



## HEALTH INFORMATION MANAGEMENT AAS DEGREE

### PROGRAM INFORMATION

**Dear Future HIM Student,**

Thank you for your interest in Central Arizona College's CAHIIM accredited online Health Information Management (HIM) Program.

Central Arizona College offers a Degree in HIM with two options:

1. Health Information Management Associates of Applied Science Degree -Data Management
2. Health Information Management Associates of Applied Science Degree -Revenue Management

In order to receive HIM program acceptance, both programs require successful completion of the application process as outlined below. The HIM program enrolls new students throughout the year for official program entry each fall semester. All of the HIM specific coursework for the HIM AAS degree is delivered in an asynchronous online format with the exception of the hands on practicum. HIM courses are cumulative in nature and are only offered once a year, thus it is critical students follow their program of study.

Details regarding our two pathways and the requirements to apply for admission to the program are included below. Please read the enclosed information carefully.

Educationally,

Dr. Sandra Brightwell, RHIA, FAHIMA

Director, Health Information Management Program

[sandra.brightwell@centralaz.edu](mailto:sandra.brightwell@centralaz.edu) or at 480-677-7798

### Steps to Apply to the HIM Program

1. Review the [HIM Pathway Map](#)
2. [Apply for Admission](#) to Central Arizona College (at no cost)
3. Obtain CAC student ID# (begins with 880)
4. Complete Skills [Self-Assessment](#)
5. Schedule a telephone appointment with HIM Program Director [sandra.brightwell@centralaz.edu](mailto:sandra.brightwell@centralaz.edu)
6. Email HIM application to [sandra.brightwell@centralaz.edu](mailto:sandra.brightwell@centralaz.edu)
7. Complete HIM program prerequisites.

8. Order your Official college transcripts to be sent to the CAC Registrar from each previous institution [transcripts@centralaz.edu](mailto:transcripts@centralaz.edu)
9. Email unofficial college transcript(s) in PDF to [sandra.brightwell@centralaz.edu](mailto:sandra.brightwell@centralaz.edu)
10. Email High school transcript showing graduation or GED certificate to the HIM Director.
11. Receive written permission to take the HP A2 HESI from the HIM Director.
12. Schedule and take the HP A2 HESI; pay a testing fee at the time of the assessment.
13. Email HESI results to the [sandra.brightwell@centralaz.edu](mailto:sandra.brightwell@centralaz.edu)
14. Await HIM program acceptance letter from the HIM Director.

### **Additional Program Information**

1. The associates degree program can be completed in two academic years (six semesters) at a full time student load and must be completed within three years of starting the HIM course sequence.
2. All HIM instructors are [AHIMA certified](#) and experienced HIM professionals.
3. Students will be responsible for the HP A2 HESI fee at the time of the assessment; HP A2 HESI assesses basic understanding of Biology, English, and Math; a cumulative score of 70% or higher is required
4. Understand your options for Paying for college: [Tuition Cost](#)
5. Registering for HIM classes will be handled each semester by the HIM Director upon consent from the student.
6. HIM courses use external supplemental software and require an annual student subscription.
7. Courses for the HIM degree at CAC may require online proctoring.
8. Student [membership](#) of AHIMA is recommended at the student's expense; includes membership to [AzHIMA](#) at no additional cost
9. Quality internet connection, deliberate time management, and self-discipline are essential for online learning success.
10. Work experience and/or professional credentials will not count towards college credit.
11. Students must maintain a 2.0 GPA throughout the duration of the program
12. Students must receive a final grade of C or higher in each required course.
13. [Transfer](#) students may be asked to provide course descriptions and/or syllabi for previously completed coursework in order to determine possible transfer credit.
14. Onboarding/clearance for HIM AAS Degree practicum will include additional expenses for background check, fingerprint clearance, immunizations, health physical, drug screen, CPR training, etc. The HIM practicum will require proof of health insurance, and the practicum may require local travel at the student's expense.
15. Students with a criminal record may find extreme difficulty in being placed for practicum and/or employment in the healthcare setting.
16. The HIM AAS Degree prepares students to pass both the [CCA](#) and [RHIT](#) exams.
17. The HIM AAS Degree program offers an RHIT exam reimbursement program.

18. Continued pathway for bachelors in Health Information Management partnership information available

## Once Accepted in to the HIM Program

1. Ensure your [major](#) has been identified as the Health Information Management AAS Degree.
2. Understand your completion plan and meet with the HIM director for assistance in course registration.
3. Understand and make [financial](#) arrangements to pay for tuition, books, resources, and fees
4. Attend a CAC Online New Student [Orientation](#).
5. Familiarize yourself with your Student [Portal](#), Student Email, and the online Learning Management System, Blackboard.
6. Ensure you have a reliable computer or inquire about the CAC Student Laptop Loan process.
7. Ensure you have a reliable internet connection.

## HIM Program Contact Information

HIM Program Director	HIM Fulltime Faculty	Dean of Health Careers
Dr. Sandra Brightwell, RHIA, FAHIMA <a href="mailto:sandra.brightwell@centralaz.edu">sandra.brightwell@centralaz.edu</a> 480-677-4498	Evelyn Thomas, M.Ed.-ID, RHIA <a href="mailto:evelyn.thomas1@centralaz.edu">evelyn.thomas1@centralaz.edu</a> 480-677-7775	Dr. Tina Berry, MSN, MBA, HCM, RN <a href="mailto:tina.berry@centralaz.edu">tina.berry@centralaz.edu</a> 520-494-5913

## HIM Program Details

### INTRODUCTION

Welcome to the Central Arizona College (CAC) Health Information Management program. This student application packet is designed as a reference guide to enhance your educational experience. As a student of CAC, you are expected to observe all rules and regulations of the college. These institutional policies may be found **here**.

### PROGRAM MISSION

To provide an intellectual and positive learning environment that prepares students with the knowledge and technical skills necessary to produce competent and progressive health information professionals utilizing American Health Information Management Association ([AHIMA](#)) entry-level competencies.

### ACCREDITATION STATUS

The Health Information Management (HIM) program received accreditation by the Commission on Accreditation for Health Informatics and Health Information Management ([CAHIIM](#)) in November 2009.

CAHIIM is the educational accreditation agency for degree granting programs in the Health Information Management.

The accreditation ensures we have a comprehensive curriculum covering all aspects of health information management. HIM AAS students are eligible to take the national certification examination of the American Health Information Management Association (AHIMA) and upon successful passing will provide them with the credential as a Registered Health Information Technician ([RHIT](#)).

Central Arizona College is accredited by the [Higher Learning Commission](#), a commission of the North Central Association of Colleges and Schools and a participant of the Higher Learning Commission's Academic Quality Improvement Program.

## **PROGRAM GOALS**

### Goal 1: Curriculum

- Create a dynamic environment for learner success
- Create a curriculum which abides by current CAHIIM standards
- Offer a curriculum that employs and reflects current HIM practice and trends
- Create an environment that encourages community support
- Offer high-quality, comprehensive curriculum based upon continuous assessment and quality improvement
- Maximize fiscal and physical resources
- Advance community relations and partnerships

### Goal 2: Faculty Development

- Maintain a culture supporting employee success
- Attain and maintain qualified and vested faculty

### Goal 3: Students and Graduates

- Implement CAHIIM standards and outcomes for student achievement and satisfaction of entry level competencies.
- Create a dynamic environment for learner success

### Goal 4: Community of Interest

- Advance the HIM profession in the local area
- Strengthen effective communication throughout the internal and external college community

## **CURRICULUM-Health Information Management Associates of Applied Science Degree**

The HIM program is a total of **65 credits**: including 32 credits in general education courses, and the remaining credits in the major course requirements.

The American Health Information Management Association ([AHIMA](#)) provides a list of entry level competencies by curricular domain which detail the skills and knowledge necessary for students to become entry level health information technicians. The HIM program curriculum at Central Arizona College incorporates all HIM entry-level competencies.

Our HIM curriculum completes with a required Practicum experience with a healthcare facility under the guidance of the facility staff. Our program, not only prepares the student for the RHIT certification examinations, it also prepares the student for their career by incorporating hands-on experience in the field; these professional experiences will set our students above others by applying for entry-level HIM related positions.

### **ADVISEMENT**

Students are encouraged to meet with or contact the HIM program director for advisement prior to or at the time of application. New students to the college must apply for admission to the college and meet all HIM Program requirements. The HIM staff can assist students with the following:

- Acceptance of college transfer credits
- Moral support and guidance
- Mentoring for career goal attainment
- Academic difficulties associated with HIM concentration courses
- Instructor/student conflicts
- Internship, volunteer, and employment opportunities
- Furthering your education

### **CODE OF ETHICS**

The Code of Ethics, adopted by the members of the American Health Information Management Association, defines the standards of behavior which promote ethical conduct. As HIM students, you are bound by this [Code of Ethics](#).

### **COURSE SEQUENCE AND PREREQUISITE COURSES**

In general, students can determine the level of a course by its number. Courses numbered 100 to 199 are usually first-year courses and courses numbered 200-299 are second-year courses. Because courses with lower numbers may be prerequisites for courses with higher numbers, students should complete lower numbers first. All prerequisite courses must be completed with a grade "C" or higher to make the student eligible for the next course.

### **HIM STUDENT COMPREHENSIVE EXAM**

Prior to graduation and as part of the practicum, students are required to complete a comprehensive RHIT-mock exam. The exam covers all professional course material and is designed to prepare students to be successful when taking the Registration Health Information Technology (RHIT) [exam](#) administered by AHIMA.

## EVALUATIONS

Students complete evaluations of effectiveness on instructors, courses, clinical instructors, and clinical education settings as a component of program's assessment plan. Results are summarized by the HIM Director and forwarded to the appropriate parties. Survey results are discussed with various communities of interest within the college and at the clinical educational settings. Results are also relayed and discussed during the advisory meeting and faculty meetings.

Although our HIM curriculum follows AHIMA's required Registered Health Information Technologist (RHIT) exam competencies, with such a broad selection of job opportunities we encourage our students to research their fields of interest and develop the necessary skills, knowledge and networks to initiate a successful career path. As you go through the curriculum, please feel free to contact us for any concern or questions you may have. We look forward to escorting you through your journey into the world of Health Information Management (HIM).



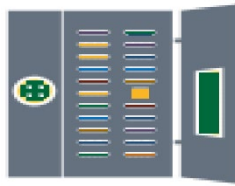
## Health Information Management Program

## Student Resources

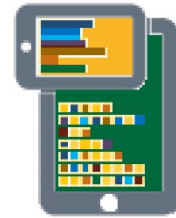
### [Academic Advising](#)



### [Academic Concerns Process](#)



### [Academic Directory](#)



### [Accessibility Accommodations](#)



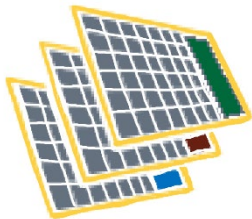
### [CAC Library](#)



### [Career Transfer](#)



### [Class Schedule](#)



### [Financial Aid](#)



### [Guided Pathways Map](#)



### [IT Support](#)



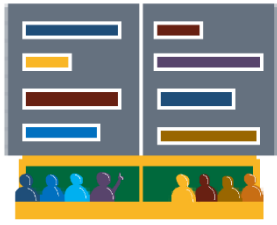
### [Learning Center](#)



### [Registration](#)



[Student Handbook](#)



[Title IX Sexual Harassment](#)



[Withdraw Timeline](#)

