

## School of Health and Rehabilitation Sciences

# HEALTH INFORMATION MANAGEMENT

[www.shrs.pitt.edu/CMS/Departments/HIM.asp](http://www.shrs.pitt.edu/CMS/Departments/HIM.asp)

The health information manager (registered health information administrator) is responsible for managing the key information center—the medical record departments—of hospitals; mental health agencies; rehabilitation centers; and home care, ambulatory care, and long-term care facilities, to name a few. Health information managers plan, organize, and direct the analysis, design, implementation and maintenance of health information systems. They work with medical staffs to develop methods for evaluating patient care and with medical and administrative staffs on research projects utilizing healthcare information.

In order to meet the data requirements of all facets of the healthcare delivery system, a broad-based curriculum has been designed for health information management (HIM) students. The health information manager combines knowledge of health care, health records, information management, and administration to provide quality services that meet the medical, epidemiological, administrative, legal, ethical, regulatory, and institutional requirements of the healthcare delivery system being served. The graduate also must have an understanding of anatomy, physiology, pathophysiology, epidemiological research, statistical methods and legal aspects of healthcare, as well as knowledge of both state and federal regulations. In order to help students achieve this knowledge, Pitt's HIM program offers students personalized instruction and contact with faculty, access to more than 200 health care agencies and facilities (including major teaching hospitals), and a fully accredited program leading to specialized professional credentials.

Healthcare reform, changes in reimbursement practices, and the critical need for documentation and quality improvement programs provide many career opportunities for HIM professionals. Traditionally, HIM graduates are employed in hospitals, but they also may be employed by consulting firms, computer/software vendors, government agencies, and other settings that require data management and the management of medical records.

### Pre-Professional Preparation in the School of Arts and Sciences

Students are admitted into the health information management program after successful completion of a minimum of 60 credits. Students also must maintain a cumulative and prerequisite quality point average of 2.5 and obtain a minimum grade of C- in all prerequisite courses, as well as participate in volunteer or paid work experience in HIM. The prerequisite courses include the following:

Introduction to Biology (3 cr.)

Introduction to Chemistry (3 cr.)

Communication/Public Speaking (3 cr.)

Information Science and/or Computer Science\* (9 cr.)

General Writing (6 cr.)

Mathematics\*\* (2–3 cr.)

General Psychology (3 cr.)

Statistics\*\* (3–4 cr.)

Humanities and Social Sciences Electives (6)

(Anthropology, Economics, English Literature/Writing, Foreign Languages, History, Music, Performing and Visual Arts, Philosophy, Religion, Sociology, etc.)

*\*must include a programming course*

*\*\*A combination of 6 credits of math and statistics is required.*

### The Pitt Guarantee

Entering freshmen may qualify for guaranteed admission into the HIM program. All incoming freshmen who choose Pre-Health Information Management as an intended field of study on the admissions application will be considered by the Office of Admissions and Financial Aid for this guarantee. Other students may be considered for admission at the junior-year level after completion of the prerequisite classes above.



## Upper-level Division Curriculum

The upper-level course work comprises 63 credits, including the following:

### *Junior Year—Fall Term (18 credits)*

#### **HRS 1020 Anatomy and Physiology (4 credits)**

This course is a survey of the anatomy of the human body and an introduction to human physiology.

#### **HRS 1027 Pathophysiology (4 credits)**

Students will examine mechanisms that produce disease and injury, the ways in which the body responds to these mechanisms, and the clinical manifestations produced by the body's response.

#### **HIM 1405 Medical Terminology: Independent Study (0 credits)**

This course is a basic study of the professional language of medicine, including word construction, pronunciation, spelling, definition, and the use of terms.

#### **HIM 1406 Database Theory and PC Tools for HIM Professionals (2 credits)**

This lab will introduce students to a variety of software packages they will use throughout the HIM curriculum.

#### **HIM 1407 Data Base Theory and PC Tools for HIM Professionals—Lab (1 credit)**

#### **HIM 1415 Introduction to Health Information and the Health Care System (3 credits)**

This course provides an introduction to the historical development of the health care field with emphasis on the organizational structure of health institutions, as well as an introduction to the Medical Records Department, its functions and an overview of the American Health Information Management Association.

#### **HIM 1416 Introduction to Health Information and the Healthcare System Lab 1 (1 credit)**

This lab experience provides students with the opportunity to apply the theory and concepts of medical record science. The content, format, purpose, confidentiality and retention of medical records and tumor registry records and data will be emphasized.

#### **HIM 1420/HRS 1009 Organization Theory and Concepts in Healthcare Facilities (3 credits)**

This course helps the students attain a more comprehensive and useful understanding of the organizations in which they will be spending considerable time and energy for their career.

### *Junior Year—Spring Term (14 credits)*

#### **HIM 1435 Classification Systems in Health Care (3 credits)**

This course will introduce the student to the principles of taxonomy. The course will include the purposes of classifying diseases and operations and the differences between nomenclature and classification.

#### **HIM 1436 Classification Systems Lab 2 (1 credit)**

Students will receive hands-on experience in ICD-9-CM coding, proper application of UHDDS guidelines, DRG assignment, CPT-4 coding, reporting and interpreting statistical data, and utilizing automated systems for encoding, grouping and data entry.

#### **HIM 1438 Cancer Registry Theory and Practice Lab (2 credits)**

This course provides students with practical experience in the design, development, performance, and administration of various types of research databases. The primary focus is on the organizational and operational functions of a cancer registry.

#### **HIM 1440 HIM Clinical Education 1 (2 credits)**

This course includes supervised practice of technical functions within a health information management department under the direction of field instructors at affiliate hospitals.

#### **HIM 1442 Application of Statistical Concepts in HIM (3 credits)**

This course is designed to present the student with an understanding of the research process and the role of statistics within that process.

#### **HIM 1455 Quality Management (2 credits)**

Principles and approaches to the assessment of quality in health care are the focus of this course. Theoretical and pragmatic issues related to quality assessment, utilization review, and risk management will be addressed.

**HIM 1456 Quality Management Lab (1 credit)**

This lab focuses on the practical applications of assessing the quality of health care, utilization review, managed care, and risk management. Students will design, implement, and present a quality assessment study related to the above areas.

**Junior Year—Summer Session I (6 credits)****HIM 1445 Human Relations in Healthcare Systems (2 credits)**

This class is a blend of classical theories on the nature of human interaction and contemporary issues in the health care community.

**HIM 1460 HIM Clinical Education 2 (1 credit)**

This course provides supervised practice and introduction to the following areas: quality assessment/improvement, utilization management, risk management, clinical pathways, physician office practice, and cancer registry functions.

**HIM 1462 Epidemiology (2 credits)**

Students will learn the basic concepts of epidemiology, its purpose, and how it can be used in health information management and the cancer registry. Students will be responsible for developing a research proposal related to health information management and epidemiology.

**HIM 1465 Reimbursement Seminar (1 credit)**

Weekly guest speakers will present information on topics relating to financial and reimbursement issues in the health-care environment.

**Senior Year—Fall Term (13 credits)****HIM 1470 Supervision of Human Resources in Health Care (3 credits)**

This course focuses upon the issues associated with supervision in health care. Discussion will consist of general management/supervisory principles, concepts and methods, with specific applications to health care and health information management.

**HIM 1475 HIM in Nontraditional Settings**

The purpose of this course is to introduce the student to the patterns and modes of healthcare delivery in settings other than that of the acute general hospital.

**HIM 1480 HIM Clinical Education 3 (2 credits)**

This course is designed to provide the students with an opportunity to observe and participate in the health record systems maintained in non-acute health care and health-related agencies (home health agencies, insurance companies, etc.).

**HIM 1482 Legal Aspects of Health Care (2 credits)**

This course will review the fundamental bases of American law including the source of law, the functions of the branches of government, regulatory law, and health law.

**HIM 1485 Systems Analysis (3 credits)**

This course is designed to give the student an insight into the procedures and techniques that can be used to analyze healthcare systems. Focus is on the "how to" of systems by demonstrating fundamental skills and techniques that can be applied immediately.

**Senior Year—Spring Term (12 credits)****HIM 1486 Financial Management (2 credits)**

This course is designed as an introduction to the principles, concepts, and issues of financial management in the health-care organization.

**HIM 1490 Electronic Health Records (3 credits)**

This course is an introduction to health information systems, including information technologies, the CPR, the system life cycle, and data management.

**HIM 1495 HIM Clinical Education 4 (4 credits)**

This six-week experience includes the following: one week of activities involving systems analysis scheduled at a local facility, four weeks of supervised managerial experience in a health information management department, and one week of supervised managerial experience in an approved cancer registry.

### **HIM 1496 Senior Project (3 credits)**

The student is encouraged to select, investigate, and present a project with practical application to current health information, disease registries, and information systems in the community.

#### **For more information about HIM, contact:**

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School of Health and Rehabilitation Sciences  
4020 Forbes Tower  
Pittsburgh, PA 15260  
412-383-6558  
E-mail: [admissions@shrs.pitt.edu](mailto:admissions@shrs.pitt.edu)  
[www.shrs.pitt.edu](http://www.shrs.pitt.edu)

#### **For more information about other majors, contact:**

University of Pittsburgh  
Office of Admissions and Financial Aid  
Alumni Hall, 4227 Fifth Avenue  
Pittsburgh, PA 15260-6601  
412-624-PITT  
E-mail: [oafa@pitt.edu](mailto:oafa@pitt.edu)  
[www.pitt.edu/~oafa](http://www.pitt.edu/~oafa)

## **Special Programs and Opportunities**

### **Health Information Management Association**

This student organization aims to encourage the understanding of current theories and procedures in the practice of health information management, and to provide students of health information management with the opportunity to become acquainted with their peers and professional practitioners. Their activities include the annual American Health Information Management Association conference, a booth at the Hand-in-Hand Festival, a homecoming float, health information management recruitment at high schools, and fundraisers.

### **Internships**

Having an internship can be one of the most enlightening and productive aspects of your undergraduate education. It not only gives you a closer look at working in a particular field, but can help you gain a competitive edge, make contacts in the marketplace, and earn credits toward your degree. Pittsburgh is an exciting place for internship opportunities: internationally known as a renowned center for health care and groundbreaking medical research; home to many corporate headquarters, including H.J. Heinz, Fisher Scientific, PPG Industries, and Alcoa; and a city with a wealth of cultural and entertainment activities, including three professional sports teams and the Carnegie system of museums. Internships are not limited to Pittsburgh, however. Every year, students complete internships in cities such as Philadelphia, Pa.; Washington, D.C.; New York, N.Y.; and their own hometowns. Some students even complete an internship as part of their study abroad experience.