



# health information management

## Associate in Applied Science (AAS) Program Code: 10-530-4 Total Credits: 67-68

Mid-State's Health Information Management program prepares individuals to enter the emerging field of electronic health record management. Students learn to use computer programs and established methods to securely process, compile, maintain, and report electronic health information data for patient care. In this program you'll learn to abstract and code clinical data using classifications systems as well as analyze health records according to industry protocols. You'll build knowledge about reimbursement, facility planning, marketing, risk management, and more. Graduates are eligible to take the AHIMA national certification exam for Registered Health Information Technician (RHIT).

**Estimated tuition and fees:** [mstc.edu/programcosts](http://mstc.edu/programcosts)

### ACADEMIC ADVISOR

To schedule an appointment with an academic advisor, call 715.422.5300. Academic advisors will travel to other campuses as necessary to accommodate student needs. For more information about advising, visit [mstc.edu/advising](http://mstc.edu/advising).

### CHECKLIST:

This section will be completed when meeting with your academic advisor.

- FAFSA ([www.fafsa.gov](http://www.fafsa.gov))
- Financial Aid Form(s)  
Form(s): \_\_\_\_\_
- Follow-Up Appointment:  
Where: \_\_\_\_\_  
When: \_\_\_\_\_  
With: \_\_\_\_\_
- Official Transcripts  
Mid-State Technical College  
Student Services Assistant  
1001 Centerpoint Drive  
Stevens Point, WI 54481
- Criminal Background Statement of  
Understanding and Release of  
Information Form
- Other: \_\_\_\_\_  
\_\_\_\_\_

**mstc.edu**  
**888.575.6782**



**MID-STATE**  
TECHNICAL COLLEGE

**ADAMS CAMPUS**  
401 North Main  
Adams, WI 53910

**MARSHFIELD CAMPUS**  
2600 West 5th Street  
Marshfield, WI 54449

**STEVENS POINT CAMPUS**  
1001 Centerpoint Drive  
Stevens Point, WI 54481

**WISCONSIN RAPIDS CAMPUS**  
500 32nd Street North  
Wisconsin Rapids, WI 54494

## BACHELOR'S DEGREE OPTIONS

UW-Green Bay,  
Health Information Management & Technology - (Online BS)

UW-LaCrosse,  
Health Information Management & Technology - (Online BS)

UW-Oshkosh,  
Organizational Studies emphasis of Leadership and Organizational Studies (BAS)

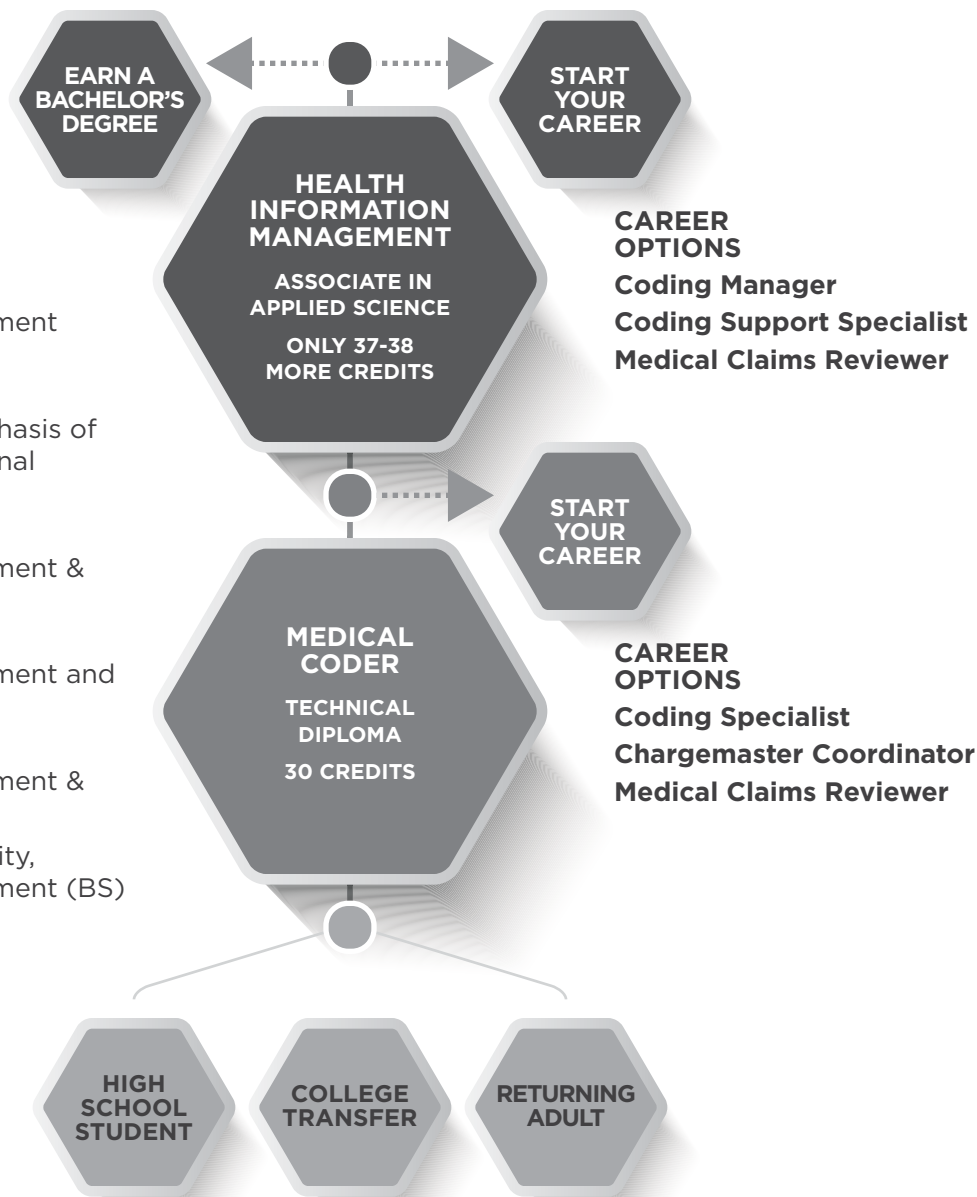
UW-Parkside,  
Health Information Management & Technology - (Online BS)

UW-Stevens Point,  
Health Information Management and Technology Degree (BS)

UW-Stevens Point,  
Health Information Management & Technology - (Online BS)

Western Governor's University,  
Health Information Management (BS)

**For more information and additional opportunities, visit [mstc.edu/transfer](http://mstc.edu/transfer).**



**College Credit • Dual Credit • Military Experience • Work Experience**  
Learn about Credit for Prior Learning at [mstc.edu/cpl](http://mstc.edu/cpl).

## OTHER OPTIONS

### RELATED PROGRAMS

- Central Service Technician
- Health & Wellness Promotion
- Medical Assistant
- Nursing
- Nursing Assistant
- Pharmacy Services Management
- Pharmacy Technician
- Phlebotomy Technician
- Respiratory Therapy
- Surgical Technologist

**BEGIN AT ANY POINT  
IN THE PATHWAY**

## PROGRAM OUTCOMES

Employers will expect you, as a Health Information Management graduate, to be able to:

- Demonstrate professional behaviors and ethics.
- Apply information technology and analytics in data use.
- Apply coding and reimbursement systems.
- Supervise various components of the health information system.
- Apply data governance principles to ensure the quality of health data.

## TECHNICAL SKILLS ATTAINMENT

The Wisconsin Technical College System (WTCS) has implemented a requirement that all technical colleges measure program outcomes attained by students. This requirement is called Technical Skills Attainment (TSA). The main objective of TSA is to ensure graduates have the technical skills needed by employers. Students are notified of TSA reporting in their final few courses of the program and will complete a mock RHIT exam to fulfill the TSA requirement for this program.

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The Health Information Management accreditor of Mid-State Technical College is the Commission on Accreditation for Health Informatics and Information Management (CAHIIM). The College's accreditation for associate degree in Health Information Management at the Marshfield campus has been reaffirmed through 2023.

Graduates are eligible to take the national certification exam offered by the American Health Information Management Association (AHIMA) for the Registered Health Information Technician (RHIT) credential.



## ADDITIONAL ENTRY CRITERIA

To apply to the Health Information Management program, please submit the following documents to Mid-State Admissions:

- Criminal Background Statement of Understanding and Release of Information form.

**Mid-State Technical College • Admissions**  
**500 32nd Street North**  
**Wisconsin Rapids, WI 54494**

## TECHNICAL STANDARDS

A list of specific physical, emotional, and mental tasks needed to function as a Health Information Management graduate is available at [mstc.edu/programs/health-information-management](http://mstc.edu/programs/health-information-management). Contact the Disability Services coordinator in the Student Services & Information Center to receive assistance.

## CLINICAL-RELATED REQUIREMENTS

Prior to placement at a clinical site, students need to pay for a criminal background check through a private vendor and provide documentation of required health work.

Students are responsible for ensuring all requirements remain current during program enrollment.

Clinical sites have the right to refuse a student's placement based on inadequate health records, pending charges, or conviction records. Students with a criminal history may not be able to complete clinical courses. Mid-State will make two attempts to place a student in an appropriate clinical experience. If Mid-State is unable to place the student after two attempts, the student will be withdrawn from the clinical course and will not be able to advance in the program.

## PROGRAM PROGRESSION AND COMPLETION

In order to progress in and successfully complete the program, students must:

- Repeat courses not completed with a "C" or better prior to progressing in core courses or other courses with co- or prerequisites.
- Receive a grade of "C" or better in all courses required for graduation.

A student may repeat the same course only once in the Health Information Management program. If the course is failed a second time, the student will be withdrawn from the Health Information Management program. If a Health Information Management student fails four separate program courses, the student will be withdrawn from the program. Failures will include failing the same course or failing different courses. A withdrawal grade of "W" counts as one attempt for the course.

## STUDENT HANDBOOK

Visit [mstc.edu/studenthandbook](http://mstc.edu/studenthandbook) to view Mid-State's student handbook, which contains information about admissions, enrollment, appeals processes, services for people with disabilities, financial aid, graduation, privacy, Mid-State's Student Code of Conduct, and technology.



## SAMPLE FULL-TIME CURRICULUM OPTION

Term		17-18 credits
10103106	Microsoft Office-Introduction	3
10501101	Medical Terminology	3
10530111	Introduction to Health Records	3
10530125	Organization of Healthcare	2
10801136	English Composition 1	3
10806177	General Anatomy & Physiology	4
	<b>-or-</b>	
10806189	Basic Anatomy	3
Term		17 credits
10530122	Electronic Health Records	3
10530144	CPT Coding	3
10530161	Legal Aspects of HIM	2
10530182	Human Disease for the Health Professions	3
10530197	ICD Diagnosis Coding	3
10801196	Oral/Interpersonal Communication <b>-or-</b>	
10801198	Speech	3
Term		18 credits
10156101	Database Concepts and Design	3
10530132	Health Data Analysis	3
10530160	Performance Improvement for Health Professions	3
10530166	Inpatient Procedure Coding	3
10804198	Introductory Statistics	3
10809188	Developmental Psychology <b>-or-</b>	
10809198	Intro to Psychology	3
Term		15 credits
10530146	Private and Government Reimbursement	3
10530147	HIM Advanced Coding	3
10530163	Health Information Clinical	2
10530164	RHIT Test Prep	1
10530167	Management of Health Information Services	3
10809166	Intro to Ethics: Theory & Application	3
<b>Total credits 67-68</b>		

Please Note:

- This curriculum sequence is only for student planning. Actual student schedules will vary depending on course availability.
- Program completion time may vary based on student scheduling and course availability. For details, go to [mstc.edu/classfinder](http://mstc.edu/classfinder).

## SAMPLE PART-TIME CURRICULUM OPTION

Term		6 credits
10501101	Medical Terminology	3
10530111	Introduction to Health Records	3
Term		8-9 credits
10530125	Organization of Healthcare	2
10801136	English Composition 1	3
10806177	General Anatomy & Physiology	4
	<b>-or-</b>	
10806189	Basic Anatomy	3
Term		6 credits
10103106	Microsoft Office-Introduction	3
10801196	Oral/Interpersonal Communication <b>-or-</b>	
10801198	Speech	3
Term		2 credits
10530161	Legal Aspects of HIM	2
Term		6 credits
10530122	Electronic Health Records	3
10530182	Human Disease for the Health Professions	3
Term		6 credits
10530197	ICD Diagnosis Coding	3
10809166	Intro to Ethics: Theory & Application	3
Term		6 credits
10156101	Database Concepts and Design	3
10530132	Health Data Analysis	3
Term		9 credits
10530144	CPT Coding	3
10804198	Introductory Statistics	3
10809188	Developmental Psychology <b>-or-</b>	
10809198	Intro to Psychology	3
Term		6 credits
10530160	Performance Improvement for Health Professions	3
10530166	Inpatient Procedure Coding	3
Term		6 credits
10530167	Management of Health Information Services	3
10530147	HIM Advanced Coding	3
Term		6 credits
10530146	Private and Government Reimbursement	3
10530163	Health Information Clinical	2
10530164	RHIT Test Prep	1
<b>Total credits 67-68</b>		

## Basic Anatomy

**10806189 .....3 credits**

Examines concepts of anatomy and physiology as they relate to health careers. Learners correlate anatomical and physiological terminology to all body systems.

## CPT Coding

**10530144 .....3 credits**

Prepares learners to assign current procedural terminology (CPT) codes supported by medical documentation with entry-level proficiency. Students are familiar with and use standard coding references. Emphasizes accuracy, CPT instructional notations, conventions, rules, and official coding guidelines when assigning CPT codes to case studies and actual medical record documentation. Also covers application of modifiers to services and relationship to financial impact.

*Prerequisites: Medical Terminology 10501101, Basic Anatomy 10806189, and Introduction to Health Records 10530111; Corequisite: Human Disease for the Health Professions 10530182*

## Database Concepts and Design

**10156101 .....3 credits**

Introduces the concepts of relational database design, development, and maintenance. Topics include relational normalization, referential integrity, and Structured Query Language (SQL).

*Corequisite: English Composition 1 10801136*

## Developmental Psychology

**10809188 .....3 credits**

Studies human development throughout the lifespan and explores developmental theory and research with an emphasis on the interactive nature of the biological, cognitive, and psychosocial changes that affect the individual from conception to death. Application activities and critical thinking skills enable students to gain an increased knowledge and understanding of themselves and others.

*Prerequisite: High School GPA of 3.0 or Accuplacer Reading Skills of 236, Writing of 237 or ACT of 15 Reading/16 Writing. Students are encouraged to bring transcripts for further evaluation if they do not meet these requirements.*

## Electronic Health Records

**10530122 .....3 credits**

Introduces students to the electronic health record (EHR) as a technology-based representation of healthcare data integration from a participating collection of varied systems for a single patient. Course covers emerging use of the electronic health record, an overview of EHR, applications, benefits and barriers to its use, vocabularies, principles of implementation, health information exchange, standards, privacy, security, information retrieval, digital libraries, and image management.

*Prerequisites: Medical Terminology 10501101, Basic Anatomy 10806189, and Introduction to Health Records 10530111; Corequisite: Human Disease for the Health Professions 10530182*

## English Composition 1

**10801136 .....3 credits**

Designed for learners to develop knowledge and skills in all aspects of the writing process. Planning, organizing, writing, editing, and revising are applied through a variety of activities. Students analyze audience and purpose, use elements of research, and format documents using standard guidelines. Individuals develop critical reading skills through analysis of various written documents.

*Prerequisite: High School GPA of 3.0 or Accuplacer Writing of 262 or ACT of 20 or Intro to College Writing 10-831-103 with a grade of "C" or better or equivalent. Students are encouraged to bring transcripts for further evaluation if they do not meet these requirements. Proficiency in word processing skills recommended.*

## General Anatomy & Physiology

**10806177 ..... 4 credits**

Examines basic concepts of human anatomy and physiology as they relate to health sciences. Using a body systems approach, the course emphasizes the interrelationships between structure and function at the gross and microscopic levels of organization of the entire human body. It is intended to prepare health care professionals who need to apply basic concepts of whole body anatomy and physiology to informed decision making and professional communication with colleagues and patients.

*Prerequisite: High School GPA of 3.0 or Accuplacer Reading Skills of 236 or ACT of 15, or General Chemistry 10806134 with a grade of "C" or better, or General Biology 10806114 with a grade of "C" or better, or Human Body in Health & Disease 10509102 with a "C" or better. Students are encouraged to bring transcripts for further evaluation if they do not meet these requirements.*

## Health Data Analysis

**10530132 .....3 credits**

Focuses on the collection, computation, analysis, and presentation of healthcare statistical data. Examines data analytics, registries, vital statistics, mandatory reporting, and research.

*Prerequisites: Introduction to Health Records 10530111, Organization of Healthcare 10530125, Electronic Health Records 10530122, and Microsoft Office-Introduction 10103106*

## Health Information Clinical

**10530163 .....2 credits**

Provides a blend of supervised clinical experience in a healthcare facility with online classroom activities. Students apply skills and knowledge gained from previous courses in the health information management setting. Classroom activity includes discussion of clinical situations.

*Prerequisites: Legal Aspects of HIM 10530161, Health Data Analysis 10530132, Performance Improvement for Health Professions 10530160; Corequisites: Private and Government Reimbursement 10530146, HIM Advanced Coding 10530147, and Inpatient Procedure Coding 10530166*

## HIM Advanced Coding

**10530147.....3 credits**

Builds on basic coding knowledge and skills through the coding of clinical case studies and actual medical records. Students access, review, and code electronic medical records from the virtual lab software; perform data quality reviews to validate code assignment and compliance with reporting requirements; develop appropriate physician queries; and assign diagnosis related groups (DRGs) and ambulatory payment classifications (APCs) with entry-level proficiency using computerized encoding and grouping software.

*Prerequisites:* ICD Diagnosis Coding 10530197 and CPT Coding 10530144; *Corequisites:* Private & Government Reimbursement 10530146 and Inpatient Procedure Coding 10530166

## Human Disease for the Health Professions

**10530182.....3 credits**

Focuses on the common diseases of each body system as encountered in all types of healthcare settings by health information professionals. Emphasizes understanding the etiology (causes), signs and symptoms, diagnostic tests, and treatment (including pharmacologic) of each disease.

*Prerequisites:* Medical Terminology 10501101 and Basic Anatomy 10806189

## ICD Diagnosis Coding

**10530197.....3 credits**

Prepares students to assign ICD diagnosis codes supported by medical documentation with entry-level proficiency. Students apply instructional notations, conventions, rules, and official coding guidelines when assigning ICD diagnosis codes to case studies and actual medical record documentation.

*Prerequisites:* Medical Terminology 10501101, Introduction to Health Records 10530111, and Basic Anatomy 10806189; *Corequisite:* Human Disease for the Health Professions 10530182

## Inpatient Procedure Coding

**10530166.....3 credits**

Prepares students to assign ICD procedure codes supported by medical documentation with entry-level proficiency. Students apply instructional notations, conventions, rules, and official coding guidelines when assigning ICD procedure codes to case studies and actual medical record documentation.

*Prerequisites:* Medical Terminology 10501101, Introduction to Health Records 10530111, Basic Anatomy 10806189, and Human Disease for the Health Professions 10530182

## Intro to Ethics: Theory & Application

**10809166 .....3 credits**

Provides a basic understanding of the theoretical foundations of ethical thought. Diverse ethical perspectives are used to analyze and compare relevant issues. Students critically evaluate individual, social, and/or professional standards of behavior, and apply a systemic decision-making process to these situations.

*Prerequisite:* High School GPA of 3.0 or Accuplacer Reading Skills of 236, Writing of 237 or ACT of 15 Reading/16 Writing. Students are encouraged to bring transcripts for further evaluation if they do not meet these requirements.

## Intro to Psychology

**10809198 .....3 credits**

This science of psychology course is a survey of multiple aspects of behavior and mental processes. It provides an overview of topics such as research methods, theoretical perspectives, learning, cognition, memory, motivation, emotions, personality, abnormal psychology, physiological factors, social influences, and development.

*Prerequisite:* High School GPA of 3.0 or Accuplacer Reading Skills of 236, Writing of 237 or ACT of 15 Reading/16 Writing. Students are encouraged to bring transcripts for further evaluation if they do not meet these requirements.

## Introduction to Health Records

**10530111 .....3 credits**

Focuses on the purpose, format, content, use, confidentiality, and administrative issues of a patient's medical history and care. Students study the use of the patient's medical record as a basis for planning patient care, documenting communication between the health care provider and any other health professional contributing to the patient's care, assisting in protecting the legal interest of the patient and the health care providers responsible for the patient's care, and documenting the care and services provided to the patient. Emphasizes accuracy, organization, and confidentiality. Students are introduced to electronic medical record (EMR) concepts.

*Corequisite:* Medical Terminology 10501101

## Introductory Statistics

**10804189 .....3 credits**

Students taking Introductory Statistics display data with graphs, describe distributions with numbers, perform correlation and regression analyses, and design experiments. They use probability and distributions to make predictions, estimate parameters, and test hypotheses. They draw inferences about relationships including ANOVA. Algebra knowledge and foundational skills in mathematics are important for success in this course.

*Prerequisite:* High School GPA of 3.0 or Accuplacer QAS 241 or ACT of 19 or Pre-Algebra 10834109 with a grade of "C" or better or College Math 10804107 with a grade of "C" or better or equivalent. Students are encouraged to bring transcripts for further evaluation if they do not meet these requirements.

## Legal Aspects of HIM

**10530161 .....2 credits**

Focuses on regulations for the content, access, disclosure, privacy, confidentiality, security, retention, and destruction of health information. Includes an overview of the US legal system.

*Corequisite:* Electronic Health Records 10530122

## Management of Health Information Services

**10530167 .....3 credits**

Examines the principles of management to include planning, organizing, human resource management, directing, and controlling as related to the health information department.

*Prerequisites:* Organization of Healthcare 10530125, Legal Aspects of HIM 10530161, Health Data Analysis 10530132, and Performance Improvement for the Health Professions 10530160

## Medical Terminology

**10501101..... 3 credits**

Focuses on the component parts of medical terms: prefixes, suffixes, and word roots. Learners practice formation, analysis, and reconstruction of terms. Emphasizes spelling, definition, and pronunciation. Introduces operative, diagnostic, therapeutic, and symptomatic terminology of all body systems as well as systemic and surgical terminology.

## Microsoft Office-Introduction

**10103106 .....3 credits**

Develops introductory skills in the Microsoft Office Suite (Word, Excel, Access, PowerPoint, and Outlook) while reinforcing the students' knowledge of computer concepts, Windows Explorer, and web usage. Students should possess basic keyboarding, mouse and Windows 10 skills. Students may develop these skills in the LiNK while concurrently enrolled in this course.

## Oral/Interpersonal Communication

**10801196 .....3 credits**

Focuses on developing effective listening techniques and verbal and nonverbal communication skills through oral presentation, group activity, and other projects. The study of self, conflict, and cultural contexts will be explored, as well as their impact on communication.

*Prerequisite: High School GPA of 3.0 or Accuplacer Reading Skills of 236, Writing of 237, or ACT of 15 Reading/16 Writing. Students are encouraged to bring transcripts for further evaluation if they do not meet these requirements.*

## Organization of Healthcare

**10530125.....2 credits**

Examines the organization and delivery of health-care services, external standards, regulations, initiatives, payment and reimbursement systems, and healthcare providers and disciplines.

*Corequisite: English Composition 1 10801136*

## Performance Improvement for Health Professions

**10530160 .....3 credits**

Examines healthcare performance improvement systems. Includes performance assessment, measurement, and improvement as well as patient safety, risk management, utilization management, and medical staff credentialing.

*Prerequisites: Introduction to Health Records 10530111, Organization of Healthcare 10530125, Electronic Health Records 10530122, and Microsoft Office-Introduction 10103106*

## Private and Government Reimbursement

**10530146 .....3 credits**

Introduces students to the vocabulary of private healthcare and government reimbursement. Students will identify and compare the varieties of private and government healthcare insurance including the advantages and disadvantages of each for the provider and for the policyholder. HIPAA guidelines are utilized throughout.

*Prerequisites: ICD Diagnosis Coding 10530197 and CPT Coding 10530144; Corequisite: Inpatient Procedure Coding 10530166*

## RHIT Test Prep

**10530164 ..... 1 credit**

Explores strategies for preparing for the Registered Health Information Technician (RHIT) examination, including study skills, test-preparation skills, and test-taking skills. Includes a basic review of content related to the examination.

*Prerequisites: Legal Aspects of HIM 10530161, Health Data Analysis 10530132, Performance Improvement for Health Professions 10530160, and Inpatient Procedure Coding 10530166; Corequisites: HIM Advanced Coding 10530147 and Private and Government Reimbursement 10530166*

## Speech

**10801198 .....3 credits**

Explores the fundamentals of effective oral presentation to small and large groups. Topic selection, audience analysis, methods of organization, research, structuring evidence and support, delivery techniques, and other essential elements of speaking successfully, including the listening process, form the basis of this course. Bring transcripts for further evaluation if they do not meet these requirements.

*Prerequisite: High School GPA of 3.0 or Accuplacer Reading of 253, Writing of 262, or ACT of 21 Reading/19 Writing, or completion of Intro to College Writing and/or Intro to College Reading with a "C" or better or equivalent. Students are encouraged to bring transcripts for further evaluation if they do not meet these requirements.*