Health Information Management

Application
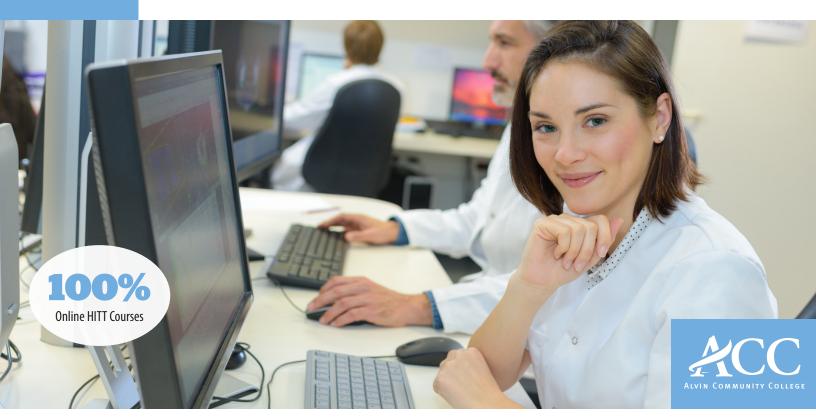
Associate of Applied Science
Medical Coding Certificate

ACC
ALVIN COMMUNITY COLLEGE

Your College : **Right Now**

HEALTH

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.

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!

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.

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
Phone: 281.756.5659
Email: him@alvincollege.edu

Your College **Right Now**

Revised 4/23

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

MEDICAL CODING
Level II Certificate – 38 credit hours

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

+   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 $5,300 for in-district students and $8,400 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 $3,600 for in-district students and $5,600 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
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.

HEALTH INFORMATION MANAGEMENT

ADMISSION REQUIREMENTS

- o **If you are new to ACC, apply online at www.applytexas.org and submit official transcripts to Admissions.**
- o **Applicants must be TSI complete**
- o **Complete application for the HIM program online**
- o **Complete personal statement**
- o **Upon acceptance to the program:**
  - **Complete physical examination**
  - **Submit immunization record including TB skin test**
  - **Pass a drug screen**
  - **Cleared criminal background**
  - **Attend program orientation**

ENROLLMENT COMPLETION REQUIREMENTS

- o **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.**
- o **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

ACC
ALVIN COMMUNITY COLLEGE

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* **and submit official transcripts to Admissions. Applicant must be TSI complete.**

Submit Application

☐ **Application packet:** Download packet www.alvincollege.edu/health-info-management

☐ **Submit application:** Bring completed application to S108, email to 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

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.

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Your College ⟩ Right Now

HEALTH INFORMATION MANAGEMENT
APPLICATION FOR ADMISSION

FOR OFFICE USE (DO NOT WRITE IN THIS SPACE)

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

_____

_____

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

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

ACC

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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.