HEALTH INFORMATION MANAGEMENT AAS
Total Credits: 67
Catalog Edition: 2024-2025

Program Description

This curriculum is designed to prepare students to function as health information management technicians in health record services located in hospitals, nursing homes, ambulatory care facilities, physician offices, insurance offices, government agencies, and other facilities utilizing health records. The health information management program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education in cooperation with the American Health Information Management Association's Council on Accreditation. Upon successful completion of the program, the graduate will receive the AAS and will be eligible to apply to take the accreditation examination given by the American Health Information Management Association.

The health information management technician is trained in all the functions normally performed by a health record service, which can include analyzing and technically evaluating health records and reports; compiling, interpreting, and utilizing hospital and health care statistics; coding systems, diseases, and operations according to a recognized classification system; assisting with medical facility committee procedures; releasing confidential information in accordance with legal requirements; and abstracting and retrieving medical information. Students in the curriculum are required to earn a grade of C or better in each health information management course before being allowed to proceed to the next course. Full-time and part-time students must see the program coordinator to choose an appropriate sequence of courses as outlined in the Health Information Management Student Handbook. All students must complete HINM-designated courses within the three years prior to graduation. HINM-designated courses not meeting this time requirement must be retaken, or the student must test out in current course content.

Program Outcomes

Upon completion of this program, a student will be able to:

- Demonstrate appropriate interpersonal and communication skills.
- Illustrate competency in compiling health records and coding medical data using different formats and coding systems.
- Identify the components of management and how they relate to running a health record department.
- Assess management techniques for controlling automated functions in a health record department.
- Apply entry-level knowledge, clinical skills, and professional abilities appropriate for an HIM professional.
- Demonstrate correct spelling, punctuation and proficiency in communicating through the oral and written use of basic medical terminology.

Program Advisors
Takoma Park/Silver Spring

- Prof. Tonya Powell Witherspoon, 240-567-5519, Tonya.Witherspoon@montgomerycollege.edu
- Prof. Corinne Smith, 240-567-5521, Corinne.Smith@montgomerycollege.edu

For more information, please visit https://www.montgomerycollege.edu/academics/programs/health-information-management/health-information-management-aas-degree.html

To view the Advising Worksheet, please visit https://www.montgomerycollege.edu/_documents/counseling-and-advising/advising-worksheets/current-catalog/550.pdf

2024-2025

Program Advising Guide
An Academic Reference Tool for Students

550

HEALTH INFORMATION MANAGEMENT
ASSOCIATE OF APPLIED SCIENCE: 550

HEALTH INFORMATION MANAGEMENT AAS

Suggested Course Sequence

A suggested course sequence for full-time students follows. All students should review this advising guide and consult an advisor.

General Education Requirements

Foundation Courses

MATH 120 - Survey of College Mathematics 3 semester hours (MATF) OR
MATH 117 - Elements of Statistics 3 semester hours (MATF)
English foundation 3 semester hours (ENGF)

Distribution Courses

BIOL 130 - The Human Body 3 semester hours (NSLD) and
BIOL 131 - The Human Body Laboratory 1 semester hour
COMM 108 - Foundations of Human Communication 3 semester hours (HUMD)
OR
COMM 112 - Business and Professional Speech Communication 3 semester hours (HUMD)
Behavioral and social sciences distribution 3 semester hours (BSSD)

General Education Elective

BIOL 150 - Principles of Biology I 4 semester hours (GEEL)
OR
BIOL 101 - General Biology 4 semester hours (GEEL)

Other Requirements

CMAP 120 - Introduction to Computer Applications 3 semester hours
ENGL 101 - Introduction to College Writing 3 semester hours *

HEALTH INFORMATION MANAGEMENT AAS

Program Requirements

First Semester

ENGL 101 - Introduction to College Writing 3 semester hours
MATH 117 - Elements of Statistics 3 semester hours
OR
MATH 120 - Survey of College Mathematics 3 semester hours
BIOL 130 - The Human Body 3 semester hours
BIOL 131 - The Human Body Laboratory 1 semester hour
HINM 115 - Medical Terminology I 2 semester hours

Second Semester

ENGL 102 - Critical Reading, Writing, and Research 3 semester hours
OR
ENGL 103 - Critical Reading, Writing, and Research in the Work Place 3 semester hours
CMAP 120 - Introduction to Computer Applications 3 semester hours
HINM 116 - Medical Terminology II 2 semester hours
COMM 108 - Foundations of Human Communication 3 semester hours
OR
COMM 112 - Business and Professional Speech Communication 3 semester hours

Third Semester

BIOL 101 - General Biology 3 semester hours
OR
BIOL 150 - Principles of Biology I 3 semester hours
HINM 120 - Concepts of Disease 3 semester hours
HINM 134 - Healthcare Delivery Systems 3 semester hours
HINM 144 - Health Data Content, Structure and Standards 3 semester hours
HINM 154 - Legal and Ethical Issues in Health Information Management 2 semester hours

Fourth Semester

BSSD Foundation 3 semester hours
HINM 150 - Introduction to Pharmacology 1 semester hour
HINM 155 - CPT Coding 2 semester hours
HINM 165 - ICD-10 Coding 4 semester hour
HINM 190 - Supervision of Health Information Services 3 semester hours

Fifth Semester

HINM 200 - Professional Practice Experience I - Professional Practice Experience I 1 semester hour
HINM 220 - Advanced Coding and Clinical Documentation Improvement 3 semester hours
HINM 225 - Ambulatory Coding 2 semester hours
HINM 230 - Revenue Cycle and Reimbursement Management 2 semester hours

Sixth Semester

HINM 180 - Health Data Management 4 semester hours
HINM 271 - Professional Practice Experience II 2 semester hours
HINM 272 - Professional Practice Experience III 1 semester hour
HINM 280 - Research in Health Information 1 semester hour

Total Credit Hours: 67

* ENGL 101/ENGL 101A , if needed for ENGL 102/ENGL 103, or elective

Transfer Opportunities

Montgomery College has partnerships with multiple four-year institutions and the tools to help you transfer. To learn more, please visit https://www.montgomerycollege.edu/transfer or http://artsys.usmd.edu .

Get Involved at MC!

Employers and Transfer Institutions are looking for experience outside the classroom.

MC Student Clubs and Organizations: https://www.montgomerycollege.edu/life-at-mc/student-life/

Related Careers

Some require a Bachelor's degree.
Medical and Health Services Manager, Computer System Analyst, Informatics Nurse Specialist, Medical Transcriptionist, Medical Secretaries.

Career Services

Montgomery College offers a range of services to students and alumni to support the career planning process. To learn more, please visit https://www.montgomerycollege.edu/career

Career Coach

A valuable online search tool that will give you the opportunity to explore hundreds of potential careers or job possibilities in Maryland and the Washington D.C. metropolitan area. Get started today on your road to a new future and give it a try. For more information, please visit https://montgomerycollege.emsicc.com

Notes:

Students who plan to major in health information management will be assigned the temporary major of pre-health information management, with POS code 550, until they are officially admitted to the health information management program. Students may take preparatory courses and courses that fulfill General Education requirements during the waiting period. As an alternative to being assigned a temporary major, students waiting for admission to the health information management program may choose to major in general studies or any other open-enrollment program. The Admissions and Records Office at Takoma Park/Silver Spring will assign a matriculated code once students are admitted to the health information management program.