



## Health Information Management Program

### Program & Application Information

Health Information Management (HIM) is the practice of acquiring, analyzing, and protecting digital and traditional medical information vital to providing quality patient care. HIM Professionals are highly trained in the latest information management technology applications and understand the workflow in any healthcare provider organization from large hospital systems to the private physician practices. This career combines knowledge of and skills from medicine, information management, business applications and computer technology within the healthcare industry.

This nationally accredited program, which is now offered online, is taught by industry professionals who want to teach you all they know. With this degree, you will be in high demand. According to the Ohio Department of Jobs and Family Services, health information technicians constitute one of the fastest growing occupations throughout the state. This program is an excellent choice for immediate post-high school education, re-entry into the workforce, or a career change alternative. Graduates of our program work in a variety of settings, including hospitals, long-term care facilities, physician offices, home health agencies, insurance companies, and government agencies.

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 (CAHIIM)

## 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.
- You must submit **ALL** required application materials for **EACH** of your 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> program selections below. Duplicate requirements for two or more programs can be noted as, "See page \_\_\_ of \_\_\_ section."

### Selective Programs

\_\_\_ Medical Laboratory Technician (MLTP)

\_\_\_ Occupational Therapy Assistant (OTAP)

\_\_\_ Physical Therapist Assistant (PTHA)

\_\_\_ Radiologic Technology (RADT)

### Non-selective Programs

\_\_\_ Health Information Management (HIMT)

\_\_\_ Medical Assisting (MEDA)

### Completed folders are to be submitted in one of two ways:

1. **Mailed to:**  
**Zane State College/Health Science Hall**  
**1555 Newark Road**  
**Zanesville OH 43701**
2. **OR dropped off in the reception area of Health Science Hall, H325**

**COMMON HEALTH PROGRAMS APPLICATION CHECKLIST for 2020-2021 Academic Year**

- **PUT YOUR NAME, ADDRESS, AND STUDENT ID# ON THE FRONT OF THE FOLDER**
- **Folders must be three-pronged – not three ringed.**
- **Include and complete this checklist as the second page of your application folder.**
- **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 6 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	Unofficial Zane State College transcripts that include current GPA. If you have not previously taken Zane State classes, insert a page with that information noted.  Unofficial transcripts from <u>all other</u> colleges you have attended. These should include grades through the end of fall semester prior to application. If none, insert a page and indicate you have not attended another college.
<input type="checkbox"/>	Page 4	Copy of transfer credit awarded by Zane State College for courses taken at other institutions. <u>Submission of official transcripts to the Registrar’s Office should be no later than December 19, 2019, so that there is ample time for review.</u>
<input type="checkbox"/>	Page 5	Copy of ACT scores and/or Health Occupations Aptitude Exam score. Required for MLTP, OTAP, PTHA, and RADT.
<input type="checkbox"/>	Page 6	Evidence of readiness for or completion of BIOL 2400/2410 by indicating the following: ___ I have taken a high school level advanced biology or anatomy and physiology (A&P) in the past three years and passed it with a “C” or higher. ___ I have taken college level A&P 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. ___ I am currently or scheduled (circle one) to take BIOL 2400/2410 ___ (semester/year).
<p><b>NOTE:</b> 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.</p>		
<p><b>Program Specific Requirements:</b> 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. Duplicate requirements for two or more programs can be noted as, “See page ___ of section ___.”</p>		

- **Sample application folders are available for review in the Student Services, on the Cambridge Campus, and in the Health Science Hall reception area. The sample may also be viewed on the College website under each health program’s tab.**

## **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)
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**Health Information Management Program (HIMT)  
Course of Study 2019-2020**

Fall I				
Course ID	Course Name	T/B/G	Credits	Ck off
BIOL 2400	Anatomy & Physiology I	G	3	
ENGL 1500	Composition I	G	3	
FYEX 1100	Introduction to Online Learning	B	1	
HIMT 1100	Introduction to Health Information Management	T	3	
HLTH 1210	Medical Terminology	B	2	
	<b>Total:</b>		<b>12</b>	

Spring I				
Course ID	Course Name	T/B/G	Credits	Ck off
BIOL 2420	Anatomy & Physiology II	G	3	
ENGL 2800	Professional 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	
	<b>Total:</b>		<b>15</b>	

Summer Session I				
Course ID	Course Name	T/B/G	Credits	Ck off
BMCA 1200	Excel	B	3	
HIMT 1400	HIMT Software Applications	B	2	
HIMT 1600	Comparative Health Information	T	2	
MATH 1050	Quantitative Reasoning	G	4	
	<b>Total:</b>		<b>11</b>	

Curriculum Summary: General (G)/ Basic (B) = 30 Hours

Technical (T) = 35 Hours

Total Curriculum Hours= 65

Fall II				
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	
HIMT 2700	Health Care Information Technology and Systems	T	3	
PHIL 1030	Critical Thinking	G	3	
	<b>Total:</b>		<b>14</b>	

Spring II				
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	
	<b>Total:</b>		<b>13</b>	

Summer Session II				
Course ID	Course Name	T/B/G	Credits	Ck off
	<b>Total:</b>			

**\*\*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.