NORTHERN VIRGINIA COMMUNITY COLLEGE

HEALTH INFORMATION MANAGEMENT DEPARTMENT

Online Information Session

A.A.S. HEALTH INFORMATION MANAGEMENT
C.S.C. CLINICAL DATA CODING
WELCOME TO
HEALTH INFORMATION MANAGEMENT!

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GETTING STARTED

BEFORE CONTINUING, PLEASE PRINT OUT THE FOLLOWING FORMS:

1. Allied Health Division Program Application and Instructions
2. Request for Evaluation of Transcripts (If applicable)
3. Evaluation of International Transcripts (If International Applicant)
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 the 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 with skills that incorporating 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 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
According to the US Department of Labor, Bureau of Labor Statistics (BLS), “employment of medical records and health information technicians is expected to increase by 21 percent from 2010 to 2020, faster than 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.

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 the NVCC HIM/Clinical Data Coding Program(s)?

- One of only two 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
- Convenienly located
- Reasonable tuition rates
- Credentialed and dedicated faculty with real-world experience
- Easily transferable credits
- Some 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 access to valuable information developed by subject-matter experts, as well as a platform to exchange ideas and share opportunities with other student members.
NOVA ADMISSION PROCESS

THE 4 STEPS TO ADMISSION ARE:

Step 1: Apply to NOVA

✓ Apply to NOVA if you have not already done so. You may apply online at http://www.nvcc.edu/novaconnect/student/hdi-apply.htm

✓ Submit official transcripts from other colleges attended (if applicable), along with a Transcript Evaluation Form.
✓ The form can be found at the following location: http://www.nvcc.edu/forms/pdf/125-049.pdf.

✓ Allow 4 to 6 weeks for transcript evaluation for U.S. colleges 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.**
NOVA HIM ADMISSION PROCESS

Step 2: Complete the following pre-admission course requirements:

Complete the requirements for admission to the program of your choice by completing the following courses:

- **Health Information Management Associates Degree**
  - Complete all pre-requisites prior to applying to the program
    - SDV 101 - Orientation to Education
    - 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

- **Clinical Data Coding Certificate**
  - No pre-requisites courses are required. Submit a completed CDC application.
Recommendations

- For students intending to complete only the CDC certificate program; it is recommended that NAS 150 (Human Biology) and HIM 111 be completed prior to starting the CDC certificate program.

- For students intending to transfer to the HIM program after completion of the CDC certificate program, it is recommended that BIO 141 and HIM 111 be completed prior to starting the CDC certificate program.
NOVA HIM ADMISSION PROCESS

Step 3: Apply to the Health Information Management program by:

Completing the Allied Health Division Program Application

Return these document(s) by Certified Mail to:

Medical Education Campus
Northern Virginia Community College
Student Services Center, Room 202
6699 Springfield Center Drive
Springfield, VA 22150-1913
703.822.6531
NOVA HIM ADMISSION PROCESS

Step 3: Apply to the Clinical Data Coding program by:

Completing the Application for Clinical Data Coding (CDC)

Return these document(s) by Certified Mail to:

Medical Education Campus
Northern Virginia Community College
HIM Program Department Room 239
6699 Springfield Center Drive
Springfield, VA 22150-1913
703.822.6557
Step 4: 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 courses will be released for registration only after program orientation is complete.

✓ Students are **NOT ALLOWED** to register for any core HIM courses until after being “officially” admitted into the program, with the exception of the following:
  * HIM110 - Introduction to Human Pathology
  * HIM111 - Medical Terminology
  * HIM130 - Health Information Systems

✓ Students may register for any General Education course required to complete their degree program.
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 students are required to successfully complete two \textit{NON-PAID} clinical practices.
- All CDC students are required to complete one \textit{NON-PAID} clinical practice.

For more information regarding clinical practices, please contact the HIM program Administrative Assistant at 703.822.6557 or Educational Clinical Coordinator at 703.822.9057.
ARE THERE ANY ADDITIONAL PROGRAM 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 **ANY** clinical practice:
  - Background check
  - Drug Screen
  - History & Physical & Immunizations

- The background check and drug screen can be purchased as a package online at:
  - www.CertifiedBackground.com
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 AS A STUDENT IN BOTH THE HIM AND CDC PROGRAM?

- 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 the HIM degree completion.
Yes, all HIM and CDC students are encouraged to continue their education.

To research HIM Bachelors and Masters programs, visit [www.cahiim.org/directory/](http://www.cahiim.org/directory/) for a listing of CAHIIM Accredited Programs

**Please note:** If you plan to attend a 4-year university after completion of the CDC program, it is recommended that students take BIO 141 & BIO 142 (Human Anatomy and Physiology I and II) INSTEAD OF NAS 150 (Human Biology).
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
- Advance Magazine www.advanceweb.com
- For The Record Magazine www.fortherecordmag.com
- Health Information Careers www.hicareers.com
- Bureau of Labor Statistics