

B.S. in Health Information Management

Joint-Degree Program

School of Arts and Science & School of Health Professions

A Bachelor of Science in Health Information Management (HIM) is a joint-degree program between the School of Arts & Sciences-Newark (SASN) and the School of Health Professions (SHP). Upon near completion of the requirements for the Core Curriculum, as well as prerequisites for the HIM program, students apply to transfer to SHRP, where they complete 15-months of professional training for the major **online**.

What is the Program?

The HIM program prepares students to work in the business side of health care. The program will prepare graduates to work in more than 75 careers in all aspects of health care management in multiple venue including hospitals, physician offices, insurance companies, and compliance offices. The HIM major prepares students to become health care professionals responsible for the management of health information systems in a manner that is consistent with medical, administrative, ethical, and legal requirements. HIM professionals collect, analyze, and utilize data to provide information critical to the health care industry. Career opportunities in health information now extend well beyond the health information department and the acute care facility. Professionals with technical expertise, problem-solving skills, knowledge of clinical medicine, and superior communication skills are needed to ensure quality health care documentation, protect patient confidentiality, and develop and maintain the electronic health record.

The Profession

The Health Information Manager is a member of the health care team and is the professional responsible for management of health information systems consistent with medical, administrative, ethical and legal requirements. Health information professionals collect, analyze and utilize data to provide information critical to the health care industry. A Registered Record Administrator (RHIA) collects many kinds of data from a variety of sources, monitors the integrity of the information, ensures appropriate access to health records and manages the analysis and use of this data.

Traditionally, Health Information professionals have been employed as department managers in hospital centers. In this positions, the major areas of responsibility include: determining health information policies; planning; budgeting; acting as a liaison with other departments; evaluating employee performance; educating departmental staff,

medical staff and ancillary departments to assure quality information; and serving on important committees such as quality management and utilization review.

The need for accurate and up-to-date health records is not confined to health care facilities. RHAs are employed by managed care organizations, insurance companies, law firms, physician offices, consulting firms, software companies and the pharmaceutical industry.

SHP Admission Requirements and Pre-requisites

Requirements for all health information management degree and certificate programs:

- **June 1st** deadline for Fall Admissions.
- An overall minimum grade point average of 2.75 on a 4.0 scale is required.
- 59 credits of general education prerequisite courses with a grade of C or better. In addition to general education courses in writing and liberal arts and sciences, prerequisites must include: Anatomy and Physiology (8 credits), College Algebra (3 credits), Statistics (3 credits), and Financial Accounting (3 credits). Submission of essay stating why applicant has selected HIM as a program and/or profession.
- Submission of essay stating why applicant has selected HIM as a program and/or profession.
- Submission of official transcripts* of all previous college courses as well as an updated transcript from the affiliate institution, if applicable.
- Submission of documentation indicating courses in progress and/or to be completed prior to enrollment**

Rutgers University-Newark School of Arts and Sciences Requirements

In order to pursue the HIM joint-degree major at RU-N and apply to SHP to continue the professional courses, a student must meet all the requirements outlined below. Once a student has met the requirements below, they will apply directly through the SHP Admission's Office via the online application for admission to the HIM program.

- Successfully complete the NCAS Core Curriculum courses
- Successfully complete and meet the Writing-Intensive requirements
- Successfully complete the HIM prerequisite courses outlined below
- Maintain a cumulative grade point average (GPA) of 2.75 or higher and a grade of "C" or better on all prerequisite courses
- All transfer students with an Associate's degree or significant number of credits transferred must complete a minimum of 30 credits at RU-N

NCAS Core Curriculum = 38 credits

Credits	Course Number	Course Title
3	21:355:101	English Composition I
3	21:355:102	English Composition II
3	21:640:109 <i>or higher</i>	College Algebra Science Business
9	History/Literature Core Courses <i>*must complete at least one course in history and literature each with the third course being history or literature</i>	Select from history/literature core courses
6	Social Science Core Courses	Select from social science core courses
8	Natural Science Core Courses	Select from natural science core courses
3	Arts and Media Core Courses	Select from arts and media core courses
3	Other Liberal Arts Core Courses	Select from other liberal arts core courses

Additional NCAS Courses

Students must complete two (2) Writing Intensive (WI) courses as part of their degree requirements. Students may select a core curriculum or an elective course in NCAS that is also designated as writing intensive. In the major, the NCAS Writing across the Curriculum Coordinator has approved BINF 4310 (Performance Improvement), as a writing intensive course.

HIM Prerequisite Courses Completed at RU-N

PRE-REQ COURSES	CREDITS	Rutgers University-Newark Course
College Algebra	3	College Algebra Science Business: 21:640:109 <i>or higher</i>
Anatomy & Physiology I	4	Anatomy & Physiology I: 21:120:141
Anatomy & Physiology II	4	Anatomy & Physiology II: 21:120:142
Principals of Management	3	Intro to Management: 29:620:301
Financial Accounting	3	Intro to Financial Accounting: 29:010:203
Statistics	3	Statistics 21:640:211 <i>or</i> 21:220:203
Intro to Computers	3	Intro to Computers & Info Processing 21:198:100

SHP HIM Curriculum Courses

Upon admission to the HIM program at SHP, the student will complete the curriculum of courses outlined below in a 15-months program

Semester	Course#	Course Title	Credits
1. Required	<i>Students complete core requirements and see advisement for elective courses</i>		
2. Core	<u>BINF3010</u>	Medical Terminology	3
	<u>BINF3110</u>	Legal Aspects of Health Information	3
	<u>BINF3126</u>	Health Data Management I	3
	<u>BINF3127</u>	Health Data Management II	3
	<u>BINF3301</u>	Classification & Reimbursement Systems	3
	<u>BINF3311</u>	Introduction to Coding	3
	<u>BINF3411</u>	Disease Pathology I	3
	<u>BINF3412</u>	Disease Pathology II	3
	<u>BINF4200</u>	Financial Concepts for HIM	3
	<u>BINF4220</u>	Research Concepts for HIM	3
	<u>BINF4305</u>	H I Services Administration	3
	<u>BINF4310</u>	Performance Improvement	3
	<u>BINF4311</u>	Electronic Health Records	3
	<u>BINF4500</u>	HIM Competency Review	1
	<u>BINF4619</u>	Management Affiliation (Capstone)	3
	<u>BINF5000</u>	Essentials of Informatics in Health Care	3
	<u>BINF5515</u>	Information Governance	3
	<u>BINF5520</u>	Healthcare Analytics	3
3. Major Electives	<i>Elective Courses (6 Credits or More)</i>		
	<u>BINF4216</u>	Coding with ICD Part I	3
	<u>BINF4217</u>	Coding with ICD Part II	1
	<u>BINF4313</u>	Coding with CPT	2
	<u>BINF4536</u>	Healthcare Compliance I	3
	<u>BINF4537</u>	Healthcare Compliance II	3
	<u>BINF5005</u>	Health Care Information Systems	3
	<u>BINF5131</u>	Health Care Finance Systems	3
	<u>IDST4150</u>	Ethics of Healthcare	3
	<u>IDST5110</u>	Health Services Issues and Trends	3
	<u>IDST5600</u>	Management and Leadership in Health Care	3
			Curriculum Total : 61

School and Program Contact Information

RU-N School of Arts and Sciences

Mr. Yaw Appiah, *Academic Advisor*

Email: yba5@rutgers.edu

School of Health Professions

Dr. Dasantila Sherifi, *HIM Program Manager*

Email: ds1729@rutgers.edu