



## Health Information Management (HIM) Technician Certificate 2018–2019

### **DESCRIPTION:**

The HIM Technician Certificate prepares students to assist in compiling orderly patient charts (paper, hybrid, or electronic) to meet the requirements for licensure and certification. Students also learn how to perform duties such as release of information to help assist in continuity of patient care. The HIM Technician Certificate is required for all students pursuing the Medical Coding Certificate program and the HIMT two-year degree. The HIM Technician Certificate program is primarily web-based; however, some courses are only offered on campus. Also, some of the web-based courses require students to come to campus for proctored tests and occasional class meetings. For more information, see [csc.edu/himt](http://csc.edu/himt).

### **ADMISSION REQUIREMENTS:**

This is a non-selective, open-admission program. A high school diploma or G.E.D. equivalency is required.

### **ONGOING REQUIREMENTS:**

All HIMT courses must be completed with a “C” or higher.

### **OPPORTUNITIES FOR GRADUATES:**

#### **Career:**

Job titles include health information specialist, electronic health record (EHR) technician, medical record specialist, and medical records clerk.

#### **Transfer:**

Students who successfully complete HIM Technician Certificate program are eligible to apply for either the HIMT A.A.S. degree program or the Medical Coding Certificate program.

**CERTIFICATE REQUIREMENTS (HEALTH INFORMATION MANAGEMENT TECHNICIAN CERTIFICATE):****FIRST SEMESTER**

Course	Term	Credits	Milestones
CSCI 1001 Computer Fundamentals	AU/SP/SU	2	
HIMT 1111 Intro to Health Information Management	AU	2	
HIMT 1135 Health Data Management	AU	3	
HIMT 1133 Legal Aspects of HIM	AU	2	
<b>Semester Credits</b>		<b>9</b>	• Students eligible to apply to either the HIMT degree program or the Medical Coding Certificate program.

**SECOND SEMESTER**

Course	Term	Credits	Milestones/Progress Check
CSCI 1101 Computer Concepts & Applications	3	AU/SP/SU	
HIMT 1121 Advanced Medical Terminology	2	AU/SP/SU	
HIMT 1274 Intro to Medical Coding & Reimbursement	2	AU/SP/SU	
<b>Semester Credits</b>		<b>7</b>	
<b>Total</b>		<b>16</b>	

AU: Autumn Semester/SP: Spring Semester/SU: Summer Semester  
Requirements subject to change.