



Bachelor of Science Health Information Management

The health information management field is a diverse and continually evolving field that incorporates medicine, management, finance, information technology and law into one dynamic career path. Students will focus on the management of information, people and operational units, participation in administrative committees, preparation of budgets and administration of computerized health information systems.

This program prepares HIM professionals with the skills and competencies needed for success in health data management, computer information systems and administrative and clinical work flow. In addition, graduates are equipped to manage components of health information systems consistent with the medical, administrative, ethical, legal, accreditation and regulatory requirements of the health care delivery system.

*WKU's Bachelor of Science in Health Information Management (HIM) program is accredited by
The Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).*

Studying Online

Online classes require self-discipline and motivation, especially since you do not have a specific time and place established for class meetings. Familiarizing yourself with what's required of an online student and the many tools available to support online learners is key!

Distance Learning 101 provides guest access to Blackboard, along with helpful information ranging from pre-enrollment through registration. It is designed to walk you through the different processes involved with admissions, financial aid, advising and registration. The Student Resource Portal provides one-click access to academic support and student resources across campus. The link to each area is provided below:

Online Learning 101: www.wku.edu/online/dl101/

Student Resource Portal: www.wku.edu/online/srp

In addition to online support, which is accessible in these areas, there is also a team of distance learning professionals available to answer questions, listen to your concerns and provide solutions. You can reach us at learn.online@wku.edu.

Financial Aid Eligibility

Financial Aid includes grants and loans for educational purposes. The government requires the student to file a form online to the government agency for this purpose, which is called FAFSA at www.fafsa.ed.gov to apply. Once that form is completed and filed, the student will receive an email from WKU about the status. All financial aid comes through the WKU Student Financial Aid office and they communicate mostly through

email. The email will explain all the grants and/or loans that are available to the student and how to receive the money.

Nearly all students are eligible for some form of financial assistance. In fact, over 90% of the students who applied for financial aid in recent years received an award offer. Every effort is made to assist you and your family in obtaining the resources necessary to meet the difference between the total cost of attending Western Kentucky University and your ability to contribute toward your education.

If you would like to apply for financial assistance (loans, grants, scholarships, veteran benefits) the first step is to complete the Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov. Please refer to the Financial Aid Guide for additional information and complete instructions.

Please keep in mind, students must maintain satisfactory academic progress to continue to qualify for financial aid. For additional information on receiving, and keeping your financial aid, please refer to the WKU Financial Aid website to review the complete policy on Satisfactory Academic Progress at <http://www.wku.edu/financialaid/sap.php>.

Financial Aid and Scholarship Resources

- WKU Scholarship Information, including scholarships for transfer students: <http://www.wku.edu/topdollar/> (all students applying for scholarships and attending WKU must fill out the TopDollar application)
- WKU Financial Aid Information: <http://www.wku.edu/financialaid/>
- Guide to Financial Aid: <http://www.finaid.org>
- Student Aid: Types of aid, who qualifies and how to apply: <https://studentaid.ed.gov>
- Scholarships: How to find them, how to apply, types of scholarships: <https://studentaid.ed.gov/types/grants-scholarships/finding-scholarships>
- Top 5 Scholarship Search Tools: <http://www.usnews.com/education/blogs/the-scholarship-coach/2011/01/20/compare-5-top-scholarship-search-engines>

Career Resources and Average Salary Information

Resources to aid in finding a major right for you, as well as the most current information regarding average salary, job outlook and the most common positions within the field, may be found on the websites below:

- Find Occupations, Salary Information and Job Outlook: <http://www.onetonline.org/find/career>
- Major and Career Search: <https://bigfuture.collegeboard.org/majors-careers>
- Identifying A Career Based on Personal Interests: <https://bigfuture.collegeboard.org/explore-careers>
- What Can I do with this major: <http://www.wku.edu/career/wcidwtmajor.php>

Choose Your Path

WKU offers two distinct options for you to earn your Bachelor of Science in Health Information Management (HIM), allowing you the freedom to choose the option that meets you where you are!

- **HIM Plus 2 Program:** This program is 100% online and designed for students who have an associate degree from a CAHIIM accredited school, and allows you to earn your bachelor's in as little as 2 years. See if your school is CAHIIM accredited by visiting the [CAHIIM Program Directory](#).
- **HIM 100% Online Bachelor's Degree:** This program is designed for students who do not have an associate degree from a CAHIIM accredited school. You may be a beginning freshman with no college credits, a transfer student or returning student. If you're transferring to WKU with an associate degree in HIM from a non-CAHIIM school, you may test out of up to 21 credit hours.

Admission Requirements

Students seeking admission to the HIM degree must first apply and be admitted to WKU. Acceptance into the baccalaureate (BS) program is based on a selective admission process. There are no restrictions regarding age, sex, race, religion, disability, sexual orientation or marital status. Admission to WKU and/or the College of Health & Human Services does not guarantee admission to the program.

The minimum requirements for acceptance are as follows:

- Application and Fee for WKU and an application for the Health Information Management program.
- Official copy of Transcript(s)
- Minimum 2.0 overall GPA in college coursework if applicable.
- 2 Prerequisite Courses
 - Incoming students must have already completed or complete the following 2 prerequisite courses during their first semester as a WKU student and prior to formal admission into the HIM program. However, students may apply to the HIM department via the Departmental application. Application will be kept on file until successful completion of these two courses.
 - HIM 100 "Health Data Content & Structure" with grade of C or higher.
 - BIO 131 "Anatomy and Physiology"

Application Process

1. Apply for admission

- Visit the [WKU Online Admission Page](#) for more information.
 - A Step By Step Guide for completing the application process: [Application Tutorial](#)
 - There is a \$45 application fee.
- Complete the WKU Domestic and International Undergraduate Application Under Planned Course of Study Section, Choose:
 - Category of Study >>> **Bachelor's Degree**
 - Planned Course of Study >>> **Health Information Mgt-Prep-Seeking Admission**
 - Primary Location >>> **Web (online only)**

2. **Submit Required Materials:**

- **Beginning Freshmen**
 - An *official* high school transcript (no faxed transcripts accepted)
 - ACT or SAT scores.
 - Students over the age of 21 may substitute the ACCUPLACER for ACT/SAT. Additional information: [HERE](#).
- **Transfer or Readmit Student**
 - Send your official transcripts from each college attended to [Undergraduate Admissions](#).
 - You may request electronic transcripts through the [National Student Clearinghouse](#). This speeds up the admissions process considerably. If your school is not listed with

- the Clearinghouse, please contact them directly to see if they have another process in place for electronic submissions or request that an official copy be sent by mail.
- Students with fewer than 24 semester hours of college credit earned, must also submit:
 - High School transcript
 - ACT or SAT scores
 - For additional information on university admission requirements please visit WKU Admissions.

3. Apply to the Health Information Management program.

Those seeking admission to the B.S. in Health Information Management must submit the Departmental Application and Supporting Materials directly to the department.

- Health Information Management Departmental Application
 - The BS HIM application consists of FOUR sections; incomplete applications will not be considered.
- **Completed forms are submitted via mail to: Program Director, Health Information Management Program WKU Academic Complex 413, 1906 College Heights Blvd. Bowling Green, KY 42101**

Deadlines for Admission Applications & Transcripts

Please note: Late acceptance may be considered.

- **Fall Semester:** May 1
- **Spring Semester:** December 1

Degree Requirements

Please refer to the appropriate pathway (Plus 2 Program for CAHIIM Accredited Associate Degree Holders or Non Plus Two) for accurate degree requirement information

HIM Plus 2

Are you a +2 student? To classify as a +2 student, you must have an earned Associate of Science (A.S.) or Associate of Applied Science (A.A.S) degree in HIM or HIT from a CAHIIM accredited school. See if your school is CAHIIM accredited by visiting the CAHIIM Program Directory. If you do not have an associate degree from a CAHIIM accredited school, please click here.

Plus 2 Requirements

2+2 Curriculum Requirements (122-136 Hours) Number of hours will depend upon previously completed coursework.

Core Requirements

Required Core Courses (34 hours) *Please Note: Prerequisites are noted in parenthesis.*

- **HIM 330:** Electronic Health Records
- **HIM 350:** Health Information Research (Prerequisites: Any required competency course and appropriate lab, PH 383)
- **HIM 351:** ICD-10 Coding

- *All students completing the required CAHIIM accredited HIM associate degree prior to Fall 2010 must take this course. Requirement may be waived upon submission of documentation showing evidence of current Clinical Coding Specialist (CCS) certification through the American Health Information Management Association (AHIMA)** OR completion of the AHIMA Academy for ICD-10.*
- **HIM 421:** Health Information Management and Leadership
- **HIM 422:** Clinical Evaluation and Outcomes
- **HIM 430:** Health Data Management and Analytics
- **HIM 450:** Application & Analysis of HIM Theory
- **HIM 495:** Capstone Professional Practice Experience (3 credit hours)
- **HCA 340:** Health Care Organization and Management
- **CIS 243:** Principles of MIS **or CS 157:** Information Security I
- **PH 383:** Biostatistics in Health Sciences
- **CIT 350:** Database Administration I **or BDAN 330:** Structured Data Analysis

Restricted Electives

Restricted Electives (12 hours) In addition to courses outlined above, **students must complete 4 restricted electives**. Previous coursework will be evaluated for equivalency transfer credit. Courses may be selected from the list below.

- **CIT 310:** Systems Architecture I (Prerequisite: CIT 300 waived)
- **CIT 330:** Systems Development
- **CIT 332:** Systems Development II
- **CIT 492:** Technology Management I
- **BDAN 310:** Business Analytics
- **BDAN 410:** Decision Support Systems Analysis and Design
- **BDAN 420:** Data Mining
- **BDAN 430:** Data Visualization and Digital Dashboards

Full Degree Program Requirements for Non Plus 2 Students

Please note: The curriculum outlined on this page applies to the fully online bachelor's degree. This program is designed for students who do not meet the requirements for the +2 bachelor's degree, including those who:

- Have an A.A.S. or an A.S. in HIM or HIT from a non-CAHIIM accredited school. See if your school is CAHIIM accredited by visiting the [CAHIIM Program Directory](#) OR
- Have no hours, some college hours or a degree in an unrelated field

Core Requirements

Required Core Courses (79-82 hours) *Please Note: Prerequisites are noted in parenthesis.*

- **BIO 131:** Anatomy & Physiology
- **HIM 100:** Health Data Content & Structure
- **HIM 225:** Legal Issues in HIM
- **HIM 230:** Computer Systems and Applications in HIM
- **HIM 250:** International Classification of Diseases (ICD) Coding I
- **HIM 251:** HCPCS/CPT Coding
- **HIM 252:** Healthcare Payment Systems
- **HIM 290:** Medical Terminology

- **HIM 291:** Advanced Medical Terminology
- **HIM 292:** Pharmacology and Laboratory Diagnostics
- **HIM 330:** Electronic Health Records
- **HIM 350:** Health Information Research (Prerequisites: Any required competency course and appropriate lab, PH 383)
- **HIM 351:** ICD-10 Coding
 - *All students completing the required CAHIIM accredited HIM associate degree prior to Fall 2010 must take this course. Requirement may be waived upon submission of documentation showing evidence of current Clinical Coding Specialist (CCS) certification through the American Health Information Management Association (AHIMA)** OR completion of the AHIMA Academy for ICD-10.)*
- **HIM 421:**Health Information Management and Leadership
- **HIM 422:** Clinical Evaluation and Outcomes
- **HIM 430:** Health Data Management and Analytics
- **HIM 450:** Application & Analysis of HIM Theory
- **HIM 495:** Capstone Professional Practice Experience (6 credit hours)
- **CSCI 145C:** Intro to Computing or **CIS 141:** Basic Computer Literacy
- **CIS 243:** Principles of MIS or **CS 157:** Information Security
- **HCA 340:** Health Care Organization and Management
- **PH 383:** Biostatistics in Health Sciences
- **CIT 350:** Database Administration I or **BDAN 330:** Structured Data Analysis

Restricted Electives

Restricted Electives (12 hours) In addition to courses outlined above, **students must complete 4 restricted electives**. Previous coursework will be evaluated for equivalency transfer credit. Courses may be selected from the list below.

- **CIT 310:** Systems Architecture I (Prerequisite: CIT 300 waived)
- **CIT 330:** Systems Development
- **CIT 332:** Systems Development II
- **CIT 492:** Technology Management I
- **BDAN 310:** Business Analytics
- **BDAN 410:** Decision Support Systems Analysis and Design
- **BDAN 420:** Data Mining
- **BDAN 430:** Data Visualization and Digital Dashboards

Please note the following as you plan your program of study (information applies to plus 2 and non plus 2 students):

1. BIO 131 "Anatomy and Physiology" and HIM 100 "Health Data Content & Structure" must be completed prior to admission to the program with grade of C or higher.
2. A bachelor's degree requires a minimum of 120 credit hours, including major requirements for the degree in Health Information Management + Colonnade requirements total 122-136 credit hours.
3. For students transferring from a CAHIIM Accredited Baccalaureate Degree program HIM courses will be reviewed for course equivalency on a case by case basis.
4. HIT/HIM courses from non-CAHIIM accredited associate degree programs will not be accepted for transfer into the HIM program, but students may take departmental exams in appropriate classes. For other courses, refer to the WKU Transfer Credit Articulation web page to determine course equivalency acceptance between WKU and other schools.
 - Up to 21 credit hours can be earned.

- Exams are billed at \$25 per credit hour.
- Students will receive WKU credit for successfully passing (70%) the corresponding WKU course departmental exam.

Courses KCTCS Students Can Test Out Of

Below are the required courses for the program that KCTCS MIT graduates have the opportunity to receive up to 21 credit hours for by completing departmental exams. Each departmental exam is \$25 per credit hour, which totals \$525 for the opportunity to test and receive credit for all the courses listed below. Students may choose which tests they want to take.

- HIM 100 Health Data Content & Structure (4)
- HIM 225 Legal Issues in HIM (2)
- HIM 250 International Classification of Diseases (ICD) Coding I (4)
- HIM 251 HCPCS/CPT Coding (4)
- HIM 252 Healthcare Payment Systems (3)
- HIM 291 Advanced Medical Terminology (2)
- HIM 292 Pharmacology and Laboratory Diagnostics (2)

Students outside KCTCS, may [view our extensive transfer articulation.](#)

Contact Information

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