

HEALTH INFORMATION MANAGEMENT, BACHELOR OF SCIENCE

The online bachelor's degree program in Health Information Management (HIM) at Albany State University is designed to prepare the student to become data-and-knowledge link between care providers and patients. This degree focuses on building leadership skills in the business and administration of healthcare and information management. ASU's HIM program ensures that students will learn best practices in health information management and keep up with the latest trends in the healthcare industry—the kind of HIM expertise that will be needed for a successful career as a health information administrator.

The HIM program is a degree completion program designed for students who already have some college credits or an associate degree related to health information technology. The Bachelor of Science in HIM degree is a 2 + 2 program with the Associate of Science in Health Information Technology curriculum comprising the first two years.

Students are eligible for admission to this program if they have completed at least 60 semester credits of transferable coursework from a CAHIIM Accredited program with a 2.5 or better grade point average (GPA). Students may declare a HIM plan of study upon university enrollment while completing pre-requisite coursework for the purpose of advisement. However, this does not guarantee admission into the program. A separate application is required for consideration of acceptance into this program.

The HIM program admits one class per year that begins each Spring semester. **Program applications are due by October 15th of the year you wish to enter the program.** The deadline for applying (October 15th) occurs during the FALL semester prior to the SPRING semester start date. If a student is enrolled in courses that will complete all requirements during the Fall semester of the October 15th deadline, the student may submit the application with those required courses still in progress.

The program will begin the initial accreditation phase through the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM) upon its activation in Spring 2020. Upon receiving accreditation, graduates will be eligible to write the national certification examination given by the American Health Information Management Association (AHIMA). Upon successful completion of the examination, the health information technician is awarded the professional credential of a Registered Health Information Administrator (RHIA) by AHIMA.

AHIMA Proviso to RHIA credentialing (as of July 23, 2019)

The Commission on Certification for Health Informatics and Information Management (CCHIIM) has amended the eligibility criteria to sit for the RHIA certification exam for individuals who hold the RHIT. Individuals who have the RHIT will be eligible for the RHIA exam starting July 1, 2017, through December 31, 2021, if they have received a baccalaureate degree or higher from a regionally-accredited institution or nationally-recognized accreditor (official sealed transcripts must be sent to AHIMA for verification); and received their RHIT credential on or before December 31, 2018; and have complied with the Standards for Maintenance of the

RHIT credential. More information on this HIM Reimagined initiative can be found at <http://www.ahima.org/certification/RHIA>.

For full consideration for admission to the Health Information Management program, the student must:

Program Admission Requirements

1. Be admitted to Albany State University.
2. Completed at least 60 semester credits of transferable coursework from a CAHIIM Accredited program.
3. Complete all Area F and Lower Level HITE courses with a "C" or better..
4. Have a minimum GPA of 2.5.
5. Complete and submit an application for admission to the HIM program to the Program Director by October 15th.*

*An application is considered complete only when all requested information is received. Students are responsible for making sure their application is complete. Incomplete application packets and/or applications received after October 15th may not be considered. Selection criteria, including GPA and pre-requisite hours completed, are ranked by the HIM Selection Committee and interviews may be set up. Offers of acceptance will be made based on the final ranking of those students who meet all admission criteria.

Additional Requirements

1. Before registering and being enrolled in the HIM program, students should access Distance Learning on the ASU website for orientation to online system requirements.
2. To continue in the Health Information Management Program, a minimum grade of "C" is required in all HITE courses. If the student fails to make a "C" in an HITE course, and it is the student's first failure, the student may reapply to the HITE Program. All of the student's previous HITE work will be evaluated by the program director. More than one "W", "D" and/or "F" in HITE courses will result in permanent dismissal from the program (this may be two courses or failure in the same course twice).
3. High speed internet connection is highly recommended for optimal use of AHIMA's Virtual Lab applications.
4. Professional liability insurance is required and is available through the college. The cost of this insurance is approximately \$17.50 per year and is included in the fees.
5. Because of the nature of the profession, the student is required to sign and abide by a statement that the student will honor the confidential nature of health/medical records (HIPAA). A charge of breach of confidentiality will be treated according to the procedures outlined in the Student Handbook, "Code of Conduct."
6. Once enrolled in the HIM program, failure to exhibit professional behavior will result in the student being withdrawn from the program and deemed ineligible for re-admission to the HIM program. Unprofessional behavior is defined as:
 - a. misrepresentation of self or falsifying information on program application
 - b. disruptive or abusive behavior in an online class
 - c. breach of confidentiality statement and/or
 - d. suspicion of cheating will be dealt with in accordance with the Student Handbook, "Code of Conduct."
7. Student membership to the American Health Information Management Association (AHIMA) is recommended. The cost of student membership is \$49.00 per year.

8. A student may be denied permission to continue in the HIM program if, in the opinion of the HIM faculty, the Chair of Health Sciences, the Dean of the Darton College of Health Professions, and the Vice President of Academic Affairs, the student does not demonstrate the necessary qualifications for a health information technician.
9. To satisfactorily complete the curriculum and to develop the skills required of an entry level health information technician, the student must demonstrate:
 - a. Visual Acuity (with or without corrective lenses): to read paper, microfilm, and electronic documents.
 - b. Physical Ability: to process reports and records, to operate equipment necessary for record keeping (for example, manually operated filing equipment, printers, microfilm reader/printers, computer keyboard), and to move about in space limited by compacted filing.
 - c. Manual Dexterity: to perform the fine motor functions necessary to document analysis of records (i.e., must use pens, pencils, and manage papers), and to operate electronic equipment (i.e., computers, word processors).
 - d. Hearing (with or without aids): to hear the spoken voice in order to be able to respond verbally.
10. The student must abide by the policies and procedures of the Health Information Management Program as defined by the Program Handbook.
11. Albany State University Code of Conduct Policies related to Disruptive and Obstructive Behavior will be enforced in an online program just as it would be in a traditional classroom. Exhibit of such behavior may result in dismissal from the program.

For additional Health Science Division policies that apply to this program, please refer to Academic Regulations, Section R – T.

*All HITE courses are only offered online. Professional Practicum Experience courses may require up to 80 contact hours at an acute care facility.

NOTE: The Bachelor of Science with a Major in Health Information Management is a new program beginning in the 2019/2020 academic year. The Program of Study is currently under review.

Visit the department for more information about the program and the higher level HIM coursework.