

Bachelor of Science in Health Information Administration

The Health Information Administration Program offers preparation for a professional area of service in hospitals, clinics, and related health facilities and agencies. Graduates are prepared to serve as entry level health information administrators. The health information administrator is responsible for the management of health information systems consistent with medical, administrative, ethical and legal requirements of the health care delivery system. The profession combines knowledge of health care systems and business administration.

The health information administration (HIA) program is designed to provide flexibility for the student. It consists of the Health Information Technology Program plus two years of prescribed work. The student is encouraged to read the Catalog requirements of the HIT program. A progression policy has been developed to facilitate entry into the HIA Program. Students should consult their advisors for evaluation of possible credits earned through successful completion of the Registered Health Information Technician (RHIT) exam or previous work experience.

The program is accredited by the Commission on Accreditation of Health Informatics and Information Management Education (CAHIIM). Following graduation, students may apply to write the registration examination administered by AHIMA. Individuals who pass the examination are entitled to use the designation RHIA (Registered Health Information Administrator). The Health Information Management Programs Student Handbook supplements the information outlined herein the catalog and identifies additional program specific requirements.

Admission to the Program

Formal application to the HIA Program is made during the spring semester while completing the second year courses in the HIT program. Timing will vary among transfer students without the HIT degree, but should coincide with the spring semester while completing the second year courses in the HIT program. Progression students (RHIT's returning to complete the HIA degree) will apply during their first semester of enrollment. Those students who demonstrate a potential for achievement are admitted to the HIA Program. The application process requires the student to:

1. Complete a questionnaire.
2. Obtain two letters of reference from non-family members and non-AHIMA credentialed faculty.
3. Be interviewed, during which time the applicant will be presented with a problem dealing with ethics, management or professional skills to which the student will respond verbally. For distance education students, this will be done by a telephone interview. A time will be set up with the panel and the student will phone using the toll-free number (1-800-641-4309). Students on campus will complete their interview in person at a scheduled time and site at Dakota State University.
4. Complete a release form authorizing information to be reviewed by the HIA Admission Review Committee.
5. Possess a current RHIT certification or a cumulative GPA of 2.7 in all HIM courses within the HIT program as well as an overall cumulative GPA of 2.25 or above. The academic summary will be used to calculate the HIM GPA.

All documentation is to be provided to the HIM Program Director. Forms are available at the HIM Program website: www.departments.dsu.edu/him Transcripts, letters of recommendation, and questionnaires can be faxed to 605-256-5208 or 605-256-5060.

The HIA Admission Review Committee will complete an assessment in which the student is expected to obtain an overall satisfactory rating of 30 points out of a maximum of 45 points.

System-wide General Education Requirements* 30

Institutional Graduation Requirements 11

* Majors must take BIOL 151 and MATH 102 as part of the system-wide general education requirement.

Health Information Administration Courses 77

ACCT 210	Principles Accounting I.....	3
BADM 220	Business Statistics.....	3
BADM 360	Organization & Management.....	3
BADM 460	Human Resources Management	3
BIOL 323	Human Anatomy and Physiology	4
CIS 325	Management Information Systems	3
CSC 206	Adv. Computer Applications: Access	1
HIM 130	Basic Medical Terminology	2
HIM 150	Introduction to the Health Information Mgmt.	3
HIM 160	ICD-9-CM Healthcare Coding Systems	3
HIM 170	Legal Aspects of Health Information Mgmt.	3
HIM 250	Alternative Site Health Information Mgmt.....	2
HIM 252	Basic Foundations of Health Data Systems.....	3
HIM 260	Fundamentals of Human Diseases.....	5
HIM 262	CPT/HCPCS Healthcare Coding Systems.....	3
HIM 264	Healthcare Reimbursement Methodologies.....	1
HIM 265	Management of Quality and Related Functions for HIM.....	4
HIM 285	Supervised Professional Practice	2
HIM 286	Supervised Professional Practice	1
HIM 287	Supervised Professional Practice	3
HIM 360	Management of Health Information Centers I.....	3
HIM 361	Management of Health Information Centers II.....	3
HIM 443	Current Trends in Health Care Delivery	3
HIM 444	Advanced Health Data Systems.....	3
HIM 450	Research in HIA.....	3
HIM 485	Health Information Administration Supervised Professional Practice	4
OED 344	Business Communications.....	3

Electives* 10

*One of these electives are met when completing BIOL 151 as part of the system-wide general education.

Curriculum Notes:

Courses are sequenced so that each successive course builds on the information presented in the prerequisites. It is therefore mandatory that students observe course sequencing in preparation of their schedules.

Electives must be chosen so that at least 40 credits at 300-400 level are completed.

HIA students are required to complete 2 credit hours, 2 weeks of HIM 285 Supervised Professional Practice in an appropriate acute care facility; 1 credit hour, 1 week of HIM 286 Supervised Professional Practice in a non-traditional setting facility; 3 credit hours, 3 weeks of HIM 287 Supervised Professional Practice in an appropriate acute care facility; and 4 credit hours, 4 weeks of HIM 485 Health Information Administration Supervised Professional Practice in an appropriate acute care facility. Each student spends time in various-sized institutions under the direction of a qualified Clinical Supervisor.

Health Information Administration - Sample Schedule

Fall Semester - First Year

HIM 130	Basic Medical Terminology	2
HIM 150	Introduction to Health Info. Mgmt.	3
CSC 105	Intro to Computers	3
ENGL 101	Composition I	3
BIOL 151	General Biology	4
Total: 15 Credits		

Summer (between first and second year)

HIM 285	Supervised Professional Practice.....	2
Total: 2 Credits		

Fall Semester - Second Year

HIM 160	ICD-9-CM Healthcare Coding Systems	3
HIM 252	Basic Foundations of Health Data Systems	3
MATH 102	College Algebra	3
CIS 325	Management Information Systems	3
	SGE Goal 3 (Social Science)	3
Total: 15 Credits		

Summer (After second year)

HIM 286	Supervised Professional Practice.....	1
HIM 287	Supervised Professional Practice.....	3
Total: 4 Credits		

Fall Semester - Third Year

ENGL 201	Composition II	3
	SGE Goal 6 (Nat. Sci.)	3
ACCT 210	Principles of Accounting I	3
OED 344	Business Communications	3
WEL 100	Wellness for Life/Lab	2
Total: 14 Credits		

Fall Semester - Fourth Year

HIM 360	Management of Health Information Centers I	3
HIM 443	Current Trends in Health Care Delivery	3
	IGR (Written Comm.)	3
HIM 444	Adv. Health Data Systems	3
	Electives	3
Total: 15 Credits		

Summer (After fourth year)

HIM 485	Health Info. Administration Supervised Professional Practice.....	4
Total: 4 Credits		

Spring Semester - First Year

HIM 170	Legal Aspects of Health Information Management.....	3
HIM 250	Alternative Site Health Info. Mgmt.	2
HIM 260	Fundamentals of Human Diseases.....	5
BIOL 323	Human Anatomy and Physiology	4
CIS 130	Visual Basic Programming	3
or		
CSC 150	Computer Science I	
Total: 17 Credits		

Spring Semester - Second Year

BADM 360	Org. and Management.....	3
HIM 265	Mgmt. Qua. and Related Functions for HIM	4
HIM 262	CPT-HCPCS Healthcare Coding Systems	3
HIM 264	Healthcare Reimbursement Methodologies.....	1
	SGE Goal 2 (Oral Com.)	3
	SGE Goal 4 (Arts/Hum).....	3
Total: 17 Credits		

Spring Semester - Third Year

BADM 220	Business Statistics.....	3
BADM 460	Human Resources Mgmt.....	3
CSC 206	Adv. Comp. Applic.: Access	1
SGE Goal 3 (Soc. Science)		3
	Electives	3
Total: 13 Credits		

Spring Semester - Fourth Year

HIM 361	Management of Health Information Centers II.....	3
HIM 450	Research in HIA.....	3
	SGE Goal 4 (Arts/Hum).....	3
	Electives	3
Total: 12 Credits		