

Health Information Management Associate in Applied Science

Mission Statement:

The mission of the Health Information Management program at Greenville Technical College is to provide our graduates with the skills and knowledge needed by our community of employers to perform the many and varied functions required of Health Information Management professionals.

Type of Program:

Phase I: Day, night, weekend, or online, full time or part time; Phase II: Day with online component (full time - fall start only); online (part time - spring or fall start)

Type of Degree:

Associate degree of Applied Science with a major in Health Information Management

Professional Credentials:

Registered Health Information Technician (RHIT) subject to passing national certifying examination administered by the American Health Information Management Association

Program Accreditation:

Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM)

Employment Opportunities:

Acute care facilities, ambulatory health care facilities, industrial clinics, state and federal health agencies, long-term healthcare facilities, insurance companies, law practices

- This program represents a continuum of practice concerned with health-related information and the management of systems to collect, store, process, analyze, disseminate and communicate information related to the research, planning, provision, financing and evaluation of health care services.
- This program is designed as a One-Plus-One program. Phase I includes all of the general education and related course work and may be completed at Greenville Tech or any articulating college, or other regionally accredited institution. Students may apply for Phase II as they near completion of Phase I courses. Phase II includes all of the Health Information course work.
- Phase II is available at Greenville Tech's Greer Campus and online.
- Professional Practice Experience clinical assignments are required in Phase II and may require travel outside the Greer/Greenville area. The Health Information Management program includes two clinical courses, HIM 163 and HIM 164. Each of the clinicals are 135 hours. Clinicals are completed during normal business hours, Monday through Friday. Online students may complete a portion of these hours in an online structured format. Students are expected to be able to travel to and arrange accommodations for clinical assignments.
- **Phase II eligibility requirements:**
 - Have completed CPT 101 within five years of anticipated entrance into Phase II.**
 - Phase I (general education) course work must be completed before the final acceptance into Phase II.
 - Students must be enrolled in or registered for remaining Phase I course work upon applying to Phase II. Pharmacology may be completed in Phase II.
 - Have completed Health Information Career Talk - available online.
 - Attain a minimum cumulative technical GPA of 2.50 for all Phase I courses and have passed all Phase I courses with a grade of "C" or higher.
 - Complete and submit the application for Phase II designating your intent for the program type; day with online component, or online only. The application form is available online and must be submitted during the published window period. Instructions for completion and submission of this printable form are included on the application.
- Phase II Admissions Requirements:
 - Submit a physical exam form with documentation of required immunization. (See details in Health Sciences/Nursing admission requirements.)
 - Submit a signed criminal background release form.
 - Complete Greenville Tech's "preclinical orientation" training.
 - Students are selected based upon weighted admissions score. Weighted admission criteria is available during Career Talk and is available at the program web page www.gvltec.edu/him.

- Before beginning the Professional Practice Experience, clinical students must
 - Have a negative 10-panel drug screen.
 - Have a crime-free criminal background report.
 - Be able to attend all Professional Practice Experience clinical experiences.

Recommended Program Schedule

PHASE I

First Semester - Fall

| | | |
|-----|---|-----|
| AHS | 102 Medical Terminology | 3.0 |
| BIO | 210 Anatomy & Physiology I* | 4.0 |
| CPT | 101 Introduction to Computers | 3.0 |
| ENG | 101 English Composition I* | 3.0 |
| MAT | 109 College Algebra with Modeling* | 3.0 |
| | or | |
| MAT | 120 Probability and Statistics or higher math | 3.0 |

Second Semester - Spring

| | | |
|-----|--|-----|
| AHS | 147 Clinical Pharmacology** (Online only) | 3.0 |
| BIO | 211 Anatomy & Physiology II* | 4.0 |
| ENG | 102 English Composition II* | 3.0 |
| PSY | 201 General Psychology* | 3.0 |
| SPC | 205 Public Speaking* | 3.0 |
| | Humanities Elective*/** | 3.0 |

PHASE II - Full time progression will vary from online progression

Third Semester - Fall

(Traditional full time day with online component format)

| | | |
|-----|---|-----|
| HIM | 101 Introduction to Health Information | 1.0 |
| HIM | 102 Introduction to Coding & Classification Systems | 1.0 |
| HIM | 110 Health Information Science I | 3.0 |
| HIM | 135 Medical Pathology (Online only) | 3.0 |
| HIM | 266 Computers in Healthcare (Above five courses taught in first 10 weeks of the semester) | 3.0 |
| HIM | 163 Supervised Clinical Practice I (Above course taught in the last four weeks of the semester) | 3.0 |

Fourth Semester - Spring

| | | |
|-----|---------------------------------|-----|
| HIM | 215 Registries and Statistics | 3.0 |
| HIM | 216 Coding and Classification I | 3.0 |
| HIM | 225 Coding & Classification II | 3.0 |
| HIM | 265 Supervisory Principles | 3.0 |

Fifth Semester - Summer

| | | |
|-----|---|-----|
| HIM | 115 Medical Records and the Law | 2.0 |
| HIM | 120 Health Information Science II (Above two courses taught in the first six weeks of the semester) | 3.0 |
| HIM | 164 Supervised Clinical Practice II (Above course taught in the last | 3.0 |

four weeks of the semester)

Total credit hours

69.0

*General Education course

Note: Please contact your assigned HIM advisor for other program and progression options.