

# HEALTH INFORMATION ADMINISTRATION

## BACHELOR OF SCIENCE DEGREE



Health Information Administration graduates will possess knowledge and competence to analyze current practices, as well as develop new processes in finance, management, information technology, and quality improvement related to the healthcare delivery system. This program provides the ability for graduates of an accredited Health Information Technology (HIT) Program and experienced professionals to build on knowledge and skills acquired through previous Health Information Management (HIM) experience and education in order to complete a baccalaureate level degree.

Health Information Administration careers are found in a variety of settings including: healthcare facilities, consulting firms, government agencies, insurance companies, healthcare Information Services/Information Technology (IS/IT) vendors, pharmaceutical companies, and other traditional environments. Health Information Administration involves management of health data and supporting processes to ensure quality patient care.

The Baccalaureate Degree Health Information Administration Program is in Candidacy Status, pending accreditation review by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

### Program Objectives:

Upon completion of this program, the graduate will be able to:

1. Analyze health data for a variety of health information management functions
2. Evaluate legal and ethical principles to health information management in order to maintain compliance with regulations and ethical standards.
3. Assess health information technologies for the management of health information
4. Examine leadership methodologies as they apply to various health information management functions
5. Develop project management techniques to ensure efficient workflow
6. Analyze healthcare data using quantitative skills.

### Graduation Requirements:

A grade of “C” or better must be achieved in all courses to be eligible to graduate.

Major:	Quarter Hours:
AH220 Medical Office Procedures IV	
-or -	4
HSM200 Billing and Reimbursement	
HI105 Medical Terminology	4
HI140 Principles of Health Information I	4
HI161 Computers in Health Information	4
HI210 Pathopharmacology	4
HI215 Classification and Indexing Systems I	4
HI225 Healthcare Law and Ethics	4
HI230 Principles of Health Information II	4
HI235 Classification and Indexing Systems II	4
HI250 Management for Health Information	4
HI260 Alternate Healthcare Settings	4
HI275 Classification and Indexing Systems III	4
HI285 Medical Coding and Billing Capstone	4
HI290 Health Information Professional Practice Experience	4
HI310 Advanced Principles of Health Information I	4
HI320 Advanced Principles of Health Information II	4
HI410 Healthcare Quality and Performance Improvement	4
HI450 Healthcare Data Reporting and Analysis	4

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HI480	Current Issues & Change Management in Health Information Management	4
HI490	Health Information Administration Professional Practice Experience	4
	<b>Total Hours</b>	<b>80</b>

<b>Foundation Courses:</b>	<b>Quarter Hours:</b>	
ACC101	Financial Accounting I	4
ACC105	Financial Accounting II	4
BUS340	Organizational Theory	4
CIS114	Computer Usage and Software Applications	4
CIS116	Spreadsheet Applications	4
CIS118	Database Applications	4
CIS350	Information Technology	4
FIN200	Principles of Finance	4
HSM310	Principles of Community Health	4
HSM388	Healthcare Policies	4
MGT350	Human Resource Management	4
MGT375	Leadership and Motivation	4
	<b>Total Hours</b>	<b>48</b>

<b>General Education:</b>	<b>Quarter Hours:</b>	
BIO110	Anatomy and Physiology I	4
BIO111	Anatomy and Physiology Lab I	2
BIO120	Anatomy and Physiology II	4
BIO121	Anatomy and Physiology Lab II	2
ECO144	Introduction to Macroeconomics	4
ECO342	Economics of Globalization	4
ENG109	Principles of Speech	4
	-or-	4
ENG120	Interpersonal Communications	4
ENG116	Composition	4
ENG117	Advanced Composition	4
HUM110	Human Potential	4
HUM201	Professional Development	4
MAT140	College Algebra	4
PSY140	Introduction to Psychology	4
	- or -	4
SOC100	Introduction to Sociology	4
	<b>Total Hours</b>	<b>48</b>

<b>General Education Electives:</b>	<b>Quarter Hours:</b>	
Physical Science	4	
Upper-Division Humanities	8	
	<b>Total Hours</b>	<b>12</b>

**Total Hours Required for Degree** **188**

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### Health Information Administration Program Requirements:

1. All candidates for admission must pass the College's entrance examination requirements. Each candidate for admission is considered individually on merit and potential. It is recommended that candidates for the Health Information Administration program have an associate's degree in Health Information Technology or a related degree in the healthcare field.
2. Health Information Administration B.S. degree program applicants will be required to have an Illinois State Police background check at the applicant's expense, as accreditation and regulatory agencies have increasingly strict requirements for students completing their Professional Practice Experience (PPE) at healthcare facilities. Those persons identified as having a record will need to meet with the program director prior to admission.
3. Official transcripts from any college, university, or school attended are required. Students seeking to transfer credit from a non-accredited Health Information Technology or Health Information Administration program into the Midstate College Health Information Administration B.S. degree program accredited by CAHIIM, will need to demonstrate that they meet the competency requirements of the courses that are transferred.
4. Students re-entering the program may be required to take HI389 Health Information Administration Review if it has been more than two years since completing core HI courses or if it is otherwise deemed necessary.
5. Students in their final quarter of the Health Information Administration B.S. Degree program are required to complete HI490 Health Information Administration PPE course as a hybrid course. This involves a mandatory online component.
  - a. All courses with the HI prefix must be successfully completed prior to enrolling in HI490 Health Information Administration Professional Practice Experience.
  - b. The PPE shall consist of a combination of simulation case studies and observation experiences completed at one or more healthcare facilities.
6. PPE host sites may require that students complete drug testing, financial, and/or additional background checks at the student's own expense. Some healthcare facilities may require students to furnish proof of current physical examination status upon request. This may include PPD and drug screens. The student is responsible for furnishing such documentation to the Program Director, who will make it available to the site upon request. All expenses associated with physical examination requirements are the responsibility of the student. Students should expect to sign and uphold confidentiality statements. Hours and site of PPE cannot be guaranteed.
7. All Health Information Administration B.S. degree students will be offered enrollment as a student member in the American Health Information Management Association (AHIMA). The dues can be incorporated into the student's financial aid package. Questions should be directed to the Program Director.
8. A grade of "C" or better must be maintained in all courses.

### Gainful Employment Disclosure: Health Information Administration, Bachelor of Science Degree

Important information about the educational debt, earnings, and completion rates of students who attended this program:  
<https://www.midstate.edu/programs/disclosures/HIA>