

Health Information Administration

Director of Health Information Administration: Margaret Ledda, M.B.A., RHIA

Requirements for the B.S. Major in Health Information Administration

As an online program, men and women are eligible to enroll in this program. To earn a Bachelor of Science degree in Health Information Administration from Stephens College, a student must complete 120 semester hours. A minimum of 36 semester hours (including 15 in the major) must be taken with Stephens College faculty to meet the residency requirement. These distance-learning courses are online-based. Working with the Academic Adviser in consultation with the HIA Program Director, students plan a degree program around their professional and personal commitments. The degree requires completion of 69 specified semester hours in HIA coursework, 30 semester hours of specified general education courses, and 21 semester hours of electives. Transfer credit may be awarded based on previous college coursework. A grade of C or better must be achieved in all HIA foundation and core courses and an overall 2.5 grade point average in the HIA major must be achieved to fulfill graduation requirements.

Required Foundation Courses

BIO 247: Anatomy & Physiology I (3 hrs.)
BIO 248: Anatomy & Physiology II (3 hrs.)
HIA 200: Introduction to Health Information Administration (3 hrs.)
HIA 210: Comparative Health Records Systems (3 hrs.)
HIA 250: Healthcare Statistics (3 hrs.)
HIA 255: Medical Terminology (3 hrs.)
HIA 275: Clinical Applications of Pathophysiology & Pharmacology (3 hrs.)
HIA 281: Medical Coding I (3 hrs.)
HIA 285: Medical Coding II (3 hrs.)

Required Core Courses

All HIA foundation courses must be completed before taking HIA core courses, unless approved by the Program Director. Competency in core courses cannot be demonstrated through prior learning or challenge examination.

CIS 206: Information Systems (3 hrs.)
HIA 225: Principles of Healthcare Management (3 hrs.)
HIA 305: Human Resources Management for Healthcare (3 hrs.)
HIA 330: Legal & Ethical Issues in HIA (3 hrs.)
HIA 347: Management of Clinical Classification & Reimbursement Systems (3 hrs.)
HIA 351: Health Information Systems (3 hrs.)
HIA 354: Principles of Healthcare Finance (3 hrs.)
HIA 355: Integrated Quality Management (3 hrs.)
HIA 365: Performance Improvement for Healthcare Organizations (3 hrs.)
HIA 375: Electronic Health Record Systems (3 hrs.)
HIA 401: Management of Health Information Administration (3 hrs.)
HIA 450: Internship in HIA (3 hrs.)
HIA 491: Senior Seminar in Health Information Administration (3 hrs.) – *Writing Intensive*
HIA 492: Senior Capstone in Health Information Administration (3 hrs.) – *Writing Intensive*

Requirements for the Post-Baccalaureate Certificate in Health Information Administration

Students holding a baccalaureate or master's degree may receive a Post Baccalaureate Certificate in Health Information Administration by completing the 69 semester hours required for the HIA major. Transfer credit may be awarded based on previous college coursework. A grade of C or better must be achieved in all HIA foundation and core courses and an overall 2.5 grade point average in the HIA major must be achieved to fulfill graduation requirements. At least 15 semester hours must be taken with Stephens College faculty. HIA 401, HIA 450, HIA 491 and HIA 492 are required to be taken with Stephens College faculty for the post-baccalaureate certification.

Required Foundation Courses

BIO 247: Anatomy & Physiology I (3 hrs.)
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HIA 250: Healthcare Statistics (3 hrs.)
HIA 255: Medical Terminology (3 hrs.)
HIA 275: Clinical Applications of Pathophysiology & Pharmacology (3 hrs.)
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Required Core Courses

All HIA foundation courses must be completed before taking HIA core courses.

CIS 206: Information Systems (3 hrs.)
HIA 225: Principles of Healthcare Management (3 hrs.)
HIA 305: Human Resources Management for Healthcare (3 hrs.)
HIA 330: Legal & Ethical Issues in HIA (3 hrs.)
HIA 347: Management of Clinical Classification & Reimbursement Systems (3 hrs.)
HIA 351: Health Information Systems (3 hrs.)
HIA 354: Principles of Healthcare Finance (3 hrs.)
HIA 355: Integrated Quality Management (3 hrs.)
HIA 365: Performance Improvement for Healthcare Organizations (3 hrs.)
HIA 375: Electronic Health Record Systems (3 hrs.)
HIA 401: Management of Health Information Administration (3 hrs.)
HIA 450: Internship in HIA (3 hrs.)
HIA 491: Senior Seminar in Health Information Administration (3 hrs.) – *Writing Intensive*
HIA 492: Senior Capstone in Health Information Administration (3 hrs.) – *Writing Intensive*

Additional Requirements for B.S. Major and Certification in HIA

AHIMA Membership

All HIA students are required to join and maintain membership in the American Health Information Management Association (AHIMA).

RHIT Progression

Graduates of a CAHIIM accredited associate's degree program in Health Information Technology (HIT) and/or who hold a current RHIT credential may receive transfer credit for the HIA Foundation courses, based on approval from the HIA Program Director. The Director will only consider transfer credit for courses with a grade of C or better.

Online Orientation

Flexibility and quality are the hallmarks of Stephens College. In an effort to stand by our mission and to assist new students in making a successful transition back into college, Stephens College requires that all new students complete an one hour online orientation during the first four weeks of classes. As part of the orientation, students will complete assignments designed to familiarize them with all aspects of the Canvas Learning Management System as well as Stephens College policies and procedures.

Health Information Administration Courses

Foundation Courses

BIO 247: Essentials of Human Anatomy & Physiology I

(3 hrs.)

(Competency cannot be demonstrated through prior learning or challenge examination.)

This course introduces the structure and function of the human body to those students pursuing careers in the allied health field. The emphasis is on the way in which normal body systems are maintained and how deviations result in illness and disease. The course progresses from a general organization of the human body and of cells, to that of tissues and organs, and then to organ systems. For each system, basic anatomical structures are identified and the fundamental ways in which these structures carry out the activities of that system are investigated. The organ systems explored include (1) skin and body membranes, (2) skeletal and muscular systems, (3) nervous system and special senses, and (4) endocrine, blood and cardiovascular systems. Underlying the study of these systems, the course will show the student connections between body systems, providing an understanding of the interactions of these systems in maintaining homeostasis.

BIO 248: Essentials of Human Anatomy & Physiology II

(3 hrs.)

(Prerequisite: Competency cannot be demonstrated through prior learning or challenge examination.)

This course continues the study of the structure and function of the human body to those students pursuing careers in the allied health field. The emphasis is on the way in which normal body systems are maintained and how deviations result in illness and disease. The course progresses from a general organization of the human body and of cells, to that of tissues and organs, and then to organ systems. For each system, basic anatomical structures are identified and the fundamental ways in which these structures carry out the activities of that system are investigated. The organ

systems explored include (5) lymphatic and immune systems, (6) respiratory system, (7) digestive system and metabolism, and (8) urinary and reproductive systems. Underlying the study of these systems, the course will show the student connections between body systems, providing an understanding of the interactions of these systems in maintaining homeostasis.

HIA 200: Introduction to Health Information Administration

(3 hrs.)

An introduction to health information administration emphasizing the healthcare delivery system in the US; health record data content, structure and standards; the health information management profession; healthcare compliance and legal considerations; and professional ethics.

HIA 210: Comparative Health Record and Information Systems

(3 hrs.)

This course investigates health record and information systems in hospitals, alternative care settings, and health-related agencies. Roles of the health information administrator in traditional and nontraditional healthcare settings are investigated and evaluated. Other topics include information systems application in a variety of healthcare settings, accreditations and regulatory standards in non-acute care settings, analysis of organizational behavior and culture in non-acute care settings, quality improvement methods in non-acute care settings, epidemiology, statistical applications in non-acute care settings, record content and use in non-acute care settings, healthcare information models and extra-enterprise healthcare information infrastructures. (Formerly HIA 403)

HIA 250: Healthcare Statistics

(3 hrs.)

The principles of data collection, preparation, analysis, and interpretation of healthcare statistics including the use of standardized terminology, and computational methods used in the healthcare setting. Vital and inferential statistics will be addressed. Research methods will be introduced.

HIA 255: Medical Terminology

(3 hrs.)

This is a basic course in medical terminology, the language of medicine. It consists of basic word structure (including word analysis, combining forms, suffixes, prefixes, and pronunciation) of descriptive medical terms pertaining to the body as a whole and to each body system.

HIA 275: Clinical Applications of Pathophysiology & Pharmacology

(3 hrs.)

(Prerequisites: BIO 247, BIO 248 and HIA 255 or equivalent)

This course focuses on important disease processes in major medical specialties. Emphasis is on disease terminology and abbreviations with identification of disease symptomatology, differential diagnosis and evaluation of laboratory data and drug therapy through textbook readings.

HIA 281: Medical Coding I (ICD-10-CM)

(3 hrs.)

(Prerequisites: BIO 247, BIO 248, HIA 255 and HIA 275 or equivalent)

Emphasis on basic coding principles and conventions of ICD-10-CM and ICD-10-PCS clinical classification systems used in acute, long-term, and ambulatory care. Topics include clinical classification systems and terminologies, ethical coding standards, data quality, and compliance with federal regulations.

HIA 285: Medical Coding II (CPT/HCPCS)

(3 hrs.)

(Prerequisites: BIO 247, BIO 248, HIA 255 and HIA 275 or equivalent)

Emphasis on principles and conventions of the CPT/HCPCS clinical classification system and assignment of coded data based on health record documentation. Topics include clinical classification systems and terminologies, ethical coding standards, data quality, and compliance with federal regulations.

Core Courses

All HIA foundation courses must be completed before taking HIA core courses unless approved by the Program Director. Competency in core courses cannot be demonstrated through prior learning or challenge examination.

CIS 206: Introduction to Information Systems

(3 hrs.)

(Prerequisite: Open to all HIA students)

An overview of computer concepts, including hardware, software, operating systems, and security considerations. The focus will be on creating and using spreadsheets, word processing and presentation software, and relational databases included in the Microsoft Office Suite.

HIA 225: Principles of Healthcare Management

(3 hrs.)

(Prerequisite: Open to all HIA students)

A study of the organization and its staff including, planning and organizing, developing and managing policies and procedures and technology considerations. Focus is on the unique challenges of leadership, motivation, communication, group dynamics, and decision-making in healthcare organizations.

HIA 305: Human Resources Management for Healthcare

(3 hrs.)

Theories and techniques of effectively managing human resources in healthcare organizations emphasizing recruitment, selection, and retention; performance appraisal; compensation and benefits; and employee relations. Fostering a culturally diverse work place is explored. Compliance with human resource law is addressed.

HIA 330: Legal and Ethical Issues in Health Information Administration

(3 hrs.)

(Prerequisite: Open to all HIA students)

Study of legal concepts applicable to health information administration. Emphasis on institution and physician liability; HIPAA legislation impacting disclosure and exchange of protected health information; health record documentation standards; compliance with rules and regulations, and ethical standards of practice.

HIA 347: Management of Clinical Classification and Reimbursement Systems

(3 hrs.)

(Prerequisites: BIO 247, BIO 248, HIA275, HIA281 and HIA 285 or equivalent, and completion of HIA foundation courses.)

Emphasis on reimbursement systems and revenue cycle management in health care settings, with focus on coding quality and compliance with federal regulations. Course includes clinical documentation improvement, ethical coding practices and productivity standards. Reimbursement software applications introduced.

HIA 351: Health Information Systems

(3 hrs.)

(Prerequisites: CIS 206 and all HIA foundation courses.)

Study of computer hardware components and software applications used in the management of health information systems to collect, store, process, retrieve, analyze, disseminate, and communicate health related information. Networks and systems development life cycle will be covered in detail.

HIA 354: Principles of Health Finance

(3 hrs.)

(Recommended prerequisites: Principles of Accounting II and/or Principles of Finance)

Healthcare accounting and financial management principles addressed. Key concepts include preparing and managing the department budget; cost-benefit analysis for procurement of departmental resources; applying cost accounting concepts, including time value of money; and analyzing healthcare financial statements and reports.

HIA 355: Integrated Quality Management

(3 hrs.)

(Prerequisite: Completion of all HIA foundation courses.)

The history, principles, and techniques of quality assessment in healthcare organizations, with a focus on regulatory requirements and accreditation standards. Required components of utilization and risk management programs in the health care environment will be explored.

HIA 365: Performance Improvement for Healthcare Organizations

(3 hrs.)

(Prerequisite: Completion of all HIA foundation courses.)

Exploration of models and measurement tools used in healthcare to improve performance and patient outcomes. Project management techniques for improvement of performance and workflow will be introduced. Evaluation of quantitative and qualitative data for decision support will be addressed, along with legal considerations in performance improvement.

HIA 375: Electronic Health Record Systems

(3 hrs.)

(Prerequisites: HIA 351 and completion of HIA foundation courses.)

Strategic planning and project management from selection to maintenance of the electronic health record. Topics include computer architecture, networks, data security and privacy, systems development life cycle, data governance, data management, data analytics, decision support, and exchange of health information.

HIA 401: Management of Health Information Centers

(3 hrs.)

(Prerequisite: HIA 225 and HIA 305 and completion of all HIA foundation courses.)

Management of enterprise-wide information through leadership and communication, to include: problem solving and decision making, strategic planning, change management, management of projects and contracts. Focus will be on budgeting, staff development and training, benchmarking/productivity, cultural competence, and ethical standards.

HIA 450: Internship in Health Information Administration

(3 hrs.)

(Prerequisite: Completion of all HIA coursework and permission of program director.)

Students will, at minimum, complete an internship in an acute care setting. Additional internship hours may be spent at an alternative health care setting, upon approval of the instructor. Students will gain hands on experience working in a web-based electronic health record with emphasis on managerial tasks inherent in health information administration. Students will also complete mock exams in preparation for the RHIA credentialing exam. Hospital and clinical internship sites may also require one or all of the following from the student: a background check, drug screening, and fingerprinting. Students are not allowed to begin their professional practice experience until they receive notification of approval from the instructor.

HIA 491: Seminar in Health Information Administration

(3 hrs.)

(Prerequisites: Completion of all HIA coursework and permission of program director.)

This is a required final course. No previous coursework will be accepted or transferred in for this course. This course will prepare students to conduct research by preparing a formal research proposal with an emphasis on developing a research problem, conducting a literature search and review, and designing a research tool using conventional data collection methods. This course is writing intensive.

HIA 492: Capstone in Health Information Administration

(3 hrs.)

(Prerequisites: Completion of HIA 491, all HIA coursework, and permission of program director.)

Students will collect data using the research tool designed in the HIA 491 senior seminar course. Results and interpretation of findings will be tabulated and presented in a formal written report and presentation. This course is writing intensive.

Mathematics Courses

MAT 111: College Algebra

(3 hrs.)

(Prerequisite: two years of high school algebra; meets General Education Quantitative Analysis requirement)
Study of functions, equations and graphs with emphasis on linear, quadratic and exponential functions.

MAT 207: Introduction to Statistics

(3 hrs.)

(Prerequisite: two years high school algebra; meets General Education Quantitative Analysis requirement. Cross-listed as PSY 207)

This course offers an introduction to statistical methods used in social, natural, and health sciences, and education and business. Topics include data organization, descriptive statistics, binomial and normal distributions, sampling distributions, statistical inference, chi-square, t-test, ANOVA, correlation and linear regression.

MAT 208: SPSS and Statistical Analysis

(1 hr.)

(Requires concurrent enrollment in PSY/MAT 207. Cross-listed as PSY 208.) Students will learn how to apply the statistical knowledge acquired in PSY/MAT 207 to novel data and situations, conduct analyses using SPSS (Statistical Package for Social Sciences), and interpret and communicate the findings.

MAT 211, MAT 212, MAT 213: Calculus I, II, III

(3 hrs. each)

(Prerequisites: for MAT 211: three years of high school mathematics; for MAT 212: MAT 211; for MAT 213: MAT 212. MAT 211 meets General Education Quantitative Analysis requirement)

Study of the concepts and applications of derivatives and integrals, developed numerically, graphically and algebraically.

MAT 280: Topics in Mathematics

(3 hrs.)

This course introduces some of the most important and interesting ideas in mathematics in an engaging and mind-opening experience, encouraging students to discover the mathematics inherent in the world around them.

MAT 305: Multivariate Calculus

(3 hrs.)

(Prerequisite: MAT 213)

The calculus of functions of more than one variable, including vector geometry, partial differentiation, multiple integration and applications.

MAT 311: History of Mathematics

(3 hrs.)

(Prerequisites: a grade of "B" or better in MAT 111; or "C" or better in MAT 211; or three years high school mathematics with a "B" average, and junior standing or permission of instructor.)

An introduction to the growth and development of mathematics through the centuries with emphases on the pre-18th century cultures involved, the contributions of women, and the evolution of problem-solving techniques. Writing Intensive.

MAT 326: Linear Algebra

(3 hrs.)

(Prerequisite: MAT 213)

A study of fundamental concepts and techniques of linear algebra, including vector spaces, matrices, and linear transformations.

MAT 338: Differential Equations

(3 hrs.)

(Prerequisite: MAT 213)

Mathematical modeling applications with differential equations. Topics include first-order equations, second-order linear equations and systems of equations.

MAT 380: Topics in Mathematics

(1-3 hrs.)

(Prerequisite: dependent on topic)

Taught to meet special interests of faculty and students. Offered at irregular intervals.

MAT 410: Abstract Algebra

(3 hrs.)

(Prerequisite: MAT 213 or permission of program)

An introduction to the fundamental concepts of modern abstract algebra, including groups, rings and fields.