
Bachelor of Professional Studies/Bachelor of Science in **Health Information Management**

Health information management (HIM) is the practice of acquiring, analyzing, and protecting digital and traditional medical information vital to providing quality patient care. Health information management professionals work in a variety of different settings and job titles. They often serve in bridge roles, connecting clinical, operational, and administrative functions. These professionals affect the quality of patient information and patient care at every touch point in the healthcare delivery cycle. Having skilled HIM professionals on staff ensures an organization has the right information on hand when and where it is needed while maintaining the highest standards of data integrity, confidentiality, and security. HIM professionals are highly trained in the latest information management technology applications and understand the workflow in any healthcare provider organization from large hospital systems to the private physician practice. They are vital to the daily operations management of health information and electronic health records. For more information about the field, see: http://www.hicareers.com/Health_Information_101/Health_Information_101.aspx

Graduates of the SUNYIT health information management program and students in their last semester are eligible to write the registered health information administrator (RHIA) examination of the American Health Information Management Association.

Accreditation

The program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). For more information, please see <http://www.cahiim.org>.

Virtual Laboratory (V-lab)

The program subscribes to the virtual laboratory (V-lab) of the American Health Information Management Association. This is an Internet-based laboratory so it can be accessed anywhere the Internet is available. This allows students to practice with a wide variety of current software applications used in the health information management field. Both students and the college pay a subscription fee to use the v-lab. At the time of this publication, the student fee is \$60.00/one semester, or \$85.00/academic year. Students should realize that the fees may change during the course of their degree programs.

Degree Options

Two degrees are offered in the health information management program:

Bachelor of Professional Studies (B.P.S) ***Bachelor of Science (B.S.)***

The Bachelor of Science degree program is open to freshman-level students as well as transfer students. The Bachelor of Professional Studies degree is open to transfer students only. Both degrees require the completion of 124 semester credits.

Transfer Credit

Graduates of two-year health information technology programs usually choose the B.P.S. degree option. In this degree program, students can enter with two years of transfer credit. Students can anticipate completion of the degree program in four semesters of full-time study. Transfer credit is given for prior course work in health information technology. Graduates of other two-year technical programs also usually choose the B.P.S. degree option. Transfer credit is given for prior course work that is applicable to the major. Transfer students from two-year liberal arts programs usually choose the B.S. degree option. Transfer credit is given for prior course work that is applicable to the major. Each applicant's transfer credit is evaluated individually.

Recommended pre-requisites for the program for transfer students include introductory courses in statistics and accounting, and a one-year laboratory sequence in human anatomy and physiology.

Professional Practice Experiences (PPE)

Each student in the program completes three professional practice experiences (PPEs)*.

The first PPE (3 credits) is completed between the junior year and the senior year. This is normally a summer course and students should be prepared to pay summer tuition/fees. In this PPE, the student spends three weeks full time in a hospital health information department. The PPE provides the student with the opportunity to gain practical experience in the technical aspects of health information management.

The second PPE (1 credit) is completed in ten (10) half days during the fall semester of the senior year. This residency exposes students to various non-hospital settings.

The third PPE (3 credits) is taken for three weeks during the last semester of the senior year. It takes place in the health information services area of a healthcare or health-related organization. This PPE focuses on management aspects.

Additional expenses may be incurred during the PPEs for transportation, housing, health testing and proper work attire. Every effort is made to place students in organizations that are within reasonable commuting distance of SUNYIT or the student's hometown. The decision regarding the proper placement of the student is made by the program faculty.

* Note: Transfer students with associate degrees in health information technology may transfer the equivalent of the first technical-level PPE and the second specialty rotation PPE.

Minimum Average Required in Major

Health information management students are required to maintain a minimum 2.0 grade point average in the HIM major courses in order to qualify for graduation. These courses are listed under department requirements in the degree programs.

Online Learning

Professional courses are available online. The program uses the State University of New York (SUNY) Learning Network for this purpose. Full-time, on-campus students will be required to take some of their courses online. On-campus HIM courses use an online supplement to the classroom environment. Distance-learning students may also participate in these on-campus courses via the Internet. Some of the general education and the other arts and sciences courses are available online. If a student needs courses in those areas and if SUNYIT does not offer them online, students may petition to bring in the courses from another college.

American Health Information Management Association (AHIMA) Membership

Students are asked to join the AHIMA so they can take advantage of member-only benefits. The benefits include access to an online library with full-text articles, discounts on books that are required for many of the courses, and a discount on the registered health information administrator (RHIA) national certification examination. Students will also receive the professional journal and emailed newsletters. At the time of this publication, the student membership rate is \$35.00/year. Students should realize that the fees may change during the course of their degree program.

Employment

Health care facilities employ most health information managers. These facilities include hospitals, ambulatory care, long term care, home health care, mental health care, and hospices to name a few. Employment is also available with insurance companies, software vendors, service vendors, educational institutions, government agencies, and pharmaceutical companies. Health information managers can work anywhere health data is used.

Examples of some local employers of program graduates are:

Faxton St. Luke's Healthcare - Utica
 St. Elizabeth Medical Center - Utica
 Rome Memorial Hospital - Rome
 University Hospital, SUNY Upstate Medical University - Syracuse
 Oneida Healthcare - Oneida
 Slocum Dickson Medical Group - New Hartford
 Onondaga Community College - Syracuse
 Medical Coding Services, Inc. - Baldwinsville

Graduates are also employed in other prestigious organizations such as the National Institutes of Health Clinical Center in Bethesda, MD and the New York State Department of Health in Albany.

Typical job titles include:

Director Health Information Management
 Associate or Assistant Director Health Information Management
 Data Quality Manager
 Data Quality Specialist
 Coding Specialist
 Cancer Registrar

Graduate school opportunities are available in both health information management and health informatics. Some graduates also enter programs for Master of Business Administration (MBA) or other business-related areas.



B.S. Degree Requirements†

Health information management students are required to maintain a minimum 2.0 grade point average in the HIM major courses in order to qualify for graduation. These courses are listed under department requirements in the degree programs.

I. Arts and Sciences General Education (30 credits)

- Mathematics (Statistics)
- Science: Human Anatomy and Physiology I (lab)
- Science: Human Anatomy and Physiology II (lab)
- Social Science
- American History*
- Western Civilization*
- Other Civilization*
- Humanities*
- Arts*
- Language*
- Freshman Composition
- Upper-division writing

*Select three out of the six courses

II. Arts and Sciences (additional) (31 credits)

- Oral Communication 3-4
- Spreadsheets 1
- Word Processing 1
- Electives 25-26

III. Department Requirements (63 credits)

- HIM 100 Introduction to the Health Information Management Field
- HIM 111 Medical Terminology
- HIM 212 Pathophysiology for Health Information Management
- HIM 220 Data Management and Analysis for Health Information
- HIM 305 Inpatient Coding and Classification
- HIM 306 Outpatient Coding and Classification
- HIM 392 Professional Practice Experience I - Technical
- HIM 400 Non Hospital Health Information Management Systems
- HIM 401 Systems for the Evaluation and Improvement of Health Care
- HIM 410 Health Information Services Management
- HIM 425 Research in Health Information Management
- HIM 435 Health Care Management/Medical Information Systems
- HIM 440 Electronic Health Records
- HIM 493 Senior Seminar
- HIM 494 Professional Practice Experience II – Specialty Rotation
- HIM 495 Professional Practice Experience III – Management
- HSM 309 Health Care and the Law
- HSM 311 Mgt. for the Health Professions
- ACC 201 Introductory Accounting
- HSM 435 Financial Management for Health Care Organizations
- HSM 401 Epidemiology
- MGT 318 Human Resources Management

†Open to freshman-level students and transfer students

Total Credits 124

B.P.S. Degree Requirements**

I. Arts and Sciences General Education (30 credits)

- Mathematics (Statistics)
- Science: Human Anatomy and Physiology I (lab)
- Science: Human Anatomy and Physiology II (lab)
- Social Science
- American History*
- Western Civilization*
- Other Civilization*
- Humanities*
- Arts*
- Language*
- Freshman Composition
- Upper-division writing

*Select three out of the six courses

II. Arts and Sciences (additional) (10 credits)

- Oral Communication 3-4
- Spreadsheets 1
- Word Processing 1
- Electives 5-6

III. Department Requirements (63 credits)

- HIM 100 Introduction to the Health Information Management Field
- HIM 111 Medical Terminology
- HIM 212 Pathophysiology for Health Information Management
- HIM 220 Data Management and Analysis for Health Information
- HIM 305 Inpatient Coding and Classification
- HIM 306 Outpatient Coding and Classification
- HIM 392 Professional Practice Experience I - Technical
- HIM 400 Non Hospital Health Information Management Systems
- HIM 401 Systems for the Evaluation and Improvement of Health Care
- HIM 410 Health Information Services Management
- HIM 425 Research in Health Information Management
- HIM 435 Health Care Management/Medical Information Systems
- HIM 440 Electronic Health Records
- HIM 493 Senior Seminar
- HIM 494 Professional Practice Experience II – Specialty Rotation
- HIM 495 Professional Practice Experience III – Management
- HSM 309 Health Care and the Law
- HSM 311 Mgt. for the Health Professions
- ACC 201 Introductory Accounting
- HSM 435 Financial Management for Health Care Organizations
- HSM 401 Epidemiology
- MGT 318 Human Resources Management

IV. Unrestricted Electives (21 credits)

**Open to transfer students only.

Total Credits 124