



## Health Information Management

*Also see Health Information Management / Medical Coding and Billing*

**Department Website:**  
<http://www.collin.edu/him>

### Program Option: AAS – Health Information Management

**Licensure Notice:** Students who have been involved with the criminal system, please be advised that your background could keep you from being licensed by the State of Texas. If you have a question about your background and licensure, please speak with your faculty member or the department chair. You also have the right to request a criminal history evaluation letter from the applicable licensing agency.

Health Information Management, often referred to as the business side of medicine, has rapidly expanded in scope and importance as healthcare shifts to a data driven, quality focused, patient centered industry. Initiatives like the electronic record, meaningful use, and accountable care have impacted healthcare and moved health information management from backstage to center stage. The Associate of Applied Science (AAS) in Health Information Management (HIM) at Collin College is a 60 credit hour (two academic years) degree program preparing students for a career in health information management, as a health information professional. The program has been accredited by the Commission on Accreditation for Health Informatics and Information Management (CAHIIM) education. Upon successful completion of the coursework and the credential exam (facilitated by the American Health Information Management Association (AHIMA)), the graduate may use the designation RHIT behind the professional signature. Curriculum is based on the AHIMA Foundation's curricular competencies for the Registered Health Information Technician (RHIT) credential and is approved by the Texas Higher Education. The program requires selective admission.

The Collin College Health Information Management program has a partnership with the College of St. Scholastica, the nation's oldest health information management program. Collin College HIM graduates have the opportunity to continue their HIM Bachelor of Science (BS) studies online with St. Scholastica and sit for

the RHIA certification. This academic agreement maximizes the transfer of Collin credit and allows Collin students to complete some BS courses at Collin with Collin's lower tuition costs. For more information, see your Collin Advisor.

### ACCREDITATION

The AAS in Health Information Management is accredited through the CAHIIM. They may be contacted at:  
233 N. Michigan Ave., 21st floor  
Chicago, IL 60601-5800  
312.233.1100  
[www.cahiim.org](http://www.cahiim.org)

### SPECIAL ADMISSION REQUIREMENTS

Admission to the AAS - HIM program is selective and based on a point system. Admission is limited to 25 students per semester. Application deadlines are the 2<sup>nd</sup> Friday in November and 2<sup>nd</sup> Friday in May. The application is found on the HIM program website: [www.collin.edu/him](http://www.collin.edu/him) under "Forms" and should be submitted to the department office via email, fax, or mail by the appropriate deadline.

#### Eligibility requirements for application to AAS-HIM program:

- Complete Collin College Admission requirements
- Complete Collin College reading, writing and mathematics assessments, placing at the College-Level (TSI Testing).
- Overall GPA of 2.5. Please note that a grade of "C" or better must be earned in all HIM specific courses including HITT-1305, HITT-2471 and BIOL-2404.
- Completion of the Test of Essential Academic Skills (TEAS), prior to Application Deadline, with satisfactory results. Registration details on the department webpage [www.collin.edu/him](http://www.collin.edu/him)
- Complete HIM packet.  
A complete HIM packet includes:
  - Completed HIM Application:
  - Consent for background check
  - Consent for drug screening
  - Immunization documentation – List of required immunizations are on the HIM webpage Note: Hepatitis B is typically a 7 month process. The TB screen and flu vaccine have a 12 month expiration.
  - Signed *Functional Abilities / Core Performance Standards for Health Information Management Program - Clinical Expectations*. Students who think they may not be able to meet the functional standards and need accommodation are encouraged to contact

the college ACCESS department as soon as this program is of interest.

- A 500 word essay explaining why you have chosen to become a Health Information professional.
- Two letters of reference from employers or teachers (not family or friends) that can attest to your professionalism. Letters should be emailed to [Michelle Millen](mailto:Michelle.Millen@collin.edu), Program Director: [MMillen@collin.edu](mailto:MMillen@collin.edu)
- TEAS test scores – Applicants must score a 60% or better on three of the four tested areas.

#### After Admission

- Earn a grade of “C” or better in all major course work and maintain a 2.5 GPA to continue in the HIM program
- All Clinical requirements may be found on the webpage at [www.collin.edu/him](http://www.collin.edu/him). Submit all necessary documentation for Clinical consideration PRIOR to first Clinical experience. The Clinical courses are HITT-1160 and HITT-2361.

## **AAS – Health Information Management**

60 credit hours

### **PRE-ENTRANCE REQUIREMENTS**

- A) Students planning to apply for admission to the program must have completed, or be in the process of completing, the courses listed below. Students are required to achieve a grade of “C” or better in HITT 1305, BIOL 2404 and HITT 2471.
- 1) BIOL 2404, Human Anatomy and Physiology Basic
  - 2) ENGL 1301, Composition I
  - 3) HITT 1305, Medical Terminology I
  - 4) HITT 2471, Pathophysiology and Pharmacology
  - 5) [HUMA1301](#), Introduction to Humanities I (See [Humanities / Fine Arts](#) options)
  - 6) [Social / Behavioral Sciences](#) course
- B) Students entering the program must be prepared to enter college-level mathematics by either completion of MATH 0310 or by placement at the MATH 1314, College Algebra level.

*part-time. All courses listed in the degree plan are available online, with the exception of the clinical courses.*

### **PREREQUISITES**

BIOL 2404	Human Anatomy and Physiology Basic <sup>1</sup>
ENGL 1301	Composition I
HITT 1305	Medical Terminology I
HITT 2471	Pathophysiology and Pharmacology
<a href="#">HUMA 1301</a>	<a href="#">Introduction to Humanities I</a> (See <a href="#">Humanities / Fine Arts</a> options)
GEN ED	<a href="#">Social / Behavioral Sciences</a> Course

### **FIRST YEAR**

#### **First Semester**

HITT 1301	Health Data Content and Structure
HITT 1311	Health Information Systems
HITT 1341	Coding and Classification Systems
HPRS 2232	Health Care Communications
<a href="#">MATH 1342</a>	<a href="#">Elementary Statistical Methods</a>

#### **Second Semester**

HITT 1160	Clinical I - Health Information / Medical Records Technology
HITT 1345	Health Care Delivery Systems
HITT 1353	Legal and Ethical Aspects of Health Information
HITT 2346	Advanced Medical Coding
HITT 2435	Coding and Reimbursement Methodologies

### **SECOND YEAR**

#### **First Semester**

HITT 2249	RHIT Competency Review
HITT 2339	Health Information Organization and Supervision
HITT 2361	Clinical II - Health Information / Medical Records Technology (Capstone)
HITT 2443	Quality Assessment and Performance Improvement

<sup>1</sup>. *No course substitutions*

*The following layout is a suggestion of course progression. It reflects the course load for a full-time student. Students may take classes*

