The Volunteer State Community College Health Information Management (HIM) Program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). The College's accreditation for the Associate of Applied Science degree in Health Information Management has been reaffirmed through 2029. All inquiries about the program's accreditation status should be directed by mail to CAHIIM, 200 East Randolph Street, Suite 5100, Chicago, IL, 60601; by phone at (312) 235-3255; or by email at info@cahiim.org.

As an HIM professional, you will become the expert on patient data that doctors, nurses, and other providers rely on to perform their jobs. By maintaining, collecting, and analyzing health information, your work makes an important contribution to the delivery of quality health care.

Health information management professionals can expect to be in high demand as the health care sector expands into the next century. In fact, the Bureau of Labor Statistics cites health information management as one of the **10 fastest growing occupations** in the US between now and 2025. The health information management field places you right where the expanding arena of healthcare meets the cutting edge of technology.

The Health Information Management program at Volunteer State Community College uses the 2018 American Health Information Management Association (AHIMA) Curriculum Competencies including the Data Management (DM) track competencies and Revenue Management (RM) track competencies. The AHIMA VLab is the virtual practice environment for health information education and is used within the VSCC HIM curriculum.

The Health Information Management Program at Volunteer State Community College can be completed in two years, or if you attend part time, you may complete the program in three years. The HIM program at VSCC is completely online, except for the Professional Practice Experience course in which you will be placed in a healthcare facility to complete forty-five hours of your PPE (clinical). The PPE is during normal working hours, so if you work you will want to save your vacation time and discuss with your supervisor being off without pay to complete this.

You will also be able to take the general education courses online, but the BIOL 2010 and BIOL 2020 courses are only offered on ground, or as hybrid, which means the lecture is online and the lab is on ground.

Additional HIM Information:
You may want to peruse the HIM information at the following websites:

- AHIMA's (American Health Information Management Association) website: www.ahima.org/
- AHIMA's Certifications and Careers, https://www.ahima.org/certification-careers/certifications-overview/career-tools/
- AHIMA's Career Map, https://my.ahima.org/careermap
- AHIMA Health Information 101, https://www.ahima.org/certification-careers/certifications-overview/career-tools/career-pages/health-information-101/

- The AHIMA US Salary Survey Report: HIM Professionals in 2019, https://www.ahima.org/media/d5ibycdp/salary-survey-report.pdf
- The Bureau of Labor Statistics webpage for Medical Records and HIM will give you additional information on salary range http://www.bls.gov/ooh/Healthcare/Medical-records-and-health-information-technicians.htm

You may also want to explore the Tennessee Health Information Management Association (THIMA) webpage, https://www.thima.org/, and their webpage on the Tennessee Health Information Management Association (THIMA) Mentor Program, https://www.thima.org/members/mentor-program/ designed to prepare Health Information Management (HIM) students and other HIM Professionals for a successful career path in the HIM profession by integrating learning experiences with professional career experiences, thereby preparing them for effective leadership roles in HIM field, and other careers in healthcare industries. The VSCC HIM Students are required to join AHIMA with a Student Membership when they enter the HIM Program, thus also becoming student members of THIMA.

VSCC Tuition:
Regarding tuition, you may review our tuition and fees at http://www.volstate.edu/BusinessOffice/Fees.php Please keep in mind that tuition and fees generally increase each year beginning in the fall semester.

Other Costs:
Other costs for the HIM Program include:
- Course materials and textbooks approximately **$1200.00**
- AHIIMA V Lab and MediRegs **$334.00**
- AHIMA Student Membership **$49.00**
- RHIT Examination **$229.00**
- Background check **$46.50**

  Background Checks:
  To comply with the Joint Commission on Accreditation of Healthcare Organizations, most healthcare facilities used by the College for clinical training require that all students undergo a background check prior to participating in their PPE (Professional Practice Experience).

  Prior to official acceptance into the HIM program, all students will be required to pay for and submit background checks. There are certain convictions that will prevent an individual being eligible to participate in clinical experiences and as a result, may not accepted into the program.

  The background check shall include, but is not limited to the following:

  - Name and Social Security number verification
  - Seven-year multi-county or statewide felony and related misdemeanor criminal record search

    - Violent Sexual Offender and Predator Registry Search

- ☐ Tennessee Abuse registry maintained by TN Dept of Health pursuant to T.C.A. Section 68-11-1004
- ☐ Employment verification, if applicable
- ☐ HHS/OIG list of excluded individuals/entities
  - o GSA list of parties excluded from federal programs.
  - o US Treasury, Office of Foreign Assets Control (OFAC)
  - o List of Specialty Designated Nationals (SDN)
- ☐ Education verification
- ☐ If applicable, healthcare licensure/certification verification

Professional Practice Experience Costs:
Students must provide proof of the immunizations below. If documentation of proof of immunization cannot be located, titers can be drawn to prove immunity, or need for booster.

- o Varicella Vaccination: $125
- o Measles, Mumps, and Rubella Vaccinations (MMR): $70
- o Varicella, and MMR Titers: $84
- o Diphtheria-tetanus (DT), TDAP within the last 10 years or TD booster $12 - $40
- o Tuberculosis (TB) Skin Test: $17 - $33
- o 10-Panel Drug Screening: $40
- o Current Physical Exam: $10 - $200
- o Professional Liability Insurance: $9.95
- o Personal Medical Insurance: Varies
- o Some Professional Practice Experience affiliates may require an Influenza vaccination
- o Some Professional Practice Experience affiliates may require COVID-19 vaccination(s):
  - One dose vaccination or
  - Two dose vaccinations
  - Booster
- o Optional, but highly recommended Hepatitis B Vaccinations: $225, Titers: $14

Admission requirements:
To be considered for admission, the following criteria must be met:
- ☐ A completed **formal application** submitted to Volunteer State Community College, https://www.volstate.edu/admissions
- ☐ All high school **transcripts, GED scores, and previous college transcripts** forwarded to Admissions. Transcripts must be official, and copies will not be accepted. Vol State does not evaluate transcripts faxed or student copies. Transcripts should be mailed to:
  Admissions Office
  Volunteer State Community College
  1480 Nashville Pike
  Gallatin, TN 37066
- ☐ If you are a new or returning college student, you will be required to take the **ACCUPLACER placement exam** unless you have recent satisfactory ACT or SAT test scores. The ACCUPLACER exam is used to evaluate your proficiency level in reading, writing, basic mathematics, and algebra. Please contact the Advising Office as soon as possible to obtain approval to schedule

the ACCUPLACER placement test. The Advising Office can assist you in scheduling the tests you need. You may email them at advising@volstate.edu or you may call them at 615-230-3702. The results of the tests will determine if you will be required to take any remedial/developmental courses prior to any college level courses.

☐ **Please declare your major as Health Sciences A.S. with emphasis in HIM.** Once you are accepted into the HIM Program your major will be updated to Health Information Management, A.A.S.

Minimum criteria to be considered for OFFICIAL acceptance into the HIM program:

☐ Any developmental/remedial courses must be successfully completed to be considered for admission into the Program.

☐ Successful completion of the following courses (*grade of C or better*):
Please note, when you screen in the spring you may not have completed all the required courses, so if you are accepted in to the HIM Program it is contingent on you making a "C" or better by the end of the spring semester in all the required courses.

- ☐ **HIMT 1301** - Introduction to Health Information Management
- ☐ **INFS 1010** - Microcomputer Literacy & Applications
- ☐ **BIOL 2010** - Human Anatomy and Physiology I
- ☐ **BIOL 2020** - Human Anatomy and Physiology II
- ☐ **AHC 115** - Medical Terminology
- ☐ **ENGL 1010** – English Composition

☐ If you are planning to attend school **full time**, you will also complete the following courses by the end of the spring semester you are screening for acceptance into the HIM Program:
- ☐ **MATH 1530** - Introductory Statistics
- ☐ **PSYCH 1030** – General Psychology
- ☐ **PHIL 1040** – Introduction to Ethics

☐ If you are planning to attend school **part time**, you will complete the following courses during your first three semesters after being accepted into the HIM Program:
- ☐ **MATH 1530** - Introductory Statistics (summer semester)
- ☐ **PSYCH 1030** – General Psychology (fall semester)
- ☐ **PHIL 1040** – Introduction to Ethics (spring semester)

☐ The following weighted criteria will be used to determine acceptance into the program:
- ☐ BIOL 2010 grade
- ☐ Number of successfully completed required general education courses for the Associate of Applied Science Degree in Health Information Management
- ☐ Interview score
- ☐ GPA of general education courses
- ☐ Cumulative **GPA of 2.5** or better
- ☐ Strength of personal references
- ☐ *Formal acceptance will only be confirmed after the required background check has been successfully completed.*
- ☐ *A drug screen is required prior to going on PPE (Professional Practice Experience) in the fall semester.*

HIM Program Application Packet:
Please contact Valerie D. Bowling, HIM Program Director at   Valerie.bowling@volstate.edu in **January to request an HIM Program Application Packet**. You will be given an official Health Information Management Program Application Packet to complete during the spring semester. The Application must be completed and turned in to the Program Director early in spring semester to be considered for the HIM program beginning in the summer.

Selection and Notification:
The selection process is held once a year and the maximum class size is 25 students per year. Formal admission into the program is a competitive process. The Program adheres to the College's equal opportunity policy.

The HIM Admissions Committee will select each year's class from the pool of applicants who meet minimum admission criteria. No applicant will be considered unless the minimum admission criteria are met. The student will be notified of acceptance in writing prior to the summer semester.

Expected Length of Program:
Students are expected to follow the established plans of study. If a student deviates from the established plan of study, it may take longer to complete the two-year degree. Students in the HIM degree program are expected to follow the prescribed sequence of courses as described in the semester-by-semester progression in the HIM Program handbook.

Professional Practice Experience (PPE):
HIM students complete one 45-hour PPE during their fall semester The PPE takes place in a one of the healthcare facilities we have an agreement within the middle Tennessee area, and is scheduled sometime during the work week, during normal business hours. If you work, you will want to save your vacation time and discuss with your supervisor being off to complete the PPE.

RHIT Exam:
Upon graduation you are eligible to sit for AHIMA's Registered Health Information Technician (RHIT) exam, http://www.ahima.org/certification/rhit.aspx VSCC HIM students are required to join AHIMA with a student membership which costs $49.00
http://www.ahima.org/membership/newmodel/Student

Please save your money for the RHIT exam as we also require HIM students to register and sit for the RHIT exam **prior to graduation**; students have a higher success and passing rate on the RHIT exam if taken prior to graduation. The cost for   AHIMA student members is $229.00,
https://my.ahima.org/certification/getcertified

College Admissions:
The phone number to the VSCC **Admissions Office** is 615.230.3688, their website,
https://www.volstate.edu/admissions, online application/reapplication to
college https://www.volstate.edu/admissions/apply

Financial Aid Office:
The phone number to the **Financial Aid Office** is 615.230.3456, their
website, https://www.volstate.edu/financialaid

- ☐ **TN Reconnect** http://tnreconnect.gov/
- ☐ **Tennessee Promise** https://www.tn.gov/tnpromise.html and information about Tennessee Promise can also be found at the following VSCC Tennessee Promise Web page, https://www.volstate.edu/promise

Steps to Become a VSCC Student:

- ☐ Please visit the following webpage for steps to becoming a VSCC student, http://www.volstate.edu/Welcome/
- ☐ Please find helpful information for **future VSCC** students at the following website: http://www.volstate.edu/CollegeSuccess/
- ☐ Information about how to use the **online environment/classes** may be found at this link: https://www.volstate.edu/elearnsuccess
- ☐ Information regarding online **Registration** is located at the following website: https://www.volstate.edu/records/register
- ☐ Other helpful student resources may be located here, https://www.volstate.edu/advising/resources

Campus Connect:

Campus Connect is Volunteer State Community College's New Student Orientation program. Orientation is mandatory **for all new first-time freshmen**. Students are required to check their Vol State student email account to receive their Campus Connect New Student Orientation invitation. It is important to make your reservation for Campus Connect early. Classes are available on a first come first-serve basis. For further information about Campus Connect / New Student Orientation please go to the following website: https://www.volstate.edu/fye/orientation

Once students have been accepted to the college, he/she will receive a **Welcome Letter**. This Welcome Letter is important. It provides all the student identification numbers and information necessary to log in to the My VolState Portal.

Description of the Health Information Management Profession:

Health Information Management (HIM) professionals are trained in information management technology applications and understand the workflow in any healthcare organization. They are vital to the daily operations management of health information and electronic health records. HIM professionals ensure a patient's health information and record are complete, accurate and protected. HIM professionals work in a variety of settings and job titles. They may be employed in hospitals, clinics, nursing homes, office-based physician practices, home health agencies, mental health facilities, managed care companies, and public health agencies. They may also be employed in any organization that uses patient data or health information, such as pharmaceutical companies, law and insurance firms, and health product vendors. Health Information Management Professionals:

- Ensure the quality of medical records by verifying their completeness, accuracy, and proper entry into computer systems.

- Use computer applications to assemble and analyze patient data for the purpose of improving patient care or controlling costs.

- Often specialize in coding diagnoses and procedures in patient records for reimbursement and research. An additional role for RHITs is cancer registrars - compiling and maintaining data on cancer patients.

- Other duties may include maintaining and using a variety of health information indexes; special registries and storage retrieval systems; inputting and retrieving electronic health data; controlling the use and release of health information and compiling various administrative and health statistics.

Computer Requirements:

Courses within the HIM program are designed in a web-based structure. These courses will require regular access to a computer with high-speed Internet for completion of course requirements.

VSCC Health Information Management Program

Full-time Plan of Study Two-year Track

*This plan assumes you have completed all required remedial/developmental courses. *

Semester	Course	Description	Semester Hours
First Year Fall	HIMT 1301	Introduction to HIM	3
	BIOL 2010	Human Anatomy & Physiology I	4
	ENGL 1010	English Composition I	3
	AHC 115	Medical Terminology	3
	MATH 1530	Introductory Statistics	3
		Total Hours	**16**
First Year Spring	BIOL 2020	Human Anatomy & Physiology II	4
	INFS 1010	Computer Applications	3
	PSYC 1030	Introduction to Psychology	3
	PHIL 1040	Introduction to Ethics	3
		Total Hours	**13**
Spring - Screening Process for Admission into HIM Program			
First Year Summer	HIMT 1202	Legal Aspects	2
	HIMT 1305	Computer Applications in HIM	3
	HIMT 1401	Disease Processes	4
		Total Hours	**9**
Second Year Fall	HIMT 1303	Basic Coding I (ICD-10-CM)	3
	HIMT 2302	Basic Coding II (ICD-10-PCS)	3
	HIMT 2304	HIM Management Principles	3
	HIMT 2307	Professional Practice Experience I (PPE)	3
	HIMT 2309	Data Analysis and Statistics	3
		Total Hours	**15**
Second Year Spring	HIMT 2211	Quality Improvement	2
	HIMT 2212	Seminar in Health Information Management	2
	HIMT 2301	CPT Coding	3
	HIMT 2303	Advanced Coding (ICD-10-CM and ICD-10-PCS)	3
	HIMT 2305	Revenue Cycle Management	3
		Total Hours	**13**
		Total Degree Hours	**66**

VSCC Health Information Management Program

Part-time Plan of Study Three-year Track

*This plan assumes you have completed all required remedial/developmental courses. *

Semester	Course	Description	Semester Hours
First Year Fall	HIMT 1301	Introduction to HIM	3
	BIOL 2010	Human Anatomy & Physiology I	4
	ENGL 1010	English Composition I	3
		Total Hours	**10**
First Year Spring	BIOL 2020	Human Anatomy & Physiology II	4
	INFS 1010	Computer Applications	3
	AHC 115	Medical Terminology	3
		Total Hours	**10**
Spring - Screening Process for Admission into HIM Program			
First Year Summer	MATH 1540	Introductory Statistics	3
	HIMT 1305	Computer Applications in HIM	3
		Total Hours	**6**
Second Year Fall	PSYC 1030	Introduction to Psychology	3
	HIMT 2304	HIM Management Principles	3
	HIMT 2309	Data Analysis and Statistics	3
		Total Hours	**9**
Second Year Spring	PHIL 1040	Introduction to Philosophy	3
	HIMT 2211	Quality Improvement	2
	HIMT 2305	Revenue Cycle Management	3
		Total Hours	**8**
Third Year Summer	HIMT 1202	HIM Legal Aspects	2
	HIMT 1401	Disease Processes	4
		Total Hours	**6**
Third Year Fall	HIMT 1303	Basic Coding I (ICD-10-CM)	3
	HIMT 2302	Basic Coding II (ICD-10-PCS)	3
	HIMT 2307	Professional Practice Experience I (PPE)	3
		Total Hours	**9**
Third Year Spring	HIMT 2212	Seminar in Health Information Management	2
	HIMT 2301	CPT Coding	3
	HIMT 2303	Advanced Coding (ICD-10-CM and ICD-10-PCS)	3
		Total Hours	**8**
		Total Degree Requirements	**66**

General Education Requirements - Credits (20)

- BIOL 2010 - ^Human Anatomy and Physiology I Credits: (4)
- BIOL 2020 - ^Human Anatomy and Physiology II Credits: (4)
- ENGL 1010 - ^English Composition I Credits: (3)
- MATH 1530 - ^Introductory Statistics Credits: (3)
- PHIL 1040 - ^Introduction to Ethics Credits: (3)
- PSYC 1030 - ^Introduction to Psychology Credits: (3)

Major Core Course Requirements - Credits (46)

- AHC 115 - *Medical Terminology Credits: (3)
- HIMT 1202 - *HIM Legal Aspects Credits: (2)
- HIMT 1301 - *Introduction to Health Information Management Credits: (3)
- HIMT 1303 - *Basic ICD Coding I Credits: (3)
- HIMT 1305 - *Computer Applications in Health Information Credits: (3)
- HIMT 1401 - *Disease Processes Credits: (4)
- HIMT 2211 - *Quality Improvement Credits: (2)
- HIMT 2212 - *Seminar in Health Information Management Credits: (2)
- HIMT 2301 - *CPT Coding Credits: (3)
- HIMT 2302 - *Basic ICD Coding II Credits: (3)
- HIMT 2303 - *Advanced Coding Credits: (3)
- HIMT 2304 - *HIM Management Principles Credits: (3)
- HIMT 2305 - *Revenue Cycle Management Credits: (3)
- HIMT 2307 - *Professional Practice Experience I Credits: (3)
- HIMT 2309 - *Data Analysis and Statistics Credits: (3)
- INFS 1010 - Computer Applications Credits: (3)

Total Degree Requirements - Credits (66)

Frequently Asked Questions (FAQs)

What if I do not get accepted into the HIM program?

There are no guarantees to being formally accepted. There may be many qualified applicants which is why we use several different factors to help determine admission. If you are not accepted, there may be other Health Science Division programs available to consider. It is a good idea to have a backup plan.

If I have all the general education courses, how long will it take me to complete?

Once you are formally accepted into the program, it will take three semesters to complete. We encourage you to have the general education courses completed prior to entering the Program so that you do not have to take other courses while trying to balance the HIM coursework.

What if I work full time?

Due to the demands of the HIM curriculum we strongly encouraged students that work full time to consider attending school part-time and following the HIM Part-Time Plan of Study Three-year Track.

Do I have to take the HIM courses in the order they are shown on the schedule?

Yes, you must take HIM courses in the sequence listed on your chosen Plan of Study. Each course has pre-requisites, and you must pass all the courses in one semester to continue into the next semester. A grade of "F" in any of the Health Information Management Program courses will also result in dismissal from the program. "Ds" are not given in the HIM courses.

The HIM Grading Scale is as follows:

- A = 92-100
- B = 91-84
- C = 83-78
- F = 77-0

Can I complete my PPE at night or on the weekend?

No, all Professional Practice Experiences (PPEs) are only held during day-time hours, so if you are employed, you must make arrangements with your employer to have time off. The PPE healthcare sites are located throughout the VSCC service area; therefore, reliable transportation is a must.

Why am I required to take Anatomy and Physiology?

While health information does not involve direct patient contact, you must have a high level of clinical knowledge. Understanding the human body is the critical foundational information HIM students need to accurately code. You will be reading and interpreting medical documentation, surgical reports, etc. and must have detailed understanding of the human body. In addition, you will be working with physicians, nurses and other clinical staff and must be able to effectively communicate with them.

What is the typical salary range?

HIM professionals can look forward to competitive salaries. The Bureau of Labor Statistics cites health information technology as one of the 20 fastest growing occupations in the US. Overall employment of medical records and health information specialists is projected to grow 9 percent from 2020 to 2030.

New HIM graduates with associate degrees and the RHIT credential can earn $25,000 to $38,000 annually. Please visit the Bureau of Labor Statistics webpage for additional information of HIM careers at: https://www.bls.gov/ooh/healthcare/medical-records-and-health-information-technicians.htm