CENTRE FOR
Distance Education
Your future – at your finger tips

Health Information Management (3 Year Program)

156 Weeks | 2340 Hours | Pre-Requisite: Grade 12 or equivalent

Program Overview

If you're highly organized and interested in studying biomedical sciences, computer sciences and information technology, health information science, classification systems and coding, data analysis and presentation, epidemiology, statistics, ethics, and health law, then Health Information Management could be for you.

Health information management addresses the nature, structure and translation of data into usable forms of information for the advancement of health and health care of individuals and populations.

Your skills in the collection and analysis of health data to provide information used by clinicians, the health system, government agencies and researchers will make you highly valuable to top employers.

As a Health Information Management Professional you'll be uniquely knowledgeable concerning health information privacy issues, data security and the legislation associated with personal health information. You'll be a vital resource in the development and deployment of the interoperable Electronic Health Record in Canada.

This challenging program is delivered via structured, web-based courses as well as practical experience in a health setting, similar to a work term.

Collect, maintain, manage and secure vital health information.

Centre for Distance Education is registered with Nova Scotia Department of Education, Commission for Independent Education Florida, ISO 9001:2008, the Private Career College Association of Nova Scotia, the Better Business Bureau, the National Association of Career Colleges, and CHIMA.

Career Prospects

Upon successful completion of the program, the student must write and pass the CHIMA national certification examination in order to become employable.

Career opportunities exist in a variety of settings in the health sector, including private clinics, hospitals, long-term care facilities, rehabilitations services, government agencies and research facilities. Graduates can occupy positions specializing in coding, privacy and records management.

Admission Requirements

Unlike our other diploma programs, the HIM program has set intake dates. Please speak with our Admissions department for specific application dates.

HIM program pre-requisites include:

- a High School diploma which includes Grade 12 English, math and at least one Grade 12 science (Biology, Chemistry or Physics), High School Equivalency with upgrades equal to the English, math and science credits above. Transfer of credits may also be applicable;
- a typing speed of at least 30wpm;
- a Criminal Check - required to do practicum;
- an essay outlining why you wish to participate in this program;
- completion of an English proficiency test;
- immunization as required prior to practicum;
- a visit to a local hospital/clinic to see how a department works; and a telephone interview for admissions.

For the employment outlook for the 2017-2026 period regarding Health Information Management Professionals, please visit jobfutures.ca and select the area in which you intend to work upon graduation.

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Course Descriptions

Teaching Method: Computer-based, online learning with instructor facilitation and evaluation, including a real-life business simulation. Course delivery is facilitated with a proprietary mix of tutorial/step-by-step assignments to give the student the appropriate skills & techniques; reflective journal entries to help the student review and cement their learning; and practical, hands-on projects. The various ways of approaching each subject matter ensure that students can relate to the material regardless of learning style, and will impart self-confidence in the students' abilities.

1 Basic College Math

BCM (50 hours)

This course will provide you with techniques and practice to learn practical business applications of math. Using carefully selected examples, the book explains when, where, and why students will use acquired skills. It is organized in a logical and teachable format, with unique and motivating pedagogy.

2 Medical Terminology

HMT (35 Hours)

In this course the student will learn how to analyze words by dividing them into their component parts, and to relate the medical terms to the structure and function of the human body. The student will also receive explanations of clinical procedures, tests and abbreviations associated with each body system

3 Technology & Health Information I

HIT (135 Hours)

Gain hands-on practice with the major Windows operating system , MS Word, PowerPoint, Excel and Access, and how they are being integrated into health information systems.

4 Anatomy & Physiology

A&P (200 Hours)

This course teaches the student how to understand how the human body is structured from the cellular to the tissue level, how tissues form organs and how the organs comprise various systems of the body. The student will learn the body systems – what each system does and the organs it contain and how they function and work together.

5 Pathophysiology

HPP (200 Hours)

This course teaches the student the fundamental concepts and processes in pathophysiology, specific disorders/diseases of the various body systems, physiological changes related to aging, stress and other factors affecting the body, signs and symptoms of the diseases and various tests and treatment methods including pharmacology and medical imaging

6 Business Communications

HBC (50 Hours)

This course will provide the student with the most effective communication techniques for both oral and written communication. Students will be taught how to collaborate on tasks and work as part of a communication team. This content theme provides an overview of basic communication concepts. This section reviews the basic parts of speech, effective reading techniques, using reference material, spelling, using effective words, writing effective sentences, creating paragraphs, editing, proofreading, effective listening, effective speaking, telephone techniques, resumes and job applications, and e-mail and on-line forums.

7 Leadership & Management

LAM (95 Hours)

This study in Leadership and Management helps to develop an understanding of the fundamentals of human behaviour in the workplace, how it impacts on work life, productivity and job satisfaction, and the importance of this knowledge in successful management.

8 Health Information Management I

HIMI (205 Hours)

This course provides an introduction into the Health Information Management profession, a brief history of healthcare delivery and the importance of the health record, and the evolution of the Health Record to what it is today.This course examines the health record functions including health record content, documentation standards, governmental regulations, quantitative analysis, purpose and uses of the record, filing systems, storage and retrieval methods, access and retention of health records

9 Health Data Classification I

HDCI (205 Hours)

This course introduces the ICD-CA/CCI classification systems for coding health data. The student will be introduced to the concepts of the classification of diseases and interventions and treatments for diseases. The student will learn the concepts and standards for coding data for the various body systems; develop an understanding to coding principles, co-morbidities, diagnosis typing.

10 Canadian Healthcare System

CHS (70 Hours)

Gain an understanding of the Canadian Healthcare industry, its history and evolution, health promotion and evaluation.

11 Statistics

HSTA (75 Hours)

This course will provide the student with the necessary skills to understand, use and provide statistical data and reports in a healthcare system. They will understand the role of the Health Information Management professional in data collection, data analysis and data presentation. The student will be able to identify the various types of data used in healthcare, how they are collected, analyzed, and applied in the healthcare setting, and the various graphical and tabular formats in which data can be presented.

12 Ethics in Healthcare

HETH (50 Hours)

This course aims to introduce students to, and familiarize them with, some of the ethical issues that Health Information Management faces, as well as the principles and key concepts involved in dealing with these issues. Students will also develop their critical thinking skills for dealing with ethical issues.

13 Occupational Health & Safety

OHS (10 Hours)

An introductory course in Occupational Health & Safety rules and responsibilities in the workplace.

14 Practicum I

HPI (90 Hours)

This practicum is designed to give the student hands-on experience in a Health Record or Health Information Management Department. The practicum can be completed at any level of care, although ideally it would be completed in a facility that submits coded data to CIHI. The student is expected to develop an understanding of the flow of the health information, how various procedures impact on each other, and how the different departments and levels of care interact to support the flow of information. Each type of facility has unique data needs, processes, activities and functions. The intent of the practicum is for the student to see how one type of facility manages their data; it is for exposure, not to learn 'absolutes'.

15 Health Information Management II

HIMII (255 Hours)

Continued from Year 2. Many of the concepts and principles that were introduced in HIM-I will be expanded upon and illustrated in this continuation.

16 Health Data Classification II

HDCII (125 Hours)

Continue with a review of major systems. Advanced coding, along with multisystemic coding and abstracting will be covered in virtual labs to provide hands on experience.

17 Health Information Law

HILAW (75 Hours)

This course will provide the student with an understanding of the legislation, regulations and legal issues affecting the use of health information in health organizations. It will provide standards for documenting, maintaining, safeguarding, and accessing health information in both paper-based and electronic formats.

18 Epidemiology

HEPI (50 Hours)

Gain an understanding of the study of Epidemiology and its application in various human health issues – including disease transmission, history of disease, assessing illness, intervention and control of disease, and identification of disease – and as a means of evaluating health and healthcare services.

19 Health Informatics

HINF (80 Hours)

This course will provide the student with an understanding of the use of health informatics in health organizations. The knowledge, skills and tools which enable information to be collected, managed, used and shared to support the delivery of healthcare and to promote health.

20 Research Project

HRP (90 Hours)

This entire course is a Research Project. At the end of the course, the student will have written a comprehensive research report on a topic, AND have a PPT slide deck to accompany it. The student will create a well-researched report that reflects an understanding of the specific topic presented in a professional style.

21 Practicum II

HPII (90 Hours)

This project can be assigned by a facility, or assigned by the Practicum Coordinator. The project does not necessarily require daily attendance at a facility - this decision is made by the facility. A facility may request a research project that can be done externally, or with remote access. The nature of the project and the person who will provide the project direction will decide the appropriate student/facility interaction. The student must get the Practicum Coordinator's approval before agreeing to any project.

22 Synthesis Project

SYN (105 Hours)

This course brings together the knowledge and information gained in HIM, Classifications, Management and the Canadian Healthcare System. Supplemented by weekly assignments, the final project will focus on provincial healthcare funding, role of CMG/CACS grouping in funding, and a comparison of patient level costing and activity based funding