working with the public or in health care.



Health Information Management Program (HIMT) Course of Study 2016-2017

First Semester I (Fall)				
Course ID	Course Name	T/B/G	Credits	Ck off
BIOL 2400	Anatomy & Physiology I	G	3	
BIOL 2410	Anatomy & Physiology I Lab	G	1	
ENGL 1500	Composition I	G	3	
HIMT 1100	Introduction to Health Information Management	T	3	
HLTH 1210	Medical Terminology	B	2	
	*First Year Experience Elective	G	1	
Total:			13	

Second Semester I (Spring)				
Course ID	Course Name	T/B/G	Credits	Ck off
BIOL 2420	Anatomy & Physiology II	G	3	
BIOL 2430	Anatomy & Physiology II Lab	G	1	
ENGL 2800	Technical Writing	G	3	
HIMT 1500	Clinical Classification Systems I	T	4	
HIMT 1700	Legal Aspects in Health Care	T	2	
HIMT 2110	Pharmacology & Pathophysiology for HIMT	T	3	
Total:			16	

Summer Session I				
Course ID	Course Name	T/B/G	Credits	Ck off
BMCA 1300	Access	B	3	
HIMT 1400	HIMT Software Applications	T	2	
HIMT 1600	Comparative Health Information	T	2	
PSYC 1010	Introduction to Psychology	G	3	
	*Arts & Humanities Elective	G	3	
Total:			13	

Curriculum Summary: General (G)/ Basic (B) = 32 Hours

Technical (T) = 37 Hours

Total Curriculum Hours = 69

Third Semester II (Fall)				
Course ID	Course Name	T/B/G	Credits	Ck off
HIMT 1900	Professional Practicum I	T	1	
HIMT 2010	Health Care Quality Improvement	T	2	
HIMT 2150	Clinical Classification Systems II	T	3	
HIMT 2220	Healthcare Statistics and Registries	T	2	
HIMT2700	Health Care Information Technology & Systems	T	3	
	*Mathematics Elective	G	3	
Total:			14	

Fourth Semester II (Spring)				
Course ID	Course Name	T/B/G	Credits	Ck off
COMM 1220	Interpersonal Communication	G	3	
HIMT 1850	Insurance Reimbursement Methodologies	T	2	
HIMT 2500	Clinical Classification Systems III	T	3	
HIMT 2650	Management of Health Information Services	T	2	
HIMT 2900	Professional Practicum II	T	1	
HIMT 2910	Health Information Management Capstone	T	2	
Total:			13	

Summer Session II				
Course ID	Course Name	T/B/G	Credits	Ck off
Total:			0	

NOTE: Students must complete the computer literacy requirement in order to graduate which may be met through competency testing or completion of a program specific computer course. Refer to the degree audit and consult with the program advisor for the appropriate course(s) that meet the computer literacy requirement.

*ADDITIONAL INFORMATION ON REVERSE

Health Information Management Program (HIMT)

Course of Study 2016-2017

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Arts & Humanities Electives		
HUMS 1020	Critical Thinking	3
PHIL 1020	Introduction to Ethics	3
PHIL 1010	Introduction to Philosophy	3

Mathematics Electives		
MATH 1110	Mathematics for Business	3
MATH 1230	Industrial Mathematics	4
MATH 1240	Algebra & Trigonometry I	4
MATH 1250	Algebra & Trigonometry II	4
MATH 1340	College Algebra	4
MATH 1350	Pre-Calculus	5
MATH 2250	Introductory Calculus	3
MATH 2270	Statistics	3
MATH 2510	Calculus I	5
MATH 2520	Calculus II	5

First Year Experience Electives		
FYEX 1010	First Year Success Strategies	1
FYEX 1020	Linked Freshman Seminar	1