

Admission Information

Roane State Community College – Health Information Management Program

The Health Information Management program at Roane State Community College is designed to provide the student with career opportunities in the field of Health Information. The college awards and Associates of Applied Science degree in Health Information Management and the student graduates with the knowledge and skills of a competent entry-level health information professional. The general education courses for the Health Information Management program can be completed at any pace and may be taken prior to being accepted to the Health Information Management program. Students must take HIMT 1300, Medical Terminology and HIMT 1301, Introduction to Health Information Management prior to being accepted into the program. HIMT 1400, Disease Processes and HIMT 1302, HIM Legal Aspects may also be taken prior to being accepted into the program. All other Health Information Management professional courses may not be taken until the student is formally admitted to the program. A new cohort or class of students will begin only the fall semester each year and the program is generally completed within two years. Students may take the second year on a part-time basis with permission from the Program Director.

Applications:

All applicants for the Health Information Management program must first apply to Roane State, submit all the required admissions documents, and be accepted by the college. Once accepted by the college, the student can complete a Health Sciences application online through their RaiderNet account. The deadline to apply is May 15th each year. Applications received after the May 15th deadline will NOT be considered unless the deadline has been extended. The student must reapply each year they seek to be considered for admissions. Applications reopen during the fall semester each year.

Transcripts:

Submit official copies of college transcripts from other institutions to RSCC by the May 15th deadline. Be diligent about checking the status in RaiderNet to ensure that your college transcripts have been received, evaluated and courses posted.

Grades:

To be eligible for admission to the program, each applicant must achieve at least a 2.5 or better GPA in all courses that count towards the Health Information Management degree. GPA is calculated using only these courses. HIMT 1300 and HIMT 1301 must have a grade of “C” or better to be considered for the program. At a minimum, HIMT 1300, HIMT 1301 and one additional course towards the degree must be completed prior to the application deadline. Only HIMT courses which were completed within three years prior to applying for admission or readmission will be considered for credit towards graduation. This does not apply to open enrollment HIMT courses.

Advising:

It is recommended to contact an advisor during your first semester or talk with one of the Health Information Management program faculty.

General Education Course Required for the Health Information Management Program

These general education courses may be completed prior to applying for the Health Information Management Program. *Only HIMT 1300, HIMT 1301 and one additional course towards the program is required.

Course Number	Course Title	Credit Hours	Notes
ENGL 1010	Composition I	3	
BIOL 2010**	Anatomy & Physiology I	4	All learning support must be completed prior to being accepted into the program.
BIOL 2020**	Anatomy & Physiology II	4	
MATH 1530	Introduction to Statistics	3	Must be completed prior to HIMT 2209
INFS 1010	Computer Applications	3	Must be completed prior to HIMT 1305.
Humanities Elective	Intro to Ethics (PHIL 1040) preferred	3	See the catalog for eligible classes in art, music, theater, and philosophy. If more than one is completed, the highest grade is applied to admission points
Social Science Elective	Introduction to Psychology (PSYC 1030) is preferred	3	See the catalog for eligible classes in social sciences. If more than one is completed, the highest grade is applied to admission points

*Prerequisites for the Health Information Management program include HIMT 1300, Medical Terminology, HIMT 1301, Introduction to Health Information Management and one additional general education course.

**A "C" or better must be achieved in each specialty course, including all HIMT and BIOL courses.

Admissions Point System

The admission point system uses a cumulative approach to the selection of the top 15 – 17 applicants. The following are the criteria utilized for admissions. All eligible applicants are ranked (based on criteria A-C).

A. GPA – Cumulative point range 2 – 12 (max pts 12)

2.5 – 2.74 = 2 points

2.75 – 2.99 = 4 points

3.00 – 3.24 = 6 points

3.25 – 3.49 = 8 points

3.50 – 3.74 = 10 points

3.75 – 4.0 = 12 points

B. Number of program courses - Cumulative point range 1 – 5 (max pts 5)

9 – 15 hours completed = 1 point

16 – 24 hours completed = 3 points

25 + hours completed = 5 points

C. HIMT/BIOL Course Grades – Cumulative point range 0 – 36 (max pts 36)

HIMT 1301 grade of A = 6 points

HIMT 1301 grade of B = 3 points

HIMT 1300 grade of A = 6 points

HIMT 1300 grade of B = 3 points

BIOL 2010 grade of A = 6 points

BIOL 2010 grade of B = 3 points

BIOL 2020 grade of A = 6 points

BIOL 2020 grade of B = 3 points

HIMT 1302 grade of A = 6 points

HIMT 1302 grade of B = 3 points

HIMT 1400 grade of A = 6 points

HIMT 1400 grade of B = 3 points

Admissions Sequence of Events List

Prior to May15th

1. Complete an online RSCC general application and required health forms.
2. Submit high school and college transcripts from other institutions by deadline to RSCC.
3. Submit an online Health Sciences application in RaiderNet by May 15th deadline.
4. Complete HIMT 1300, HIMT 1301 and one additional general education course as prerequisites.

May 15th – First week of June

Steps for ranking eligible applicants:

- GPAs are calculated for eligible applicants.
- Applicant files are reviewed by the program director.
- Admission points are assigned based on published criteria.
- The admissions committee approves applicants for admission.
- Top 15 – 17 applicants will be notified of acceptance.
- The program director will send a degree plan to the student with a plan of study for program.

Accreditation

The Health Information Management program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). The College's accreditation for Associate degree in Health Information Management has been reaffirmed through 2030. All inquiries about the program's accreditation status should be directed by mail to CAHIIM, 200 East Randolph Street, Suite 5100, Chicago, IL, 60601; by phone at (312) 235-3255; or by email at info@cahiim.org.

Health Information Management education occurs in academic programs awarding associate, baccalaureate, and master's degrees. Each of these degree programs has a set of accreditation standards that ensure the quality of the education. Graduation from these education programs are the beginning of a career in health information management.

Graduation from CAHIIM Accredited programs enable HIM professionals to be eligible to obtain certifications that enhance their careers. See the American Health Information Management Association HIM Certification website page for additional information regarding eligibility for certification.

Health Information Management professionals may practice in health care, health information systems industry, health information management education programs, health finance and billing services, and health information standards and policy development. Their practice connects clinical, operational, and administrative functions in health care. They work on the classification of disease and interventions to ensure their standardization for use in clinical, financial, and legal purposes.

Nondiscrimination Statement

The Health Information Management program at RSCC offers the opportunity for training to all qualified persons regardless of race, color, creed, gender, national origin, disability, religion, or age. The institution complies with Titles VI, VIII, and XI, the American Disability Act, the Rehabilitation Act of 1973 and all other federal, state and local statutes.

ADA Statement

In compliance with the Americans with Disabilities Act, students are encouraged to register with the counseling/disability services office for possible assistance with accommodations. It is the student's responsibility to voluntarily and confidentially provide appropriate documentation regarding the nature and extent of a disability. Students requesting special accommodations are (strongly) encouraged to contact the counseling/disability services office at the beginning of the semester.

Health Information Management Program Approximate Costs

The college shall assess and collect prevailing rates for tuition and application as outlined in the college catalog, course schedules and website. Policies governing student withdrawal and refunds of tuition, fees, etc., shall be consistent with those of Roane State Community College.

The student is responsible for all costs incurred relative to travel to and from clinical assignments, supplies, textbooks, etc. Transportation to and from the clinical assignment is the sole responsibility of the student. Roane State does not assume liability for personal injury or property damage incurred during travel to and from these facilities.

Liability insurance coverage is required for students in the Health Information Management Program. Group liability insurance coverage is purchased in conjunction with registration for the Health Information Management courses.

Estimates of Additional Program Costs

Additional Program Costs	Costs or Fee
Textbooks	Varies due to renting/purchasing, etc.
Clinical Liability Insurance	\$15.00 per year (only assessed in 2 nd year)
Background Check and Drug Screen	\$100.00
EHRGo	\$169.00
RHIT Exam	\$299.00

Frequently Asked Questions

1. **When can I begin taking courses?**

General education courses required for the AAS Degree in Health Information Management (HIM) may be taken before admission to the HIM program. These courses are listed in the current college catalog under Health Information Management and in this packet. The catalog can be accessed on the main RSCC web page. HIMT 1300, Medical Terminology and HIMT 1301 and Introduction to Health Information Management are both required to be taken prior to acceptance into the program. Students must also complete at least one general education course towards to program to meet the prerequisite requirements. Courses completed at a college other than RSCC will only be considered if the official college transcript is submitted to the RSCC Admissions and Records Office AND evaluated before the published application deadline.

Only HIM courses completed at another CAHIIM accredited institution will be accepted as a substitute for the RSCC HIMT courses, with the exception of Medical Terminology.

2. **What grading system is used in the program?**

In order to continue in Health Information management, students must earn a "C" or higher in each health information management course.

The grading scale for the open HIM courses, including HIMT 1300, HIMT 1301, HIMT 1302 and HIMT 1400 are as follows:

- A = 90 – 100
- B = 80 – 89
- C = 70 – 79
- D = 60 – 69
- F = Below 60
- I = Incomplete

The grading scale for all other closed HIM courses is as follows:

- A = 92 – 100
- B = 82 – 91
- C = 72 – 81
- D = 62 – 71
- F = Below 62
- I = Incomplete

3. **Will I be participating in hospital clinical education as part of my course work?**

Students will be participating in unpaid clinical education during the last semester of the program in course HIMT 2307, Professional Practice Experience I.

4. What are the clinical education requirements?

Mandatory criminal background checks and routine drug screening are required for clinical facilities for students in the HIM program. The faculty will provide more information on this the semester prior to participating in the clinical rotation. The results of the criminal background and/or drug screening could lead to a student being denied access to clinical rotations by the facility, which would make completion of the practicum/program objectives impossible. Criminal background results may also present concerns with regards to employability.

During the final spring semester of the program, students are required to submit documentation for the following clinical requirements prior to the due date identified by the program director. If the documentation is not completed on time, students will not be permitted to go to clinic and may be forced to withdraw from the program.

- a) Health requirements: All health information management students must submit evidence of a good health by returning a completed Physical Examination form provided by the program director. All students must have:
 - a. Documented recent negative TB skin test or negative chest x-ray
 - b. Required Immunizations and/or Evidence of immunity for:
 - i. MMR vaccine and booster
 - ii. Varicella Zoster (chicken pox); (positive titer or date of disease
 - iii. Tdap
 - iv. Hepatitis B vaccine or documentation of the start of the series (Documentation of each sequential dose must be submitted until the series is complete.)
 - v. Influenza vaccine
 - vi. COVID vaccine or approved Medical or Religious exemption
- b) Liability insurance is required for all health information management practicum courses. The fee is assessed annually as part of the registration fees.
- c) Criminal background checks and drug screening are required by affiliate clinical sites as a condition of participation in clinical education. Based on the results of the test, any affiliated clinical site may determine to not allow the student at their facility. Denial of clinical access could result in the inability to successfully complete the clinical requirements of HIMT 2307, Professional Practice Experience I and the program. More information is available from the program director.
- d) Complete in-service and/or facility orientation required by the individual clinical affiliates as a condition of participating in clinical rotations. This may include a combination of sessions and/or electronic/online tutorials.
- e) Students in health science programs may be required to obtain additional vaccinations as clinical agencies adopt and implement new requirements, respond to periodic recommendations from the Centers for Disease Control or area health departments, etc. All such vaccinations will be at the expense of the individual student. Any student who refuses to be immunized will have the option of following the alternative processes allowed for agency employees, if available (i.e., wearing protective masks 100% of the time while at a clinical facility). A clinical site may determine to not allow a student at their facility if vaccine requirements are not met. Faculty makes every effort to provide

students with current information to make informed decisions regarding safety for themselves and patients.

5. How many hours a week will I be in clinical?

Students will attend one clinical per week for up to 8 hours per day for 10 to 12 weeks throughout the semester. Most clinical visits occur on either Tuesday, Wednesday, or Thursday, but could include a Monday or Friday at the request of the affiliate.

6. When will I know if I have been accepted into the Health Information Management program?

Prospective students will receive an email from the Program Director to their RaiderNet account by the end of May advising whether the student has been accepted into the Health Information Management program. If a student has been accepted into the program, the student will receive a notification in RaiderNet. The student will need to accept their spot in the program within 2 weeks of the notification being placed in the student's RaiderNet account.

7. What can I do to enhance my chances of being accepted into the HIM program?

Since points are awarded based on GPA and grades in the several courses as noted on page 3 of this admissions packet, chances of being accepted are enhanced if a student attains a high GPA and achieves A's and/or B's in those courses noted on page 3.

8. Does the program keep a "waiting list"?

No. A student must apply each year they wish to be considered for the program.

Health Information Management Associate of Applied Science Degree Plan

Communication – 1 course

ENGL 1010 Comp I

Computer Science Elective – 1 course

INFS 1010 Computer Applications

*Or higher computer course

Humanities/Fine Arts – 1 course

ART 2000 Art History Survey I
ART 2020 Art History Survey II
ART 1035 Introduction to Art
ENGL 2110 Early American Literature
ENGL 2120 Modern American Literature
ENGL 2210 Early British Literature
ENGL 2220 Modern British Literature
ENGL 2310 Early World Literature
ENGL 2320 Modern World Literature
HUM 1010 Early Humanities
MUS 1030 introduction to Music
THEA 1030 Introduction to Theatre
PHIL 1030 Introduction to Philosophy
PHIL 1040 Introduction to Ethics
PHIL 2200 Intro to World Religions

Natural Science – 2 courses

BIOL 2010❖ Human Anatomy and Physiology I
BIOL 2020❖ Human Anatomy and Physiology II

Social Science – 1 course

ANTH 2150 Native American Studies
ECON 2100 Principles of Macroeconomics
ECON 2200 Principles of Microeconomics
GEOG 2010 World Regional Geography
INTL 1010 Intro to Global Studies
POLS 1030 American Government
POLS 1010 Intro to Political Science
PSYC 1030 Introduction to Psychology
PSYC 2210 Biological Basis of Behavior
PSYC 2130 Lifespan Psychology
SOCI 1010 Intro to Sociology
SOCI 1040 Social Problems
ANTH 1230 Intro to Cultural Anthropology
ANTH 1430 Intro to Prehistoric Archaeology
WELL 1010 Lifetime Wellness

Math – 1 Course

MATH 1530 Introductory Statistics

❖Recommend completing prior to acceptance into the program

Health Information Management Courses

These 4 courses have open enrollment and may be taken before acceptance into the HIM program

HIMT 1301* Introduction to Health Information Management –3 credits
HIMT 1300* Medical Terminology – 3 credits
HIMT 1302 HIM Legal Aspects – 3 credits
HIMT 1400 Disease Processes – 3 credits
*** Required to be completed prior to acceptance into the HIM Program**

First Year

Fall Semester

HIMT 1303 Basic ICD Coding I – 3 credits

Spring Semester

HIMT 2302 Basic ICD Coding II – 3 credits
HIMT 2301 CPT Coding – 3 credits
HIMT 1201 Medical Office Procedures –2 credits

Second Year

Fall Semester

HIMT 2211 Quality Improvement – 2 credits
HIMT 1400 Disease Processes – 3 credits
(if not taken prior to acceptance into the HIM program)
HIMT 1302 HIM Legal Aspects – 3 credits (if not taken prior to acceptance into the program)
HIMT 2303 Advanced Coding –3 credits
HIMT 2304 HIM Management Principles – 3 credits

Spring Semester

HIMT 2209 Data Analysis and Statistics – 2 credits
HIMT 2205 Revenue Cycle Management – 2 credits
HIMT 2307 Professional Practice Experience – 3 credits
HIMT 1305 Computer Applications in Health Information – 3 credits
HIMT 2212 Seminar in Health Information Management – 2 credits

Total Credit Hours = 66

The Intent to Graduate form needs to be submitted to the Office of Graduation during the fall term of the second year.

Revised 5/2023

Updated May 2025