

# HEALTH INFORMATION MANAGEMENT A.A.S. (TP/SS): 550

Total Credits: 65-67  
Catalog Editions 15-16 through 16-17

Name:  Date:  ID #:

GENERAL EDUCATION: FOUNDATION COURSES	Course	Hours	Grade
English Foundation (EN 102/ENGL 102 or EN 109/ENGL 103)		3	
Math Foundation			
Speech Foundation SPCF		3	
Health Foundation HLHF (Choose HLTH 100 - HLTH 230)			
GENERAL EDUCATION: DISTRIBUTION COURSES	Course	Hours	Grade
Arts or Humanities Distribution (ARTD or HUMD)			
Behavioral & Social Sciences Distribution (BSSD)		3	
Natural Sciences Distribution with Lab (NSLD)	BI 130 A & B/ BIOL 130 & 131	4	
PROGRAM REQUIREMENTS	Course	Hours	Grade
EN 101/ENGL 101 (if needed for ENGL102/103 or general elective if not)*			
	CA 120/CMAP 120	3	
	HI 125/HINM 115	2	
	HI 126/HINM 116	2	
HEALTH INFORMATION MANAGEMENT PROGRAM COURSES (TP/SS ONLY)	HI 135/HINM 120	3	
	HI 103/HINM 133	2	
	HI 104/HINM 140	1	
	HI 105/HINM 145	1	
	HI 106/HINM 146	1	
	HI 214/HINM 150	1	
	HI 213/HINM 155	2	
	HI 215/HINM 165	4	
	HI 113/HINM 170	2	
	HI 114/HINM 175	2	
	HI 111/HINM 200	1	
	HI 203/HINM 210	2	
	HI 204/HINM 215	2	
	HI 220/HINM 220	3	
	HI 221/HINM 225	2	
	HI 222/HINM 230	2	
	HI 211/HINM 271	2	
	HI 212/HINM 272	1	
	HI 226/HINM 280	1	

**Note: Students in this curriculum are required to earn a grade of "C" or better in each health information course before being allowed to proceed to the next.**

Total Credits:

\* ENGL 101/ENGL 101A , if needed for ENGL 102/ENGL 103, or general elective

Students who plan to major in health information management will be assigned the temporary major of pre-health information management, with POS code 550, until they are officially admitted to the health information management program. Students may take preparatory courses and courses that fulfill General Education requirements during the waiting period. As an alternative to being assigned a temporary major, students waiting for admission to the health information management program may choose to major in general studies or any other open-enrollment program. The Admissions and Records Office at Takoma Park/Silver Spring will assign a matriculated code once students are admitted to the health information management program.

This curriculum is designed to prepare students to function as health information management technicians in health record services located in hospitals, nursing homes, ambulatory care facilities, physician offices, insurance offices, government agencies, and other facilities utilizing health records. The health information management program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education in cooperation with the American Health Information Management Association's Council on Accreditation. Upon successful completion of the program, the graduate will receive the AAS and will be eligible to apply to take the accreditation examination given by the American Health Information Management Association.

The health information management technician is trained in all the functions normally performed by a health record service, which can include analyzing and technically evaluating health records and reports; compiling, interpreting, and utilizing hospital and health care statistics; coding systems, diseases, and operations according to a recognized classification system; assisting with medical facility committee procedures; releasing confidential information in accordance with legal requirements; and abstracting and retrieving medical information. Students in the curriculum are required to earn a grade of C or better in each health information management course before being allowed to proceed to the next course. Full-time and part-time students must see the program coordinator to choose an appropriate sequence of courses as outlined in the Health Information Management Student Handbook. All students must complete HINM-designated courses within the three years prior to graduation. HINM-designated courses not meeting this time requirement must be retaken, or the student must test out in current course content.

*See an advisor to submit an Application for Graduation the semester BEFORE you intend to graduate.*

***This UNOFFICIAL document is for planning purposes ONLY and completion does not guarantee graduation.***

*This degree is a career program and may not readily transfer to four year colleges/universities (except in special cases.) Visit transfer planning for more information.*