Baccalaureate of Science
In
Health Information Management

2017/2018
Welcome to the Health Information Management Program,

The bachelor’s degree in Health Information Management (HIM) is in line with the mission of Dalton State College (DSC) and with the specific elements of the mission. Through this degree program, we will provide the scientific background for 21st century career opportunities, and expand access to preparation for a high-need career. This program will enable you to engage with the local, state and national community through service learning, student internships and research in partnership with community based healthcare businesses.

There is a widely recognized need for better outcomes in data utilization, and decision making in healthcare. International, national and regional trends all converge on the same identified need for educated practitioners at the baccalaureate level who know how to utilize information technology and can interact with medical and business professionals in helping to deliver quality health care in an effective and efficient manner. Position openings in the field have been increasing over the last decade, along with the number of degree programs and salary levels for HIM practitioners.

With national debate about how to improve health care being front and center in Washington DC, one of the least debatable recommendations is the need to improve information flow within health care environments so that decisions are grounded in data, the data are grounded in real experiences, and systems can quickly generate insights in order that diagnoses and decisions are likely to achieve maximum outcomes with minimum expenditures of resources.

I hope you will enjoy your journey through this learning experience at Dalton State College.

Sincerely,

Debbie Gilbert, EdS, RHIA, CMA
Associate Professor
Health Information Management Program Director
HIM Program Mission Statement

The mission of the program is to educate professionals with the expertise needed to analyze, protect, and improve the integrity and security of patient health information.

Program Overview

HIM is the application of clinical data and information to improve health and understand health care trends. The program of study is an interdisciplinary program with a foundation in business, technology and health sciences. Accreditation will be sought from the Commission of Accreditation for Health Informatics and Information Management Education (CAHIIM).

Students will be required to meet all course requirements and satisfactorily complete Professional Practice Experience (PPE) to gain field experience in their area of focus. The Institute of Medicine states that Health Information Management professionals can address the core of the health care crisis. This includes improving efficiencies, lowering costs, improving quality, reducing errors, increasing safety and engaging patients.

The Health Information Management for Economic and Clinical Health (HITECH) Act, enacted as part of the American Recovery and Reinvestment Act of 2009, was signed into law on February 17, 2009, to promote the adoption and meaningful use of Health Information Management. With stricter guidelines and more oversight, entry level jobs in this field are requiring higher skill levels and certified positions. The program at DSC is designed to prepare students for this challenge.

Program Description

Viewed as the business side of medicine, the DSC HIM program of study is based upon models developed by the largest and most enduring information associations in the field. Information has been sought from national information organizations’ web sites at www.himss.org, www.ahima.org, www.amia.org, as well as being aligned with the curriculum guidelines developed by Commission of Accreditation for Health Informatics and Information Management Education (CAHIIM).

The major field courses for HIM will be offered online to best meet the needs of our working student population. Student practicums will be offered at area healthcare organizations.

Department Information

The academic unit responsible for the Department of Health Information Management is the School of Health Professions.

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Accreditation Statement

Accreditation will be sought from the Commission of Accreditation for Health Informatics and Information Management Education (CAHIIM). Upon accreditation, students will be eligible to sit for the coveted Registered Health Information Administrator (RHIA) exam.

Admission Requirements

Student must

1. be accepted as a student at DSC
2. have completed at least 60 course credit hours in the HIM pre-requisites.
3. have a 2.5 GPA with a C or better in all area F courses
4. have the technical ability standards to be successful in online learning
5. have received credit for BIOL 2212, 2213 within the past 5 years, or earned an Associate of Science or greater.
6. submit to a physical exam, background check, TB skin test and drug screen when required.
7. complete an online admission application to the HIM program no later than March 1st to be considered for the upcoming fall semester. See DSC Online Course Catalog-HIM for access to the online application.
8. present a professional letter of recommendation

Admission to the HIM program is competitive and selective and will be based on the highest achievement of the requirements listed above.
Students are required to complete a Professional Practice Experience (PPE). The PPE will be offered based on availability of PPE sites. Students are advised to plan in advance for potential interruption of their normal work schedule and any necessary family arrangements.

**Major Field Courses**

See Appendix C

**Perpetual Booklist**

The books, software and membership listed below are required for all HIMS 3000 and 4000 level courses. Textbooks provided by AHIMA Press can often be purchased at a discount with an AHIMA membership. The AHIMA student membership can be purchased at [http://www.ahima.org/membership/types?tabid=student](http://www.ahima.org/membership/types?tabid=student)

Students may purchase the Neehr Perfect EMR access from [https://neehrperfect.com/](https://neehrperfect.com/), or through the DSC Bookstore. Neehr Perfect access can be purchased for a semester or for year. Do not activate your software until you are ready to start your course assignments. The student access code is S93G37, this same code will be used for all HIM courses. The access is time based, and the time will start counting when you enter Neehr Perfect with your student access code.

- Neehr Perfect EMR Access. ISBN for 16-week membership 978-0-9858379-8-3, or ISBN for 1-year membership 978-0-9858379-9-0. Student Code S93G37 for all HIMS courses. This membership can be used in ALL of your HIMS classes.
- Current AHIMA Membership
Course Waivers and Equivalencies

Students who are interested in receiving the B.S. degree in HIM must complete all required core education courses, including Georgia state and institutional requirements. Students must complete the assigned PPE hours within the assigned time frame to be eligible to graduate from the program.

HIMS 3103 Medical Terminology: If the student is a registered nurse (ASN) with a current nursing license and has worked as a nurse within the past year, the HIMS 3103 course will be waived.

HIMS 3106 Essentials of Pathophysiology and Pharmacology: If the student is a registered nurse (ASN) with a current nursing license and has worked as a nurse within the past year, the HIMS 3106 course will be waived.

HIMS 3107 Healthcare Compliance/Coding I: Credit for this class will be given to students who hold the Certified Coding Specialist (CCS) credential from the American Health Information Management Association (AHIMA) or who hold the Registered Health Information Technician (RHIT) credential and have been employed as a medical coder for a minimum of one year within the last five years.

HIMS 4102 Healthcare Compliance/Coding II: Credit for this class will be given to students who hold the Certified Coding Specialist-P (CCS-P) credential from AHIMA or the Certified Professional Coder (CPC) from the American Academy of Professional Coders, RHIT or Certified Coding Associate (CCA) from AIMA with employment as an outpatient coder for a minimum on one year within the last five years.

HIMS 4403 Healthcare Ethics and Law: Credit for this class will be given to students who hold the Certified Healthcare Privacy and Security (CHPS) credential from AHIMA.

Academic Requirements

Successful completion of all courses will require a final grade of “C” or better to progress in the program. A student will be allowed to repeat a major field course once. The student may not progress in the HIM program until the failed course is replaced with a passing grade. Unsuccessful completion of a major field course after two attempts will lead to expulsion from the program.

Major field courses are taken in succession with a fall start date for the junior and senior year. Students will carry a full-time course load. A student who does achieve a score of “C” or better will be required to rejoin the succession of classes the following academic year.

See Appendix C for a list of the Major Field Courses

Grading Scale

A= 93-100
B= 83-92
C= 78-82
D= 64-77
F = 63 or below

Grades will be issued at the end of each semester. Student’s progress and grades will be monitored closely throughout the program.

**Evaluation**

Student progress will be evaluated by the use of written work, projects, internship evaluations, professional accountability and performance tests. Professional conduct, attitude, cooperation and appearance are essentials for success. These factors will be included when evaluating students’ status and progress.

Students will be periodically informed as to academic and/or performance progress through evaluations and conference interviews with their instructors as needed. Students are also responsible for self-assessment of academic progress/performance and may request a conference at any time. Instructors will schedule an appointment for the earliest possible date.

**Academic Dishonesty**

Plagiarism, or literary theft, is illegal and will not be tolerated. You will see much of our course material online and it will be tempting to copy and paste this material as part of your written work. If you do use a direct passage from an online source or printed materials, you must be careful to cite your source correctly.

Your grade on everything in the course is to be based on your own work. Cheating in any form is a violation of the honor code (found at https://www.daltonstate.edu/skins/userfiles/files/Current%20Code%20of%20Conduct(1).pdf), and will be reported to the Dean of Students. A first offense will result in a zero for the exercise/test. If the offense is not the first (whether in this class or another) the consequence will likely be more severe, including possible failure for the course. Possible sanctions include:

- expulsion
- indefinite suspension
- definite suspension reprimand
- “F” assigned for the course
- “0” assigned for the assignment, test or paper
- additional assignments from the professor
- community service
Students who admit responsibility or who are found responsible through the Student Code of Conduct will receive the appropriate grade determined by the professor.

Confidential Information

As a student in the HIM Program, you will be exposed to various levels of confidential information. Information accessed during your classes and during your professional practice experience which pertains to patients, physicians and other healthcare-related business is considered confidential, by law.

This confidential information must be protected. It must not be disclosed to any unauthorized individual, including family and friends. To disclose such information is just cause for immediate dismissal from the HIM Program. Please read and sign the Confidentiality Agreement found in the back of this handbook. Signed agreements must be delivered to the HIM Program Director on the pre-arranged due date.

Professional Practical Experience (PPE)

The curriculum requires students meet the assigned number of PPE hours to be eligible for graduation from the program. The PPE runs during the final semesters of the student’s education. This courses will provide the student with the opportunity to combine their education with professional practices found in the HIM workplace.

The student may be involved in site selection by locating an appropriate site and providing the PPE coordinator with contact information. Approved Management Affiliation sites must employ a Registered Health Information Administrator (RHIA) and must reach a signed agreement with DSC.

The student will not be paid for work accomplished in the PPE but will receive college credits, on-the-job training, and experience in health information management. The student will be responsible for all personal expenses incurred during the PPE. This includes meals, parking, transportation, background check, drug screen, TB skin test, prerequisite physical examination and activities. The student will be expected to meet both the financial obligations and time commitments necessary to complete their affiliation in a timely fashion.

The student is not to be used as a replacement for regular staff by the management affiliation site. A student is not allowed to perform their affiliation in a department of the facility where they are employed or have been employed or volunteered within the previous six months in any capacity related to health information management.
Counseling Services

DSC also provides counseling services for students in a caring, supportive setting by competent counselors. Counseling is short-term, solution-based and provides an atmosphere focusing on growth and change. The center's staff maintains professional counselor/client relationships that foster acceptance, encouragement, and growth. Some of the services offered are personal counseling, career counseling and educational workshops.


Drug Screening and Criminal Background Checks

An increasing number of clinical sites are requiring a drug screen and/or a criminal background check (CBC). Therefore, the drug screen and/or CBC are required and will be obtained prior to entry to the Professional Practice site. The student will assume the cost of these requirements.

Students who believe they have cause to not pass these screenings may have difficulty in finding clinical site placement. Additionally, if the circumstances exist, it is reasonable to expect that finding employment following graduation will be difficult.

Physical Exams

Just as with drug screening and criminal background checks, some facilities are requiring students to have a physical examination (at the student’s expense) prior to the start of the professional practice experience. If this is the case, the student will receive further instructions on how to obtain the exam and submit the results.

Malpractice Insurance

Students are required to have malpractice Insurance for their PPE. DSC will offer Malpractice Insurance to students at a discounted price. If the student does not purchase their insurance through DSC, they are required to have evidence of a personal malpractice plan that is in good standing. Failure to obtain the required insurance will lead to failure of the PPE portion of a course, and possibly expulsion from the program.

Association Memberships
HIM students are required to become student members in the American Health Information Management Association (AHIMA) and encouraged to become members of their state affiliate (ex. GHIMA) for a reasonable fee. After graduation, students are encouraged to continue as professional members. Members receive all mailings of the Association including the Journal of AHIMA, access to the interactive section of the web site (Communities of Practice), practice briefs, and discounted prices for conferences, purchases and credentialing examinations.

When becoming a member of AHIMA, the student automatically becomes a member of the state association. Students are not charged dues at the state level. However, they do receive all mailings as well as eligibility to attend the state educational meetings at a discounted rate. Students are encouraged to become involved in these associations in order to take advantage of the networking benefits which are an essential part of career success.

AHIMA http://www.ahima.org/
GHIMA http://www.ghima.org/

Advisory Committee

Our advisory committee is composed of members from the health information management community, clinical site supervisors, past graduates and current students. The committee’s function is to consult with and advise the HIM faculty on curriculum development, overall program assessment and community needs. Students are encouraged to convey their ideas and concerns that are appropriate for Advisory Committee discussions to faculty members.

HIM Library

Our HIM program maintains a library of journals and textbooks relevant to the profession and course curriculum. These materials are available to students, as needed, to complement course work and promote individual student development. Some materials may be borrowed and others may not leave the department.

http://libguides.daltonstate.edu/HIM

DSC Student Code of Conduct

For information regarding DSC policies such as, but not limited to, Disability Services, Alcohol and Drugs, Codes of Attire, Appearance and Conduct, Student Records, Student Advisement, and Tutoring and Learning please visit the DSC Upstate Web site at: https://www.daltonstate.edu/index.cms
Any violation of the Student Code of Conduct or the HIM Student Handbook will be reported to the Academic Program Board for review and decisions regarding repercussion(s) for actions. It is mandatory for faculty to report these violations. Students should be advised that academic dishonesty (cheating) is a serious violation on the DSC campus and can lead to failure or a course, dismissal from the HIM program, and/or the college.


CAHIIM Required Competencies for HIM Baccalaureate Level Graduates

See Appendix B

Attendance Policy and Procedure

Students are required to login to online courses on a twice-a-week basis (M-SU). Assignments are to be submitted on or before the due date. A late penalty of 5 points per day will be issued on late assignments. If the assignment is over seven days’ late, permission to submit the late assignment will be at the discretion of the course instructor.

PPE is mandatory in order to meet the requirements of our accrediting institution, CAHIIM. All missed hours must be made-up. If your internship site cannot schedule make-up time for absent students, the student will be required to repeat the course. Make-up time does not remove the absence from your attendance.
Appendix A
Statement of Confidentiality

Dalton State College Statement of Confidentiality

Dalton State College (DSC) Health Information Management Program agrees to maintain confidentiality of all patient and/or student information and to protect the rights to privacy of the patient and/or student under all possible circumstances.

Disclosure of such information to other health care providers involved in the care or treatment of the patient may be allowed if provided for by written and signed authorization from the patient or guardian, or if otherwise allowed by law.

As a DSC Health Information Management student, I understand that I am forbidden from discussing or reviewing a patient’s health information for any personal purpose.

I understand that any violation of any portion of this policy or the state and federal regulations governing the patient’s right to privacy may result in termination from DSC Health Information Management Program.

______________________________________  ______________________________________
Student Name (please print)           Student Signature

______________________________________  ______________________________________
Date                                      Witness

A signed original must be on file in the Program Director’s Office.
Domain I. Data Content, Structure & Standards (Information Governance)

Subdomain 1.A. Classification Systems
1. Evaluate, implement and manage electronic applications/systems for clinical classification and coding
2. Identify the functions and relationships between healthcare classification systems.
3. Map terminologies, vocabularies and classification systems
4. Evaluate the accuracy of diagnostic and procedural coding

Subdomain 1.B. Health Record Content and Documentation
1. Verify that documentation in the health record supports the diagnosis and reflects the patient’s progress, clinical findings, and discharge status
2. Compile organization-wide health record documentation guidelines.
3. Interpret health information standards

Subdomain 1.C. Data Governance
1. Format data to satisfy integration needs
2. Construct and maintain the standardization of data dictionaries to meet the needs of the enterprise
3. Demonstrate compliance with internal and external data dictionary requirements
4. Advocate information operability and information exchange

Subdomain 1.D. Data Management
1. Analyze information needs of customers across the healthcare continuum.
2. Evaluate health information systems and data storage design
3. Manage clinical indices/databases/registries
4. Apply knowledge of database architecture and design to meet organizational needs
5. Evaluate data from varying sources to create meaningful presentations

Subdomain 1.E. Secondary Data Sources
1. Validate data from secondary sources to include in the patient’s record, including personal health records

Domain II. Information Protection: Access, Disclosure, Archival, Privacy & Security

Subdomain II.A. Health Law
1. Identify laws and regulations applicable to health care
2. Analyze legal concepts and principles to the practice of HIM

Subdomain II.B. Data Privacy, Confidentiality & Security
1. Analyze privacy, security and confidentiality policies and procedures for internal and external use and exchange of health information
2. Recommend elements included in the design of audit trails and data quality monitoring programs
3. Collaborate in the design and implementation of risk assessment, contingency planning, and data recovery procedures
4. Analyze the security and privacy implications of mobile health technologies
5. Develop educational programs for employees in privacy, security, and confidentiality

Subdomain II.C. Release of Information
1. Create policies and procedures to manage access and disclosure of personal health information
2. Protect electronic health information through confidentiality and security measures, policies and procedures

Domain III. Informatics, Analytics and Data Use

Subdomain III.A. Health Information Technologies
1. Utilize technology for data collection, storage, analysis, and reporting of information
2. Assess systems capabilities to meet regulatory requirements
3. Recommend device selection based on workflow, ergonomic and human factors
4. Take part in the development of networks, including intranet and Internet applications
5. Evaluate system architecture, database design, data warehousing
6. Create the electronic structure of health data to meet a variety of end use needs

Subdomain III.B. Information management Strategic Planning
1. Take part in the development of information management plans that support the organizations current and future strategy and goals.
2. Take part in the planning, design, selection, implementation, integration, testing, evaluation, and support of health information technologies

Subdomain III.C. Analytics and Decision Support
1. Apply analytical results to facilitate decision-making
2. Apply data extraction methodologies
3. Recommend organizational action based on knowledge obtained from data exploration and mining.
4. Analyze clinical data to identify trends that demonstrate quality, safety, and effectiveness of healthcare
5. Apply knowledge of database querying and data exploration and mining techniques to facilitate information retrieval
6. Evaluate administrative reports using appropriate software

Subdomain III.D. health Care Statistics
1. Interpret inferential statistics
2. Analyze statistical data for decision making

Subdomain III.E. Research Methods
1. Apply principles of research and clinical literature evaluation to improve outcomes
2. Plan adherence to Institutional Review Board (IRB) processes and policies.

Subdomain III.F. Consumer Informatics
1. Educate consumers on patient-centered health information technologies
Subdomain III.G. Health Information Exchange
1. Collaborate in the development of operational policies and procedures for health information exchange
2. Conduct system testing to ensure data integrity and quality of health information exchange.
3. Differentiate between various models for health information exchange

Subdomain III.H. Information Integrity and Data Quality
1. Discover threats to data integrity and validity
2. Implement policies and procedures to ensure data integrity internal and external
3. Apply quality management tools
4. Perform quality assessment including quality management, data quality, and identification of best practices for health information systems
5. Model policy initiatives that influence data integrity

Domain IV. Revenue management

Subdomain IV.A. Revenue Cycle and Reimbursement
1. Manage the use of clinical data required by various payment and reimbursement systems
2. Take part in selection and development of applications and processes for charge-master and claims management
3. Apply principles of healthcare finance for revenue management
4. Implement processes for revenue cycle management and reporting

Domain V. Compliance

Subdomain V.A. Regulatory
1. Appraise current laws and standards related to health information initiatives
2. Determine processes for compliance with current laws and standards related to health information initiatives and revenue cycle

Subdomain V.B. Coding
1. Construct and maintain processes, policies, and procedures to ensure the accuracy of coded data based on established guidelines.
2. Manage coding audits
3. Identify severity of illness and its impact on healthcare payment systems

Subdomain V.C. Fraud Surveillance
1. Determine policies and procedures to monitor abuse or fraudulent trends

Subdomain V.D. Clinical Documentation Improvement
1. Implement provider querying techniques to resolve coding discrepancies
2. Create methods to manage Present on Admission (POA), Hospital Acquired Conditions (HACs), and other CDI components.

Domain VI. Leadership

Subdomain VI.A. Leadership Roles
1. Take part in effective negotiating and use influencing skills
2. Discover personal leadership style using contemporary leadership theory and principles
3. Take part in effective communication through project reports, business reports and professional communication
4. Apply personnel management skills
5. Take part in enterprise-wide committees
6. Build effective teams

Subdomain VI.B. Change Management
1. Interpret concepts of change management theories, techniques and leadership

Subdomain VI.C. Work Design and Process Improvement
1. Analyze workflow processes and responsibilities to meet organizational needs
2. Construct performance management measures
3. Demonstrate workflow concepts

Subdomain VI.D. Human Resources Management
1. Manage human resources to facilitate staff recruitment, retention, and supervision
2. Ensure compliance with employment laws
3. Create and implement staff orientation and training programs
4. Benchmark staff performance data incorporating labor analytics
5. Evaluate staffing levels and productivity, and provide feedback to staff regarding performance

Subdomain VI.E. Training and Development
1. Evaluate initial and on-going training programs

Subdomain VI.F. Strategic and Organizational Management
1. Identify departmental and organizational survey readiness for accreditation, licensing, and/or certification processes
2. Implement a departmental strategic plan
3. Apply general principles of management in the administration of health information services
4. Evaluate how healthcare policy-making both directly and indirectly impacts the national and global healthcare delivery systems
5. Identify the different types of organizations, services, and personnel and their interrelationships across the health care delivery system
6. Collaborate in the development and implementation of information governance initiatives
7. Facilitate the use of enterprise-wide information assets to support organizational strategies and objectives

Subdomain VI.G. Financial management
1. Evaluate capital, operating and/or project budgets using basic accounting principles
2. Perform cost-benefit analysis for resource planning and allocation
3. Evaluate the stages of the procurement process

Subdomain VI.H. Ethics
1. Comply with ethical standards of practice
2. Evaluate the culture of a department
3. Assess how cultural issues affect health, healthcare quality, cost, and HIM
4. Create programs and policies that support a culture of diversity
Subdomain VI.I. Project Management

1. Take part in system selection processes
2. Recommend clinical, administrative, and specialty service applications
3. Apply project management techniques to ensure efficient workflow and appropriate outcomes
4. Facilitate project management by integrating work efforts

Subdomain VI.J. Vendor/Contract management

1. Evaluate vendor contracts
2. Develop negotiation skills in the process of system selection

Subdomain VI.K. Enterprise Information Management

1. Manage information as a key strategic resource and mission tool

Supporting Body of Knowledge (Pre-requisite or Evidence of Knowledge)

1. Pathophysiology and Pharmacology
2. Anatomy and Physiology
3. Medical Terminology
4. Computer Concepts and Applications
5. Statistics
# Appendix C
## Major Field Course Sequence

### Junior Fall 17

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIMS 3100</td>
<td>Introduction to Medical Records</td>
<td>3 hrs</td>
</tr>
<tr>
<td>HIMS 3103</td>
<td>Medical Terminology</td>
<td>3 hrs</td>
</tr>
<tr>
<td>HIMS 3106</td>
<td>Pathology/Pharmacology</td>
<td>3 hrs</td>
</tr>
<tr>
<td>HIMS 3105</td>
<td>Database Design I</td>
<td>4 hrs</td>
</tr>
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</table>

### Junior Spring 18

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIMS 3108</td>
<td>Database Design II</td>
<td>4 hrs</td>
</tr>
<tr>
<td>HIMS 3107</td>
<td>Compliance and Coding I</td>
<td>4 hrs</td>
</tr>
<tr>
<td>HIMS 4400</td>
<td>Human Resource Mgt</td>
<td>3 hrs</td>
</tr>
<tr>
<td>HIMS 4407</td>
<td>Electronic Health Records</td>
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### Junior Summer 18

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
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<tbody>
<tr>
<td>HIMS 3109</td>
<td>Coding &amp; Compliance II</td>
<td>3 hrs</td>
</tr>
<tr>
<td>HIMS 4403</td>
<td>Healthcare Ethics &amp; Law</td>
<td>3 hrs</td>
</tr>
<tr>
<td>HIMS 3102</td>
<td>Statistics in Healthcare</td>
<td>3 hrs</td>
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</table>

### Senior Fall 18

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIMS 4500</td>
<td>Quality &amp; Performance Mgt</td>
<td>3 hrs</td>
</tr>
<tr>
<td>HIMS 4501</td>
<td>Data Analytics</td>
<td>3 hrs</td>
</tr>
<tr>
<td>HIMS 4503</td>
<td>Health Data Governance</td>
<td>3 hrs</td>
</tr>
<tr>
<td>HIMS 4504</td>
<td>Research Methodology</td>
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### Senior Spring 19

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIMS 4600</td>
<td>Health Information Management</td>
<td>3 hrs</td>
</tr>
<tr>
<td>HIMS 4601</td>
<td>Professional Practicum</td>
<td>3 hrs</td>
</tr>
<tr>
<td>HIMS 4602</td>
<td>HIM Capstone</td>
<td>3 hrs</td>
</tr>
<tr>
<td>HIMS 4604</td>
<td>Research Methodology II</td>
<td>3 hrs</td>
</tr>
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</table>

60 hrs