



**Central New Mexico Community
College**

**HEALTH INFORMATION
MANAGEMENT**

STUDENT HANDBOOK

2019-2021



WELCOME!

Welcome to Central New Mexico Community College's (CNM) Health Information Management program in the School Health, Wellness & Public Safety (HWPS). The Health Information Management Associate of Applied Science degree.



The Health Information Management program focuses on skills and efforts in the health care field by learning to maintain, organize and produce health care information. This information important to the various health care professionals.

Your course work in the program and practical experience in health care facilities will become your immediate preparation for your professional career.



This handbook has been prepared to better acquaint you with the program and its various program requirements. This program follows accreditation standards set forth by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM) and curriculum requirements instituted by the American Health Information Management Association (AHIMA). The program focuses on preparation for a professional career in the health information management industry. Because of the program's CAHIIM accreditation graduates of the program are eligible to sit for the national Registered Health Information Technician (RHIT) credential.

This program is an online program. All HIT courses, with exception of the HIT practicum course, are completed via CNM Learn, the school's learning management system.

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Learning is a treasure that will follow its owner everywhere. -- Chinese Proverb

Our focus is on the development of critical thinking skills, professional growth, and awareness of global issues essential for lifelong learning in the fields of Health Information Management. Learning occurs both in and out of the classroom, with students and faculty who are challenged to question, analyze and problem solve.

PROGRAM ACCREDITATION

The Health Information Management Program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). The program received its accreditation status in July 2003.

For further information on accreditation, contact CAHIIM at 200 East Randolph Street, Suite 5100, Chicago, IL 60601; info@cahiim.org or (312) 235-3255. Upon graduation, students are eligible to take the national certification exam. Students who successfully pass the exam earn the professional credential of Registered Health Information Technician (RHIT).

PROGRAM DELIVERY FORMAT

The CNM Health Information Management program is offered in an online format. HIT courses are taught in a distance learning, asynchronous environment. The practicum course work is completed online and facility practicum hours are completed onsite at the host practicum site. General education courses may be offered in in-seat and online format depending on the course.

DESCRIPTION OF PROFESSION

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. They are vital to the daily

operations management of health information and electronic health records (EHRs). They ensure a patient's health information and records are complete, accurate, and protected.

Health information management (HIM) professionals work in a variety of different settings and job titles. They often serve in bridge roles, connecting clinical, operational, and administrative functions. These professionals affect the quality of patient information and patient care at every touch pointing the healthcare delivery cycle. HIM professionals work on the classification of diseases and treatments to ensure they are standardized for clinical, financial, and legal uses in healthcare. Health information professionals care for patients by caring for their medical data.

HIM professionals are responsible for the quality, integrity, and protection of patient's health information, which can include any or all of the following:

- A history and physical exam
- Lab results—blood tests, urine tests, etc.
- Clinical information (nursing notes, physical therapy notes, and many others)
- X-rays and other radiology procedures
- And so much more

(AHIMA.org/careers)

GOALS AND OBJECTIVES

The primary goal of the Health Information Management Program at CNM is to establish and maintain an educational program that is accredited and of the highest quality.

It is CNM's intent to graduate students who have developed the professional and personal attitude and skills necessary to successfully pass the national examination and begin their careers as Registered Health Information Technicians.

To achieve this goal, an appropriate curriculum has been developed for the Health Information Management Program, which enables the student to demonstrate the core competencies for health information technicians.

ADMISSION TO THE HEALTH INFORMATION MANAGEMENT PROGRAM

Admission to the Health Information Management Program follows the accepted practices of CNM as stated in the Catalog. Admission to the program is on a first-qualify, first-serve; open enrollment basis. Applicants must declare Health Information Management as their major. Taking courses that apply to or are part of the Health Information Management curriculum does not constitute nor guarantee acceptance to the program for accreditation purposes. Students are highly encouraged to enroll in general education/science courses prior to admission to the program. Students are also encouraged to enter the HIT program in the spring term.

The CNM application information is located on the CNM website, [Getting Started](#) page.

Beginning 2018-2020 academic year a student will be counted as "in the program" after declaring HIT as their major and upon completion of HIT 1015 Introduction to Coding.

Transfer credits for HIT courses are accepted from other CAHIIM accredited HIT programs. Program accreditation by CAHIIM is necessary in order to be eligible for the AHIMA professional HIM Certification Exams. A graduate is required to have completed an accredited CAHIIM program in order to be eligible to take the exam and become certified. CAHIIM accredited programs are quality programs that provide professionally required knowledge and skills, and employment marketability. Ability to enroll in Graduate education: If your undergraduate degree was earned at an unaccredited institution you run the risk that the graduate school in which you would like to enroll will not accept your degree.

CNM [Nondiscrimination Policy](#)

Students are considered for admission to CNM without regard to gender, race, color, national origin, religion, age, disability, sexual orientation, or marital status.

CURRICULUM

An Associate of Applied Science Degree with a major in Health Information Technology is granted by the College after completion of the course requirements in the two-year program.

NOTE: The HIT Program curriculum will be updated in 2021 to meet the 2018 Curriculum Competency requirements and to adopt the Revenue Management and/or Data Management track competencies. This may result in revisions to courses and/or required program curriculum.

The CNM HIM Program offers courses on an annual master course schedule organized and approved by the CNM Master Scheduling Office.

The schedule of classes for the programs are determined by the following factors:

- The programs have an open enrollment status; therefore, students are in varying degrees of progress through the program(s).
- Courses offered are based on the majority need.
- Historical course enrollment and course cancellation data.
- CNM requires a minimum of 15 students to be enrolled in a course for the course to be offered.

Due to the nature of the programs not all HIM courses are offered each term or may not be offered as listed in the CNM catalog on the [HIT program of study](#) pages. Program courses begin with the "HIT" prefix in the CNM catalog.

Example of the HIM Program annual schedule of classes:

HIT core courses offered in the Fall term: HIT 1060, HIT 1070, HIT 2011, HIT 2030

HIT core courses offered in the Spring term: HIT 2021, HIT 2040, HIT 2050, HIT 2060

HIT core courses offered in the Fall and Spring term: HIT 1030, HIT 1240, HIT 1250

HIT core courses offered in the Fall, Spring and Summer term: HIT 1015, HIT 1020, HIT 1090, HIT 2390

*See full list of courses on the next page.

A minimum grade of "C" must be earned in each HIT course, and BIO 1310/1392 (aka BIOL 1130/1130L). In order to enroll for the practicum classes, the student must have successfully completed all required coursework for the Health Information Practicum with an overall average grade point average of at least 2.0.

PROGRAM CURRICULUM REQUIREMENTS– see [HIM Program of Study](#) page for course descriptions and pre/corequisite requirements.

Central New Mexico Community College -Health Information Management Program
2018-2020

Program Requirements: Math Skills 2 and Reading & Writing Skills 2

Courses

Term 1

BIOL 1130- Essentials of Human Anatomy and Physiology 3 credit hour(s) and
BIO 1130L - Essentials of Human Anatomy and Physiology Laboratory 1 credit hour(s) or
BIOL 2210 - Human Anatomy and Physiology I 3 credit hour(s) and
BIOL 2225 - Human Anatomy and Physiology II 3 credit hour(s)

HIT 1020 - Medical Terminology and Anatomy 3 credit hour(s)
HIT 1240 - Principles of Disease 3 credit hour(s)
HIT 1250 - Pharmacology and Laboratory Procedures 2 credit hour(s)
IT 1010 - Fundamentals of Information Literacy and Systems 3 credit hour(s)

Term 2

ENGL 1110 - College Writing 3 credit hour(s) or
HIT 1015 - Introduction to Coding 3 credit hour(s)
HIT 1030 - Health Data Content and Structure 3 credit hour(s)
Human Relations Requirement 3 credit hour(s)
OTEC 1175 - Computers in the Medical Office 2 credit hour(s)

Term 3

AAS Mathematics Requirement 3-4 credit hour(s) *Math 1330 recommended

ENGL 1210 - Workplace Writing and Communication 3 credit hour(s)
HIT 1060 - Health Information Management Systems 3 credit hour(s)
HIT 1070 - Legal/Ethical Aspects of Health Information 3 credit hour(s) HIT
2011 - ICD-CM Coding 3 credit hour(s)

Term 4

HIT 2030 - CPT Coding 3 credit hour(s)
HIT 2021 - ICD-PCS Coding 3 credit hour(s)
HIT 2040 - Health Information Data Analysis 3 credit hour(s)
HIT 2050 - Health Information Supervision 3 credit hour(s)
HIT 2060 - Reimbursement Methodologies 2 credit hour(s)
HIT 1090 - Health Information Practicum 2 credit hour(s)

Associate of Applied Science in Health Information Management 60-63 credit hours

HIT 2390 Coding Practicum Elective (2 credit hour(s))
GRADING SCALE

The official grading scale for the all Health Information Management courses is:

A = 90 – 100
B = 80 – 89
C = 70 – 79
D = 60 – 69
F = 59 and below

SPECIAL PROGRAM REQUIREMENTS

Criminal Background

Most of the health programs in HWPS require students undergo the New Mexico Department of Health caregivers criminal history screening program. This involves state and federal felony criminal background checks with fingerprints. This must be completed prior to starting the program or prior to beginning the practical experiences. Students with a disqualifying conviction can appeal some of those convictions through the New Mexico Department of Health. Depending on the program, students may or may not be allowed to remain in the program pending appeal. Students who do not successfully appeal a disqualifying conviction will not be allowed to start or remain in the program. A successful appeal does not guarantee eligibility for licensure after graduation in professions that require licensure.

Other Compliance Requirements

Many of the health programs in HWPS require students to undergo a routine urine drug screen, provide documentation of current immunizations, have a current Healthcare

Provider Basic Life Support (CPR) certificate and other training prior to beginning the program or beginning clinical education, all of which, along with the criminal background check, are verified through the CNM [Office of Verification and Compliance](#).

Physical Requirements

Students must be in good physical and psychological health. Students may be asked to provide documentation of a recent physical examination. Many health programs require the student to be able to safely lift and/or move a minimum of 50 pounds

Program Fees

Program fees cover costs incurred on behalf of the student for student-issued equipment, course materials, background checks, drug screens, etc.

ATTENDANCE

Students are expected to fully participate in all classes in which they are registered. Completion of course work during absences is the student's responsibility. Online participation is recorded and most instructors base weekly participation on completion of assigned tasks and serve as a record of attendance. These records are frequently requested by employers and by agencies that provide financial support.

Each course has a syllabus that must be adhered to in addition to this handbook.

ONLINE EXPECTATIONS

Before beginning HIM courses student must successfully complete the CNM Distance Learning Jumpstart course. Jumpstart is a free, self-enroll course offered by CNM Distance Learning department. Students are expected to knowledgably and efficiently navigate the learning management system.

COMMUNICATION SKILLS

Effective oral and writing skills are important to the Health Information Technician. Grades will be based on mechanics as well as content. Grammar, spelling, organization and punctuation will be evaluated on all written course tasks.

COMMUNICATION

CNM email is the preferred channel for all communication.

TEXTBOOKS AND COURSE MATERIALS

Course syllabi will list the textbooks required for each Health Information Management course. Exams, quizzes, assignments, etc. will be given to evaluate student learning. Because health information and medical coding are professional fields, consideration should be given to retaining these textbooks and course materials for use in other classes, for review for the national examination, and for practice in the professional field.

ACADEMIC INTEGRITY

Academic integrity is expected of all students. Academic integrity means representing oneself and one's work honestly. Misrepresentation is cheating or stealing since it means that a student claims credit for ideas or work that are not actually his or hers and is thereby trying to get a grade that is not actually earned.

Academic dishonesty will result in a grade of "0" for the work involved and may result in dismissal from the Health Information Management program.

CNM Academic Integrity information is located on the Dean of Students/Academic Integrity CNM webpage and also [here](#).

HWPS SCHOOL CODE OF CONDUCT

Students that declare majors in program in the School of Health Wellness and Public Safety are required to abide by all policies contained in the [HWPS Student handbook](#).

CONFIDENTIALITY

All information gained in the Health Information Management program relating to patients, physicians, or private hospital business is considered confidential information and/or protected health information. Disclosure of any confidential information in any form is cause for immediate dismissal from the program and College with possible no option to re-admit.

HEALTH INFORMATION MANAGEMENT STUDENT CODE OF CONDUCT

HIT students are expected to adhere to and abide by:

[AHIMA Code of Ethics](#)

[CNM Student Code of Conduct](#)

Applicable facility policies and procedures (during practicum)

HIPAA Privacy Rule and other healthcare-related regulations

Policies and guidelines in the Student Practicum manual

PROFESSIONAL CONDUCT

Health Information Management students at CNM are expected to adhere to the College's Student Code of Conduct and to follow the American Health Information

Management Association's (AHIMA) Code of Ethics in addition to acting in a professional manner at all times. Students will respect the confidentiality of any information that they might acquire while a student in any health care facility.

If a student participates or engages in any unethical, unprofessional or disruptive behavior and is asked to be removed by the internship site by the facility host supervisor, the student will be responsible for locating another host facility the following term. The student may also be removed from the internship site and may be dismissed from the program and or the College due to unprofessional, disruptive and or unethical conduct.

HEALTH INFORMATION PRACTICUM

At the end of the program students complete HIT 1090 Health Information Practicum. The Health Information Management program requires a total of 60-90 hours of actual work experience in a healthcare setting (HIT 1090). Pre-requisites for HIT 1090: HIT 1060 + HIT 1070 Pre- and/or co-requisite HIT 2050.

Students must register for the HIT 1090 course the term prior to completing the course (aka as soon as registration opens for the following term). Students will receive the CNM Compliance Requirements (Health Information Management) Packet from [the CNM Office of Verification and Compliance](#) (aka Compliance Office) via CNM email. If any of your compliance requirements expire by the end of the term you will be required to update those requirements.

All information is due to the Office of Verification and Compliance (OVC) by the date specified in the communication from the OVC. Delaying submission of requirements may delay the start date or completion of this practicum course. Students who do not complete the practicum must retake the course. Practicum hours do not carry over to other terms.

Compliance Requirements include, but are not limited to the following:

- [Caregivers Criminal History Screening](#)
- [Immunizations](#)
- [Drug Screen](#)

Compliance requirements must be submitted no later than Week #3 in the term registered. Students select from a CNM Approved list of practicum facilities to complete their practicum hours. Students are responsible for securing approval from a facility on the approved list. All facilities must have an Affiliation Agreement on file with CNM.

Student responsibilities:

Some sites specify that a student must interview in person prior to acceptance. Students may receive assignments that are as far away as 75 miles and the students are required to provide their own transportation and or lodging to fulfill the requirements.

The student will not be paid for any part of the professional experience hours.

It is the student's responsibility to plan ahead for the completion of the required Health Information Practicum (i.e. make sure that you have planned for time away from your place of employment and or make arrangements with your employer in advance).

Practicums are a requirement of the HIT program. Students must be prepared to take time off from their place of employment to complete HIT 1090 Health Information Practicum.

A separate HIT Practicum Student Manual is provided to students the first week of the course. The manual is located in the HIT 1090 course shell. The HIT Practicum manual contains policies regarding the practicum and course requirements.

GRADUATION PROCESS

Students are encouraged to meet with the HWPW Academic Achievement Coach periodically throughout the program to ensure they are completing program requirements. HIM program graduation candidates must follow CNM Graduation protocol. Information about CNM Graduation is located on the CNM/Departments/Graduation [webpage](#).

NATIONAL EXAMINATION

Only students who have graduated from an accredited Health Information Management program may sit for the RHIT certification examination. The national examination for Health Information Technicians is administered by a professional examination service for the American Health Information Management Association (AHIMA). This exam is offered electronically throughout the year. Successful completion of this examination permits the individual to use the initials "RHIT" or "Registered Health Information Technician."

See RHIT certification link for more information about the RHIT exam and other AHIMA credentials such as coding. <http://www.ahima.org/certification/RHIT>

CNM HIT graduates may also complete the HIT 2390 Coding Practicum. This elective postHIT graduate course focuses on coding application. The same CNM Compliance requirements as the HIT 1090 Practicum apply.

Additional industry certifications with an emphasis on physician coding and medical billing are available through associations such as AAPC.

AMERICAN HEALTH INFORMATION MANAGEMENT ASSOCIATION ACTIVITIES

Health Information Management students are eligible for student membership in the American Health Information Management Association. Applications for membership are available at www.ahima.org. Membership carries an automatic subscription to the *Journal of the AHIMA* and also entitles the student to membership in the New Mexico Health Information Management Association (NMHIMA). Students can access the NMHIMA geographic web link from the AHIMA web site.

OTHER

CREDIT FOR PRIOR LEARNING

Academic credit is awarded to student with current licenses, certifications or credentials who are working toward a degree within the same field to which they hold current license, certification or credential. Credit for specific HIT courses may be awarded for AHIMA RHIT, CCS, CCS-P credentials or AAPC CPC certification. See the CNM [Credit for Industry Certifications and Licensures](#) and [Credit for Workplace Learning](#) webpages for application requirements.

AHIMA EARLY TESTING

Students in CAHIIM-accredited programs for RHIT, enrolled in their final term of study, are eligible to apply for and take their respective certification exam early. Eligible students include the following:

- Students currently enrolled and in their last term of study
- Students who have completed their course work but have not yet graduated
- Graduates that are currently waiting for their official transcripts See AHIMA.org/certification/RHIT for more information.

APPENDIX

2018 AHIMA Curriculum Competencies are incorporated into the CNM HIM Program curriculum.

Domain 1. Data Governance, Content and Structure

Domain 2. Information Protection: Access, Use, Disclosure, Privacy and Security

Domain 3. Informatics, Analytics, and Data Use

Domain 4. Revenue Cycle Management

Domain 5. Health Law and Compliance

Domain 6. Organizational Management & Leadership

The program also employs the AHIMA Bloom's Taxonomy in assessments.



Council for Excellence in Education
Health Informatics and Health Information Management

AHIMA-revised Bloom's Taxonomy for 2018 Curricula Competencies

Taxonomy Level	Category	Definition	Verbs
1	Remember	Exhibit memory of previously learned material by recalling facts, terms, basic concepts, and answers	Choose, Define, Find
2	Understand	Demonstrate understanding of facts and ideas by organizing, comparing, translating, interpreting, giving descriptions, and stating main ideas.	Collect, Depict, Describe, Explain, Illustrate, Recognize, Summarize
3	Apply	Solve problems to new situations by applying acquired knowledge, facts, techniques and rules in a different way.	Adhere to, Apply, Calculate, Demonstrate, Discover, Educate, Identify, Implement, Interview, Model, Organize, Plan, Promote, Protect, Report, Utilize, Validate, Articulate
4	Analyze	Examine and break information into parts by identifying motives or causes. Make inferences and find evidence to support generalizations.	Analyze, Benchmark, Collaborate, Examine, Facilitate, Format, Map, Perform, Take part in, Verify
5	Evaluate	Present and defend opinions by making judgments about information, validity of ideas, or quality of work based on a set of criteria.	Advocate, Appraise, Assess, Compare, Comply, Contrast, Determine, Differentiate, Engage, Ensure, Evaluate, Interpret, Justify, Leverage, Manage, Mitigate, Oversee, Recommend, Solve
6	Create	Compile information together in a different way by combining elements in a new pattern or proposing alternative solutions.	Build, Compile, Conduct, Construct, Create, Design, Develop, Forecast, Formulate, Govern, Integrate, Lead, Master, Propose, Present

Adapted from Teacher Created Resources Quick Flip Questions for the Revised Bloom's Taxonomy. (2017). Madison, WI: Edupress.

Go to AHIMA.org/education to view this information.

[AHIMA Code of Ethics](#)

CNM Health Wellness and Public Safety [Student Handbook](#)

HEALTH INFORMATION MANAGEMENT RECEIPT OF STUDENT HANDBOOK

Students declaring HIT as their major with intent to complete the program are required to document the receipt of the information contained in this handbook.

Complete the form on the following page and email it to your instructor. Thank you.

TITLE IX

Title IX of the Education Amendments of 1972 protects people from discrimination based on sex in education programs or activities that receive Federal financial assistance. Any person may report sex discrimination, including sexual harassment, in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time, including during non-business hours. **Title IX Coordinators for CNM are Christopher Cavazos - Dean of Students** (Contact information: CNM Main Campus Student Services Center Room 202B- 525 Buena Vista SE Albuquerque, NM 87106. Email: ccavazos@cnm.edu Phone: 505-224-4000 x51240) **and Juliane Ziter - Executive Director of Human Resources** (Contact information: CNM Main Campus Ted Montoya Building Room 104E- 525 Buena Vista SE Albuquerque, NM 87106. Email: JZiter@cnm.edu Phone: 505-224-4000x51294). For more information regarding Title IX, please visit the CNM Website at cnm.edu/about/title-ix-policy-and-procedures.

CNM HIT Program Handbook Acknowledgment

Enter today's date:

Enter your first and last name:

Enter your CNM student ID:

Have you declared HIT as your major? Yes No N/A

Enter the Term and Year that you declared HIT as your major:

If HIT is not your major enter "N/A and current declared major."

Read the following statement and enter your name and date in the space provided.

I attest that I have read the information contained in the HIM Student Handbook.

-Program accreditation and online delivery format

-Admission to the program

-Curriculum requirements

-Special program requirements

-Online expectations

-Academic integrity

-Confidentiality

-Professional conduct

-Health information practicum

-National examination

-AHIMA curriculum competencies

-Bloom's taxonomy

-AHIMA code of ethics

Enter your signature and Date here:

Read the statement and enter your name and date in the space provided.

I have read the policies and guidelines referred to in the HIM Student Handbook and agree to abide and adhere to them while a student in the program.

-HIM Program policies

-HWPS Student Code of Conduct

-CNM Student Code of Conduct & Academic Integrity

-AHIMA Code of Ethics

Enter your signature and Date here:

I am a part-time/full-time student: Full-time Student Part-time student

Definitions: A part-time is a student completes 11 credit hours or less per term. A full-time student completes 12 credit hours or more per term.

Have you completed HIT 1015 Introduction to Coding with a C grade or higher? Yes No

- If you answered YES to the question about HIT 1015 completion, enter the term and year in the space provided:
- If you answered NO, enter "N/A and the term and year" that you ESTIMATE you will complete the HIT 1015:

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