NOVA | **Northern Virginia Community College**
Medical Education Campus

NORTHERN VIRGINIA COMMUNITY COLLEGE

HEALTH INFORMATION MANAGEMENT
ONLINE INFORMATION SESSION

A.A.S. HEALTH INFORMATION MANAGEMENT
C.S.C. CLINICAL DATA CODING

WELCOME TO
HEALTH INFORMATION MANAGEMENT!

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Health Information Management...the Basics

➢ Health Information Management (HIM) is the study of principles and practices of acquiring, analyzing, and protecting medical information vital to providing quality patient care.

➢ Health information management professionals work in a variety of different settings and job titles because they:
- Serve in bridge roles, connecting clinical, operational, and administrative functions.
- Can affect the quality of patient information and patient care at every touch point in the healthcare delivery cycle.

➢ Having skilled HIM professionals on staff ensures an organization has the right information on hand when and where it is needed while maintaining the highest standards of data integrity, confidentiality, and security.

➢ HIM professionals are highly trained in the latest information management technology applications and understand the workflow in any healthcare provider organization from large hospital systems to the private physician practice.

➢ HIM professionals are vital to daily operations management of health information and electronic health records.

Why Choose HIM as Your Area of Study?

➢ To acquire a versatile and focused skill set that incorporates clinical, information technology, leadership, and management skills.

➢ To gain and use knowledge of information technology and records management to form the link between clinicians, administrators, technology designers, and information technology professionals.

➢ Health information programs incorporate the disciplines of medicine, management, finance, information technology, and law into one curriculum. Because of this unique mixture, health information graduates can choose from a variety of work settings across an array of healthcare environments.

www.hicareers.com

What is Clinical Data Coding?

➢ Health information management professionals can specialize in many aspects of health information. One of these areas is medical coding.

➢ Coding is transforming narrative descriptions of diseases, injuries, and healthcare procedures into numeric or alphanumeric designations (that is, code numbers).

- The codes are detailed in order to accurately describe the diagnoses and the procedures performed or to test or correct these diagnoses. Because medicine is not always an exact science, codes were developed to identify all reasons for seeking healthcare.

➢ Coding health-related data permits access to health records according to diagnoses and procedures for use in clinical care, research, and education. Common uses of codes in healthcare include:

- Identifying symptoms that must be evaluated and to alert other healthcare professionals to life-threatening allergies
- Reporting services performed for reimbursement
- Helping with administrative functions such as staffing, scheduling, and adding or decreasing healthcare services
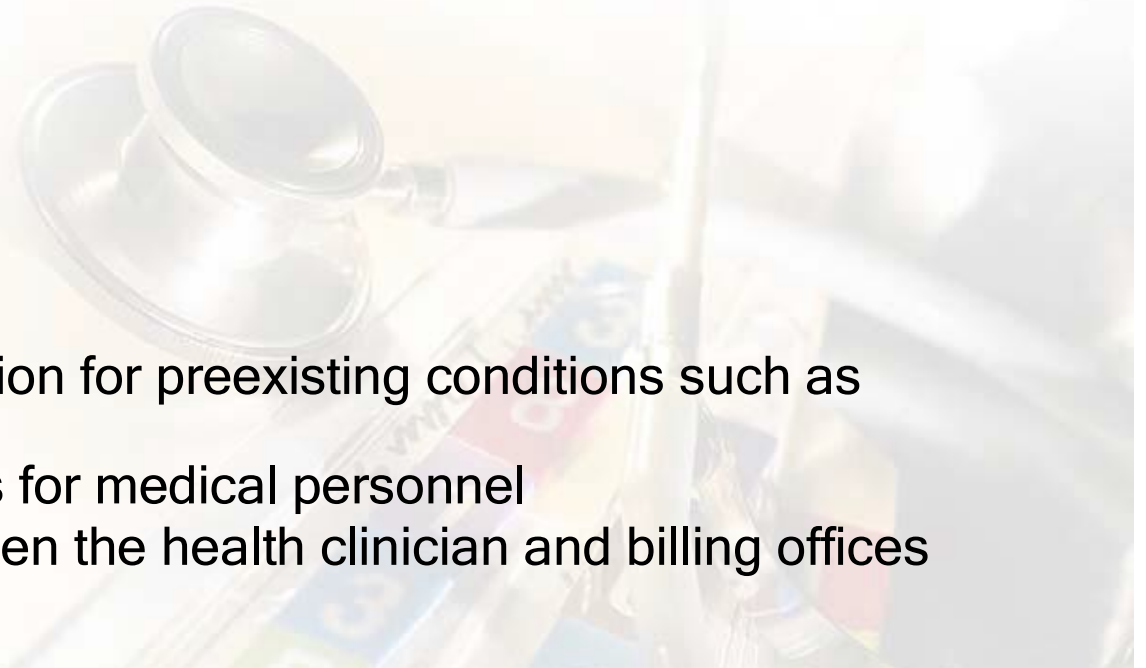- Comparing facilities and planning for new services in underserved areas

http://www.ahima.org/coding/

What Duties Does a Coder Perform?

➢ A Clinical Data Coder reviews health records in order to transform verbal descriptions of diseases, injuries, and procedures into numeric or alphanumeric designations for the following purposes:

- Reimbursement from payers and the government
- Assessment of clinical care
- Administrative and research activities
- Planning
- Marketing
- Case-mix management
- Education

➢ Additionally, Coders may:

- Review patient information for preexisting conditions such as diabetes
- Retrieve patient records for medical personnel
- Work as a liaison between the health clinician and billing offices

Occupational Outlook

➢ According to the US Department of Labor, Bureau of Labor Statistics (BLS), "overall employment of medical records and health information specialists is projected to grow 9 percent from 2020 to 2030, about as fast as the average for all occupations."

➢ What does this mean for HIM/CDC Students?

- Strong prospects for long-term career advancements
- Job prospects will be best for those with a certification in health information.

Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, 2012-13 Edition, Medical Records and Health Information Specialists, at http://www.bls.gov/ooh/healthcare/medical-records-and-health-information-technicians.htm (visited November 2, 2021).

Where are HIM Professionals Employed?

A few examples include but are not limited to:

- Hospitals
- Pharmaceutical Companies
- Physician Offices
- Veterinary Clinics
- Hospice
- Home Health
- Insurance Companies
- Managed Care Companies
- State Correctional Facilities
- Dialysis Clinics
- Ambulatory Care Facilities

- Government Agencies
- Public Health
- Behavioral Health Facilities
- Outpatient Facilities
- Nursing Homes
- Skilled Nursing Facilities
- Dental Care Settings
- Rehabilitation Facilities
- Substance Abuse Treatment Centers
- Consulting Firms

www.healthinformationcareers.com

What Employment Opportunities Can I Explore Within HIM?

A few examples include but are not limited to:

- HIM Department Director
- Risk Manager
- Data Quality Manager
- Compliance Officer
- HIM Supervisor
- Coder
- Information Security Officer
- Coding Department Manager

- Privacy Officer
- Consultant
- Insurance Claims Analyst
- Physician Practice Manager
- Health Data Analyst
- HIM Systems Manager
- HIM Faculty
- Client Support Specialist
- Patient Information Coordinator

www.healthinformationcareers.com

Why Choose NOVA's HIM or Clinical Data Coding Programs?

CAHIIM Accredited

The Health Information Management Associate's Degree program at Northern Virginia Community College is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

➢ One of four CAHIIM accredited HIM programs (A.A.S. Degree only) in the Commonwealth of Virginia

➢ Eligible (upon successful program completion) to sit for Registered Health Information Technician (RHIT) and/or Clinical Coding Associates (CCA) national exam(s)

➢ High passing rate for national exams

➢ State-of-the-art classroom & technology

➢ Conveniently located

➢ Reasonable tuition rates

➢ Credentialed and dedicated faculty with real-world experience

➢ Easily transferable credits

➢ Many courses offered online

HIM Professional Organizations for Potential Membership Opportunities

➢ Students enrolled in a formal certificate or degree granting program directly relevant to HIM can apply for Student membership in National or State HIM organizations or in a NOVA Student Club.

➢ Membership is an opportunity to gain access to valuable information developed by subject-matter experts, as well as a platform to exchange ideas and share opportunities with other student members.

AHIMA
Quality Healthcare Through
Quality Information

VHiMA
Virginia Health Information
Management Association

NOVA | Northern Virginia
Community College
Medical Education Campus

DCHIMA
District of Columbia Health Information Management Association

Health Information Leaders of Tomorrow (HIMLOT) Club

NOVA Admission Process

Apply to NOVA

✓ Apply to NOVA if you have not already done so. You may apply online at:
http://www.nvcc.edu/admissions/apply

✓ If you have not enrolled in courses at NOVA in the previous 3 semesters, you must reapply to the college to reactivate your account.

Transcript Evaluation

✓ If needed, submit official transcripts from other colleges attended along with a Transcript Evaluation Request Form. The form can be submitted online at: https://dashboard.nvcc.edu/Forms.aspx?type=AcademicServices

✓ All applicable transfer credit(s) must be posted to your NOVA account *before* you may submit an application to the program.

✓ International transcripts from outside the U.S. must first be evaluated by an international evaluation agency before being submitted to NOVA.

✓ Allow 4 to 6 weeks for transcript evaluation for U.S. college transcripts and 8 to 10 weeks for international transcript evaluation for colleges outside the U.S.

**Remember to include any former names on your request to avoid delays during the evaluation process.

More Information: https://www.nvcc.edu/cro/transfercredit/index.html

NOVA HIM Admission Process

Complete the following pre-admission course requirements for the HIM Program:

❑ Health Information Management Associate Degree

- ○ Complete all pre-requisites <u>prior to</u> applying to the program
  - ✓ SDV 101- Orientation to Healthcare
  - ✓ CST 229 – Intercultural Communication
  - ✓ ENG 111- College Composition I
  - ✓ BIO 141- Human Anatomy and Physiology I
  - ✓ HIM 111 – Medical Terminology

  You must pass pre-requisites with a grade of "C" or better

- ○ Submit an online *Health Sciences & Nursing Application* within the specified application period <u>after</u> you have met the required pre-requisites.

NOVA CDC Admission Process

Complete the following pre-admission course requirements for the CDC Program:

❑ Clinical Data Coding Career Studies Certificate

  o Complete all of the following pre-requisites prior to applying to the program.
    ✓ Have completed or qualify for ENG 111

    You must pass all pre-requisites with a grade of "C" or better

  o It is highly recommended that the following courses be taken before matriculation begins in the fall semester.

    ✓ SDV 101 – Orientation to Healthcare*
    ✓ HIM 111 – Medical Terminology
    ✓ BIO 145 – Human Anatomy and Physiology for the Health Sciences (or BIO 141 and BIO 142)**
    ✓ HIM 110 – Introduction to Human Pathology

    You must pass all courses with a grade of "C" or better

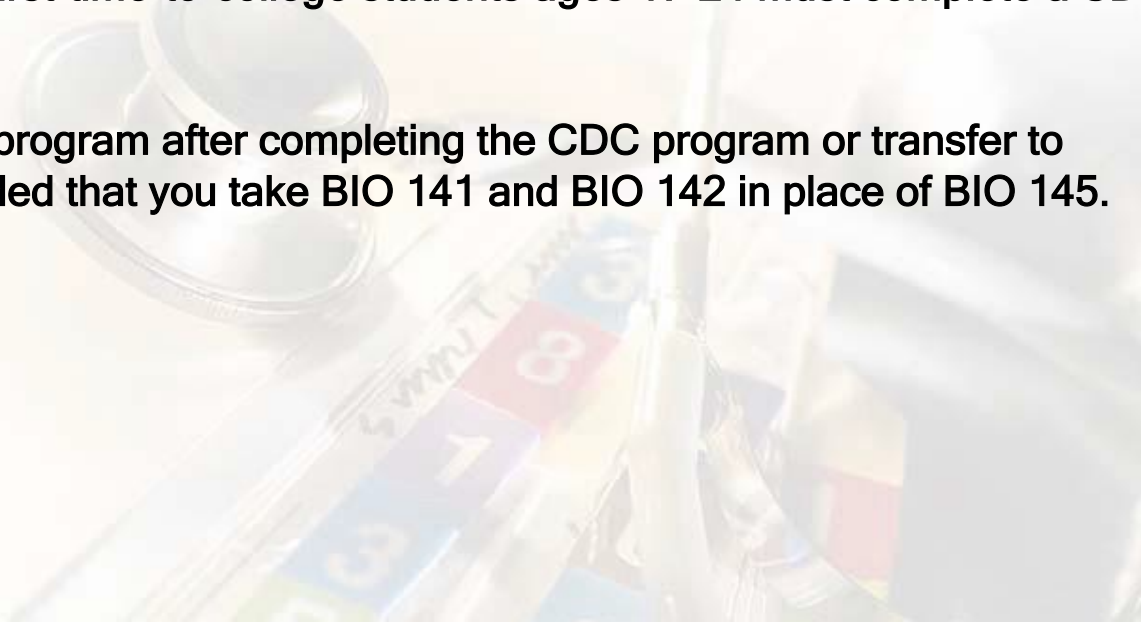   **Note: NOVA CDC Admission Process continued on the next slide.**

NOVA CDC Admission Process Cont.

Complete the following pre-admission course requirements for the CDC program:

❑ Clinical Data Coding Career Studies Certificate continued

   o Submit an online *Health Sciences & Nursing Application* within the specified application period after you have met the required pre-requisites.

* Note: All first-time students must take a one-credit Student Development (SDV) course prior to enrolling in their 16th credit at NOVA. First-time-to-college students ages 17-24 must complete a SDV course within their first year at NOVA.

**Note: If you plan to apply to the HIM program after completing the CDC program or transfer to another college, it is highly recommended that you take BIO 141 and BIO 142 in place of BIO 145.

Health Sciences & Nursing Application

✓ During the open application period, apply to the HIM or CDC program by submitting an online *Health Sciences & Nursing Application*

✓ Application & Deadlines: www.nvcc.edu/medical/apply

✓ You will receive a confirmation email that your application has been received by MEC Student Services

Attend Health Information Management Orientation

✓ Qualified applicants will receive a letter regarding their acceptance status into the program along with a date for the mandatory program orientation. HIM/CDC courses will be released for registration only after program orientation is complete.

✓ Students are <u>NOT ALLOWED</u> to register for any core HIM courses until they are "officially" admitted into the program, with the exception of the following:

    *HIM110 – Introduction to Human Pathology

    *HIM111 – Medical Terminology

✓ Students may register for any General Education course required to complete their degree program.

Are There Any Required Internships During The Programs?

➢ Internships (clinical practices) are an integral part in the learning process that allows all students to apply classroom didactic material within a healthcare facility.

  o All HIM students are required to successfully complete two <u>NON-PAID</u> clinical practices.

  o All CDC students are required to complete one <u>NON-PAID</u> On-Site clinical practice.

➢ For more information regarding clinical practices, please contact the HIM/CDC Clinical Coordinator at 703.822.2004.

Are There Any Additional Costs?

➢ In addition to textbooks and other necessary course materials, it is the student's responsibility to cover the expenses of the following items, which are mandatory prior to the start of <u>ANY</u> clinical practice:

- Background check
- Drug Screen
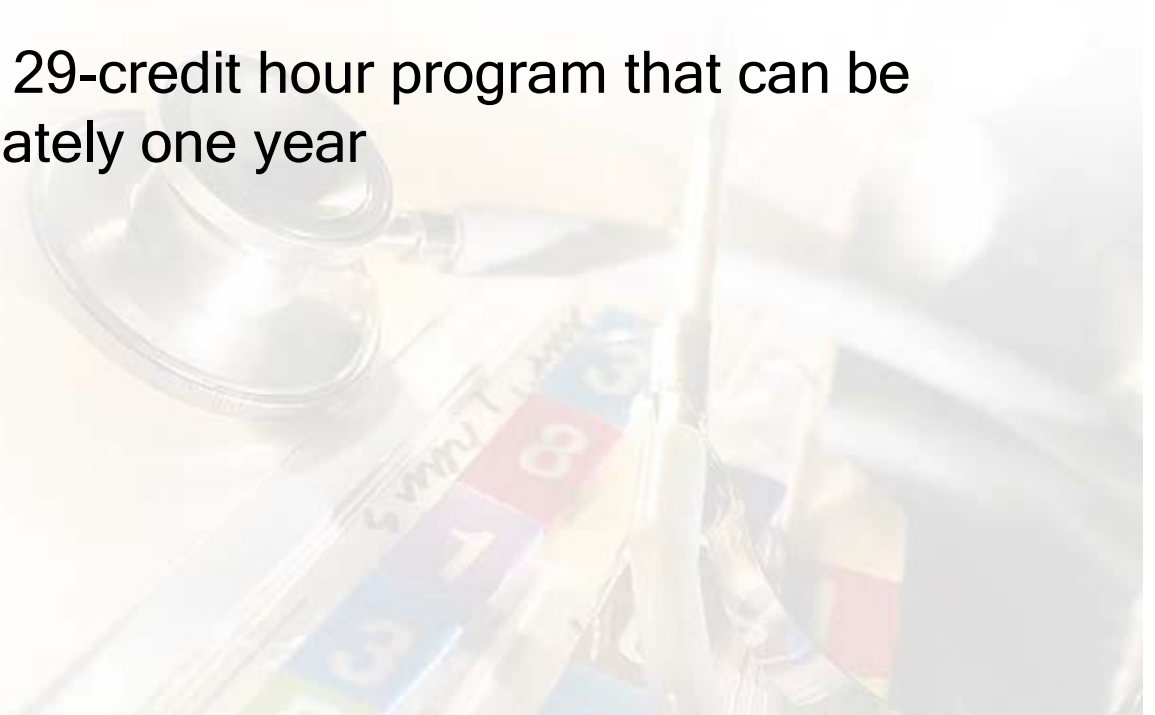- History & Physical & Immunizations

Students will be provided instructions on how to complete these required items after acceptance into the program.

What Is The Estimated Length Of The Programs?

➢ Once you receive your acceptance letter, and if you attend as a full-time student:

- The HIM program is a 72-credit hour program that can be completed in approximately two years

- The CDC program is a 29-credit hour program that can be completed in approximately one year

Can I Enroll In Both The HIM And CDC Programs?

➤ Unfortunately, students do not have the opportunity to enroll in both the HIM and CDC program simultaneously.

➤ However, upon completion of the CDC program, students who apply for acceptance into the HIM program will be awarded 26 credits towards their HIM degree completion.

Can I Continue My HIM Education After Graduation From NOVA?

➢ Yes, all HIM and CDC students are encouraged to continue their education.

   ➢ To research HIM Bachelors and Masters programs, visit www.cahiim.org/programs/program-directory/ for a listing of CAHIIM Accredited Programs

   ➢ ***Please note***: *If your plan is to attend a 4-year university after completion of the CDC program, it is highly recommended that students take BIO 141 & BIO 142 (Human Anatomy and Physiology I and II) INSTEAD OF BIO 145 (Human Anatomy and Physiology for the Health Sciences).*

MAKE TODAY'S DREAMS TOMORROW'S REALITIES!!!

➤ The following code must be noted on your HIM or CDC application.

Online Information Session Code for HIM and CDC:

Code: **HIMCDC**

REFERENCE WEBSITES

- American Health Information Management Association
  www.ahima.org
- Virginia Health Information Management Association
  www.vhima.org
- District of Columbia Health Information Management
  www.dchima.org
- Elite Healthcare Magazine https://www.elitecme.com/
  resource-center/
- For The Record Magazine www.fortherecordmag.com
- Bureau of Labor Statistics

  https://www.bls.gov/ooh/healthcare/medical-records-and-
  health-information-technicians.htm