PROCEDURE

SUBJECT	PROCEDURE: REQUIREMENTS OF THE HEALTH INFORMATION MANAGEMENT PROGRAM	PAGE
		P4.70-1
LEGAL AUTHORITY	P6Hx23-4.70	8/21/12 Revision #12-8

P6Hx23-4.70   PROCEDURE: REQUIREMENTS OF THE HEALTH INFORMATION MANAGEMENT PROGRAM

HEALTH INFORMATION MANAGEMENT ASSOCIATE IN SCIENCE DEGREE

I.   Progression Requirements:

Eligibility to start the first specialty course in the Health Information Management (HIM) associate in science program is based upon the following minimum requirements.

A.   Requirements for health related programs (6Hx23-4.53) apply to the Health Information Management program.

B.   Within six months prior to enrolling in the first specialty course each student must have a physical examination by a licensed physician or advanced RN practitioner verifying satisfactory health status. This must include all immunizations, tests, and health verification as specified with contractual agreements with affiliating agencies. This may be required on an annual basis at the discretion of the program director of the health-related program to which the student has been admitted.

C.   Students transferring from another health information management or other health related program must be in good standing in such program (Exceptions will be handled by the Provost's Office at the Health Education Center).

D.   Completion of:

1.   These support courses with grades of "C" or better:

CTS 1101 Basic Computer and Information Literacy or Computer/Information Literacy Competency requirement and HSC 1531 Medical Terminology and BSC 1083 Human Anatomy or BSC 2085, 2085L Anatomy & Physiology I with Lab and BSC 2086, 2086L Anatomy & Physiology II with Lab.

PROCEDURE

2. A minimum of 12 semester hours of Health Information Management general education and support courses.

II. Special progress requirements:

A. In order to enroll in any program course with a prerequisite, a grade of "C" or better must have been earned in the prerequisite(s) to said course.

III. In addition to SPC graduation requirements, students must meet these special graduation requirements:

A. A grade of "C" or better in all H.I.M. courses and in all support courses.

B. Students must satisfactorily complete an end-of-the program competency assessment examination.

MEDICAL CODER CERTIFICATE

I. Progression Requirements:

Eligibility to start the first specialty course in the Medical Coder Certificate program is based upon the following minimum requirements.

A. Requirements for health related programs (6Hx23-4.53) apply to the Medical Coder Certificate program.

B. Within six months prior to enrolling in the first specialty course each student must have a physical examination by a licensed physician or advanced RN practitioner verifying satisfactory health status. This must include all immunizations, tests, and health verification as specified with contractual agreements with affiliating agencies. This may be required on an annual basis at the discretion of the program director of the health-related program to which the student has been admitted.

C. Students transferring from another medical coder or other health related program must be in good standing in such

PROCEDURE

SUBJECT	PROCEDURE: REQUIREMENTS OF THE HEALTH INFORMATION MANAGEMENT PROGRAM	PAGE
		P4.70-3
LEGAL AUTHORITY	**P6Hx23-4.70**	**8/21/12 Revision #12-8**

program (Exceptions will be handled by the Provost's Office at the Health Education Center).

D.   Completion of these support courses with grades of "C" or better:

CTS 1101 Basic Computer and Information Literacy or Computer/Information Literacy Competency requirement and HSC 1531 Medical Terminology and BSC 1083 Human Anatomy or BSC 2085, 2085L Anatomy & Physiology I with Lab and BSC 2086, 2086L Anatomy & Physiology II with Lab.

II.   Special progress requirements:

A.   In order to enroll in any program course with a prerequisite, a grade of "C" or better must have been earned in the prerequisite(s) to said course.

III.   In addition to SPC graduation requirements, students must meet these special graduation requirements:

A.   A grade of "C" or better in all Medical Coder Certificate courses and in all support courses.

B.   Students must satisfactorily complete an end-of-the program competency assessment examination.

History: 8/21/12. Adopted – 8/21/12. Effective – 8/21/12.