

# **GWYNEDD-MERCY COLLEGE**

**SCHOOL OF ALLIED HEALTH PROFESSIONS**



**2010-2011**

## **HEALTH INFORMATION MANAGEMENT PROGRAMS**

**GWYNEDD MERCY COLLEGE  
1325 SUMNEYTOWN PIKE, P. O. BOX 901  
GWYNEDD VALLEY, PA 19437  
1-800-DIAL-GMC  
WWW.GMC.EDU**

# HEALTH INFORMATION MANAGEMENT PROGRAMS

## GWYNEDD-MERCY COLLEGE BRIEF SUMMARY

**PROGRAM DIRECTOR:**

Christine Staropoli, MS, RHIA, CCS  
HIM Programs  
School of Allied Health Professions  
215-542-4660, [staropoli.c@gmc.edu](mailto:staropoli.c@gmc.edu)

**PROGRAM INSTRUCTORS:**

Kathy Cliggett, MA, RHIA  
School of Allied Health Professions  
215-646-7300 x434, [cliggett.k@gmc.edu](mailto:cliggett.k@gmc.edu)

## HEALTH INFORMATION MANAGEMENT

This program has the following degree options:

- ❖ Full or Part Time Associate Degree in Health Information Technology
- ❖ Full or Part Time Bachelor Degree in Health Information Administration.
- ❖ Dual Bachelor Degree Programs in Health Information Administration and Computer & Information Science
- ❖ Coding Certificate Program
- ❖ Various courses may be offered online throughout the program.

## **HEALTH INFORMATION TECHNOLOGY**

The Health Information Technology program is designed to prepare the student to function effectively in a technical capacity in a wide variety of health care settings. Job opportunities may be found in ambulatory care, rehabilitation centers, drug and alcohol facilities, local health departments, third-party payers, acute care, consulting firms, technology companies, as well as other healthcare-related organizations.

Curriculum requirements in the core concentration must be taken at Gwynedd-Mercy College. General education credits will be reviewed and accepted if they meet GMC requirements.

During the course of study, students learn the theory of health information management and experience clinical affiliations in sites where practical application of theory takes place.

The HIT program is a two-year program accredited by the CAHIIM/AMA/COA leading to an associate degree. After completion of the associate degree, the graduate is eligible to write the Registered Health Information Technician (RHIT) Examination.

## **HEALTH INFORMATION ADMINISTRATION**

The Health Information Administration program is accredited by CAHIIM/AMA COA and is intended to prepare the student to function in an administrative capacity within various healthcare settings. Core concentration courses must be taken at Gwynedd-Mercy College but transfer credits will be reviewed and accepted if they meet the requirements of Gwynedd-Mercy. Achieving the bachelor's degree allows the graduate to write the Registered Health Information Administrator's (RHIA) Examination.

## **BACHELOR DEGREE COMPLETION FOLLOWING ASSOCIATE DEGREE**

For those students holding an Associate Degree and/or a RHIT credential, a Bachelor Degree in Health Information Administration may be completed on a full or part time basis.

## **SECOND BACHELOR DEGREE OR POST BACCALAUREATE CERTIFICATE**

Those who hold a RHIT credential and have a bachelor degree in a related field or equivalent qualifications, e.g. Business, Health Care Administration or Education, may receive a post-baccalaureate certificate or second bachelor degree in Health Information by completing core courses in the curriculum. The graduate will be eligible to write Registered Health Information Administrator's (RHIA) Examination.

## **DUAL BACHELOR DEGREE IN HEALTH INFORMATION ADMINISTRATION AND COMPUTER & INFORMATION SCIENCE**

If full-time, the student may opt, during their freshman year, to pursue a dual Bachelor Degree in Health Information Administration and Computer & Information Science. By attending full time, four semesters per year, the student may accomplish a Bachelor Degree in both Health Information Administration and Computer & Information Science within 4 years. A minimum GPA of 3.0 must be maintained in HIT core courses as well as in overall GPA.

## **DUAL BACHELOR DEGREE IN HEALTH INFORMATION ADMINISTRATION AND COMPUTER & INFORMATION SCIENCE FOLLOWING COMPLETION OF ASSOCIATE DEGREE IN HEALTH INFORMATION TECHNOLOGY**

Students may also opt to pursue a dual bachelor degree in Health Information Administration and Computer & Information Science following completion of an Associate Degree in Health Information Technology. By attending full time, four semesters per year, the student will receive their bachelor degree in Health Information Administration within 2 years. The student then is required to attend part time for approximately one 1 more year to complete the bachelor degree in Computer & Information Science.

## **CODING CERTIFICATE PROGRAM**

In consultation with our community of interest we have developed a program to address the extensive needs of health care organizations for trained coding personnel. Our program has been approved by the American Health Information Management Association (AHIMA). The certificate requires acquisition of 41 credits – 32 of which can be used toward the associate degree we offer in Health Information Technology (HIT) – the full associated degree requires 68 credits.

The certificate is built upon ten courses that are already in the associate degree. In addition, three new courses will provide greater depth and breadth of experience in the application of coding principals. It is also designed to allow students to be exposed to employers via directed practicum experience and through recruiting efforts from area health care organizations.

## **INFORMATION REQUEST**

For further information on any of these programs, please contact:

Christine Staropoli, MS, RHIA, CCS, Program Director  
Gwynedd-Mercy College  
School of Allied Health Professions  
1325 Sumneytown Pike, P. O. Box 901  
Gwynedd Valley, PA 19437  
215-542-4660

## **EXPENSES**

For details on tuition, fees and institutional expenses please refer to the college catalogue or the college website at [www.gmc.edu](http://www.gmc.edu).

## **APPLICATION PROCEDURE**

1. Complete your College application form and submit official transcripts from all schools previously attended, including high school. All transcripts must be sent to the Director of Admissions.
2. Submit a letter of recommendation either from a former teacher, guidance counselor or employer. Letters of recommendation are sent to the Director of Admissions.
3. Set up an appointment with the HIM program director for an interview.

## **ADDITIONAL REQUIREMENTS:**

1. Prerequisites include high school biology, proficiency in verbal/oral skills, keyboarding, and computer science.
2. If you are applying for the Bachelor degree in Health Information Management you must have a RHIT credential or be RHIT eligible.

**HIA RECOMMENDED COURSE SEQUENCE  
FOR EACH SEMESTER**

**Year 1**

**Fall**

ENG 101 College English	3
BIO 107 Anatomy & Physiology I/Lab	4
PSY 100 General Psychology	3
HIT 100 Intro Allied Health & Acute Care Rec	3
HIT 109 Medical Terminology	3
FYE 1000 First Year Experience	<u>2</u>
	18

**Spring**

BIO 108 Anatomy and Physiology II/Lab	4
PHL 2000 Philosophy Signature	3
CIS 101 Introduction to Computing	3
HIT 103 Licensing Agencies/Legal Asp	3
HIT 105 HIM Systems/Non-Acute Record	3
FYE 1001 First Year Experience Service	<u>1</u>
	17

**Year 2**

**Fall**

HIT 200 Health Statistics/Abstracting	3
HIT 201 Coding I	3
HIT 205 Basic Comp App HIM	3
HIT 206 Professional Practice Experience I	3
HIT 208 Basic Pathophysiology	3
ENG 2000 Arts & Imagination	<u>3</u>
	18

**Spring**

RS 2000 Encountering Sacred Writing	3
HIT 203 Coding II	3
HIT 210 Supervisory Principles	3
HIT 212 Health Care Evaluation	3
HIT 214 Professional Practice Experience II	3
HIT 216 Intro to Business	<u>3</u>
(Same as BUS 101)	18

**Year 3**

**Fall**

PSY 111 Statistics	3
ENG 215 Technical Writing	3
HIA 301 Advanced Quality Imp. Tech	3
ACC 105 Principles of Accounting I	3
BUS 371 Intro to Human Resources	3
SOC 2000 Society & Global Diversity	<u>3</u>
	18

**Spring**

ECN 101 Economic Problems	3
CIT 213 System Anal/Software	3
ACC 106 Principles of Accounting II	3
HIA 401 Advanced Pathophysiology	3
HIA 306 Health Info Management Science	<u>3</u>
	15

**Year 4**

**Fall**

HIA 303 Adv Computer App. In HIM	3
HIA 405 Management Project	3
PSY 215 Methodology (also SOC 215)	3
ACC 301 Managerial Accounting	3
CIT 215 Database Design	<u>3</u>
	15

**Spring**

ENG 200 Communication Arts	3
HIA 407 Management Practicum	3
HIA 403 Current Topics in Health Care	3
RS or PHL Elective	3
HIS 2000 Consensus & Conflict in History	<u>3</u>
	15

## HIT RECOMMEND COURSE SEQUENCE FOR EACH SEMESTER

### Year 1

#### Fall

ENG 101	College English	3
BIO 107	Anatomy & Physiology I	3
BIO 107L	Anatomy & Physiology I Lab	1
HIT 100	Intro to Allied Health	3
HIT 109	Medical Terminology & Acute Care Record	3
PSY 100	General Psychology	3
FYE 1000	First Year Experience	<u>2</u>
		18

#### Spring

BIO 108	Anatomy & Physiology II	3
BIO 108L	Anatomy & Physiology II Lab	1
PHL 2000	Philosophy Signature	3
CIS 101	Intro to Desktop Computing	3
HIT 103	Licensing Agencies	3
HIT 105	HIM Systems	3
FYE 1000	First Year Experience Service	<u>1</u>
		17

### Year 2

#### Fall

ENG 2000	Arts and Imagination	3
HIT 200	Health Stat/Abstract	3
HIT 201	Coding I	3
HIT 205	Basic Comp App HIM	3
HIT 206	Prof. Practice Exp. I	3
HIT 208	Basic Pathophysiology	<u>3</u>
		18

#### Spring

RS 2000	Encountering Sacred Writings	3
HIT 203	Coding II	3
HIT 210	Supervisory Principles	3
HIT 212	Quality Imp. In Healthcare	3
HIT 214	Prof. Practice Exp. II	3
HIT 216	Intro to Business ( <i>Same as BUS 101</i> )	<u>3</u>
		18

**CODING CERTIFICATE  
RECOMMENDED COURSE SEQUENCE  
FOR EACH SEMESTER**

**Year 1**

**Fall**

BIO 107	Anatomy & Physiology I	3
BIO 107L	Anatomy & Physiology I Lab	1
HIT 100	Intro to Allied Health	3
HIT 109	Medical Terminology & Acute Care Record	3
HIT 201	Coding I	<u>3</u>
		13

**Spring**

BIO 108	Anatomy & Physiology II	3
BIO 108L	Anatomy & Physiology II Lab	1
CIS 101	Intro to Desktop Computing	3
HIT 103	Licensing Agencies	3
HIT 203	Coding II	<u>3</u>
		16

**Year 2**

**Fall**

HIT 204	Advanced CPT	3
HIT 207	Reimbursement Methods	3
HIT 208	Basic Pathophysiology	3
HIT209	Coding Directed Practicum	<u>3</u>
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**GWYNEDD-MERCY  
COLLEGE**  
School of Allied Health Professions

**Health Information Technology**  
Associate of Science  
2010-2011 Curriculum

A student must complete the course and credit requirements as defined on this curriculum sheet to be a candidate for the Associate of Science in Health Information Technology. Additional policies and procedures may be found in the current College Catalog. Refer to the reverse side for recommended semester sequence.

**GMCC: Growing Mercy Connections  
GENERAL EDUCATION AND CORE CURRICULUM**

**MAJOR**

<b>I. Skills for Exploring - 6 credits</b>	
PVE 1000 First Year Experience	2
PVE 1001 First Year Experience Service	1
ENG 101 College English	3
<b>II. Exploring Society and Global Diversity - 3 credits</b>	
PSY 100 General Psychology	3
<b>III. Exploring the Natural World, Mathematics and Technology - 11 credits</b>	
BIO 107 Anatomy & Physiology I	3
BIO 107L Anatomy & Physiology I Lab	1
BIO 108 Anatomy & Physiology II	3
BIO 108L Anatomy & Physiology II Lab	1
CIT 101 Intro to Desktop Computing	3
<b>IV. Exploring the Spiritual World - 6 credits</b>	
REL 2000 Encountering Sacred Writings	3
REL 2000 Encountering Ethics	3
<b>V. Exploring the Arts and the Imagination - 3 credits</b>	
ENG 2001 Arts and Ideas	3

<b>Health Information Administration - 42 credits</b>	
HIT 100 Introduction to Allied Health & Health Care Organization	3
HIT 103 Licensing Agencies/Legal Aspects	3
HIT 105 HIM Systems/Non-Acute Records	3
HIT 109 Medical Terminology	3
HIT 200 Health Statistics/Abstracting	3
HIT 201 Coding I	3
HIT 203 Coding II	3
HIT 205 Basic Comp App HIM	3
HIT 206 Prof. Practice Experience I	3
HIT 208 Basic Pathophysiology	3
HIT 210 Supervisory Principles	3
HIT 212 Quality Improvement in Healthcare	3
HIT 214 Prof. Practice Experience II	3
HIT 216 Introduction to Business	3

**Credit Requirements**  
A minimum of 71 credits is required for this degree.

**Grade Requirement**  
The minimum passing grade within the major is C (a grade of C- is not acceptable).

**Prerequisites:** Mathematics proficiency and high school biology.

\* same as BUS 101

February 2010



**GWYNEDD-MERCY  
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School of Allied Health Professions

**Health Information Technology**  
Coding Certificate  
2010-2011 curriculum

A student must complete the course and credit requirements as defined on this curriculum sheet to be a candidate for the Certificate in Coding. Additional policies and procedures may be found in the HIM Coding Certificate Program Brochure.

**GENERAL EDUCATION**

Natural Science and Mathematics - 8 credits		
BIO 107	Anatomy & Physiology I	3
BIO 108	Anatomy & Physiology Lab	1
BIO 108	Anatomy & Physiology II	3
BIO 108L	Anatomy & Physiology Lab	1
Computer Information Sciences - 3 credits		
CIT 101	Intro to Desktop Computing	3

**MAJOR**

Health Information Administration - 30 credits		
HIT 100	Introduction to Allied Health & Health Care Organization	3
HIT 105	Licensing Agencies/Legal Aspects	3
HIT 105	HIM Systems/Non-Acute Record	3
HIT 109	Medical Terminology	3
HIT 201	Coding I	3
HIT 203	Coding II	3
HIT 204	Advanced CPT	3
HIT 207	Reimbursement Methods	3
HIT 208	Basic Pathophysiology	3
HIT 209	Coding Directed Practicum	3

**Credit Requirements**  
A minimum of 41 credits is required for this certificate. A minimum of 21 Gwynedd-Mercy College credits are required.

**Grade Requirement**  
The minimum passing grade within the major is C (a grade of C- is not acceptable).

**Prerequisites:** Mathematics proficiency and high school biology.

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**GWYNEDD-MERCY COLLEGE**  
School of Allied Health Professions

**Health Information Technology**  
Post HIM Coding Certificate  
2010-2011 curriculum

A student must complete the course and credit requirements as defined on this curriculum sheet to be a candidate for the Certificate in Coding. Additional policies and procedures may be found in the current Health Information Coding Certificate Programs Brochure.

**MAJOR**

Health Information Administration – 9 credits		
HIT 208	Advanced CPT	3
HIT 209	Reimbursement Methods	3
HIT 209	Coding Directed Practicum	3

**Grade Requirement**  
The minimum passing grade within the major is C (a grade of C- is not acceptable).

**Prerequisites:** An associate or bachelor degree from an accredited AHMA/AM program is required. Mathematics proficiency and high school biology.

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A student must complete the course and credit requirements as defined on this curriculum sheet to be a candidate for the Post-Baccalaureate Certificate in Health Information Administration. Additional policies and procedures may be found in the current College Catalog.

**GENERAL EDUCATION**

Language, Literature, and Fine Arts - 6 credits		
COM 101	Public Speaking	3
ENG 219	Technical Writing	3
Humanities - 3 credits		
ECN 101	Economic Problems	3
Behavioral and Social Sciences - 6 credits		
PSY 111	Statistics	3
SOCC 215	Methodology	3

**MAJOR**

Health Information Administration - 21 credits		
HIA 301	Adv. Performance Improvements in HIM	3
HIA 303	Advanced Computer Applications in HIM	3
HIA 306	Health Info Management Science	3
HIA 401	Advanced Pathology	3
HIA 403	Current Topics in Health Care	3
HIA 405	Management Project - Capstone	3
HIA 407	Management Practicum - Capstone	3
Accounting - 9 credits		
ACC 106	Principles of Accounting I	3
ACC 106	Principles of Accounting II	3
ACC 301	Managerial Accounting	3
Business - 3 credits		
BUS 371	Introduction to Human Resource Management	3
Computer Information Sciences - 6 credits		
CIT 213	Intro to Systems Analysis	3
CIT 215	Intro to Relational Databases	3

**Credit Requirement**  
The Post-Baccalaureate Certificate requires an earned bachelor degree in a related field (business, management, health science) and a RHIT credential from the American Health Information Management Association. The minimum total credits required is 30. These 30 credits must be earned at Gwynedd-Mercy College.

**Grade Requirement**  
The minimum passing grade within the major is C (a grade of C- is not acceptable).

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