



UNIVERSITY OF  
**WISCONSIN**  
HEALTH INFORMATION  
MANAGEMENT & TECHNOLOGY

# Bachelor of Science in Health Information Management and Technology

*A 61-credit online degree  
completion program*

A COLLABORATION OF:

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[UW LA CROSSE](#)

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# Welcome to the HIMT Revolution



## A Message from the Program Manager

Welcome! My name is Wil Limp, and as program manager for the University of Wisconsin [Bachelor of Science in Health Information Management and Technology \(HIMT\)](#), I am excited to bring you what I believe is one of the most forward-thinking and innovative health information management (HIM) and health IT degree programs you'll find anywhere.

## Learn to Lead in the New Age of HIMT

Over the last decade, we saw the health information field transition from paper to electronic health records and the roles and educational requirements of health information professionals change dramatically. Today's healthcare providers depend on HIM professionals to help them navigate the era of electronic health records (EHRs), and increasingly, traditional HIM skills are not enough.

So we created a new kind of program—one built to teach the essential HIM and health IT skills you need to succeed not only in ever-popular traditional healthcare roles, but in emerging HIMT careers as well.

With a Bachelor of Science in Health Information Management and Technology, you will:

- Learn from top HIM and health IT experts from across the UW System
- Enjoy the convenience and flexibility of online courses
- Choose a concentration in management or technology—or both!
- Gain a competitive advantage in today's technology-focused healthcare field

In addition, **you will gain eligibility to sit for the Registered Health Information Administrator (RHIA) exam (HIM track graduates only) and attain the knowledge you need to pass the Certified Associate in Health Information and Management Systems (CAHIMS) exam.**

Are you ready to begin? I invite you to speak with an enrollment adviser to find out if this leading-edge program is right for you. Call 1-877-895-3276 or email [learn@uwex.edu](mailto:learn@uwex.edu).

We look forward to helping you start or accelerate your HIMT career with a prestigious University of Wisconsin degree!

Sincerely,

Wil Limp, MS, RHIA, CHTS Trainer  
University of Wisconsin Health Information  
Management and Technology Program Manager



The UW Bachelor of Science in HIMT is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).



UW HIMT is an Approved Education Partner and Academic Organizational Affiliate of the Healthcare Information & Management Systems Society (HIMSS).



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## Take the Next Step—Let’s Talk About Your Options

We understand that going back to school is a big decision. And we want to help. If you have any questions about the online Bachelor of Science in Health Information Management and Technology—or even if you just want some help to focus your career interests and goals—please let us know.

Call an enrollment adviser at 1-877-895-3276 between 8:00 a.m. and 7:30 p.m. CT Monday through Thursday, 8:00 a.m. and 4:30 p.m. on Friday, or email anytime at [learn@uwex.edu](mailto:learn@uwex.edu). If you would prefer that an enrollment adviser call you, just send an email with your phone number and the best time to reach you.



## About Health Information Management/Health IT

Health information management (HIM) is a fast-growing field that combines the disciplines of medicine, management, finance, information technology, and law. Historically, the role of HIM professionals has been to collect, validate, code, maintain, and make accessible the health data that doctors, nurses, and other healthcare providers rely on to deliver quality healthcare.

HIM professionals have expertise in managing patient health information, administering computer information systems, protecting patient privacy, and coding diagnoses and procedures for healthcare services provided to patients. Health information technology (HIT) professionals focus on the technical side of managing patient health data. They are experts in the planning, implementation, and maintenance of the software and hardware systems that healthcare professionals use to capture, manage, and store health data.

But today, new technology and regulations are changing the health information field—and these roles—dramatically. The transition from paper to electronic health records (EHRs) is spurring the creation of vast health data repositories that have never existed before. As the payment model for health care shifts from fee-for-service to a value-based performance model, the challenge to healthcare providers will be to mine and analyze these data to produce actionable health information that can be used to improve patient care at reduced costs. This new focus on electronic data management and analysis will profoundly change the roles and education requirements of HIM and HIT professionals, making some traditional roles obsolete while giving rise to entirely new jobs—particularly jobs focused on technology administration

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“ I believe you have created a unique program among other health information management degrees. Its focus on technology aligns with where the industry is headed, and that means I’ll be prepared for success in the future. ”

—Lisa Zaentz, Student, Chicago, Ill.

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and data analytics—which are beginning to emerge today. The result is that the next ten years will see incredible demand for knowledgeable, highly skilled HIMT professionals who understand not only the management, coding, and transfer of electronic health data, but also how to build and use the software and systems to manage, retrieve, and analyze data to drive improvements in patient care.

### Why Choose the Bachelor of Science in Health Information Management and Technology?

A Bachelor of Science in Health Information Management and Technology provides the knowledge and skills you need to succeed in the new age of health information management, technology, and data analytics. The program's two tracks—Health Information Management and Health Information Technology—prepare you to pursue your interests in roles that span an array of healthcare environments.

See page 8 "[About the Degree](#)," to find out why UW HIMT is the right degree program at the right time for anyone who is interested in starting or advancing a career in this fast-moving industry.

### Careers in Health Information Management and Technology

The employment outlook for health information management (HIM) and health information technology (HIT) professionals is extremely positive. Consider:

- According to the U.S. Department of Labor's Bureau of Labor Statistics, health information technology is one of the 20 fastest-growing occupations in the country.
- Employment opportunities for health information professionals with the required knowledge and technical skills is expected to [increase by 21 percent](#) between 2010 and 2020—far outpacing the average for all occupations in the United States.

### What Industry Leaders Have to Say

“According to Joyce Mensmeier, vice president, informatics at the Healthcare Information and Management Systems Society, informatics is a top career in healthcare because those who master the art of combining patient care with health IT skills are in a better position to demand more pay, expand their growth potential and become an integral part of a growing dynamic health organization.”

—Healthcare IT News

Lewis, Nicole. "Why is informatics the top new career in healthcare?" Healthcare IT News. May 2013. Web. Aug. 9, 2013.

[http://healthinformaticsdegree.uic.edu/wp-content/uploads/2013/06/HIT-News-May2013\\_Informatics.pdf](http://healthinformaticsdegree.uic.edu/wp-content/uploads/2013/06/HIT-News-May2013_Informatics.pdf)

“[The transition to] electronic health records . . . is a massive change that . . . opens up all kinds of new opportunities for new roles.”



Linda Kloss, MS, RHIA, and former CEO of the American Health Information Management Association (AHIMA), discusses how changes in technology are transforming the roles and job descriptions of health information management professionals.

Video not playing? [Click here to watch on YouTube.](#)



- In 2012, *U.S. News & World Report* ranked health informatics and information management as one of the top nine new majors in the country, stating that “the need is huge for professionals who can help acquire, manage, and use information to improve health and manage payments.”
- The American Medical Informatics Association projects a need for more than 50,000 health IT workers in the next five to seven years.

A Bachelor of Science in Health Information Management and Technology can be the foundation for a variety of positions, including:

<b>Title</b>	<b>Average Yearly Salary</b>
IS/IT director	\$ 102,836
Consultant	95,688
Compliance officer	86,380
HIM director	84,588
Privacy officer	79,444
Manager	69,880
Supervisor	55,416
Coding professional	49,222

Source: [AHIMA 2012 Salary Study](#).



## About the Degree

### Program Information

Designed with an understanding that new technologies and regulations are profoundly changing the roles and education requirements of professionals in the health information field, the fully online UW Bachelor of Science in Health Information Management and Technology (HIMT) provides both the HIM and HIT skills you need to qualify for jobs in tomorrow's technology-based healthcare environments.

A collaborative degree program, HIMT combines the resources of the University of Wisconsin-Extension and four University of Wisconsin campuses—[UW-Green Bay](#), [UW-La Crosse](#), [UW-Parkside](#), and [UW-Stevens Point](#). The diverse faculty and online flexibility, combined with our forward-looking curriculum, make this program an ideal choice for nontraditional adult students and busy HIM professionals looking to start or advance their careers.

The HIMT degree program is accredited by the Commission on Accreditation of Health Informatics and Information Management Education (CAHIIM). Completing a

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“This degree will open many doors from my current position . . . Informatics is transforming the field, and I will have an advantage because I'm getting in on the front end. By the time it's become the norm, I'll be experienced and successful.”

—Gregina Deacon, Student, Kenosha, Wis.

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CAHIIM-accredited program allows HIM graduates to sit for the Registered Health Information Administrator (RHIA) exam. The HIMT program is also an Approved Education Partner and Academic Organizational Affiliate of the Health Information & Management Systems Society (HIMSS). All students who successfully complete the four HIT track courses are eligible to sit for the Certified Associate in Health Information and Management Systems (CAHIMS) credential. Graduates will have a competitive advantage in the job market as a result of holding a degree from an industry-recognized institution.

Courses are offered on the traditional academic calendar: fall semester (15 weeks), spring semester (15 weeks), and summer session (10 weeks). You may take as many or as few courses as you wish each semester, and there is no graduation deadline—you may take as many semesters as you need to complete your degree.

Because all courses are online, you never need to come to campus. All course content, from multimedia lectures and e-learning tools to homework assignments, will be delivered to you via the program's online learning management system. You can study and do homework whenever and wherever it's convenient for you.

But online does not mean alone. As a student in the HIMT program, you will be part of a learning community and interact with others through online discussion boards, weekly chat sessions, Wikis, and email.

## Program Outcomes

The UW HIMT program will prepare knowledgeable and skillful professionals to assume leadership positions in the public and private sectors. Within organizations, an HIMT professional will be able to manage and administer health information technologies that span across divisions, departments, and businesses.

Upon graduating from this program, you will be able to:

1. Demonstrate knowledge of healthcare billing, coding, and reimbursement policies
2. Demonstrate knowledge of healthcare terminology and medical conditions
3. Demonstrate knowledge of dynamic healthcare-delivery systems and regulatory environments
4. Apply principles of healthcare privacy, confidentiality, legal and ethical issues, and data security
5. Apply critical and creative thinking, problem solving, and effective inter-professional communication skills related to health information management
6. Evaluate, use, and integrate information technology to support medical decision making and processes
7. Apply quantitative methodologies to analyze healthcare data and transform it into actionable information
8. Demonstrate the principles of leadership and management in the HIMT environment
9. Demonstrate the application of information technology in the HIMT environment



## Eligibility

UW HIMT is a degree completion program designed for students who already have some college credits or a liberal arts–based associate degree. It is also ideal for students who have completed a bachelor’s degree in another domain and seek a second bachelor’s in HIMT to gain entry to this high-growth field.

You are eligible for admission to this program if you have completed at least 60 semester credits of transferable coursework with a 2.0 or better grade point average (GPA).

## Curriculum

The rise of electronic health records (EHRs) means the traditional health information management skills of coding, record storage, and information transfer are no longer enough for new graduates or professionals already at work in the field. Understanding this, we have restructured the traditional HIM curriculum to accommodate the emerging demand for electronic health data management and analytics skills. Instead of simply teaching you medical terminology, coding, and reimbursement, our program will also teach you about EHR data structures, system design and implementation, project management, data warehousing and mining, and health data analytics.

The program’s increased emphasis on how health IT systems are designed, built, managed, and employed to improve patient care is a major benefit for HIMT graduates. In the past, HIM professionals needed to earn a second degree or a minor in information systems to acquire the same health information knowledge and competencies you will learn in this program.

UW HIMT offers two program tracks: Health Information Management and Health Information Technology. You will take 17 core courses and then, depending on which track you choose, you will take four additional courses in a given track to complete the degree. Because of the unique nature of the program, other courses may not be substituted for courses in the curriculum, and there are no electives.

- **The Health Information Management track** prepares graduates to collect, manage, protect, and transfer electronic health data in a post-EHR world. It is ideal for those interested in managing people and data to improve patient care, and those who intend to seek certification as a Registered Health Information Administrator (RHIA).

*If you have an associate degree in IT, or you have a strong working background in information technology and are looking to land a job in the health IT field, the HIM track may be a good choice for you.*

- **The Health Information Technology track** prepares students to succeed more fully in the new age of health information management, technology, and analytics by providing in-depth IT and data management skills. This track focuses on understanding the hardware and software technology used to capture, retrieve, analyze, report, and act on electronic health data to improve patient care. Those who complete the HIT track are eligible to sit for the Certified Associate in Health Information and Management Systems (CAHIMS) credential.



If you have a strong clinical foundation in healthcare, including a certification as a Registered Health Information Technician (RHIT) or an allied health associate degree in another healthcare discipline, the HIT track may be a great next step for you.

Unsure which track is right for you? Call an enrollment adviser at 1-877-895-3276 anytime between 8:00 a.m. and 7:30 p.m. CT Monday through Thursday, 8:00 a.m. and 4:30 p.m. on Friday, or send an email to [learn@uwex.edu](mailto:learn@uwex.edu).

## Faculty

The unique collaborative nature of the UW HIMT program offers you the opportunity to learn from top HIM and health IT experts from multiple campuses across the UW System. Our faculty is both experienced and highly credentialed in both traditional healthcare and information technology. Unlike typical programs, IT experts make up a majority of our faculty. This ensures you will learn the key information technology skills, such as systems analysis and design, project management, programming, and software development, you will need to be effective in technology-driven healthcare facilities large and small.

The following UW campuses and academic departments contribute faculty to this program:

- **University of Wisconsin-Green Bay:** Professional Program in Nursing, the Communication Department, and the Computing and Information Technology Department
- **University of Wisconsin-La Crosse:** Department of Information Systems
- **University of Wisconsin-Parkside:** Department of Biological Sciences, Management Information Systems Department
- **University of Wisconsin-Stevens Point:** Department of Computing and New Media Technology, School of Health Care Professions, Medical Laboratory Science Department

Because online HIMT courses are developed and taught by the same University of Wisconsin faculty as our on-campus courses, you will experience exactly the same content, rigor, and requirements as your on-campus counterparts.

To find out more about the instructors who make up our faculty, please visit the [Faculty page of our website](#).

## Accreditation

The UW Bachelor of Science in Health Information Management and Technology is a fully accredited degree program. This program is approved by the University of Wisconsin Board of Regents and accredited by the North Central Association of Colleges and Schools.



## CAHIIM Accreditation

The Bachelor of Science in Health Information Management and Technology is fully accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). Accreditation by CAHIIM is a mechanism for assuring academic quality in higher education, and graduates gain eligibility to sit for the Registered Health Information Administrator (RHIA) exam.



## HIMSS Partnership

UW HIMT is an Approved Education Partner and Academic Organizational Affiliate of Healthcare Information & Management Systems Society (HIMSS). This partnership ensures that the program meets HIMSS's rigorous standards for quality health IT or healthcare education and adds professional value to the program through benefits for both students and faculty, such as free HIMSS membership for all students and discounted rates on conferences.



## UW-Extension

Fulfilling the promise of the [Wisconsin Idea](#), University of Wisconsin-Extension provides statewide access to university resources and research so the people of Wisconsin can learn, grow, and succeed at all stages of life. The [Division of Continuing Education, Outreach, and E-Learning \(CEOEL\)](#) coordinates University of Wisconsin continuing education programs at all 26 campuses. Included in these are online degree completion programs such as the Bachelor of Science in Health Information Management and Technology, which enable more adult students to earn a world-class UW education.

Graduates of our online degree programs earn the same recognized and respected UW degrees as students who attend on-campus classes. The degrees carry the same prestige and are just as valued by employers.



## Application and Admission

If you would like help applying for the UW Bachelor of Science in Health Information Management and Technology, please call an enrollment adviser at 1-877-895-3276 or send an email to [learn@uwex.edu](mailto:learn@uwex.edu). We'll be happy to answer your questions and guide you through the process.

### How to Apply

1. Choose as your home campus one of four University of Wisconsin campuses: [UW-Green Bay](#), [UW-La Crosse](#), [UW-Parkside](#), or [UW-Stevens Point](#). (See sidebar for important information.) Even though you are asked to choose a "home" campus, you earn the



### Choosing a Home Campus

Choosing your home campus is an important decision. Please contact Student Services to discuss which home campus may be the best match for your degree and career goals.

Due to changing federal and state regulations for compliance, all students must check with an individual campus to verify that they can select it as their home campus.



degree entirely online. You do not have to drive to campus or take classes in the middle of the workday. You can study whenever and wherever is convenient for you.

2. Apply at your preferred home campus using the University of Wisconsin System [Online Admission Application](#). A nonrefundable \$44 application fee is required for most degree-seeking students applying to a UW System institution. That fee is not required, however, if the last institution you attended was a two-year UW Colleges campus. The fee is required if you are transferring between UW System four-year campuses or if you have never attended a UW System campus.
3. Contact your high school and each postsecondary institution you have attended to request that official transcripts be sent directly to the home campus to which you are applying. If you earned a GED/HSED, an official copy of the qualifying scores must also be submitted from the testing agency. If you have an associate degree, bachelor's degree, or equivalent coursework, the ACT or SAT is not required.

Formal admission to the program will be determined by the campus to which you apply.

## Transferring Credits

Credit is awarded for college-level coursework completed at institutions accredited by a regional or national accrediting organization recognized by the Council for Higher Education Accreditation (CHEA). (Foreign institutions must be recognized by the Ministry of Education in that country.) Courses must be similar in nature, level, and content to a course in our undergraduate curriculum and applicable to one of our academic programs. Continuing education courses, graduate-level courses, and courses that are remedial, technical, vocational, or doctrinal in nature are not transferable.

Courses completed at other colleges or universities that have descriptions closely matching the descriptions of courses taught at the home campus will generally transfer as direct course equivalents.

If you have completed coursework at a University of Wisconsin or Wisconsin Technical College System campus, you can use the [University of Wisconsin Transfer Information System](#) to evaluate how your credits might transfer to your Bachelor of Science in Health Information Management and Technology home campus.

Once you have been admitted as a transfer student and confirm your intention to enroll, your home campus will conduct a complete credit evaluation.

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“The online format of the Health Information Management and Technology program isn't just easy to use—it makes it possible for a working mom like me to go back to school.

—Tracy Lemon, Student, Merrill, Wis.





## Background Checks

Students must pass a criminal background check in order to participate in some clinical or practicum experiences. Students who refuse to submit to a background check or whose background check is not favorable may be ineligible to participate in clinical or practicum experiences and may be unable to complete degree requirements. Background checks are required prior to registering for clinical or practicum experiences and no more than one year before the clinical or practicum experience begins.

## Talk to an Enrollment Adviser

Our enrollment advisers are here to help you every step of the way. Contact us with questions and for help deciding if the UW Bachelor of Science in Health Information Management and Technology program is right for you. We can also help you with:

- Application
- Admission
- Curriculum
- Tuition and financial aid
- Resources for returning adult students
- Technical support

Call: 1-877-UW-LEARN (895-3276)

Email: [learn@uwex.edu](mailto:learn@uwex.edu)



## Tuition and Financial Aid

Tuition for the online UW Bachelor of Science in Health Information Management and Technology is a flat fee of \$390 per credit (61 credits total) whether you live in Wisconsin or out of state. All courses are three credits. There are no additional course or program fees; however, textbooks and software (if needed) are purchased separately and not included in the credit tuition cost.

Financial aid is available through your home campus. Contact your home campus financial aid office for details.

- [UW-Green Bay Financial Aid](#)
- [UW-La Crosse Financial Aid](#)
- [UW-Parkside Financial Aid](#)
- [UW-Stevens Point Financial Aid](#)

### Other Sources of Financial Aid

As a returning adult student, you may also consider other resources to help with the cost of an online degree:

- **Grants** are awarded based on financial need, and you don't need to repay them.
- **Scholarships** are awarded based on academic achievement or other criteria; financial need is sometimes taken into account. You don't need to repay them.
- **Loans** are typically offered at low interest rates. Loans must be repaid, usually once you've left school.
- **Tuition reimbursement** is offered by many companies to their employees. Check with your human resources department to see what's available.
- **Military benefits** are available to qualifying veterans and those currently serving.
- **Education tax benefits** may be available. Talk to your financial adviser about possible tax benefits.
- **Private loans** are available in addition to federal grants and loans. You will need to repay them.

To apply for federal and state financial aid, you must complete the [Free Application for Federal Student Aid \(FAFSA\)](#).





## Courses

***Designed with an understanding that the health information field is changing dramatically, the UW HIMT curriculum differs from that of traditional HIM programs by providing a greater emphasis on health information technology (HIT), system design and implementation, project management, and data analytics—skills that the industry will increasingly demand in the coming years.***

The HIMT curriculum offers two tracks: Health Information Technology and Health Information Management. Students will enter the program with 60 credits. All students will take 17 core courses and then, depending on which track you choose, you will take four additional courses in a given track to complete your degree. There are no electives. Graduates will earn a concentration in Health Information Technology OR Health Information Management.

### **HIMT 300: Survey of Contemporary Computing**

This course provides a basic overview of contemporary information technology and computers. Topics include computer concepts (e.g., hardware, system architectures, operating systems), communication technologies, Internet technologies, and data organization/structures. It introduces the student to the electronic health record, with a special emphasis on database management systems and data warehousing.

### **HIMT 310: Healthcare Systems and Organizations**

This course provides an overview of how healthcare and public health are organized and how their services are delivered in the United States. Topics to be covered include public policy (including U.S. health reform initiatives); organization of healthcare systems; components and operation of healthcare organizations including e-health delivery; professional roles and accreditation; legal and regulatory issues, including licensure requirements.



### **HIMT 320: Survey of Information Technology in Healthcare**

This course surveys essential healthcare information technologies that are used for delivering and documenting healthcare services. Popular healthcare information systems include electronic medical record systems that keep record of patients' history; the computerized provider order-entry systems that record the history of the procurement of medications and other services; telemedicine, which allows doctors to deliver care from a distance; telehealth e-prescribing, which prescribes medicine electronically; medication administration, which keeps information for medical doctors and other hospital staff members; and nursing and ancillary service systems.

### **HIMT 330: Healthcare I: Terminology and Body Systems**

This course will examine specific terminology and vocabulary used by healthcare providers and support staff. The focus of this course is on medical terminology which covers human anatomy and physiology, body systems, and diagnoses and procedures. The structure of medical terms will be examined—such as prefixes, suffixes, roots, and combined forms. Topics will also include healthcare taxonomies and nomenclatures (ICD-9-CM, ICD-10, etc.).

Prerequisite(s): UW Colleges BIO 101 Concepts of Biology or equivalent

### **HIMT 340: Ethical Issues, Security Management, and Compliance**

This course introduces three broad subjects: (1) evidence-based medical ethics pertaining to healthcare information management; (2) framework of healthcare information security management, including security principles, policies and procedures, security management models, risk assessment, and protection mechanisms; (3) healthcare regulations and compliance, with focuses on the legislative systems, policies, and legal environment of healthcare in the U.S. and the existing health information laws, regulations, and standards. Also addressed are the elements and development of compliance programs.

### **HIMT 345: Programming and Software Development**

Introduction to object-oriented programming paradigm, object-oriented systems analysis and design, fundamental data structures, and n-tier software design. Examination of the role of each in the software development process.

Prerequisite(s): HIMT 300 Survey of Contemporary Computing or concurrent enrollment

### **HIMT 350: Statistics for Healthcare**

This is an introductory course in statistical methods for the health sciences. The course will emphasize the principles of statistical reasoning, underlying assumptions, hypothesis testing, and careful interpretation of results. Some topics covered: major study designs, descriptive statistics, graphical displays of data, probability, confidence intervals and tests for means, differences of means, sample size and power, differences of proportions, chi-square tests for categorical variables, regression, multiple regression, and non-parametric statistics.

Prerequisite(s): UW Colleges MAT 105 Introduction to College Algebra or equivalent

**HIMT 355: Principles of Management for HIMT Professionals**

This course provides an overview of basic principles involved in management and communication. Topics include basic management principles, communication skills, interpersonal communication competence, negotiation technique, team/consensus building, professional development, and problem solving/decision-making processes.

**HIMT 360: Healthcare II: Survey of Disease and Treatments**

This course further investigates the topics covered in HIMT 330 Health Care I. On the basis of each body system, the course will further expand into the topics of human disease, human health issues, and classification of disease/health issues, including diagnostics, treatment, and clinical procedures that are currently in practice. In addition, the course will incorporate pharmacotherapeutic concepts (drugs and therapies to treat/prevent/control human disease/health issues), investigating the variety of drugs used for disease treatment for each body system. This will include the current biologicals that are used for treatment. Topics will include how the drugs and biologicals work, their limitations, and the current diversity of available drugs and biologicals.

Prerequisite(s): HIMT 330 Healthcare I: Terminology and Body Systems

**HIMT 365: Healthcare Economics**

Applications of microeconomic theory to analyze the behavior of health and healthcare markets. Topics will include: supply and demand of healthcare services, private health insurance markets, government provision of health care services and health insurance, and healthcare policy.

**HIMT 370: Healthcare Systems: Analysis and Design**

This is the first course in a two-course sequence that addresses methods and techniques of healthcare information system analysis and design as performed within the system development life cycle. Included will be techniques for problem definition, requirements gathering, analysis, logical design, and selection and evaluation of alternative healthcare information systems solutions from the point of view of the health provider and user. An emphasis is placed on analysis, selection, and evaluation of information systems as they relate to healthcare.

Prerequisite(s): HIMT 300 Survey of Contemporary Computing

**HIMT 375: Database Structures and Management Systems**

Analyze and design databases to support computer-based information systems. Develop and implement relational database management systems using SQL. Topics include: data modeling techniques such as entity-relationship modeling, extended entity-relationship modeling, database constraints, database normalization techniques, and basic and advanced features of database query language SQL, etc.

Prerequisite(s): HIMT 345 Programming and Software Development



### **HIMT 380: Healthcare Billing, Coding, and Reimbursement**

This course examines the coding and reimbursement connection; topics include managed care plans, prospective payment systems, Medicare-Medicaid reimbursement, Resource-Based Relative Value Scale, case mix management, and revenue cycle management.

Prerequisite(s): HIMT 330 Healthcare I: Terminology and Body Systems; and HIMT 360 Healthcare II: Survey of Disease and Treatments

### **HIMT 400: Healthcare Information and Technology—Data**

This course explores the sources and data contents of healthcare information as well as the proper presentation of it for different usage levels. Topic addressed include: (1) data structure and use of health information (individual, comparative, and aggregate), (2) type and content of health record, (3) data quality assessment, (4) secondary data sources, (5) healthcare data sets, (6) health information archival systems, and (7) National Healthcare Information Infrastructure (NHII). The course will also cover topics in bioinformatics.

Prerequisite(s): HIMT 360 Healthcare II: Survey of Disease and Treatments

### **HIMT 410: Healthcare Systems: Implementation and Integration**

Covers the back-end stages of healthcare systems development life cycle through the procurement route: development of technical design specifications, procurement procedures (RFP, RFQ, vendor evaluation and selection, and contracting), systems configuration and integration, installation, conversion, operation, and maintenance. Pre-installation testing and post-conversion auditing and monitoring will be emphasized to address the upcoming requirements of federal certification of EHR systems.

Prerequisite(s): HIMT 300 Survey of Contemporary Computing, and HIMT 370 Healthcare Systems: Analysis and Design

### **HIMT 415: Human Resource Management in Healthcare**

This course examines the role of the HIM professional in managing human resources to facilitate staff recruitment, retention, and supervision.

### **HIMT 420: Healthcare Systems: Project Management**

This course addresses the phenomenal impact that information system (IS) projects have had on healthcare delivery. Students learn how healthcare IS projects affect organizations, doctors, patients, and chronic-illness treatments, as well as individuals interested in managing their own healthcare. Concepts and tools for effective healthcare IS project management, process re-engineering, and work redesign are introduced. The purpose of this course is to expose students to IS project management activities in healthcare settings. Topics covered include recent healthcare IS project trends, budgeting, scheduling, resource management, scope, risk analysis, and deployment controls. The genesis of healthcare project management is covered using specific cases and examples.



### **HIMT 425: Data Warehousing and Mining**

Examine the concept of the data warehouse and its effectiveness in supporting strategic decision making. Address the process of creating data warehouse/data-mart solutions from the identification of the enterprise informational and analytical needs to producing business intelligence by extracting information from the data warehouse by using data mining methods and models.

Prerequisite(s): HIMT 375 Database Structures and Management Systems

### **HIMT 430: Quality Assessment and Improvement**

This course examines the quality assessment and quality improvement cycle (plan, do, check, act) and the role of the HIT/HIM professional in the process. Tools used in quality and risk management processes will be examined.

Prerequisite(s): HIMT 350 Statistics for Healthcare

### **HIMT 435: Data Communications and Networks in Healthcare**

This course provides fundamentals of data communications and networking techniques, and examines the linkage of information technology strategies and technological solutions enabling effective communication within and between healthcare organizations. Major topics include fundamental concepts of data communications and applications, network communication devices, basic technologies of the local area network, wireless local area network, wide area network, Internet and the Web, the OSI stack, healthcare information systems standards, and the HIE, RHIN, and NHIN.

Prerequisite(s): HIMT 300 Survey of Contemporary Computing

### **HIMT 440: Group Processes, Team Building, and Leadership**

This course introduces students to the necessary group/team processes that are at the root of building, developing, and maintaining medical/healthcare work teams and the effective functioning of such teams. The course also provides an overview of leadership development techniques. Also included is a focus on the uses of various communication technologies in the team-building and functioning processes.

### **HIMT 445: Application of Leadership and Management in Healthcare Technology**

This course assimilates and integrates concepts and applications of management and leadership in healthcare, advancing on the topics covered in HIMT 355, 365, and 415. Topics will include strategic leadership concepts, exploring key factors that impact management and planning, change management, and critical organizational

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*Several University of Wisconsin campuses contribute faculty and instruction to the HIMT program: [UW-Green Bay](#), [UW-La Crosse](#), [UW-Parkside](#), and [UW-Stevens Point](#).*

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behaviors for leadership and management, focusing on best practices, organizational accountability, and assessment models.

Prerequisite(s): HIMT 355 Principles of Management for HIMT Professionals; HIMT 365 Healthcare Economics; and HIMT 415 Human Resource Management in Healthcare

### **HIMT 450: Healthcare Information and Technology—Standards**

This course will be an introduction to healthcare information technology standards, including standards and regulations for documentation, and will cover health information standards. The course will also investigate software applications and enterprise architecture in healthcare and public health organizations.

Prerequisite(s): HIMT 400 Healthcare Information and Technology—Data

### **HIMT 489: Pre-Capstone**

This course is designed to help each student prepare for the capstone course and complete all required paperwork for submission in a timely manner. In addition to being an orientation to the capstone, the pre-capstone course serves as an RHIA/CAHIMS exam prep course.

Prerequisite(s): At least one semester prior to being eligible to enroll in the capstone

### **HIMT 490: Capstone**

This course is the capstone course for both tracks of the degree program. Students are required to find an internship site that is related to healthcare and set up a semester-long project from which they can gain hands-on experience in the areas of their concentration. Project setup will be jointly done by the student, site sponsor, and the faculty of this course, whereas internship supervision will be performed by the site supervisor and the course instructor.

Prerequisite(s): Last semester of study/last course before graduation/can be concurrent; approval from academic adviser and pre-capstone coordinator

### **Prerequisites**

Some HIMT courses have prerequisites. If you have not completed some or all of the prerequisites as part of an associate degree or prior coursework, you will need to complete them before taking specific courses. UW campus equivalents or other college/university equivalents may be substituted.

Prerequisite courses include:

- College Algebra
- Introductory Biology
- Introductory Communications

For more information about prerequisites, please contact your academic adviser.



## Registration

We want to make sure your registration goes smoothly. The following steps will guide you through the process. If you have any questions, please call 1-877-895-3276 or email [himt@uwex.edu](mailto:himt@uwex.edu).

1. Once you have been admitted, your home campus will notify us, and we will email you a registration username and password.
2. Using that username and password, log in to the registration site using the link provided in that email or click the Register Now button. There, you can view the current semester course offerings and select the course(s) you want to take.
3. For each course you select, the system will generate an enrollment permission reminder number for you, which you will receive in an email along with a link to your home campus site.
4. Using your campus login, proceed to your home campus registration area and input the enrollment permission numbers to finalize your registration.
5. Pay tuition to your home campus according to the campus policy.

### Course Schedule

The selection of available courses varies by semester. [Check the Course Schedule page](#) on the HIMT website for term schedules and a list of upcoming courses.

### Withdrawal/Refund

Add/drop/withdrawal deadlines are subject to the policy of your home campus. For more information about these important deadlines, please contact your home campus academic adviser.



# Online Learning

With [online learning](#), you have the power to choose when and where to learn—and the freedom to participate in your courses from wherever you have an Internet connection. What's more, a UW online degree in Health Information Management and Technology affords you the same accredited, first-class education, renowned faculty, and rigorous standards that the University of Wisconsin is known for and that employers highly regard.

## Connecting with Faculty and Your Peers

When studying online, you can expect to feel supported and connected to both your classmates and faculty. You will interact with other students in your online classes through email, online discussion boards, and group projects. HIMT faculty are readily involved in providing feedback and answering questions.

## Is Online Learning Right for You?

Find out with [SmarterMeasure](#), a FREE online personal assessment tool that can help you decide whether an online learning program like the UW Bachelor of Science in Health Information Management and Technology is a good choice for you.

[SmarterMeasure](#) takes approximately 30 minutes to complete and includes five major assessment components that measure:

- Reading comprehension
- Basic technical competency
- Individual attributes, such as self-motivation, persistence, and time-management skills
- Preferred learning styles
- Typing speed and accuracy

To start now, click [SmarterMeasure](#) and use the username and password provided here.

Username: HIMT

Password: uwex





## Frequently Asked Questions About Online Learning

### ***Why might someone take an online course?***

Online courses offer more flexibility than classroom-based courses. Students still have deadlines and due dates, but there is never a specific time you need to be online. This allows greater flexibility for work and family obligations. Online learning eliminates the need to drive to campus, find a place to park, and hike to the classroom.

### ***Do I need to be proficient with using a computer?***

Online learning requires only basic skills such as attaching a Word document to an email or posting photos on Facebook. Technical support is available throughout the day and evening hours. If you run into a problem, our tech support crew will help you solve it.

### ***Do I ever need to come to campus?***

No, you never need to come to campus. However, some students do choose to participate in the graduation ceremonies at their campus.

### ***Do I ever talk with the instructor?***

Yes, instructors are available by email, phone, and Skype. There is also an "Ask Your Instructor" discussion board within each course. This allows students to post questions and everyone can see the answer. Some instructors give online "office hours" as well.

### ***Do I have to be logged into my course at a certain time?***

No, courses are asynchronous, which means we do not expect students to be logged in or participating at the same time. Our students are located across the country, and it would be difficult to get everyone online at the same time. However, there will be deadlines in your courses. For example, a discussion post might be due on Friday. But some students may do their posts on Tuesday and some may wait until Friday. This allows students great flexibility for their busy lives.

### ***How do I take tests?***

Tests are taken online inside the UW HIMT learning management system. Some exams/quizzes may have time limits. When you log in and click "start," the clock timer will begin and you will complete the test within the designated amount of time. You will be asked to complete each test within a window of time (for example, Tuesday through Friday), and you will be able to log in and take your test when it best fits your schedule.

### ***Are there group projects?***

Some courses offer opportunities for work with fellow students. There may be an extra piece of technology inside a course to assist with a group PowerPoint presentation or other special situation. We provide any such tools that are necessary inside the course. Many students enjoy this group work and have formed friendships with their online colleagues.

***Do I have to use the same computer every time I do schoolwork?***

No, you will have a user ID and password that are unique to you. You can use these to access courses from any computer with the appropriate Internet speed and processing capabilities.

***What if I have other questions?***

Student Services can help! Please contact our office by phone at 1-877-895-3276 or send an email to [learn@uwex.edu](mailto:learn@uwex.edu) for assistance.

**Technical Requirements and Support****Technical Requirements**

Learning and completing your coursework online requires sufficient technology and Internet access. We recommend a desktop or laptop computer (not a tablet) that meets these minimum hardware specifications:

- High-speed connection to the Internet
- CD-RW/DVD-ROM drive: Note that some software may require a DVD drive for installation
- Hard drive: 160GB
- Monitor and graphics card capable of 1024 x 768 display (minimum)
- Stereo sound card, speakers and/or headset, microphone
- Additionally, a webcam may be required in some courses. (Check with your Student Services adviser if you are unsure.)

If you have a slow Internet connection, you may want to look for high-speed access from an alternate source, such as satellite or wireless offered by a mobile provider. Some courses require the use of Microsoft Project and MiniTab, two software programs only available on Windows-based PCs. If you use a Macintosh, your options include running this software in a virtual environment or using a PC at your local library.

Visit the [Tech Support Portal](#) for more information about minimum system requirements, supported operating systems, supported browsers, system-check for plug-ins, and computer and Internet security information.

**Technical Support**

If you need technical support while doing your coursework, you may contact UW-Extension Continuing Education, Outreach and E-Learning (CEOEL) Tech Support toll-free at 1-877-724-7883 (seven days a week, 7 a.m. to 11 p.m., except legal holidays) or by email at [techsupport@uwex.edu](mailto:techsupport@uwex.edu).



## Online Writing Lab

For help with writing projects, visit the [Online Writing Lab \(OWL\)](#) for handy writing resources ranging from handbooks and style guides to expert feedback on your written drafts.

The OWL offers an extensive list of references and tools. As you would expect, grammar, punctuation, and style are covered. But you will also find resources to help you refine your topic, write a thesis statement, organize and outline, and construct paragraphs that support your points. If you need to use a particular documentation style, you can find help with APA style, MLA style, and Chicago style. And if writer's anxiety strikes, you can find tips on how to deal with it. You can even find tips on how to get the most out of your word processor.

To learn how to improve your writing, send a draft to the OWL. Submit your application essay, research paper, or other project, and a qualified writing coach will respond with advice on developing and organizing your document. You will also receive suggestions for improving your writing style, all usually within 24 to 48 hours.



# Textbooks and Course Materials

Most online courses require a textbook. Textbooks may be purchased through the University of Wisconsin-Extension Bookstore, powered by [eFollett](#). Students may also look into using other online or traditional retail bookstores. (Purchasing your books through eFollett will ensure that you get the right editions of the right books for your classes.)

## [Buy Books through eFollett](#)

When purchasing textbooks, please be sure to verify the title, edition, author, ISBN number, etc., that are listed for each required text in your class(es), and plan ahead to have your textbooks available by the start date of your course(s).

Materials may also be purchased from eFollett via phone, fax, or mail:

eFollett

918 S. Park Lane, Suite 105

Tempe, AZ 85281-5126

Phone: 1-866-243-0077

Fax: (480) 829-9497

Email: [uwcollaborative@bkstr.com](mailto:uwcollaborative@bkstr.com)

When ordering textbooks from eFollett by phone, identify yourself as a UW-Extension student and specify your program of study—Health Information Management and Technology—along with the course numbers and titles to identify your courses and texts.



## Academic Electronic Health Record

Students in the program have access to an Academic Electronic Health Record (AEHR) designed to meet specific learning outcomes. By using the AEHR, students gain hands-on experience in one of the world's largest certified EHRs, apply critical-thinking skills, and employ knowledge learned from textbooks, discussions, and lectures in real-world scenarios.

## Frequently Asked Questions About Textbooks

### ***New or Used Textbooks?***

In most cases, you have the option to purchase a new or used textbook. When purchasing a used textbook, please note that some textbooks require students to have a special code to access required supplemental materials. These codes are often not available with used textbooks, but they can be purchased separately. If you purchase a used textbook, refer to your course syllabus and then purchase the code if you need it. You will need to purchase the code through the book's publisher.

### ***What Is the eFollett Return Policy?***

Read about the eFollett return policy [here](#).

### ***May I Purchase Texts from Other Vendors?***

You are welcome to buy your books anywhere. However, it is your responsibility to obtain the correct book (and appropriate edition) for your class. Be careful to use the exact ISBN numbers to ensure you have the correct edition of the text. Allow enough time for delivery to ensure your books arrive by the start of your course. UW-Extension is not responsible for texts purchased through another vendor. Please review the [return](#) and [book-buyback](#) policies when purchasing.

### ***If You Have Additional Questions***

Please contact HIMT Student Services at 1-877-UW-LEARN (895-3276) between 8:00 a.m. and 4:30 p.m. CT, Monday through Friday, or send an email to [himt@uwex.edu](mailto:himt@uwex.edu).



# Frequently Asked Questions

## ***For whom is this program intended?***

The UW Bachelor of Science in Health Information Management and Technology is primarily designed for working adults and nontraditional learners who are seeking to complete their degrees or earn a new degree to advance their careers and position themselves for success in the exciting world of healthcare. Working parents, professionals, and veterans will find the flexibility of online courses to be especially convenient.

## ***What are the admission requirements?***

The UW Bachelor of Science in Health Information Management and Technology is a degree completion program designed for students who already have at least 60 college credits or an associate degree with a 2.0 grade point average (GPA). Prospective students who do not have an associate degree can contact one of the participating campuses or [UW Colleges](#) to learn more about earning an associate degree online.

There are three prerequisite courses:

- Algebra
- Biology
- Communications

While the programs are completed entirely online, applicants must apply to a participating UW campus. This campus will be your “home” campus and will ultimately grant your degree. (Please ask your enrollment adviser which home campus may align best with your certification and career



goals.) Once your application is received, the campus will review your application and determine credit transfers.

Applications are accepted three times a year. Students can begin programs in fall, spring, and summer semesters.

### ***Are there any course prerequisites?***

The UW Bachelor of Science in Health Information Management and Technology has three prerequisite courses. If you have not completed some or all of these prerequisites as part of an associate degree or prior coursework, you will need to complete them before taking specific courses. UW campus equivalents or other college/university equivalents may be substituted.

The three prerequisite courses are:

- Algebra
- Biology
- Communications

### ***How do I apply?***

See page 13, [Application and Admission](#).

### ***Do I need to take the ACT or SAT?***

If you have an associate degree or equivalent coursework, the ACT or SAT is not required.

### ***How do I know whether my credits will transfer?***

Courses completed at other colleges or universities that have descriptions closely matching the descriptions of courses taught at the home campus will generally transfer as direct course equivalents.

If you have completed coursework at a University of Wisconsin or Wisconsin Technical College System campus, you can use the [University of Wisconsin Transfer Information System](#) to evaluate how your credits might transfer to your Bachelor of Science in Health Information Management and Technology home campus.

Once you have been admitted as a transfer student and confirm your intention to enroll, your home campus will conduct a complete credit evaluation.

### ***What campuses are offering this degree?***

The UW Bachelor of Science in Health Information Management and Technology is granted by four institutions: UW-Green Bay, UW-La Crosse, UW-Parkside, and UW-Stevens Point. Contact Student Services to discuss which home campus may be the best match for your degree and career goals. (Please note that UW-Green Bay is not an eligible home campus for students who live in Hawaii, Kentucky, Tennessee, or Maryland. For more information, see the [UW-Green Bay page on distance learning outside Wisconsin](#).)

***Is this an online program?***

Yes, this degree is offered completely online; there are no on-campus meetings or requirements. Books and materials are handled through an online bookstore.

***Do I need to choose a home campus?***

Yes. Although Bachelor of Science in Health Information Management and Technology students take online classes from all four partner campuses, you will still need to apply to a home campus: UW-Green Bay, UW-La Crosse, UW-Parkside, or UW-Stevens Point. Having a home campus grants you access to specific campus resources such as advising, career assistance, libraries, and financial aid offices. Contact Student Services to discuss which home campus may be the best match for your degree and career goals.

***Are there specific enrollment/start times?***

You may enter the program at the beginning of any term (fall, spring, or summer). Courses are offered in fall (starting early September), spring (starting late January), and summer (starting early June) semesters.

***Who are the instructors for the program?***

Courses in the UW Bachelor of Science in Health Information Management and Technology program are taught by faculty from the four participating campuses. Because these faculty members teach the same content in their respective classroom-based courses, UW HIMT students experience exactly the same rigor and requirements as their on-campus counterparts.

***How long does it take to complete a Bachelor of Science in Health Information Management and Technology?***

It depends on how many courses you take each semester. Twenty courses with three credits each, plus pre-capstone and courses, are required. Courses are offered in the fall, spring, and summer sessions, so it would be possible to complete the degree in as little as two years, but only if you take full credit loads (five Health Information Management and Technology courses) each semester. Students are encouraged to consider their own time constraints when estimating time to completion. Students with work, family, and volunteer obligations may require a slower pace.

***How long do I have to earn my degree?***

There is no completion deadline. You may take as many semesters as you need to earn your degree.

***What subjects will the program cover?***

The UW Bachelor of Science in Health Information Management and Technology covers subject areas such as healthcare terminology, programming and software development, healthcare systems and organizations, quality assessment and improvement, and healthcare billing and coding.



**What courses are required?**

You are required to take all 17 core courses in the curriculum. There are no electives, and, because of the unique nature of the program, no other courses may be substituted for courses in the curriculum. You then choose one of the two four-course concentrations: either Health Information Management or Health Information Technology. You will take 21 courses in all.

**Are internships a required part of the program?**

The course, HIMT 490: Capstone, requires students to identify a professional site that is related to healthcare. We will help you set up a semester-long project from which you can gain hands-on experience in the areas of your concentration (either Health Information Management or Health Information Technology).

**What is CAHIIM?**

The Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM) is an independent accrediting organization whose mission is to serve the public interest by establishing and enforcing quality standards for health informatics and health information management education programs. In March 2015, CAHIIM voted to award accreditation to the UW Bachelor of Science in Health Information Management and Technology program offered by UW-Green Bay.

**Why does an institution seek CAHIIM accreditation?**

Program accreditation by CAHIIM provides assurance that the program offered provides a quality education and adheres to professionally required knowledge and skills. CAHIIM accreditation is necessary in order for graduates to be eligible for the AHIMA professional HIM Certification Exams, as required for RHIA certification. A graduate is required to have completed an accredited CAHIIM program to be eligible to take the exam and become certified.

***UW-Green Bay, UW-La Crosse, UW-Parkside, and UW-Stevens Point offer the HIMT degree, but UW-Green Bay is the first to receive accreditation by CAHIIM. What does this mean?***

Although the UW HIMT program is a collaborative program with four partner campuses, CAHIIM accredits each institution independently. In 2015, UW-Green Bay was the first campus to receive accreditation. UW-Parkside has begun the accreditation process and should be fully accredited in 2016, and the other partner campuses will apply for accreditation in the future. If AHIMA professional certification exams are of interest to you, please speak with your adviser for additional guidance and information as to when your campus will be fully accredited.

**Are there other CAHIIM-accredited programs within the UW System?**

No, the HIMT program is the only bachelor's degree program in the UW System with CAHIIM accreditation.

***What if my program of choice is a candidate and not yet accredited by CAHIIM?***

Students enrolled in or who graduate from programs in candidacy status will be eligible to apply for the AHIMA professional certification exams once the program has achieved CAHIIM accreditation. The UW HIMT program director will inform students when this program status has been achieved. The HIM track offered by the University of Wisconsin-Green Bay Bachelor of Science in Health Information Management and Technology program is accredited by CAHIIM as of March 2015. UW-Parkside began the application process to become accredited in February 2016.

***Do certain HIM jobs require RHIA certification?***

Some HIM jobs require professional certification, and for those that don't, a professional who has passed the RHIA exam is usually favored over other applicants who have not.

***What are the tuition and fees?***

Tuition for the UW Bachelor of Science in Health Information Management and Technology is a flat fee of \$390 per credit (61 credits total) whether you live in Wisconsin or out of state. All courses are three credits. Textbooks are purchased separately and are not included in tuition. There are no additional course or program fees.

***Can I get financial aid?***

A variety of financial aid opportunities are available for returning adult students. Contact the Financial Aid office at your home campus for detailed information.

***Are there benefits for veterans?***

Yes, benefits are available for veterans. Contact the Veterans Coordinator at your home campus for detailed information.



## Contact Us

### Prospective Students

Call or email an enrollment adviser to get fast, friendly answers to your questions, or schedule a no-obligation phone call to discuss your education and career goals when it is convenient for you.

Call: 1-877-UW-LEARN (895-3276)

Email: [learn@uwex.edu](mailto:learn@uwex.edu)

Office hours are 8:00 a.m. to 7:30 p.m. CT Monday through Thursday, 8:00 a.m. to 4:30 p.m. on Friday, or by appointment.