

Health Information Management (HIM)

The Health Information Management diploma program at triOS is 76 weeks. It includes a 12-week internship. Health Information Management (HIM) specialists are essential in all health care settings from data entry and coding of personal health information to interpreting data that assists with patient care, research, and education.

triOS College is a proud partner of the Canadian College of Health Information Management. This Health Information Management (HIM) program is accredited by the Canadian College of Health Information Management.



Canadian College of Health Information Management

Program Benefits

- 2 Year Canadian Health Information Management Association (CHIMA) Student Membership
- Access to Educational Events through CHIMA
- Coding and Abstracting on WinRecs Software for Health Information Departments
- ✓ Job Placement Assistance
- Access to the Latest Databases and Canadian Coding Standards from Canadian Institute for Health Information (CIHI)

 One sitting of the NCE (National Certification Examination) is included in the program fees

Here's a look at some of the courses included in this program:

Microsoft Applications

Word, Excel, Outlook, PowerPoint, Business Communication, Introduction to Databases, Integrated Projects

Clinical Pathology for Health Information Management

Examining diseases affecting the various systems of the body. Including etiology, signs and symptoms, diagnostic tests and treatments, including pharmacological interventions for various disorders.

Concepts in Healthcare

Legal foundations of the Canadian healthcare system, regulations and legislations of government in the province Anatomy, Physiology, and Medical Terminology

Coding and Classification Systems

Introduction to Coding, Fundamentals of classifications using ICD-10 and CCI, Canadian Coding Standards, Health Law, Information Systems & Technology, Applied Research and Epidemiology

Statistics

Management of Health Information Services, Statistics for the Health Information Management Professional

Health Information Management

Database Management, Health Data Management and Use, Utilization Management and Decision Support

Employment and Wage Outlook for Careers in this field:



Employment Rate based on 2022 contactable triOS graduates employed in a related field Source: workingincanada.gc.ca NOC Code: 1252 / 12111 **Wage data based on NOC Code 1252 and rounded down to the nearest dollar. Average wage doesn't reflect the starting salary but

represents the middle value between lowest to highest wages. Local (or regional) income may vary. Last updated in Jan 2024.

Employers Who Have Hired triOS Grads Career Opportunities Health Records Technician SickKids & Health Information Management Technician Cancer Care Ontario **Health Information Management Practitioner Canadian Mental** Health Information Management Supervisor **Health Association** Mental health for all Medical Records Unit Supervisor Health Information Management Coder Canadian Red Cross UHN Health Records Management Coder **Clinical Data Coordinator**

"Being a graduate of triOS College is one of my achievements in life. Instructors are very accommodating and knowledgeable of what they're teaching. I was in the Healthcare field and I got to experience first hand training in my field. Not only the instructors who are helpful but all the staff, especially the Career Services representative. Thank you!"

> -Grace B., triOS College Healthcare Graduate

www.triOS.com

1-877-550-1160



Health Information Management

NOC Code: 1252/12111

Diploma Program Length: **76 Weeks**

Student Success Strategies Digital Literacy for Professionals Career Management	4 Weeks
Microsoft Word Microsoft Excel	4 Weeks
Microsoft Outlook Microsoft PowerPoint Business Communication	4 Weeks
Anatomy, Physiology, and Terminology	4 Weeks
Clinical Pathology for HIM I Introduction to Coding	4 Weeks
Concepts in Health Care Concepts in Health Care for HIM Records Management	4 Weeks
Advanced Microsoft Excel Advanced Microsoft Word Introduction to Databases (using Microsoft Access) Integrated Projects (using Microsoft Office)	8 Weeks
Anatomy, Physiology, and Terminology 2	4 Weeks
Clinical Pathology for HIM 2 Medical Ethics for the HIM Professional	4 Weeks

Management of Health Information Services Statistics for the HIM Professional	4 Weeks
Coding and Classification Systems 1 Health Law	4 Weeks
Coding and Classification Systems 2 Information Systems & Technology	4 Weeks
Database Management Health Data Management and Use	4 Weeks
Coding and Classification Systems 3 Applied Research and Epidemiology	4 Weeks
Utilization Management and Decision Support Foundations to Practicum Certification Exam Prep	4 Weeks
Health Information Management Practicum 1 (25hrs/wk)	4 Weeks
Health Information Management Practicum 2 (25hrs/wk)	8 Weeks
Keyboarding – continuous learning throughout the program	

Program highlights include:

- 2-year CHIMA (Canadian Health Information Management Association) Student Membership.
- Program was developed in accordance with the 2022 CHIMA curriculum standards for HIM.
- Access to the latest manuals and Canadian Coding Standards from CIHI (Canadian Institute for Health Information).
- Continued use throughout the program of EHRGO Software. This education software had been designed to provide simulated case studies for students in healthcare programs.
- Coding and Abstracting on WinRecs software for Health Information Departments.
- Ongoing interaction with CHIMA through student membership and educational events.
- Program prepares students to take the NCE (National Certification Examination) through CHIM upon successful completion of the program.
- Mandatory practicums that provides valuable work experience and exposure to potential employers.
- The Health Information Management program includes the NCE (National Certification Examination) fee for one sitting, saving you additional costs and ensuring you're exam-ready upon graduation.

Admission Requirements:

- Student has an Ontario Secondary School Diploma or equivalent, OR
- Is 18 years of age or older on or before the program begins AND can pass a qualifying test that has been approved by the Superintendent.
- The approved qualifying test for this program is the Wonderlic test. A passing score for this program is 18.
- For students who completed high school in a non-English speaking jurisdiction, an English proficiency test is required. Proficiency must be demonstrated through one of the following options:
 - o IELTS: Minimum score of 6.5 with no subject test score lower than 6, OR
 - o TOEFL: Overall 79

Fieldwork Placement Requirements:

- Student must provide an Ontario Routine Immunization Schedule or local health requirements (for in-person programs).
- Student must provide a clear Criminal Record Check.
- Additional host requirements may apply.
- All students must pass the core theoretical portion of their program to be eligible for their placement/internship.
- Students should provide a resume intended for their job search.
- Students must achieve satisfactory attendance.

International Students: Please contact us for more detail regarding admissions requirements.

Accreditation Policy:

Like all post-secondary institutions in Ontario, triOS College reserves the right to accept or deny advanced standing into its programs.

Note:

In order to continuously improve our programs, triOS College reserves the right to modify programs at any time. Program delivery order may vary depending on the program start date. This diploma program may not be available at all campuses. The program may have additional reading weeks, depending on the start date.

You can find our Key Performance Indicators (graduation rate, employment rate, etc.) at <u>www.triOS.com/kpi.</u>

Course Descriptions

Student Success Strategies

This course stresses the importance of developing non-technical skills to enhance personal, academic and career success. This includes understanding learning styles and honing practical study skills, such as memory, reading, note- and test-taking techniques. Personal exercises will focus on teamwork, setting goals and maintaining a positive attitude. Techniques for managing change, stress, and conflict will also be explored.

Digital Literacy for Professionals

This course introduces students to the fundamental concepts and principles of learning and working in a digital environment. This course will cover the following elements: using devices and handling information, creating and editing information, communicating and collaborating, and being safe and responsible online.

Career Management

In this module, you will create and refine your résumé and LinkedIn Profile. You will write cover letters and learn the value of customizing cover letters to specific job postings. You will have the opportunity to apply this knowledge as you conduct a job search and write a cover letter tailored to an ideal job post. Through research, you will create a list of top employers and target current industry opportunities. You will learn about current methods for applying to job postings using technology. You will also gain an understanding of the job interview process, typical interview questions and possible responses, and expectations of both the interviewer and interviewee. In addition, you will engage in practical application of the interview process through role-play. Topics such as negotiating salary, self-management, and on-the-job success for placements and postgraduate employment will be also covered.

Microsoft Word

This Microsoft Office Word 2019 course is created for you to build and validate the skills businesses need to succeed in today's information economy. It also provides you with the skills and knowledge you need to use Microsoft Office Word effectively in all aspects of your personal and professional lives. Word is the world's most popular word processing software. Learning how to create, edit, format and print documents, enhance work with formatting, use bullets and numbering, add simple borders, tables, headers/footers, organizing data columns, and styles, are the foundational skills needed to perform in many positions. This course is computer intensive and demands basic computer proficiency and a basic understanding of word processing software. The course combines Theory/demonstration by an instructor with readings, trainings, projects, and a final exam for you to work on in a simulation-based environment. You are expected to ensure you meet proficiency requirements for working in this environment.

Microsoft Excel

This Microsoft Office Excel 2019 course is created for students to build and validate the skills needed to succeed in today's economy. It also provides students with the skills and knowledge they need to use Microsoft Office Excel effectively in all aspects of their personal and professional lives. Excel is the world's most popular spreadsheet software. Whether you are managing a household or running a small business, Excel will help you develop useful techniques to help business processes. This course is computer intensive and demands basic computer proficiency and a basic understanding of spreadsheet software. Students are expected to make arrangements to meet proficiency needs as necessary.

Microsoft Outlook

This Microsoft Outlook 2019 course is created for students to build and validate the skills businesses need to succeed in today's information economy. It also provides students with the skills and knowledge they need to use to effectively manage emails, contacts, calendars, and tasks. Outlook has become the corporate standard electronic personal organizer. These are the foundational skills needed to communicate using Outlook in a variety of positions within an organization. This course is computer intensive and demands basic



computer proficiency and a basic understanding of email software. Students are expected to make arrangements to meet proficiency needs.

Microsoft PowerPoint

This course is designed for students who are interested in learning how to create and modify basic presentations by using Microsoft Office PowerPoint 2019. Students will explore the PowerPoint environment and create a presentation, will format text on slides to enhance clarity, enhance the visual appeal, add graphical objects to a presentation and modify them, and finalize a presentation to deliver it. This course is computer intensive and demands basic computer proficiency and a basic understanding of PowerPoint software. Students are expected to ensure they meet proficiency requirements for working in this environment.

Business Communication

This course is designed to give students a basic understanding of communication skills in the business environments. Focus will be placed on both written and spoken communications. Students will review the basic writing process with emphasis on the mechanics of writing. They will also learn the importance of effective spoken communication, deliver an oral presentation, and participate in a mock meeting.

Advanced Microsoft Excel

This course is aimed at students who have completed the Intermediate Excel course who need to learn more complex functions, data manipulation, templates, advanced formulas and functions, securing and sharing tools, pivot tables, and analysis tools.

Advanced Microsoft Word

Advanced Microsoft Word provides various tools to allow the student to create and manage long documents with ease. This advanced course focuses on using styles, outlines and inserting references, like table of contents and indexes, and also covers using the mail merge function, templates, protecting and sharing documents, and personalizing the interface. This course is computer intensive, demanding basic computer proficiency and a basic understanding of word processing software. Students are expected to make arrangements to meet proficiency needs as necessary.

Introduction to Databases (using Microsoft Access)

This course covers the basic functions and features of Access 2019. Students will learn how to design and create databases; work with tables, fields, and records; sort and filter data; and create queries, forms, and reports.

Integrated Projects (using Microsoft Office)

This project-based two-week module is designed to help validate and integrate the Microsoft Office skills developed in previous courses. Throughout the course, you will work on varied projects integrating Word, Excel, PowerPoint, and Access.

Anatomy, Physiology, and Terminology

This course will introduce the foundations of the language of medicine and will develop medical vocabulary through the study of the structure sand functions of the major body systems. Topics include medical terminology; general body organization; and the skeletal, muscular, cardiovascular, lymphatic, immune, respiratory, digestive, urinary, nervous (including special senses and psychiatric disorders), integumentary, endocrine, and reproductive systems.

Clinical Pathology for HIM I

This course will take a systematic approach to clinical pathology and examine the diseases affecting the various systems of the body. This course covers etiology, signs and symptoms, diagnostic tests and treatments, including pharmacological interventions for various disorders. Topics include inflammation, healing, immunity, infection, neoplasms, cancer, fluid imbalances, skin disorders, musculoskeletal disorders, and pharmacology.



Introduction to Coding

Students will learn about the fundamentals of classifications using ICD-10-CA and CCI, Canadian Coding Standards, and reporting in healthcare organizations. Students will also learn about submissions to databases such as the Discharge Abstract Database (DAD) and the National Ambulatory Care Reporting System (NACRS) database.

Concepts in Healthcare

This course will provide an overview of the historical and legal foundations of the Canadian healthcare system. It will help students identify the regulations and legislations of government at various levels of care in Ontario.

Concepts in Healthcare for HIM

Students will build on what they have learned in Concepts in Healthcare. They will also learn about the professional domains of practice for health information management professionals and the role of the professional organizations for health information management professionals.

Records Management

Students will learn about the content and requirements for patient records, as well as how to manage records within a healthcare system. They will also learn about the storage and retention of records, and the role of health information practitioners in protecting the privacy, security, and confidentiality of patient information.

Anatomy, Physiology and Terminology 2

This course is designed to provide the student with a deeper understanding of the anatomy and physiology of the human body. The course will focus on the organization and the cellular/tissue basis of the human body. This course builds on the medical terminology knowledge gained in Anatomy, Physiology, and Terminology, and students will expand their ability to analyze, spell, define, pronounce, and apply medical words that relate to specific body systems. More advanced disease terms will be included along with abbreviations, prefixes, suffixes, diagnostic tests, clinical procedures, and various therapies.

Clinical Pathology for HIM 2

This course will take a systematic approach to clinical pathology and examine the diseases affecting the various systems of the body. This course covers etiology, signs and symptoms, diagnostic tests and treatments, including pharmacological interventions for various disorders. Topics include pain, nervous system disorders, stress, aging, immobility, substance abuse, sensory organs, respiratory disorders, digestive disorders, urinary disorders, endocrine disorders, genetic disorders, adolescence, pregnancy, and reproductive disorders.

Medical Ethics for the HIM Professional

This course examines the rights of patients and clients and the obligations of medical and other healthcare practitioners. Students will be introduced to the fundamentals of ethical theory and decision-making and will examine the ways in which moral decisions are made in practice. Issues to be addressed include disclosing information to patients, interfering with a patient's liberty for their own good, limits to the protection of patient confidentiality, protections for humans and animals in experimentation, respect for cultural diversity, and fairness in the allocation of scarce healthcare resources.

Management of Health Information Services

This course presents the changing role of the HIM professional with an emphasis on the management role. In addition, students will be introduced to various principles, tools, and concepts involved in the planning, evaluation, assessment, and accountability of quality healthcare service provision.



Statistics for the HIM Professional

Students will learn the fundamental concepts and applications of descriptive and inferential statistics and probability theory as they apply to healthcare. They will learn about frequency distributions; graphic presentation of data; measures of location, variation, and shape; probability and probability distributions; Central Limit Theorem; hypothesis testing; correlation and regression analysis; and basic non-parametric statistics. Students will use Excel to calculate and interpret statistical measures.

Coding and Classification Systems 1

Students will build on the knowledge and skills acquired in Introduction to Coding with emphasis on the coding related to specific body systems. Students will begin applying their skills to coding outpatient information.

Health Law

Students will learn about specific health legislation especially as it relates to access, security, confidentiality, and privacy of patient information and the use of health information in legal cases. Emphasis will be on best practices in the release of information. Students will also learn risk management techniques such as privacy impact assessment and threat and risk assessment.

Coding and Classification Systems 2

Students will build on the coding knowledge and skills learned in Coding and Classification Systems 1. Coding will go beyond the body systems studied in Coding and Classification Systems 1. Electronic abstracting will continue to be practiced using the same software that was introduced in Coding and Classification Systems 1.

Information Systems and Technology

Students will learn about fundamental concepts of health information systems, health information technology, and health informatics. Students will learn about the steps in the systems development life cycle and how to apply criteria for selecting and evaluating systems. Special emphasis will be on the electronic health record in a variety of settings. Students will learn about Canadian and international standards organizations and the standards they produce. Students will be introduced to EHRGo and Med2020.

Database Management

Students will learn the basic concepts and principles of database design and management. The focus of the course will be on analysis and interpretation of database table layout and developing skills for modifying, sorting, and filtering of existing database structures and records using Microsoft Access. The learner will be able to compose selected queries and generate forms and reports of data applicable to the health information workplace environment.

Health Data Management and Use

This course introduces the learner to introductory HIM specific healthcare statistics. With a focus throughout on data quality, the student will learn about the importance of varying data elements in the creation of healthcare information and knowledge for decision-making. Sources and uses of health data are examined, with a focus on the Canadian Institute for Health Information (CIHI) databases.

Coding and Classification Systems 3

Students will build on the coding knowledge and skills learned in Coding and Classification Systems 1 and Coding and Classification Systems 2. Coding will relate to all systems of the body. Electronic abstracting will continue to be practiced using the same software that was introduced in Coding and Classification Systems 1.



Applied Research and Epidemiology

This course provides an introduction to research concepts and the basic principles and methods of epidemiology. Students will learn how to apply these concepts and principles to healthcare data. Calculation of epidemiological methods will also be taught.

Utilization Management and Decision Support

The utilization management (UM) and decision support (DS) course integrates theory and knowledge from previous HIM core courses within the program and builds on this with new knowledge related to UM and DS. The focus of the course will be on the organization of utilization management and decision support programs, national and provincial data sources, and MIS Standards. The student will learn to identify areas to monitor for utilization management. The development of reporting frameworks, benchmarking, and indicators will also be covered within the course.

Foundations to Practicum

Students will have an opportunity to focus on new learning to support individual external practicum project requirements through a combination of applied lab practice activities, article reviews, student research, and other experiences.

Certification Exam Prep

Students will prepare for the CCHIM Certification Examination by learning about the format and delivery of the exam, and by integrating knowledge gained during the entire program. Emphasis will be placed on the assessment of knowledge gaps identified through multiple-choice test questions in the various competency areas and the development of a study plan.

Health Information Management Practicum 1

This practicum provides the student with an opportunity to perform selected skills in a health information management-related work setting, under the supervision of a qualified professional. This four-week practicum will provide the student with an opportunity to apply the learned theory, and skills taught within the first half of the program. Travel may be required for practicum completion outside of the student's immediate area.

Health Information Management Practicum 2

This eight-week external practicum is the final component of the HIM program, which represents a capstone learning experience and will provide an opportunity for students to synthesize, integrate, and apply learning in a professional environment. Students will pursue the practicum experience in health information services in hospitals and other community healthcare facilities and will be expected to perform tasks appropriate for the entry level health information practitioner, under the supervision of a qualified practitioner.

