

Health Information Management

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, evening, 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)

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 health care 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 Benson 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 Professional Practice Experience courses: HIM 163 and HIM 164. The Professional Practice Experience courses require that students spend 40 hours in a health care setting. Professional Practice Experiences are arranged by the program faculty and are completed during normal business hours, Monday through Friday. Students are expected to be able to travel to and arrange accommodations for the Professional Practice Experience assignments if needed.
- **Phase II eligibility requirements:**
 - Have completed CPT 101 or CPT 170 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.
 - 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 weighted admission form for Phase II designating your intent for the program type; day with online component, or online only. The weighted admission 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:
 - Attend the mandatory HIM new student orientation at the Benson Campus.
 - Submit a physical exam form with documentation of required immunization. (See details in the School of Health Sciences admissions requirements.)
 - Submit a signed criminal background release form.

- ❑ Students are selected based upon weighted admissions score. Weighted admission criteria is available during Career Talk and is available at the program web page <https://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. Students may be subject to more than one background check during the program based on affiliate requirements.
 - ❑ Attend mandatory Professional Practice Experience Orientation for HIM 163 at the Benson Campus.
 - ❑ 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	170	Microcomputer Applications	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
		or	
SOC	101	Introduction to Sociology	
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	216	Coding and Classification I	3.0
HIM	110	Health Information Science I	3.0
HIM	115	Medical Records and the Law (online only)	2.0
HIM	135	Medical Pathology (online only)	3.0
HIM	163	Supervised Clinical Practice I	3.0

Fourth Semester - Spring

HIM	130	Billing and Reimbursement (online only)	3.0
HIM	215	Registries and Statistics	3.0
HIM	225	Coding and Classification II	3.0
HIM	265	Supervisory Principles (online only)	3.0
HIM	266	Computers in Healthcare (online only)	3.0

Fifth Semester - Summer

HIM	141	Current Procedural Terminology II	3.0
HIM	227	Senior Professional Competencies	3.0
HIM	120	Health Information Science II (online only)	3.0
HIM	164	Supervised Clinical Practice II	3.0

Total Required Credit Hours:

76.0

*General education course

**Students enrolled in the online curriculum will take this class in Phase II

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

Visit <https://www.gvltec.edu/gainful-employment/> for important information about the educational debt, earnings and graduation rates of students who attended programs