PROFESSIONAL PROGRAM DESCRIPTION

The Health Information Management (HIM) profession began in 1928 as an outcome of the Clinical Congress of the American College of Surgeons which recognized the importance of the medical record in supporting clinical standards, serving as the communication link for those providing patient care and providing documentation of physician expertise. The health information system supports patient care, quality and utilization management, financial reimbursement, legal affairs, education, research, public health, planning and marketing endeavors. The HIM program was established at Temple University in 1967 and has been fully accredited since its inception by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

HIM professionals are responsible for the development and administration of systems for the storage, use and disclosure of health information. HIM professionals have expertise in health informatics, which requires knowledge of clinical medicine, the electronic health record, health care database administration, coding and classification systems, quality and human resource management, as well as ethical, legal, regulatory and accrediting agency requirements. Graduates are eligible to take the national certification examination and earn the credential Registered Health Information Administrator (RHIA).

The HIM faculty body is committed to educating students who will manage the health information requirements for the multifaceted health care system. Graduates are positioned to accept a variety of roles including administrator, planner, consultant, educator, researcher and practitioner in a wide range of settings. The educational program is designed to develop the expertise and professional qualities needed to fulfill these roles.

MISSION

- To educate undergraduate and graduate students in Health Information Management and Health Informatics
- To engage in activity that contributes to HIM and HI best practices
- To provide service to the university and the health care professional community

DEPARTMENTAL GOALS

- Educate students to become leaders in the health information management and health informatics professions
- Provide educational programs in Health Information Management and Health Informatics
- Provide leadership in education and professional service
- Promote the transition to the electronic health record (EHR) through curriculum innovations and advancement in practice
- Support life-long learning for faculty

PROFESSIONAL VALUES AND CODE OF ETHICS

Health information management professionals are responsible for maintaining systems, which afford patients privacy (the right to be let alone, to have control over health information) and confidentiality (protection of information derived from a clinical relationship between patients and health-care professionals). Students are expected to maintain these principles and high standards of behavior throughout their academic and clinical experiences.

HIM professionals have a clear moral and ethical obligation to protect patient privacy.   In 1934, the visionary leader of the health information management (HIM) profession, Grace Whiting Myers, recognized this moral imperative for privacy and wrote a pledge which indicated that no clinical information should be given to anyone, except as authorized. This professional value and obligation has been reinforced through several iterations of a professional code of ethics, including the most recent one (AHIMA Code of Ethics, http://www.ahima.org/about/ethicscode.aspx.) Today, the patient should authorize the release of the information and the passage of HIPAA increased the importance of protecting patient privacy.

ACCREDITATION

The HIM program was established at Temple University in 1969 and has been fully accredited since that time. The accrediting body for health information education is the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

STUDENT / PROFESSIONAL ORGANIZATIONS

The HIM Division at Temple University prepares HIM students not only *academically* but also *professionally* to meet the information management challenges in the healthcare industry. It is our goal to support students to meet these challenges and achieve their career aspiration; so we encouraged students to join and become active participants in several health information management professional associations.   Below is a listing of those professionally organizations that we recommend the HIM student to join:

- American Health Information Management Association (AHIMA) http://www.ahima.org
- Pennsylvania Health Information Management Association (PHIMA) http://www.phima.org/aboutphima.html
- Southeastern Pennsylvania Health Information Management Association (SePHIMA) http://www.sephima.org/

The Health Information Management Association (HIMSA) is a student professional organization created to expand the HIM student's knowledge and increase experiences in the healthcare industry. To accomplish these goals, members plan fundraising activities to raise

money to attend events, organize networking activities with healthcare professionals, and participate in health-related service activities in the Philadelphia area. By participating in these activities, members will be able to increase their professional network, learn fundraising strategies and have an opportunity to serve the community. The organization has an open membership all HIM students are strongly encouraged to join and actively participate.

RHIA CERTIFICATION

Students are eligible to apply for and take the national examination of the American Health Information Management Association (starting in their last term of study) for certification as a Registered Health Information Administrator .

AWARDS AND SCHOLARSHIP OPPORTUNITIES

Academic Achievement Award:
Presented to the graduating senior who has demonstrated academic excellence through attainment of the highest grade point average in the professional course work of the Department.

Human Relations Award:
Presented by the faculty and senior class to the graduating senior who has demonstrated a special ability in the area of interpersonal relationship -- a skill of particular importance in management, requiring perspective, humor, sensitivity and the talent for positive interaction with peers, faculty, staff and clinical internship personnel.

Professional Excellence Award:
Presented by the faculty to the graduating senior who has demonstrated distinguished professional development.

Rising Star Award:
Presented by the faculty to a junior who has demonstrated commitment to HIM, leadership in the classroom and high degree of professionalism.

INTERNSHIPS

Exemplary professional behavior is the keystone of professional practice. In an internship setting, students are also expected to act in a professional manner at all times. The rules of conduct for this experience are detailed in the clinical internship materials.   Students are expected to abide by AHIMA's Code of E t h i c s a n d to appropriately represent Temple University at all times while on internship. Failure to meet the academic and/or professional behavior standards may result in a student being denied participation in an internship course.

Professional education is an integral and required component of an educational program for

health information management. The HIM program includes one required internship course HIM 4286: Management Internship.

<u>HIM4286:</u>

The Management Internship is an intensive 4 week internship experience at an out of area health care related site. Students complete management projects such as Computer Assisted Coding, Case Mix, EHR Vendor Selection, and Department of Health Audits. Students have the opportunity to choose internship sites throughout the United States. Examples of previous sites include: Johns Hopkins Hospital, Cleveland Clinic, NYU Medical Center, and Cincinnati Children's Hospital Medical Center. Securing internship sites for the entire senior class is time consuming. The process begins in October and the student will be notified as soon as a placement is secured.

<u>Internship Logistics:</u>

- Students are responsible for all arrangements and costs associated with internship such as housing, transportation, parking, and site-specific additional requirements including additional background checks, immunizations, and drug screen and specific requirements of the individual sites.
- Students are expected to maintain professional behavior at all times during internship. Students must be on prompt, dress in professional business attire, communicate in a professional manner and comply with the policies of the site.
- The HIM Internship Coordinator will provide internship syllabi and handbooks
- Internship Site Selection: The Internship Coordinator will work with students for appropriate placements.
    o Students are to be advised that the final decision for internship placements rests with the Coordinator, not the student. Students are expected to accept the internship placements whether it is local, regional or national. Failure to accept the internship assignment or meet the academic and/or professional behavior standards will result in a delay in the internship placements.
    o Any delay in internship placement will result in a delay in graduation.

<p style="text-align:center; color:red;">INTERNSHIPS REQUIREMENTS</p>

In order to participate in the internship, students are required to meet the health, immunization and background check requirements of the Health Information Management Division and affiliated health systems. Health requirements and background check requirements are stored in Castlebranch.com. Documentation must be submitted to the Internship Coordinator verifying that each of the requirements has been satisfied before the internship can be arranged. Failure to provide this documentation will result in a delay in scheduling the internship site and a possible delay in graduation. Specific sites may have additional requirements such as pre-employment physicals, employee orientation, HIPAA Compliance Program Completion, which must also be satisfied based in order for the internship to begin. At a minimum, each

student must provide documentation related to the criminal background checks and immunizations.

Criminal Background Check

- Students who have a positive child abuse check or criminal background check for any offense found on the list of **Prohibitive Offenses Contained in Act 1996 as Amended by Act 13 0f 1997** cannot be placed on internship. Internship is a part of the required coursework for the BSHIM program. Students with such offenses may be referred to student advising for assistance in exploring alternative academic options.
- Any student who has been charged with or convicted of a criminal offense must **immediately** disclose this information to the Internship Coordinator. Failure to disclose such information will result in dismissal from the Health Information Management program.
- Students with **PENDING/UNRESOLVED** charges will not be permitted to participate in internship until all charges are resolved and documented. This may result in delay of completion of internship and possible delay in graduation.
- Background checks are conducted by and stored in Certifiedbackground.com. Background checks must be completed by Fall semester of junior year.

Immunization Requirements

Students will be permitted to participate in Internship only upon complete documentation of all the immunizations listed below.   For more information on immunizations please visit the Student Health Website at: http://www.temple.edu/studenthealth/HSC_Immunizations.html

Students must submit Laboratory Results for the following immunizations:
- Measles Titer (blood test)
- Mumps Titer (blood test)
- Rubella Titer (blood test)
- Hepatitis B Surface AB (blood test)
- Varicella Titer (blood test)
- Tetanus/Diphtheria
- Tuberculin Skin Test (PPD)

SUMMARY OF REQUIREMENTS

This is an upper-level program. Students are admitted in the fall of the junior year and must have 55 credits completed by the fall semester of admission to the program. Transfer students must have their transfer credits evaluated by the Admissions Office and must meet general and prerequisite requirements of the program.

University Requirements
All students are required to complete the university's General Education (GenEd) curriculum (Analytical Reading & Writing, Mosaic I and II, Arts, Human Behavior, Global/World Society, U.S. Society, Race & Diversity, Science & Technology, Quantitative Literacy).
All Temple students must take a minimum of two writing-intensive courses at Temple as part of the major. The writing-intensive courses for this major are HIM 3297 and HIM 4298.

College Requirement
All CPH students must complete the College Core Course, HRPR 1001 Public Health: The Way We Live, Work and Play.

Clearance Requirements
Please note the Health Information Management program requires students to complete internships at facilities both on and off the University campus. These placements may require criminal background checks, Act 33/34 clearances and perhaps a drug screen. Placements may also require the student to maintain personal health insurance. The results of these requirements may limit and potentially eliminate placement options which can, in turn, result in an inability to meet graduation requirements. See www.ahima.org/certification/cchiim for information about credentialing in Health Information Management.

Program Requirements
Students in the HIM program are required to satisfy the following prerequisite (before program admission) and professional courses (after program admission). A grade of C or better is required for all prerequisite and professional courses (a grade of C- is not acceptable).

HEALTH INFORMATION MANAGEMENT PREREQUISITES:

Code	Title	Credit Hours
MATH 1013	Elements of Statistics	3
or PSY 1167	Foundations in Statistical Methods	
or SOC 1167	Social Statistics	
KINS 1223	Human Anatomy and Physiology I [1]	3-4
or KINS 1221	Principles of Anatomy and Physiology I	
KINS 1224	Human Anatomy and Physiology II [1]	3-4
or KINS 1222	Principles of Anatomy and Physiology II	
CIS 1055	Computers and Applications (or successfully pass the computer competency test)	4
HIM 1101	Medical Terminology	3
HPM 2214	Politics and Payments in US Healthcare System	3

Code	Title	Credit Hours
Total Credit Hours		**19-22**
Course List		

HEALTH INFORMATION MANAGEMENT PROFESSIONAL COURSES:

Code	Title	Credit Hours
HIM 3101	Health Record Documentation [2]	3
HIM 2215	Health Information Management IT Fundamentals	3
HIM 3106	Pathophysiology	3
HIM 3107	Health Information Management Leadership and Strategic Management	3
HIM 3111	Statistics and Research in Health Care	3
HIM 3113	Healthcare Database Design and Development	3
HIM 3203	Electronic Health Record Systems	3
HIM 3208	International Classification of Diseases	3
HIM 3216	Clinical Procedures & Pharmacology	3
HIM 3271	Professional Development	1
HIM 3297	Health Information Management Human Resource Management (WI)	3
HIM 4101	Health Informatics: Infrastructure and Standards	3
HIM 4102	Legal Aspects of Health Information Management	3
HIM 4207	Healthcare Quality Improvement	3
HIM 4105	Current Procedural Terminology Coding	3
HIM 4113	Healthcare Reimbursement Systems	3
HIM 4121	Healthcare Data Analytics	3
HIM 4202	Health Information Management Project Management	3
HIM 4206	Intermediate Coding	3
HIM 4104	Health Information Management Operations Management	3

Code	Title	Credit Hours
HIM 4286	Management Internship	4
HIM 4298	Health Information Management Senior Seminar (WI)	3

1 You should consult with your advisor for information on the distinctions between Anatomy and Physiology selection sequence and its implication for your degree and career goals. Satisfactory completion of the KINS 1221 and KINS 1222 sequence or the KINS 1223 and KINS 1224 sequence will meet the two-course GenEd Science and Technology requirement. Courses are similar, but not interchangeable and must be taken in the correct sequence. Students choosing the KINS 1221 and KINS 1222 sequence may need to take an additional 2-credit elective to meet credit hours degree graduation requirement. Please see a departmental academic advisor for clarification.

2 The professional courses follow a strict semester-by-semester sequence that requires careful attention to registration dates. See a departmental academic advisor for help planning your professional course registration.

ELECTIVES
6 credits. Strongly recommended electives include business writing electives

SUGGESTED SCHEDULE				
Freshman Year – Pre-Professional				
English 0802 - Analytical Reading & Writing (GW)	4	Anatomy & Physiology I*		4
Quantitative Literacy (GQ)	4	IH 0851 - Mosaic I (GY)		3
HRPR 1001 – Public Health: The Way We Live, Work and Play	3	Race & Diversity (GD)		3
Arts (GA)	3	U.S. Society (GU)		3
		Human Behavior (GB)		3
TOTAL	14	TOTAL		16
Sophomore Year – Pre-Professional				
IH 0852 - Mosaic II (GZ)	3	CIS 1055 , HIM 1055		3-4
General Elective	3	General Elective		3
World Society (GG)	3	HIM 1101 : Medical Terminology		3
Anatomy & Physiology II*	4	HPM 2214: Politics & Payment in U.S. Health Care System		3
Statistics : Math 1013 OR Psych 1167 OR Soc 1167 OR EPBI 2219	3			

TOTAL	16	TOTAL	13
Junior Year – Professional Curriculum			
HIM 3101: Health Record Documentation	3	HIM 3297: HIM Human Resource Management (WI)	3
HIM 3106 : Pathophysiology	3	HIM 3216: Clinical Procedures & Pharma	3
HIM 3107 : HIM Leadership and Strategic Management	3	HIM 3208: International Classification of Disease	3
HIM 3111: Statistics and Research in Health Care	3	HIM 3203: Electronic Health Record Systems (EHRS)	3
HIM 2215: Healthcare IT Fundamentals	3	HIM 3113: Healthcare Database Design and Development	3
		HIM 3271: Professional Development	1
TOTAL	15	TOTAL	16
Senior Year – Professional Curriculum			
HIM 4101: Health Informatics: Infrastructure & Standards	3	HIM 4104: HIM Operations Management	3
HIM 4102 : Legal Aspects of Health Information Management	3	HIM 4202 Project Management	3
HIM 4105: CPT Coding	3	HIM 4206: Intermediate Coding	3
HIM 4113 : Healthcare Reimbursement Systems	3	HIM 4286: Management Internship	4
HIM 4207 : Healthcare Quality Improvement	3	HIM 4298: HIM Senior Seminar (WI)	3
HIM 4121: Healthcare Data Analytics	3		
TOTAL	18	TOTAL	16

*Kin 1223 and 1224 or 1221 and 1222

CONTACT INFORMATION

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