



# HEALTH INFORMATION MANAGEMENT

## Associate in Applied Science (AAS) Program Code: 10-530-4 Total Credits: 61-62

Mid-State's Health Information Management program prepares individuals to enter the emerging field of electronic health record management. Students learn to use computer programs and established methods to securely process, compile, maintain, and report electronic health information data for patient care. In this program you'll learn to abstract and code clinical data using classifications systems as well as analyze health records according to industry protocols. You'll build knowledge about reimbursement, facility planning, marketing, risk management, and more. Graduates are eligible to take the AHIMA national certification exam for Registered Health Information Technician (RHIT).

**Estimated tuition and fees:** [mstc.edu/programcosts](http://mstc.edu/programcosts)

### ACADEMIC ADVISOR

To schedule an appointment with an academic advisor, call 715.422.5300. Academic advisors will travel to other campuses as necessary to accommodate student needs. For more information about advising, visit [mstc.edu/advising](http://mstc.edu/advising).

### NEW STUDENT CHECKLIST

Complete the following steps to prepare for your New Student Advising appointment with your academic advisor:

- ☐ Submit a Mid-State application at [mstc.edu/apply](http://mstc.edu/apply).
- ☐ Send official transcripts to:  
Mid-State Technical College  
Student Services  
1001 Centerpoint Drive  
Stevens Point, WI 54481
- ☐ Complete the Free Application for Federal Student Aid (FAFSA) at [fafsa.gov](http://fafsa.gov). Mid-State's Financial Aid team is available to assist with your FAFSA application and to answer your financial aid questions. Contact Financial Aid or schedule an appointment at [mstc.edu/financial-aid](http://mstc.edu/financial-aid).
- ☐ Set up student MyCampus account at [mstc.edu/mycampus-assistance](http://mstc.edu/mycampus-assistance).
- ☐ Schedule a New Student Advising appointment at [mstc.edu/advising](http://mstc.edu/advising).



[mstc.edu](http://mstc.edu) • 888.575.6782 • TTY: 711



**ADAMS CAMPUS**  
401 North Main  
Adams, WI 53910

**MARSHFIELD CAMPUS**  
2600 West 5th Street  
Marshfield, WI 54449

**STEVENS POINT  
DOWNTOWN CAMPUS**  
1001 Centerpoint Drive  
Stevens Point, WI 54481

**WISCONSIN RAPIDS CAMPUS**  
500 32nd Street North  
Wisconsin Rapids, WI 54494

# CAREER PATHWAY • BEGIN AT ANY POINT



## CREDIT FOR PRIOR LEARNING AND EXPERIENCE

### CREDIT FOR PRIOR LEARNING AND EXPERIENCE

- Certifications and Licenses
- High School Credit
- Military Experience
- National/Standardized Exams
- Transfer Credit
- Work and Life Experience

Learn about Credit for Prior Learning at [mstc.edu/cpl](https://mstc.edu/cpl).

## TECHNICAL DIPLOMA

### MEDICAL CODER

Technical Diploma • 30 Credits

#### Start Your Career

- Medical Coder
- Medical Claims Reviewer
- Financial Services Specialist

## ASSOCIATE IN APPLIED SCIENCE (AAS)

### HEALTH INFORMATION MANAGEMENT

Associate in Applied Science (AAS) • 61-62 Credits

#### Start Your Career

- Medical Coder/Reviewer/Educator
- Revenue Cycle Coordinator
- Healthcare Information Data Analyst

## BACHELOR'S DEGREE

### BACHELOR'S DEGREE OPTIONS

For those interested in continuing their education, Mid-State offers transfer agreements with various four-year colleges and universities. For more information and additional opportunities, visit [mstc.edu/transfer](https://mstc.edu/transfer).

## OTHER OPTIONS

### RELATED PROGRAMS

- Dental Assistant
- Health & Wellness Promotion
- Medical Assistant
- Nursing
- Nursing Assistant
- Phlebotomy Technician
- Radiography
- Respiratory Therapy
- Sterile Processing Technician
- Surgical Technology

## OUTCOMES

Employers will expect you, as a Health Information Management graduate, to be able to:

- Demonstrate professional behaviors and ethics.
- Apply information technology and analytics in data use.
- Apply coding and reimbursement systems.
- Supervise various components of the health information system.
- Apply data governance principles to ensure the quality of health data.

## TECHNICAL SKILLS ATTAINMENT

The Wisconsin Technical College System (WTCS) has implemented a requirement that all technical colleges measure outcomes attained by students. This requirement is called Technical Skills Attainment (TSA). The main objective of TSA is to ensure graduates have the technical skills needed by employers. Students are notified of TSA reporting in their final few courses of the program and will complete a mock RHIT exam to fulfill the TSA requirement for this program.

The Health Information Management accreditor of Mid-State Technical College is the Commission on Accreditation for Health Informatics and Information Management (CAHIIM). The College's accreditation for associate degree in Health Information Management at the Marshfield campus has been reaffirmed through 2031.

Graduates are eligible to take the national certification exam offered by the American Health Information Management Association (AHIMA) for the Registered Health Information Technician (RHIT) credential.



## ADDITIONAL ENTRY CRITERIA

To apply to the Health Information Management program, please submit the following documents to Mid-State Admissions:

- Criminal Background Statement of Understanding and Release of Information form.

**Mid-State Technical College • Admissions**  
**500 32nd Street North**  
**Wisconsin Rapids, WI 54494**

## TECHNICAL STANDARDS

A list of specific physical, emotional, and mental tasks needed to function as a Health Information Management graduate is available at [mstc.edu/programs/health-information-management](http://mstc.edu/programs/health-information-management). Contact the Disability Services coordinator in the Student Services & Information Center to receive assistance.

## PRACTICUM-RELATED REQUIREMENTS

Prior to placement at a practicum site, students need to pay for a criminal background check and provide documentation of required health work.

Students are responsible for ensuring all requirements remain current during program enrollment.

Practicum sites have the right to refuse a student's placement based on inadequate health records, pending charges, or conviction records. Students with a criminal history may not be able to complete practicum courses. Mid-State will make two attempts to place a student in an appropriate practicum experience. If Mid-State is unable to place the student after two attempts, the student will be withdrawn from the practicum course and will not be able to advance in the program.

## PROGRAM PROGRESSION AND COMPLETION

In order to progress in and successfully complete the program, students must:

- Repeat courses not completed with a "C" or better prior to progressing in core courses or other courses with co- or prerequisites.
- Receive a grade of "C" or better in all courses required for graduation.

A student may repeat the same course only once in the Health Information Management program. If the course is failed a second time, the student will be withdrawn from the Health Information Management program. If a Health Information Management student fails four separate program courses, the student will be withdrawn from the program. Failures will include failing the same course or failing different courses. A withdrawal grade of "W" counts as one attempt for the course.

## STUDENT HANDBOOK

Visit [mstc.edu/studenthandbook](http://mstc.edu/studenthandbook) to view Mid-State's student handbook, which contains information about admissions, enrollment, appeals processes, services for people with disabilities, financial aid, graduation, privacy, Mid-State's Student Code of Conduct, and technology.

The GPS for Student Success course is required for all Mid-State program students and is recommended to be completed before obtaining 12 credits. (Not counted in the total credit value for this program.) Some students are exempt from this requirement. Please see your program advisor for more information.

Integrate necessary skills for student success by developing an academic plan, identifying interpersonal attributes for success, adopting efficient and effective learning strategies, and utilizing Mid-State resources, policies, and processes. This course is recommended to be completed prior to obtaining 12 credits and is a graduation requirement unless you receive an exemption from your program advisor.

Provides learners with opportunities to develop and expand reading and writing skills to prepare for college-level academic work. Students will employ critical reading strategies to improve comprehension, analysis, and retention of texts. Students will apply the writing process to produce well-developed, coherent, and unified written work.

Provides an introduction to algebra. Includes operations on real numbers, solving linear equations, percent and proportion, and an introduction to polynomials and statistics. Prepares students for elementary algebra and subsequent algebra-related courses.

## SAMPLE FULL-TIME CURRICULUM OPTION

Term	14-15 credits
10103106 Microsoft Office-Introduction ☑	3
10501101 Medical Terminology ☑	3
10530123 Introduction to Digital Information in Healthcare	3
10530125 Organization of Healthcare	2
10806189 Basic Anatomy	3
<b>-OR-</b>	
10806177 General Anatomy & Physiology ☑	4

Term	15 credits
10103124 Excel Intermediate ☑	1
10530144 CPT Coding	3
10530112 Legal Aspects of HIM	2
10530117 Human Disease for the Health Professions	3
10530197 ICD Diagnosis Coding	3
10801136 English Composition 1 ☑ <b>-OR-</b>	
10801195 Written Communication ☑	3

Term	15 credits
10530132 Health Data Analysis	3
10530160 Performance Improvement for Health Professions	3
10804189 Introductory Statistics ☑	3
10801196 Oral/Interpersonal Communication ☑ <b>-OR-</b>	
10801198 Speech ☑	3
10809198 Intro to Psychology ☑ <b>-OR-</b>	
10809188 Developmental Psychology ☑	3

Term	17 credits
10530146 Private and Government Reimbursement	3
10530147 HIM Advanced Coding	3
10530113 RHIT Test Prep	1
10530114 Health Information Practicum	1
10530115 Inpatient Procedure Coding	3
10530116 Management of Health Information Services	3
10809172 Introduction to Diversity Studies ☑ <b>-OR-</b>	
10809196 Introduction to Sociology ☑	3

**Total credits 61-62**

☑ This course has options available to receive credit for prior learning (CPL) or work experience. Visit the website at [mstc.edu/cpl](http://mstc.edu/cpl) or contact your advisor for details.

Please Note:

- This curriculum sequence is only for student planning. Actual student schedules will vary depending on course availability.
- Program completion time may vary based on student scheduling and course availability. For details, go to [mstc.edu/schedule](http://mstc.edu/schedule).

## SAMPLE PART-TIME CURRICULUM OPTION

Term	9-10 credits
10501101 Medical Terminology ☑	3
10530123 Introduction to Digital Information in Healthcare	3
10806189 Basic Anatomy	3
<b>-OR-</b>	
10806177 General Anatomy & Physiology ☑	4

Term	5 credits
10530112 Legal Aspects of HIM	2
10530117 Human Disease for the Health Professions	3

Term	8 credits
10103106 Microsoft Office-Introduction ☑	3
10530125 Organization of Healthcare	2
10530197 ICD Diagnosis Coding	3

Term	7 credits
10103124 Excel Intermediate ☑	1
10530144 CPT Coding	3
10801136 English Composition 1 ☑ <b>-OR-</b>	
10801195 Written Communication ☑	3

Term	6 credits
10530132 Health Data Analysis	3
10804189 Introductory Statistics ☑	3

Term	9 credits
10530146 Private and Government Reimbursement	3
10530147 HIM Advanced Coding	3
10530115 Inpatient Procedure Coding	3

Term	9 credits
10530160 Performance Improvement for Health Professions	3
10801196 Oral/Interpersonal Communication ☑ <b>-OR-</b>	
10801198 Speech ☑	3
10809198 Intro to Psychology ☑ <b>-OR-</b>	
10809188 Developmental Psychology ☑	3

Term	8 credits
10530113 RHIT Test Prep	1
10530114 Health Information Practicum	1
10530116 Management of Health Information Services	3
10809172 Introduction to Diversity Studies ☑ <b>-OR-</b>	
10809196 Introduction to Sociology ☑	3

**Total credits 61-62**

## MULTIPLE MEASURES

**Multiple Measures Writing (MMW):** High school GPA of 2.6 and successful completion of 2.0 credits of high school writing courses with a "C" or better

**Multiple Measures Math 1 (MMM\_1):** High school GPA of 2.6 and successful completion of 1.0 credits of high school math (Algebra 1 or equivalent) with a "C" or better

**Multiple Measures Science 1 (MMS\_1):** High school GPA of 2.6 and successful completion of 1.0 credits of high school lab science course with a "C" or better

**Multiple Measures Reading (MMR):** High school GPA of 2.6 and successful completion of 2.0 credits of high school literature courses with a "C" or better

**Multiple Measures Math 2 (MMM\_2):** High school GPA of 2.6 and successful completion of 2.0 credits of high school math including Algebra 1 and Algebra 2 with a "C" or better

**Multiple Measures Science 2 (MMS\_2):** High school GPA of 2.6 and successful completion of 1.0 credits of high school chemistry with a "C" or better

*Past high school and college transcripts are used in making course placement decisions.*

# COURSE DESCRIPTIONS

## Basic Anatomy

**10806189 .....3 credits**

Examines concepts of anatomy and physiology as they relate to health careers. Learners correlate anatomical and physiological terminology to all body systems.

*Prerequisite: High School GPA of 2.6 and MMS\_1 or Accuplacer Reading Skills of 249 or ACT Reading score of 15*

## CPT Coding

**10530144 .....3 credits**

Prepares learners to assign current procedural terminology (CPT) codes supported by medical documentation with entry-level proficiency. Students are familiar with and use standard coding references. Emphasizes accuracy, CPT instructional notations, conventions, rules, and official coding guidelines when assigning CPT codes to case studies and actual medical record documentation. Also covers application of modifiers to services and relationship to financial impact.

*Prerequisites: Medical Terminology 10501101, Basic Anatomy 10806189, and Introduction to Digital Information in Healthcare 10530123; Corequisite: Human Disease for the Health Professions 10530117*

## Developmental Psychology

**10809188 .....3 credits**

Studies human development throughout the lifespan and explores developmental theory and research with an emphasis on the interactive nature of the biological, cognitive, and psychosocial changes that affect the individual from conception to death. Application activities and critical thinking skills enable students to gain an increased knowledge and understanding of themselves and others.

*Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English*

## English Composition 1

**10801136 .....3 credits**

Learners develop and apply skills in all aspects of the writing process. Through a variety of learning activities and written documents, learners employ rhetorical strategies, plan, organize and revise content, apply critical reading strategies, locate and evaluate information, integrate and document sources, and apply standardized English language conventions.

*Prerequisite: High School GPA of 2.6 and MMW or Accuplacer Writing of 262 or ACT English score of 20 or completion of College Reading and Writing 1 10831104 with a "C" or better*

## Excel-Intermediate

**10103124 .....1 credit**

Students learn to summarize and analyze large data sets. Some of Excel's data tools and what-if tools are applied.

*Prerequisite: Microsoft Office-Introduction 10103106 or Excel-Beginning 10103123*

## General Anatomy & Physiology

**10806177 .....4 credits**

Examines basic concepts of human anatomy and physiology as they relate to health sciences. Using a body systems approach, the course emphasizes the interrelationships between structure and function at the gross and microscopic levels of organization of the entire human body. It is intended to prepare health care professionals who need to apply basic concepts of whole-body anatomy and physiology to informed decision making and professional communication with colleagues and patients.

*Prerequisite: High School GPA of 2.6 and MMS\_1 and MMM\_1 or Accuplacer Reading Skills of 262 and QAS of 246 or ACT Math score of 19 and Reading score of 19 or College Math 10804107 or Intermediate Algebra with Applications 10804118 with a "C" or better; or General Chemistry 10806134, or General Biology 10806114, or Human Body in Health & Disease 31509302*

## Health Data Analysis

**10530132 .....3 credits**

Focuses on the collection, computation, analysis, and presentation of healthcare statistical data. Examines data analytics, registries, vital statistics, mandatory reporting, and research.

*Prerequisites: Introduction to Digital Information in Healthcare 10530123 and Excel Intermediate 10103124*

## Health Information Practicum

**10530114 .....1 credit**

Provides a blend of supervised experiential learning from a health information professional with online classroom activities. Students apply skills and knowledge gained from previous courses in the health information management setting. Classroom activity includes discussion of practicum experience and resume and interview preparedness.

*Prerequisites: Health Data Analysis 10530132, Performance Improvement for Health Professions 10530160, Legal Aspects of HIM 10530112, Inpatient Procedure Coding 10530115 Corequisites: Private & Government Reimbursement 10530146, HIM Advanced Coding 10530147.*

## HIM Advanced Coding

**10530147 .....3 credits**

Builds on basic coding knowledge and skills through the coding of clinical case studies and actual medical records. Students access, review, and code electronic medical records from the virtual lab software; perform data quality reviews to validate code assignment and compliance with reporting requirements; develop appropriate physician queries; and assign diagnosis related groups (DRGs) and ambulatory payment classifications (APCs) with entry-level proficiency using computerized encoding and grouping software.

*Prerequisites: ICD Diagnosis Coding 10530197 and CPT Coding 10530144; Corequisites: Private and Government Reimbursement 10530146 and Inpatient Procedure Coding 10530115*



# COURSE DESCRIPTIONS

## Human Disease for the Health Professions

**10530117 .....3 credits**

Focuses on the common diseases of each body system as encountered in all types of healthcare settings by health information professionals. Emphasizes understanding the etiology (causes), signs and symptoms, diagnostic tests, and treatment (including pharmacologic) of each disease.

*Prerequisites: Medical Terminology 10501101 and Basic Anatomy 10806189*

## ICD Diagnosis Coding

**10530197 .....3 credits**

Prepares students to assign ICD diagnosis codes supported by medical documentation with entry-level proficiency. Students apply instructional notations, conventions, rules, and official coding guidelines when assigning ICD diagnosis codes to case studies and actual medical record documentation.

*Prerequisites: Medical Terminology 10501101, Basic Anatomy 10806189, and Introduction to Digital Information in Healthcare 10530123;*

*Corequisite: Human Disease for the Health Professions 10530117*

## Inpatient Procedure Coding

**10530115 .....3 credits**

Prepares students to assign ICD procedure codes supported by medical documentation with entry-level proficiency. Students apply instructional notations, conventions, rules, and official coding guidelines when assigning ICD procedure codes to case studies and actual medical record documentation.

*Prerequisite: ICD Diagnosis Coding 10530197; Corequisites: Private and Government Reimbursement 10530146 and HIM Advanced Coding 10530147*

## Intro to Psychology

**10809198 .....3 credits**

This science of psychology course is a survey of multiple aspects of behavior and mental processes. It provides an overview of topics such as research methods, theoretical perspectives, learning, cognition, memory, motivation, emotions, personality, abnormal psychology, physiological factors, social influences, and development.

*Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English*

## Introduction to Digital Information in Healthcare

**10530123 .....3 credits**

This introductory course examines the field of Health Information Management including the hardware and software systems used, common industry terminology, the security and ethical responsibilities of professionals in the field, and the current trends in the industry. Students will focus on accuracy and integrity of health data and confidentiality in this course.

*Corequisite: 10501101 Medical Terminology*

## Introduction to Diversity Studies

**10809172 .....3 credits**

This course introduces the study of diversity from a local to a global perspective using a holistic, interdisciplinary approach that encourages exploration and prepares students to work in a diverse environment. The course introduces basic diversity concepts, examines the impact of bias and power differentials among groups, explores the use of culturally responsive communication strategies, and compares forces that shape diversity in an international context.

*Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English*

## Introduction to Sociology

**10806196 .....3 credits**

Introduces students to the basic concepts of sociology: culture, socialization, social stratification, multi-culturalism, and the five institutions of family, politics, economics, religion, and education. Other topics include demography, deviance, technology, environment, social issues, social change, social organization, and workplace issues.

*Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English*

## Introductory Statistics

**10804189 .....3 credits**

Students taking Introductory Statistics display data with graphs, describe distributions with numbers, perform correlation and regression analyses, and design experiments. They use probability and distributions to make predictions, estimate parameters, and test hypotheses. They draw inferences about relationships including ANOVA. Algebra knowledge and foundational skills in mathematics are important for success in this course.

*Prerequisite: High School GPA of 2.6 and MMM\_2 or Accuplacer QAS 241 or ACT Math score of 19 or Pre-Algebra 10834109 or College Math 10804107 with a "C" or better*

## Legal Aspects of HIM

**10530112 .....2 credits**

Focuses on regulations for the content, access, disclosure, privacy, confidentiality, security, retention, and destruction of health information. Includes an overview of the US legal system.

*Prerequisite: Introduction to Digital Information in Healthcare 10530123*

## Management of Health Information Services

**10530116 .....3 credits**

Examines the principles of management to include planning, organizing, human resource management, directing, and controlling as related to the health information department.

*Prerequisites: Organization of Healthcare 10530125, Legal Aspects of HIM 10530112, Health Data Analysis 10530132, and Performance Improvement for Health Professions 10530160*

# COURSE DESCRIPTIONS

## Medical Terminology ☑

**10501101..... 3 credits**

Focuses on the component parts of medical terms: prefixes, suffixes, and word roots. Learners practice formation, analysis, and reconstruction of terms. Emphasizes spelling, definition, and pronunciation. Introduces operative, diagnostic, therapeutic, and symptomatic terminology of all body systems as well as systemic and surgical terminology.

## Microsoft Office-Introduction ☑

**10103106.....3 credits**

Develops introductory skills in the Microsoft Office Suite (Word, Excel, Access, PowerPoint, and Outlook) while reinforcing the students' knowledge of computer concepts, Windows Explorer, and web usage. This course prepares students for the Associate level MOS Certification exams for Word, Excel, PowerPoint, and Outlook. Students should possess basic keyboarding, mouse, and Windows 10 skills. Students may develop these skills in the Academic Learning Center while concurrently enrolled in this course.

## Oral/Interpersonal Communication ☑

**10801196.....3 credits**

Focuses on developing effective listening techniques and verbal and nonverbal communication skills through oral presentation, group activity, and other projects. The study of self, conflict, and cultural contexts will be explored, as well as their impact on communication.

*Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English*

## Organization of Healthcare

**10530125.....2 credits**

Examines the organization and delivery of healthcare services, external standards, regulations, initiatives, payment and reimbursement systems, and healthcare providers and disciplines.

## Performance Improvement for Health Professions

**10530160.....3 credits**

Examines healthcare performance improvement systems. Includes performance assessment, measurement, and improvement as well as patient safety, risk management, utilization management, and medical staff credentialing.

*Prerequisites: Introduction to Digital Information in Healthcare 10530123 and Excel Intermediate 10103124*

## Private and Government Reimbursement

**10530146.....3 credits**

Introduces students to the vocabulary of private healthcare and government reimbursement. Students will identify and compare the varieties of private and government healthcare insurance including the advantages and disadvantages of each for the provider and for the policyholder. HIPAA guidelines are utilized throughout.

*Prerequisites: ICD Diagnosis Coding 10530197 and CPT Coding 10530144; Corequisites: Inpatient Procedure Coding 10530115; HIM Advanced Coding 10530147*

## RHIT Test Prep

**10530113..... 1 credit**

Explores strategies for preparing for the Registered Health Information Technician (RHIT) examination, including study skills, test-preparation skills, and test-taking skills. Includes a basic review of content related to the examination.

*Prerequisites: Health Data Analysis 10530132, Performance Improvement for Health Professions 10530160, and Legal Aspects of HIM 10530112; Corequisites: Private and Government Reimbursement 10530146, HIM Advanced Coding 10530147, and Inpatient Procedure Coding 10530115*

## Speech ☑

**10801198.....3 credits**

Explores the fundamentals of effective oral presentation to small and large groups. Topic selection, audience analysis, methods of organization, research, structuring evidence and support, delivery techniques, and other essential elements of speaking successfully, including the listening process, form the basis of this course. Includes informative, persuasive, and occasion speech presentations.

*Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 253 and Writing of 262 or ACT of 21 Reading/19 English or completion of College Reading and Writing 1 10831104 with a "C" or better*

## Written Communication ☑

**10801195.....3 credits**

Develops writing skills which include prewriting, drafting, revising, and editing. A variety of writing assignments are designed to help the learner analyze audience and purpose, research and organize ideas, and format and design documents based on subject matter and content. Also develops critical reading and thinking skills through the analysis of a variety of written documents.

*Prerequisite: High School GPA of 2.6 and MMW or Accuplacer Writing of 262 or ACT English score of 20 or completion of College Reading and Writing 1 10831104 with a "C" or better*