

# Health Information Management



HEALTH

Application

Associate of Applied Science  
Medical Coding Certificate



**Your College**  **Right Now**





# HEALTH INFORMATION MANAGEMENT

A.A.S. DEGREE/LEVEL II CERTIFICATE

**100%**

Online HITT Courses

**ACC**  
ALVIN COMMUNITY COLLEGE

## Launch Your Career in a Rapidly Growing Healthcare Field

If you would like a unique career in healthcare the field of Health Information Management (HIM) may be right for you.

HIM involves the administration, accuracy, storage and security of data related to electronic health records (EHRs). It is entwined in every facet of health care and combines aspects of business, science, and information technology.

### Career Opportunities

Health Information Management professionals work in many health care environments including Hospitals, Physician's Offices, Urgent Care Facilities, HIM Vendors, Insurance Companies, and EHR Software Companies.

The average salary for HIM professionals in Texas is \$41,950. Nationally, there will be an estimated 8% increase in job opportunities through 2029.

Students can complete an Associate of Applied Science degree in HIM in just two years, or get a Level II Certificate in eighteen months.

ACC is one of the only colleges in the Gulf-Coast region where you can complete a HIM degree/certificate almost entirely online!

### What Will I Study?

Upon completion of the program, you will be able to demonstrate professional communication skills using clear verbal communication, applying effective listening skills, and educating health providers and staff regarding Health Information Management.

Graduates completing the AAS will be eligible to sit for the Registered Health Information Technician (RHIT) exam.

#### For More Information:

**Website:** [www.alvincollege.edu/health-info-management](http://www.alvincollege.edu/health-info-management)

**Phone:** 281.756.5659

**Email:** [him@alvincollege.edu](mailto:him@alvincollege.edu)

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Revised 7/22

## HEALTH INFORMATION MANAGEMENT

Associate of Applied Science Degree – 60 credit hours

FIRST YEAR - FIRST SEMESTER (Fall)		CREDITS
*BIOL 2401 – Anatomy & Physiology I		4
*ENGL 1301 – Composition I		3
HITT 1305 – Medical Terminology I		3
HITT 1301 – Health Data Content & Structure		3
SECOND SEMESTER (Spring)		
*BIOL 2402 – Anatomy & Physiology II		4
HITT 1345 – Health Care Delivery Systems		3
HITT 2330 – Pathophysiology & Pharmacology		3
MATH 1342 – Elementary Statistical Methods		3
THIRD SEMESTER (Summer)		
HITT 1253 – Legal & Ethical Aspects of Health Information		2
HITT 1355 – Health Care Statistics		3
HITT 2335 – Coding & Reimbursement Methodologies		3
BCIS 1305 – Business Computer Applications		3
SECOND YEAR - FIRST SEMESTER (Fall)		
HITT 1211 – Health Information Systems		2
HITT 1341 – Coding & Classification Systems		3
HITT 2239 – Health Information Organization & Supervision		2
HITT 2343 – Quality Assessment & Performance Improvement		3
*Select from PSYC 2301– General Psychology or		
*SOCI 1301– Introduction to Sociology		3
SECOND SEMESTER (Spring)		
*HITT 2249 – RHIT Competency Review		2
HITT 2260 – Clinical-Health Information/Medical Records Tech		2
HITT 2346 – Advanced Medical Coding		3
*Select from Creative Arts Core Curriculum or		
*Select from Language, Philosophy & Culture Core Curriculum		3
<b>HEALTH INFORMATION MANAGEMENT (A.A.S.) DEGREE</b>		<b>60</b>

## MEDICAL CODING

Level II Certificate – 38 credit hours

FIRST YEAR - FIRST SEMESTER (Fall)		CREDITS
*BIOL 2401 – Anatomy & Physiology I		4
HITT 1305 – Medical Terminology I		3
HITT 1301 – Health Data Content & Structure		3
SECOND SEMESTER (Spring)		
HITT 1345 – Health Care Delivery Systems		3
HITT 1341 – Coding & Classification Systems		3
HITT 2330 – Pathophysiology & Pharmacology		3
*BIOL 2402 – Anatomy & Physiology II		4
THIRD SEMESTER (Summer)		
HITT 1253 – Legal & Ethical Aspects of Health Information		2
HITT 1211 – Health Information Systems		2
HITT 2335 – Coding & Reimbursement Methodologies		3
BCIS 1301 – Business Computer Applications		3
SECOND YEAR - FIRST SEMESTER (Fall)		
HITT 2346 – Advanced Medical Coding		3
HITT 2260 – Clinical-Health Information/Medical Records Tech		2
<b>MEDICAL CODING LEVEL II CERTIFICATE</b>		<b>38</b>

+ Denotes core requirement. Speak with Department Chair or Academic Advisor for proper course selection.  
\* Capstone Course

## CERTIFICATE OPTIONS

Students seeking the Coding Certificate can sit for the coding credential from the American Academy of Professional Coders (AAPC) or American Health Information Management Association (AHIMA).

## \*PROGRAM COSTS

The Health Information Management A.A.S. degree program costs approximately \$4,900 for in-district students and \$7,800 for those out-of-district. This includes tuition and fees. Additional fees for books and supplies may vary.

The Medical Coding Level II Certificate program costs approximately \$3,400 for in-district students and \$5,100 for those out-of-district. This includes tuition and fees. Additional fees for books and supplies may vary.

*\*Alvin Community College may change tuition rates and other fees without notice or when directed by the Board of Regents.*

## ACCREDITATION

The Health Information Management accreditor of Alvin Community College is the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). The College's accreditation for Associate Degree in Health Information Management has been reaffirmed through 2029-2030.



### CAHIIM

200 East Randolph Street  
Suite 5100  
Chicago, IL 60601-5800  
Phone: (312) 235-3255  
Email: [info@cahiim.org](mailto:info@cahiim.org)  
[www.cahiim.org](http://www.cahiim.org)



## **HEALTH INFORMATION MANAGEMENT GENERAL PROGRAM AND APPLICATION INFORMATION**

### **THE PROGRAM BEGINS FALL SEMESTER (AUGUST)**

A degree in Health Information Management (HIM) will prepare the successful student for a technologically advancing career in Medical Coding and Health Information Management. The HIM field is entwined in every aspect of health care and includes acquiring, organizing, and analyzing patient medical information. It encompasses knowledge of information technology, science, and business. HIM professionals play a significant role in ensuring patient records are accurate, complete, and protected. Health Information Management Technicians work for hospitals, physician offices, urgent care facilities, vendors, insurance companies, Electronic Health Records (EHR) software companies, and more.

### **WHY CHOOSE A CAREER IN HEALTH INFORMATION**

By studying health information, you will acquire a wealth of knowledge in information technology, leadership and management skills. As a health information professional, you will use your knowledge of records management to form a link between providers administrators, and information technology professionals.

### **CAREER OPPORTUNITIES**

Health information management professionals work in many health care environments including hospitals, physician offices, urgent care facilities, HIM vendors, insurance companies and EHR software companies.

The average salary for HIM professionals in Texas is \$41,510. There is estimated to be a 12% increase in job opportunities in Texas through 2021.

### **ACCREDITATION**



The Health Information Management accreditor of Alvin Community College is the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

The College's accreditation for Associate degree in Health Information Management has been reaffirmed through 2029-2030.

All inquiries about the program's accreditation should be directed by mail to CAHIIM, 200 East Randolph Street, Suite 5100, Chicago, IL, 60601; by phone at (312) 235-3255; or by email at [info@cahiim.org](mailto:info@cahiim.org).



## **HEALTH INFORMATION MANAGEMENT**

### **ADMISSION REQUIREMENTS**

- If you are new to ACC, apply online at [www.applytexas.org](http://www.applytexas.org) and submit official transcripts to Admissions.
- Applicants must be TSI complete
- Complete application for the HIM program online
- Complete personal statement
- Upon acceptance to the program:
  - Complete physical examination
  - Submit immunization record including TB skin test
  - Pass a drug screen
  - Cleared criminal background (you must not have any felonies in the last 5 years or drug convictions)
  - Attend program orientation

### **ENROLLMENT COMPLETION REQUIREMENTS**

- To meet graduation requirements for the certificate or degree program in the health information management department, students must attain a grade of “C” or better in all major and general education courses. Courses with grades less than a “C” must be repeated.
- Students admitted to the program will be required to have proof of health insurance during semesters involving off-campus practicum or clinical.

# Health Information Management

Associate of Applied Science Degree or  
Medical Coding Certificate - Level II

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**Your College > Right Now**

**Application Deadline:** June 15th

**Program Start:** Fall Semester

## Start Here

If you are new to ACC, apply online at: [www.applytexas.org](http://www.applytexas.org) and submit official transcripts to Admissions. Applicant must be TSI complete.

## Submit Application

- ☐ **Application packet:** Download packet [www.alvincollege.edu/health-info-management](http://www.alvincollege.edu/health-info-management)
- ☐ **Submit application:** Bring completed application to S108, email to [him@alvincollege.edu](mailto:him@alvincollege.edu) or  
Mail to: Alvin Community College, Attn: HIM Department, 3110 Mustang Road, Alvin, Texas 77511

## Include with Your Application

- ☐ Personal Statement

## What's Next?

Wait to be contacted by the department. Please be patient; it can take several weeks for applications to be processed.

## If Accepted?

A condition of admission is based on completion and/or of submission of the following:

- ☐ Proof of personal health insurance
  - ☐ Passing a drug screening
  - ☐ Physical examination
  - ☐ Immunization record showing: Completion of Hepatitis B series (may take up to 6 months), MMR, TDaP, TB, Varicella, Influenza, COVID Vaccine and Booster (please note: a titer may be required for some of these immunizations)
  - ☐ Cleared criminal background
  - ☐ Attend program orientation
- 

**For more information:** contact 281.756.5625 or visit [www.alvincollege.edu/health-info-management](http://www.alvincollege.edu/health-info-management)

Admission steps are subject to change at any time.

Please visit <http://www.alvincollege.edu/admissions/getting-started-first-time-students.html> for the most up-to-date information.

*Alvin Community College is an Equal Opportunity Institution. If you have a disability and need assistance or require special accommodations contact the Student Accessibility Services Office at 281.756.3533 or [sas@alvincollege.edu](mailto:sas@alvincollege.edu).*



## HEALTH INFORMATION MANAGEMENT APPLICATION FOR ADMISSION

FOR OFFICE USE (DO NOT WRITE IN THIS SPACE)

App rc'd \_\_\_\_/\_\_\_\_/\_\_\_\_ Interview \_\_\_\_/\_\_\_\_/\_\_\_\_ Accepted \_\_\_\_/\_\_\_\_/\_\_\_\_  
HS/GED \_\_\_\_/\_\_\_\_/\_\_\_\_ GPA \_\_\_\_\_ TASP \_\_\_\_ yes Transcripts \_\_\_\_ yes Xfer or Return

Please check the program you are applying for: ☐ AAS Degree ☐ Medical Coding Certificate

(Please print in ink or type)

Last Name \_\_\_\_\_ ACC Student ID# \_\_\_\_\_

First Name \_\_\_\_\_ Middle Name \_\_\_\_\_

Suffix (Jr., II, etc) \_\_\_\_\_ Other last names  
you have had \_\_\_\_\_

Mailing Address \_\_\_\_\_  
Street, PO Box, rural route, etc City State Zip

Permanent Address (If different) \_\_\_\_\_  
Street, PO Box, rural route, etc City State Zip

Home phone # (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Work phone # (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Mobile phone # (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

County of residence \_\_\_\_\_ E-mail \_\_\_\_\_

Emergency Notification (spouse, parent, guardian, etc): \_\_\_\_\_

Address \_\_\_\_\_ Telephone # (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Street City State Zip

Citizenship: ☐ U.S. Citizen ☐ Permanent Resident Alien ☐ International Student

### PERMANENT RESIDENT ALIEN INFORMATION

Country of Citizenship \_\_\_\_\_ Resident Card Number \_\_\_\_\_

Are you currently enrolled in a college or university? ☐ YES ☐ NO

If yes, name of institution & city/state: \_\_\_\_\_

List all courses in which you are currently enrolled: \_\_\_\_\_

### COLLEGES / UNIVERSITIES ATTENDED (Vocational, 2-year and/or 4-year)

School name/city/state	Major & Degree earned	Dates attended
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### CREDENTIALS / LICENSES

Do you have any of the following degrees: ☐ Associate Degree Nursing ☐ Respiratory Care ☐ Electroneurodiagnostic ☐ National Registry Paramedic

Type	Institution name	City	State	Dates attended
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Please check what your status will be at ACC

☐ Full Time Student ☐ Part Time Student

I certify that information given on this application is correct and complete. I understand that miss-representation or omission of information will make me ineligible for admission to, or continuation in, the Alvin Community College Health Information Management Program. If applying on line, signature will be obtained at the information meeting.

\_\_\_\_\_  
Legal signature of applicant

\_\_\_\_\_  
Date



## HEALTH INFORMATION MANAGEMENT PROGRAM PERSONAL STATEMENT

1. Please explain in your own words why you are interested in becoming a health information management professional.

2. Please discuss your plans at being successful in the Health Information Management program.