NOVA | Northern Virginia Community College
Medical Education Campus

NORTHERN VIRGINA 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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WHY CHOOSE NOVA'S HEALTH INFORMATION MANAGEMENT OR CLINICAL DATA CODING PROGRAMS?



HIM Program
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 five 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 pass rate for national exams
- State-of-the-art technology
- Reasonable tuition rates
- Credentialed and dedicated faculty with real-world experience
- Easily transferable credits
- All courses offered online or via synchronous Zoom
- Clinical Practice Experience (HIM Students Only); 40 hours in the local area

www.cahiim.org

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.

Health Information 101 | AHIMA

WHY CHOOSE HEALTH INFORMATION MANAGEMENT AS YOUR AREA OF STUDY?



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- 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.

Your Path to Health Information *Excellence*

AHIMA®

RHIT®
AHIMA

Registered Health Information Technician (RHIT®)

If you thrive in hospitals and various healthcare settings like nursing homes and public health agencies, the RHIT certification is your gateway to ensuring the quality of medical records.

Who should consider the RHIT certification?
This is for professionals dedicated to maintaining high standards in medical/health records and those who specialize in coding diagnoses and procedures for reimbursement and research.

For more information, scan the QR Code to explore AHIMA Certification opportunities!

www.ahima.org

WHAT EMPLOYMENT OPPORTUNITIES CAN I EXPLORE IN HEALTH INFORMATION MANAGEMENT?

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

Career Map | MyAHIMA

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

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

- Medical Coding Hub | AHIMA

WHAT DUTIES DOES A CLINICAL DATA 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, Clinical Data 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

Your Path to Health Information *Excellence*

AHIMA

Certified Coding Associate (CCA®)

Ready to kickstart your journey in the healthcare industry? The CCA certification is designed for those who are passionate about interpreting healthcare data and evaluating medical claims. As a CCA, you'll dive deep into clinical classification systems, reimbursement methodologies, and compliance, gaining the skills needed to excel in your career.

Who should consider the CCA certification?

This is perfect for early-career professionals eager to make their mark in health information management!

For more information, scan the QR Code to explore AHIMA Certification opportunities!

www.ahima.org

OCCUPATIONAL OUTLOOK FOR HEALTH INFORMATION PROFESSIONALS

- According to the US Department of Labor, Bureau of Labor Statistics (BLS), “employment of medical records specialists is projected to grow 8 percent from 2022 to 2032, faster than the average for all occupations”

- What does this mean for Health Information Management and Clinical Data Coding 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*, Medical Records Specialists, at https://www.bls.gov/ooh/healthcare/medical-records-and-health-information-technicians.htm (visited *June 10, 2024*).

HEALTH INFORMATION MANAGEMENT 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.
- 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

NOVA Northern Virginia Community College
Medical Education Campus





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: Transfer Credit Evaluation | Northern Virginia Community College (nvcc.edu)
- ✓ 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.
- ✓ The general timeframe for transcript evaluation through the College Records Office is up to 12 weeks, once all required documents have been received and the request has been submitted. This time frame applies to both US and International transcripts. However, evaluations involving international coursework may take longer if a third-party credential evaluation is required or additional information is needed.
- ✓ **Note: Remember to include any former names on your request to avoid delays during the evaluation process.**

HEALTH INFORMATION MANAGEMENT, A.A.S. ADMISSION PROCESS

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

- ❑ Health Information Management A.A.S. Degree
  - Complete all pre-requisites *prior to* 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
    - ✓ Complete or self-place into MTH 154 Quantitative Reasoning or higher or completion of unit 5 in a developmental math. (Students cannot use MTH 155 Statistical Reasoning for this requirement)
      - You must pass pre-requisites with a grade of "C" or better.

Note: NOVA HIM Admission Process continued on next slide.

HEALTH INFORMATION MANAGEMENT, A.A.S. ADMISSION PROCESS CONTINUED

- Have minimum 2.5 cumulative GPA.**

  NOTE: **For Health Science programs, GPA evaluation will prioritize a student's record at Northern Virginia Community College (NOVA). If no NOVA GPA is available, the GPA from the student's most recent institution will be considered.

- Provide evidence of good physical and mental health by submitting a physical exam form. The form must be completed just before the start of the clinical experience in HIM 252 Clinical Practice II (4th semester).

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

*NOTE: BIO 141 must be completed within 10 years at time of admission. If BIO 142 is completed prior to admission, then BIO 142 must also be completed within 10 years at the time of admission

CLINICAL DATA CODING, C.S.C.
ADMISSION PROCESS

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

- ❑ Clinical Data Coding Career Studies Certificate
  - Complete all of the following pre-requisites prior to applying to the program.
    - ✓ BIO 145 – Human Anatomy and Physiology for the Health Science (or BIO 141 and BIO 142) *
    - ✓ You must pass all pre-requisites with a grade of "C" or better
    - ✓ Evidence of a high school diploma or GED
    - ✓ Have a minimum 2.0 cumulative GPA.**

      <u>NOTE:</u> For Health Science programs, GPA evaluation will prioritize a student's record at Northern Virginia Community College (NOVA). If no NOVA GPA is available, the GPA from the student's most recent institution will be considered.
  - 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
    - ✓ 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 next slide.

CLINICAL DATA CODING, C.S.C.
ADMISSION PROCESS CONTINUED

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

- ❑ Clinical Data Coding Career Studies Certificate continued
  - Submit an online *Health Sciences & Nursing Application* within the specified application period only <u>after</u> you have met the required pre-requisites.

***<u>NOTE:</u> BIO 145 must be completed within 10 years at time of admission. If BIO 142 is completed prior to admission, then BIO 142 must also be completed within 10 years at the time of admission.**

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

*****<u>NOTE:</u> All first-time students must take a one-credit Student Development (SDV) course prior to enrolling in their 15th credit at NOVA.**

Students who have already completed an associate degree or bachelor's degree accredited by the U.S. Department of Education do not need to take SDV 100 or 101. These students will, however, need to complete the <u>transcript evaluation process</u> to use this exemption to earn their NOVA degree or certificate (if SDV 100 or 101 is required for the program).

HEALTH SCIENCES AND NURSING APPLICATION



- During the open application period, apply to the HIM or CDC program by submitting an online *Health Sciences & Nursing Application*
- Application & Deadlines: Apply Online Northern Virginia Community College (nvcc.edu)
- You will receive a confirmation email that your application has been received by MEC Student Affairs

HEALTH INFORMATION MANAGEMENT AND CLINICAL DATA CODING ORIENTATION

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. Health Information Management and Clinical Data Coding courses will be released for registration only after program placement.
- ✓ Students are NOT ALLOWED to register for any core Health Information Management courses until they are "officially" admitted into the programs, 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.
  - All HIM A.A.S. degree students are required to successfully complete one NON-PAID clinical practice.
  - All CDC C.S.C. students are required to complete one clinical practice via synchronous Zoom.
- For more information regarding clinical practices, please contact the Health Information Management/Clinical Data Coding Clinical Coordinator at 703.822.2004.

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.

ARE THERE ANY ADDITIONAL COSTS?

In addition to textbooks and other necessary course materials, it is the student's responsibility (HIM Students Only) to cover expenses for the following items, which are mandatory prior to the start of ANY 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 just before Clinical Practice II begins in the second year.

CAN I CONTINUE MY HEALTH INFORMATION MANAGEMENT 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 Health Information Management or Clinical Data Coding application.

Online Information Session Code for HIM and CDC:

Code: **HIMCDC**

THANK YOU FOR YOUR INTEREST IN NOVA'S HEALTH INFORMATION MANAGEMENT AND CLINICAL DATA CODING PROGRAMS!



WEBSITE REFERENCES

- American Health Information Management Association www.ahima.org
- Virginia Health Information Management Association www.vhima.org
- District of Columbia Health Information Management DC Health Information Management Association | Facebook
- Elite Healthcare Magazine Health Information Professionals Archives - Elite Learning
- For The Record Magazine www.fortherecordmag.com
- Bureau of Labor Statistics Medical Records Specialists : Occupational Outlook Handbook: : U.S. Bureau of Labor Statistics