

### The Profession

Health Information Management professionals are the experts who compile, code, analyze and prepare health information needed by the patient, the health care facility, the public, agencies that pay the claims, physicians and other members of the healthcare team. The professional may also be responsible for supervision of employees and functions. In addition to hospitals, there are many opportunities in a variety of health related organizations, such as clinics, nursing facilities, rehabilitation sites, mental health institutes, insurance companies, consulting agencies, vendors and specialty hospitals.

This is a growing and changing profession. If you are interested in a career that combines an interest in patient care, computers and management, this may be the health related career for you. Employment opportunities are available nationwide and in Arkansas. Average starting salaries for the credentialed graduate are in the \$30,000 — \$38,000 range.

### The Program

The Department of Health Information Management offers the Associate of Science degree in Medical Record Technology. There are two tracks for this degree: full-time and part-time. Both options are taught in the evenings except for the clinical classes, which are taught in the afternoons.

### Certification

Students who successfully complete the Associate of Science in Medical Record Technology degree will be eligible to take the National Certification Examination of the American Health Information Management Association. Upon successful completion of the examination the student will receive the Registered Health Information Technician (RHIT) credential. Completion of the degree program does not in itself insure certification. We are accredited by the Commission on Accreditation for Health Informatics and Information Management Education.

### Pre-professional Curriculum

Graduating high school students may apply to the program. There are no prerequisites. It is desirable to be computer literate and know how to use word processing and spreadsheets.

### General Education Requirements

The following 27 SC of general education requirements must be taken at UALR or other regionally accredited institutions and listed on the student's official degree plan. They must be completed either prior to or during enrollment to be eligible to receive the Associate of Science degree; they may be taken in any sequence.

Anatomy and Physiology (must cover all body systems)	4
English Composition I & II	6
U.S. History or American National Government	3
Introduction to Sociology	3
Introduction to Psychology	3
Computer Applications	3
College Algebra	3
Speech	2
<b>Total</b>	<b>27</b>
<b>Program Total</b>	<b>66</b>

### Professional Curriculum (Part-time Option)

Course #	Title	SC
<b>Fall (1)</b>		
HIM 1308	Health Record Systems & Issues	3
HIM 1103	Professional Issues Seminar	1
		<u>4</u>
<b>Spring (2)</b>		
HIM 1301	Medical Terminology	3
		<u>3</u>
<b>Summer (3)</b>		
HIM 1304	Pathophysiology with Pharmacology	3
HIM 2201	Legal & Ethical Issues	2
		<u>5</u>
<b>Fall (4)</b>		
HIM 2303	Data Management	3
HIM 1309	ICD-10-CM/PCS Coding & Classification System**	3
		<u>6</u>
<b>Spring (5)</b>		
HIM 2302	Expanded Coding (CPT)	3
HIM 1101	Clinical Laboratory I	1
HIM 1307	Applied Systems	3
		<u>7</u>
<b>Summer (6)</b>		
HIM 1102	Clinical Laboratory II	1
HIM 2305	Intermediate Coding & Reimbursement	3
		<u>4</u>
<b>Fall (7)</b>		
HIM 2301	Quality in Health Care	3
HIM 2101	Clinical Practice	1
		<u>4</u>
<b>Spring (8)</b>		
HIM 2304	Supervisory Management	3
HIM 2203	Preceptorship	2
HIM 2102	Problem Solving Seminar	1
		<u>6</u>
<b>Total</b>		<b>39</b>

### Professional Curriculum (Full-time Option)

Course #	Title	SC
<b>Fall (1)</b>		
HIM 1308	Health Records Systems and Issues	3
HIM 1103	Professional Issues Seminar	1
		<u>4</u>
<b>Spring (2)</b>		
HIM 1307	Applied Systems	3
HIM 1301	Medical Terminology	3
HIM 1101	Clinical Laboratory I	1
		<u>7</u>
<b>Summer (3)</b>		
HIM 1102	Clinical Laboratory II	1
HIM 1304	Pathophysiology with Pharmacology	3
HIM 2201	Legal & Ethical Issues	2
		<u>6</u>
<b>Fall (4)</b>		
HIM 2301	Quality in Health Care	3
HIM 1309	ICD-10-CM/PCS Coding & Classification System**	3
HIM 2303	Data Management & Statistics	3
HIM 2101	Clinical Practice	1
		<u>10</u>

### Spring (5)

HIM 2302	Expanded Coding (CPT)	3
HIM 2304	Supervisory Management	3
HIM 2203	Preceptorship	2
HIM 2102	Problem Solving Seminar	1
		<u>9</u>

### Summer (6)

HIM 2305	Intermediate Coding & Reimbursement	3
<b>Total</b>		<b>39</b>

### Distance Students

Residents of Arkansas and neighboring states may become distant students in the HIM program if they are able to drive to one of the following communities for examinations in the course work. The sites are: Batesville, El Dorado, Fayetteville, Fort Smith, Harrison, Helena, Hope, Jonesboro, Mountain Home, Pine Bluff, and Texarkana.



### Application Procedures and Deadlines

Class size is limited and not all applicants are selected for participation in the program. A selective admissions process will be utilized; information will be provided in the application packet. Applications must be received by July 1 to be insured of consideration for admission for the Fall Semester and by December 1 for the Spring Semester.

### Applicants must provide:

- Application for Admission:** The College of Health Related Professions Application for Admission Form must be completed and submitted as indicated.
- Application Fee:** A non-refundable application fee of \$20.00 is required and must accompany the application. If applying to multiple programs, a \$20.00 fee is required for the first program and \$10.00 for each additional program.
- Official Transcript:** Arrange for each college and university you have attended to mail an official transcript directly to the CHRP Registrar. If you have completed no college/university level coursework, arrange for each high school you have attended to forward an official transcript. GED scores may be submitted for high school transcripts, if appropriate. To be considered for admission, applicants must have a cumulative GPA of at least 2.25.

4. **ACT/SAT Scores:** [If the accepted applicant is approved to transfer nine (9) or more university/college hours, an ACT/SAT score is not required]. Scores may be documented on an official high school transcript or sent directly to the CHRP Registrar from ACT or SAT.
5. **References:** Three reference forms from persons qualified to judge your promise of success in the program are required.
6. **Interview:** Applicants are contacted to arrange an interview after receipt of their application and transcript(s); based upon qualifications, not all applicants may be interviewed. The applicant's writing skills will be assessed during the interview.
7. **Admission Requirements for International Applicants:** All applicants who are not United States citizens or permanent resident aliens or for whom English is not their native language must meet additional admission requirements. Please consult the Admission/Academic Information section of the CHRP Catalog found at <http://www.uams.edu/chrp/catalog/>.

Arkansas residency will be considered during selection for admission.

Applicants are considered without regard to race, color, gender, age, sexual orientation, religion, national origin or disability status as a criterion in deciding against any individual in matters of admission, placement, transfer, hiring, dismissal, compensation, fringe benefits, training, tuition assistance, and other personnel or educationally-related actions.

For additional details contact the department office (501) 296-1059 or the College admissions officer (501) 686-5730.

#### Cancer Registry

In addition to the professional HIM courses, the program offers an elective track (tumor) of cancer registry courses. Cancer registrars are data experts who provide a valuable resource of cancer information that affects cancer control efforts and supports cancer research. Cancer registrars identify cancer patients at the time of their diagnoses, and then track them for the rest of their lives. They collect demographical information; information about diagnostic tests and their results; specific cancer information, such as the type of cancer, the tumor site, and the extent of the disease; information about treatments and their outcomes. Certified cancer (tumor) registrars can work in several different types of health care settings. The need for qualified registrars in both hospital and state tumor registries is increasing. This is a growing and changing profession, offering careers that combine an interest in cancer data and computers and management. Employment opportunities are available in Arkansas and nationwide.

#### Cancer Registry Track

The cancer registry track is an additional track offered to students who wish to pursue this credential. Students can take the additional 10 semester credits, listed below, in the cancer registry program at the same time or after they take the courses required for the associate's degree. In addition to three classroom courses, the cancer registry course work includes professional practice in cancer registries throughout the state. After successful completion of these additional 10 credits, students are eligible to take the certification examination of the National Cancer Registry Association (NCRA). Upon successful

completion of the examination the student will receive the tumor registrar credential. The program will apply for accreditation within the year to join the other 13 NCRA-accredited cancer registry programs in the country.

Course #	Title	SC
HIM 1202	Registry Principles & Practice	2
HIM 1203	Epidemiology	2
HIM 2401	Staging & Classification	4
HIM 2202	Registry Professional Practice	<u>2</u>
<b>Total</b>		<b>10</b>

#### Fees

Shown below are fees for 2011-2012. Fees are subject to change without notice by action of the Board of Trustees, so contact the department chairman prior to registration to learn the exact fees. Note that all fees are due upon registration.

#### Tuition for all students:

Arkansas resident	\$220.00 per semester credit
Non-resident	\$534.00 per semester credit

Other fees (laboratory, liability insurance premiums, etc.)

Student Health fee*	\$79.90 per semester
Student Liability insurance	\$13.00 per year
Laboratory fee	\$50.00 per semester
Technology fee	\$46.30 per semester
Student Clinic fee**	\$60.00 per semester

\*Full-time, local students.

\*\*Most full-time students in Arkansas; additional information at (501) 686-5730.

Additional fees may apply; contact the department chairman prior to registration for exact fees.

Applicants may request financial aid information, which includes grants, scholarships, and student loans, from the UAMS Student Financial Services Office-Awards Division, 4301 West Markham, #864, Little Rock, AR 72205. Please call (501) 686-5451 or visit [www.uams.edu/studentfinancialservices](http://www.uams.edu/studentfinancialservices) for eligibility requirements.

This brochure describes the program requirements for the 2011-2012 academic year. While it is expected that most of the requirements will apply to 2012-2013 as well, some changes are likely. You are strongly advised to contact the department/program office to receive the latest information.

**Telephone (501) 296-1059**

**[www.uams.edu/chrp/him](http://www.uams.edu/chrp/him)**

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**College of Health Related Professions**

**University of Arkansas for Medical Sciences**

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# Health Information Management

(Medical Record Technology)

**(501) 296-1059**

**[www.uams.edu/chrp/him/](http://www.uams.edu/chrp/him/)**

# UAMS

## COLLEGE OF HEALTH RELATED PROFESSIONS

UNIVERSITY OF ARKANSAS  
FOR MEDICAL SCIENCES

2011-2012

College of Health Related Professions  
University of Arkansas for Medical Sciences  
4301 West Markham Street, Slot 733  
Little Rock, Arkansas 72205