

HEALTH INFORMATION MANAGEMENT – B.S., CERTIFICATE

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Program overview

The Health Information Manager (HIM) maintains health information systems that serve the needs of patients, the health-care team, and the administrative staff. It is an excellent career choice for the person who desires a profession in health care that combines interests in data analytics, computer science, business, management, informatics, law, and medicine. This unique combination provides the HIM professional with great opportunities in a variety of different settings and job titles, along with substantial income.

HIM professionals have opportunities to assist in the development and implementation of health information systems for quality patient care, financial reimbursement, medical research, health-care planning, and health-care quality evaluation. Other responsibilities include privacy, security, data governance, managing the Electronic Health Record (EHR), and Health Information Technology (HIT).

One of the many career options chosen by the HIM professional is the management of a health information department. In this position, managers evaluate and motivate employees, provide leadership in department planning and organizing, determine department policies, and budget department resources. Managers are also involved in decision-making and health-care committees.

A HIM professional designs, develops, and maintains systems for storage, retrieval, and dissemination of information in accordance with federal, state, and local statutes and regulations. This person works with the medical staff and other health professionals in research, administrative studies, functions relative to health information, and patient-care evaluation. The HIM professional in a health-care facility provides management and leadership in planning and organizing the department, motivating and evaluating employees, and providing in-service programs for departmental employees or other personnel. In addition, strategic planning involvement for health information systems is an important function.

The health information management curriculum is offered in two pathways as follow:

1. Bachelor's degree completion program.
2. Postbaccalaureate degree certificate program for applicants with a bachelor's degree.

The Health Information Management Program, leading to the Bachelor of Science degree, begins with the Autumn Quarter. Freshman and sophomore years, which are taken at an accredited college or university, afford the fundamentals of a liberal arts education and provide background in science, humanities, social studies, and business. Concentration on health information administration subject matter begins at Loma Linda University in the junior year and continues through the senior year.

Students are advised to complete the curriculum in two years as scheduled. Those electing to study on a part-time basis must complete all coursework within a period specified by University policy.

Opportunities

Health Information Management provides job flexibility for the person seeking work in a variety of settings. Many are employed by hospitals and medical centers. However, the job market has rapidly expanded beyond hospitals. Many openings are available in home-health agencies, long-term care facilities, outpatient care, mental health facilities, private medical practices and clinics, insurance companies, health management organizations, commercial and industrial firms, government agencies, legal offices, software vendors (such as Epic, Cerner, 3M, Optum, etc.), and education.

Job positions include but are not limited to: HIM director, privacy officer, security officer, chief compliance officer, EHR implementation specialist, data application or system analyst, data integrity analyst, consultant, cancer registrar, medical office administrator, HIM revenue cycle auditor, revenue cycle manager, REC/HIE exchange director, meaningful use specialist, data quality manager, documentation and coding specialist, coding manager, vendor client services management, vendor sales, and product management positions.

Program learning outcomes

By the end of the program, the graduate should be able to:

1. Conduct assessment and management of data and information needs for a variety of health-care settings.
2. Advocate effective strategies for health information protection—privacy, security, and confidentiality.
3. Recommend technology, database models, and data analytic tools to support decision-making and strategic planning.

- Discuss and apply revenue cycle management principles, strategies, and processes.
- Monitor and analyze compliance with standards, regulations, and laws documentation related to health care.
- Formulate management and leadership plans and strategies in legal and ethical manners to utilize resources effectively and efficiently.
- Integrate pathophysiology, pharmacology, anatomy and physiology, medical terminology, computer concepts and application, and math statistics into the practice of health information administration.

Professional practice experience

Two complimentary types of clinical experience are offered. The first is a variety of assignments and simulated exercises that will acquaint the student with managing information in all aspects of the health-care environment. The second is a minimum of 40-hour affiliation during Spring Quarter of the senior year. Arrangements for internships and affiliation sites are made through the program director and the clinical coordinator. Students are responsible for their own transportation, food, and lodging during this affiliation.

Professional registration

Upon completion of either the B.S. degree or the certificate, and upon recommendation of the faculty, graduates are eligible to take the qualifying examination of the American Health Information Management Association, 233 North Michigan Avenue, 21st Floor, Chicago, IL 60601-5809, for the designation of Registered Health Information Administrator.

Professional association

Students and graduates are eligible for becoming members of the American Health Information Management Association and their respective Component State Associations. The purpose of these associations is to promote the art and science of health information management. They grant student memberships at a nominal cost to undergraduates in approved schools. Students are expected to become members of these associations, pay the nominal dues, read the journals, and become familiar with the professional activities.

Credit by examination or evaluation

Applicants who have comparable education or experience may be able to gain credit per University policy.

Accreditation

The Health Information Management Program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM), 200 East Randolph Street, Suite 5100, Chicago, IL 60601; telephone: 312/235-3255; website: www.cahiim.org (<http://www.cahiim.org>).

Admissions

In addition to Loma Linda University (<http://llucatalog.llu.edu/about-university/admission-policies-information/#admissionrequirementstext>) and School of Allied Health Professions admissions requirements (<http://llucatalog.llu.edu/allied-health-professions/#generalregulationstext>), the applicant must also complete the following requirements:

Health Information Management–B.S.

To be eligible for admission to the B.S. degree curriculum in health information management, the applicant must have completed a minimum of 90 quarter units at an accredited college or university. Listed below are the admission and prerequisite requirements listed in general education domain order.

Prerequisites

Domain 1: Religion (8 quarter units)

(completed during enrollment at LLU)

Domain 2: Arts and humanities (minimum 16 quarter units)

Units must be selected from at least three of the following content areas: civilization/history, art, literature, language, philosophy, religion, or general humanities electives. A minimum of 3 quarter units in an area are required to meet a "content area."

Domain 3: Scientific inquiry and quantitative reasoning (minimum 12 quarter units)

- College algebra or statistics
- Additional units must be selected from any of the following content areas: biology, chemistry, geology, mathematics, or physics, and one course must include a lab.
- Medical Terminology

Domain 4: Social sciences (minimum 12 quarter units)

- One course (or components integrated into several courses) dealing specifically with issues of human diversity is required.
- Select additional units, as needed, from: anthropology, economics, geography, political science, psychology, and sociology

Domain 5: Written and oral communication (minimum 9 quarter units)

- English composition, complete sequence that meets the baccalaureate degree requirements of a four-year college or university.
- Business Communications or Interpersonal Communication
- Additional courses may include information systems, critical thinking, and public speaking

Domain 6: Health and wellness (minimum 2 quarter units)

- A didactic course in health or nutrition (e.g., personal health, personal nutrition, population health, global health, and community nutrition) minimum of 2 units
- Physical education. Must include at least two separate physical activity courses totaling a minimum of one quarter units.

Other

Medical terminology

Electives

As necessary, to meet the minimum total requirement of 90 transferable quarter units. These units added to the 91 undergraduate units required in the program fulfill the 180 total units required for the bachelor's degree.

For total unit requirements for graduation, see LLU General Education Requirements (<http://llucatalog.llu.edu/about-university/division-general-studies/>).

Health Information Management—Certificate

To be eligible for admission, the applicant must have a bachelor's degree from an accredited college or university.

Prerequisites

- Human anatomy and physiology with laboratory, complete sequence –concurrent with first quarter
- Medical terminology
- College algebra or statistics
- Psychology course
- Business communications or Interpersonal communication

Programs

Health Information Management – B.S. (<http://llucatalog.llu.edu/allied-health-professions/health-information-management/bs/>), Certificate (<http://llucatalog.llu.edu/allied-health-professions/health-information-management/certificate/>)

Courses

HLIN 220. Health Information Science and the U.S. Health-Care System. 4 Units.

Overview of U.S. health-care delivery, including the history of health-care institutions, external governance, regulations and standards, reimbursement methods, and the health-care organizations and professionals that provide services. Introduction to information management in health care.

HLIN 248. Pathopharmacology for Health Information Management. 4 Units.

Covers disease processes in human body systems, as well as drug interventions used in treatment and prevention of disease.

HLIN 320. Health Information Science for Alternative Care Settings. 4 Units.

Provides expanded concepts of information management in health care, including practical applications in information science, accrediting bodies, data management, documentation guidelines and requirements, and data integration standards. Includes practical applications of information governance in alternative health-care delivery systems. Prerequisite: HLIN 220.

HLIN 334. Clinical Classification Systems. 4 Units.

Overview of ICD-10-CM and PCS clinical classification systems. Internal and external auditing systems for coding compliance.

HLIN 335. Advanced Classification Systems and Coding Compliance. 4 Units.

Application of clinical classification systems and the guidelines for coding compliance. Managing physician query, severity of illness systems, and clinical documentation-improvement processes. Prerequisite: HLIN 334.

HLIN 340. Seminar and Portfolio for Health Information Management. 3 Units.

Students develop a portfolio that illustrates their acquisition of the knowledge and skills that prepare them for entry into the profession, as well as reflects on the student learning outcomes set by Loma Linda University—including wholeness, Christ-centered values, commitment to discovery and lifelong learning, effective communication, embracing and serving a diverse world, and collaboration. Service learning requirements included.

HLIN 344. Health-Care Informatics and Database Management. 4 Units.

Study of computer system architecture and infrastructure: hardware, software, network topologies and components, networking and telecommunications, terminology, and concepts. Technology support for data collection, storage, analysis, and reporting—including database development and management for meeting user information needs. Construction of data manipulation, extraction, and reporting tools.

HLIN 347. Advanced Information Privacy and Security. 4 Units.

Compares requirements affecting the privacy, security, control, and disclosure of health information. In-depth analysis of legislation governing privacy and introduction to the components of the HIPAA Security Rule. Prerequisite: HCBL 346; or consent of instructor.

HLIN 354. Professional Practice Experience. 3 Units.

Simulated professional practice experiences and assignments in health information management and technology, during the Spring Quarter of the junior year; includes use of software-as-a-service systems. Written and oral reports of experience.

HLIN 430. Quality Management and Performance Improvement in Health Care. 3 Units.

Continuous quality improvement methodologies and processes applied to patient safety and satisfaction, internal and external regulatory requirements, risk management, evidence-based medicine, and utilization review to achieve optimum patient care.

HLIN 435. Seminar and Portfolio for Health Information Management II. 4 Units.

Students continue to develop a portfolio that illustrates the potential graduate's ability to meet the student learning outcomes set by Loma Linda University. Provides students with a format for demonstrating their acquisition of the knowledge and skills that prepare them for credentialing and entry into the profession. Prerequisite: HLIN 340.

HLIN 437. Data Analytics and Visualizations for Health Care. 4 Units.

Introduces data analytics in health care. Concepts of transforming data into useful information to support organizational decisions and outcomes management. Utilizes software tools for the manipulation, analysis, and visualization of data. Applies statistical methods with data extraction methodologies, data exploration, and mining.

HLIN 438. Revenue Cycle Management for Health Care. 4 Units.

In-depth analysis of the U.S. health-care reimbursement system. Addresses principles of revenue cycle management, payment methodologies, and associated data requirements.

HLIN 439. Management in Health Care. 5 Units.

Principles of management and human resources, including: human resource acquisition, training, development, and evaluation; productivity; benchmarking; problem solving, and decision making.

HLIN 440. Leadership and Strategy Management in Health Care. 4 Units.

Leadership theory and principles, including: communication skills; negotiating and influencing; team building and management; workflow optimization; strategy and vision planning; diversity and cultural influences. Reflection and evaluation assessment of personal awareness, strengths, and weaknesses.

HLIN 454. Professional Practice Experience II. 4 Units.

Provides supervised professional practice experience (120 hours) in health information management (virtual and in-person), with a minimum of 40 hours at an approved health-care or health-related facility. Combines written and oral reports of experience with classroom discussion. International experience may be available. Prerequisite: HLIN 354; or consent of instructor.

HLIN 472. Information Systems Management in Health Care II. 4 Units.

Advanced study of information system development, diffusion, and strategic application in health care and alignment with terminologies, vocabularies, and nomenclatures. System usability, regulatory compliance, advanced security, interoperability, and valuation examined. Health information organizations and operations, consumer and public health informatics, internal and external data integrity and validity. Prerequisite: HCBL 471.

HLIN 483. Alternative Delivery Systems in Health Care. 4 Units.

Focuses on health information management in delivery systems such as: long-term care, hospital-based and free-standing ambulatory care, hospice, home health, dialysis centers, veterinary medicine, consulting, correctional facilities, mental health, substance abuse, dental, rehabilitation, managed care, and cancer registry. Health record content, format, and regulatory requirements; the role of the HIM professional; data collection; risk and utilization management; and quality improvement areas.

HLIN 484. Current Topics in Health Information Administration. 4 Units.

Focuses on career planning, management skills, and professional development. Health information management professionals working in various health-care settings share their knowledge and experience with students. Includes preparation exercises for the national credentialing examination.

HLIN 493. Health Information Management I. 4 Units.

Introduces basic management functions, philosophies, principles, and tools of health-care management. Emphasizes management theory, management tools, and application. Specific topics include: planning, organizing, controlling, management by objective, problem solving and decision making, and group dynamics.

HLIN 494. Health Information Management II. 4 Units.

Advanced study of topics relevant to management and leadership in the HIM profession, including leadership theory and strategies; ergonomics/workplace design; individual and organizational productivity; innovation and change management; labor legislation; emotional intelligence; cultural and workforce diversity; ethical and social responsibility; disaster preparedness; entrepreneurship; tactical and strategic planning; contemporary leadership issues.

HLIN 499. Health Information Administration Independent Study. 1-4 Units.

Student submits a project or paper on a topic of current interest in an area of health information administration. Regular meetings to provide the student with guidance and evaluation. Elected on the basis of need or interest. May be repeated.