

Department of Health Informatics
Health Information Administration & Post-Baccalaureate Certificate
Course Descriptions

Course Subject	Course Number	Course Name	Credit Hrs.	Lecture Hrs.	Lab Hrs.	Other Hrs.	Contacts Hrs.	Prerequisite Courses	Course Description
HINF	3000	Legal Aspects & Ethics	1	3	0	0	3		The purpose of this course is to provide the student with a broad understanding of the law and its administration and to apply this understanding to relevant questions of policy and procedure development for documentation requirements in a health care setting.
HINF	3001	Quality in Healthcare	1	3	0	0	3	HINF 3206	This course introduces the health information management student to quality management. Quality management includes continuous quality improvement, utilization and risk management, outcomes management and credentialing activities. This course also familiarizes the student with the quality issues, compliance issues, and agencies in alternative health care settings.
HINF	3003	Intro Health Info Sys	1	3	0	0	3		This course is designed to provide students with an introduction to database design and health information systems. An introduction to security issues regarding information systems is also included.
HINF	3004	Sys Analysys & Design	1	3	0	0	3	HINF 3002, HINF 3003	This course is designed to introduce students to systems analysis and design concepts. Students will study principles of project management, as well as system planning, analysis, and design functions.
HINF	3005	HIA Practicum	2	0	0	4	4		This course integrates didactic and workplace experience to create a structured environment which allows the student to gain practical experience in health information management.

HINF	3006	Off Admin HLT Info Mangt	1	3	0	0	3	This course integrates didactic and workplace experience to create a structured environment which allows the student to gain practical experience in health information management.
HINF	3007	CPT HCPCS Cod & Reim Ess	1	1	1	0	2 HINF 3312, HINF 3314, HINF 3415	Students will be instructed in CPT/HCPCS coding. Students will learn the fundamentals of reimbursement processes as they relate to coding, documentation, and regulations set forth by various federal agencies and managed care organizations.
HINF	3101	Management Principles	4	3	2	0	5	Applied study of the managerial functions of planning, organizing, leading and controlling. Students work through specific issues related to operational and strategic planning, organizational structures and relationships, decision making, motivation, leadership theories and application, as well as fiscal and non-fiscal control processes, work standards, work measurement, and productivity. Special attention is given to the concept of systems management and techniques of systems analysis. Includes office ergonomics, information management, and equipment procurement.
HINF	3102	Human Resource Management	4	3	2	0	5	A comprehensive human resource management course which develops student understanding of the employer-employee relationship. Includes the major human resource management functions. Topics include job analysis, job descriptions, employee recruitment, selection, and training, salary administration, performance appraisals, and collective bargaining
HINF	3103	Managerial Practicum	2	0	4	0	4 HINF 3101, HINF 3208	Students work in a designated health record department to complete assigned management projects related to the basic functions of a health record department.

HINF	3206	Intro to Hlth Info Mgmt	3	2	2	0	4	Principles of gathering, manipulating, classifying, storing, and retrieving health data.
HINF	3207	Hlthcare Stats Data Mgmt	2	2	0	0	2	Methods utilized to transform health data into information. Fundamental procedures in collecting, summarizing, analyzing, presenting, and interpreting data . Includes acceptable terminology, definitions and formulas necessary to compute common health care statistical reports.
HINF	3208	Record Processing Practicum	2	2	0	0	2	Provides a structured environment in which students gain practical experience by completing exercises using a virtual laboratory and by touring and observing processes in designated health record departments. Supports technical and conceptual skill development by providing the students the opportunity to observe and perform various functions common to most health record departments.
HINF	3312	Medical Terminology	2	2	0	0	2	Introduction to the language used in health care. Emphasis on word components (combining forms, prefixes, and suffixes), pronunciation, and writing exercises.
HINF	3314	Pathophy & Essen of Pharm	5	4	2	0	6 HINF 3312	Course presents disease processes in the human body, diagnostic techniques, and treatment methods. Basic principles of pharmacology drug classifications, and commonly used drugs are introduced.
HINF	3415	Health Data Class & Coding Sys	4	3	2	0	5 HINF 3312	Students will be instructed in ICD-9-CM diagnostic and procedural coding and introduced to ICD-10-CM and ICD-10-PCS coding classifications. Students will learn coding fundamentals and apply coding skills using case studies and encoders. Ethical coding principles will be emphasized.

HINF	3516	Computer Fund Hlth Care	4	3	2	0	5	Introduces students to computer concepts of hardware, software, the Internet, and uses of computers in health care. Students will demonstrate proficiency in use of word processing, spreadsheet, and graphics application software and the Internet through lab exercises and assignments.
HINF	3517	Intro Dtbas Desgn Health Info	4	3	2	0	5 HINF 3516	Introduces databases and allows students to demonstrate proficiency through "hands-on" database design. Provides an introduction to health information systems and healthcare technology with discussion of current applications and trends in health care.
HINF	4104	Budget & Finance	3	3	0	0	3	<p>Students learn the basic concepts of accounting and finance in the health care organization. Included in the course is a refresher on accounting principles. Students are taught the following areas of finance: financial statements, financial analysis and control, characteristics of the financial environment, analysis of financial information, management of capital, budgeting, and decision analysis. The course culminates with a budget board hearing in which students use their newly acquired skills and knowledge.</p> <p>Course Prerequisite: Successful Completion of Financial Accounting I with a C or better grade.</p>
HINF	4105	Management Capstone	2	0	4	0	4 HINF 3101, HINF 3102	This applications course guides students through independent and group activities designed to the management skills developed in the prerequisite courses. Special emphasis is placed on leadership skills and creative problem solving in a health care setting.

HINF	4209	Legal Aspects & Ethics	2	2	0	0	2 HINF 3206	Overview of the law and its administration as it applies to questions of policy and procedure development for health data requirements in a health care setting. Includes basic ethical principles and situations of ethical dilemma, and ethical decision-making processes.
HINF	4211	Health Care Delivery System	2	2	0	0	2 HINF 3206	Designed to familiarize the student with various nontraditional health care settings in order to develop the knowledge and skills necessary for assisting in the development and evaluation of health information practice in those settings.
HINF	4212	Quality Management	3	5	0	0	5 HINF 3206, HINF 3207, HINF 3214	Introduces concepts in quality management.
HINF	4416	Pro Coding & Prin of Reim	3	2	2	0	4 HINF 3212, HINF 3314, HINF 3415	Students will be instructed in CPT/HCPCS coding. Student will learn the intricacies of the reimbursement process as they relate to coding, documentation, and regulations set forth by various federal agencies and managed care organizations
HINF	4518	Adv Dtbas Design his Analy	4	3	2	0	5 HINF 3517	Emphasizes health care systems analysis and design principles through use of lecture, case studies, and projects. System evaluation, selection, and security are also emphasized.
HINF	4519	Systems Design Implementation	2	1	4	0	5 HINF 4518	A project-based course demonstrating student proficiency in systems design and implementation principles. Students design and develop a health information system using database application software. Project management, database management, and team-building skills are emphasized and demonstrated.

HINF	4722	Administrative Practicum	9	0	40	0	40	A six-week administrative affiliation in selected healthcare organizations. Students, in addition to "shadowing" the department director, are actively involved in projects which use the skills they have developed through the curriculum.
HINF	6312	Medical Terminology	2	2			2	Course prerequisite: MHS program enrollment Introduction to the language used in health care. Emphasis on word components (combining forms, prefixes, and suffixes), pronunciation, writing exercises and case studies.
SAHS	3660	US Health Care Delivery System	1	3			3	This course will allow allied health professionals to develop an understanding of the organization and structure of the healthcare industry as a whole and the healthcare facilities comprising the industry. Healthcare delivery systems in the areas of ambulatory care, home health, and long-term care are rapidly increasing in addition to the increasing demand for allied health professionals. The healthcare delivery systems in the twenty-first century will be faced with increased regulations and standards, with focus on cost containment, accessibility, and quality.
STAT	4020	Statistics and Research Method	3	3	1		4	This course provides an introduction to research methodology and principles including basic methods of statistical analysis. Topics include descriptive and inferential statistics, basic probability, nonparametrics, statistical process control, epidemiology, and research designs. Students will create data summaries and perform statistical analyses using a statistical software package.