



PHOENIX
COLLEGE

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HEALTH INFORMATION MANAGEMENT

1202 WEST THOMAS ROAD
PHOENIX, AZ 85013

WWW.PHOENIXCOLLEGE.EDU/HIM

HEALTH INFORMATION CERTIFICATE

(MAJOR CODE 5324)

Additional Programs Offered by the Health Information Management Department:

- Health Information Technology -
AAS Degree
- Medical Billing and Coding:
Physician-Based Certificate
- Medical Coding: Hospital-Based
Certificate

PROGRAM DESCRIPTION

The Health Information Certificate Program prepares individuals for entry-level health information processing positions in various health care facilities. A processor can perform such duties as file and retrieve health records, analyze documentation, compile statistics, assemble health records, release health information to authorized persons, gather information for medical billing, and provide health information assistance to technical and supervisory staff.

EMPLOYMENT OPPORTUNITIES

Individuals with a HI Certificate find employment as specialists in hospital health information departments or as generalist processors in ambulatory care clinics or physician practice settings. Entry salaries vary depending on qualifications and job responsibilities and average \$10.00 to \$15.00/hour.

PHYSICAL REQUIREMENTS

Work in health information may require physical activities including continuous computer data entry, filing, retrieving, and transporting records, and extended periods of sitting and/or standing. Limited lifting of records.

ADMISSION CRITERIA

- Submission of HIM Certificate Programs Application form to the Health Information Management Department.
- High school diploma or GED or equivalent
- English assessment reflecting eligibility for ENG 101 First Year Composition or ENG 107 First Year Composition for ESL or permission of Program Director
- Successful receipt of fingerprint/background check clearance card (must be presented in person). Obtain the card application packet from the Phoenix College Advisement Center.

FOR YOUR INFORMATION

- Courses are available both during the day and evenings. Part-time enrollment is possible.
- Advanced placement is available depending on documentation of experience or prior education. See Program Director.
- Courses may be offered only once a year. Advisement for sequencing is important.
- All courses in this curriculum are applicable to the Associate of Applied Science degree in Health Information Technology. The AAS program requires literacy testing and an additional application.

APPROXIMATE COST

Tuition: \$71 per credit hour plus lab fees

Textbooks: \$800

Approximate Cost of Program: \$2,600 - \$2,800

(curriculum revision pending Board approval 5/09)



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CURRICULUM PATHWAY

Level I and II Common/Shared Courses

HCC 109	CPR for the Health Care Provider OR current CPR certification at the health provider or professional rescuer level	0.5 Credit
HCC 130#+	Fundamentals in Health Care Delivery	3.0 credits
HCC 145#+	Medical Terminology for Health Care Workers	3.0 credits

Level II Program Courses

BPC 110#	Computer Usage and Application	3.0 credits
HIM 101*#+	Introduction to Health Information Management	1.0 credits
HIM 106*#+	Legal Aspects of Health Information Management	3.0 credits
HIM 140*~	Acute Care Documentation and Standards	2.0 credits
HIM 150*~	Health Care Data	2.0 credits
HIM 180*+~	Introduction to Medical Billing and Reimbursement	2.0 credits
HIM 201*~	Health Information Statistics and Research	2.0 credits
HIM 206*~	Health Information Management in Alternative Care Settings	2.0 credits
MAT 102*#	Mathematical Concepts/Applications	3.0 credits
TOTAL PROGRAM CREDITS		26.5 credits

Symbol Key

*course has a prerequisite; + course is available via assessment (test out); # course is available via the Internet; ~ course is available via hybrid (part classroom, part online) scheduling

Notes

All HCC courses require a grade of 75% or better

All other pathway courses require a grade of “C” or better.

HCC 130 and 145 courses are waived for students who have completed an Associate of Applied Science or higher degree in a health science discipline from a regionally accredited institution of higher education recognized by the Maricopa Community Colleges.

FOR ADDITIONAL INFORMATION

Health Professions Advisors

PC Advisement Center

(602) 285-7110 or (602) 285-7862 appointments