

## The Profession

The registered health information administrator (RHIA) manages medical record/health information services, designs patient information systems, helps determine the flow of the medical information, what equipment will be purchased, and the staffing level necessary to provide the services required. The RHIA also plays an important role in quality improvement activities and contributes to the financial viability of an organization.

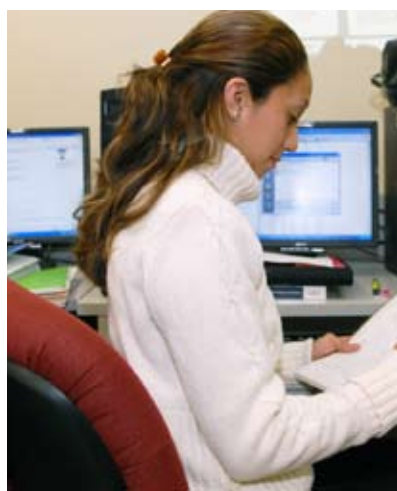
The overall employment outlook for an RHIA is excellent. As patient records evolve toward computerization, and as more entities such as third-party payers require sophisticated health data, registered health administrators benefit from a wide selection of jobs.

According to the Bureau of Labor Statistics, employment opportunities are expected to grow much faster than the average for all occupations for the next several years. More information about the field of health information management can be obtained from the website of the American Health Information Management Association at [www.ahima.org](http://www.ahima.org).

### Department of Health Information Administration

The Department of Health Information Administration (HIA) at Chicago State University offers a Bachelor of Science degree and a post-baccalaureate certificate program in health information administration for applicants with a bachelor's degree. The programs prepare graduates for employment as health information administrators in hospitals, clinics, health agencies, health information systems, medical research programs or other health-related organizations.

The Department of Health Information Administration functions within the philosophy of the university and accepts the central mission of the institution: to promote the educational achievement of undergraduates, and to prepare them for a life of work and participation in a democratic, urban, diverse and multicultural society. HIA faculty members believe that their overall contribution to the university's commitment to students and to society is through the preparation of graduates for a career in health information management.



# ABOUT CSU



### Benefit from our experience as educators

Founded in 1867 as a teacher training school, Chicago State University is the oldest public university in the Chicago metropolitan area.

### Find what you're looking for at Chicago State

The university offers undergraduate and graduate degree programs in five colleges: health sciences, arts and sciences, business, education and pharmacy—as well as non-traditional and extension courses, an Honors College and one of the best graduate schools in the nation (Ranked by the U.S. News & World Report). The University offers two 15-week semesters (fall and spring) and summer session.

### Learn from award-winning faculty

Eighty-seven percent of CSU faculty members hold a doctorate or equivalent terminal degree from some of the most renowned universities in the world. Our faculty-student ratio is 1:19, and only faculty, not teaching assistants, instruct our students.

### Enjoy a naturally beautiful oasis in a world-class city

The University campus is nestled in 161 wooded acres adjacent to a residential community.

### Chicago State attracts students from around the world

The University's outstanding academic programs attract a culturally diverse student body from the Chicago metropolitan area, the nation and the world. The University's residence life and dozens of student organizations offer a stimulating living-learning service experience that nurtures personal development and individual success.

### Make an impact here—and abroad

Students benefit from internships and other beyond-the-classroom learning opportunities in metropolitan Chicago and around the world. These experiences expand career options and prepare our students for citizenship and leadership in a global community.

### Your future begins now!

Chicago State University welcomes applications from prospective freshmen, transfer, international, non-traditional and professional students. For more information, contact:



## CHICAGO STATE UNIVERSITY

### College of Health Sciences

#### Department of Health Information Administration

9501 South King Drive, BHS 610

Chicago, IL 60628-1596

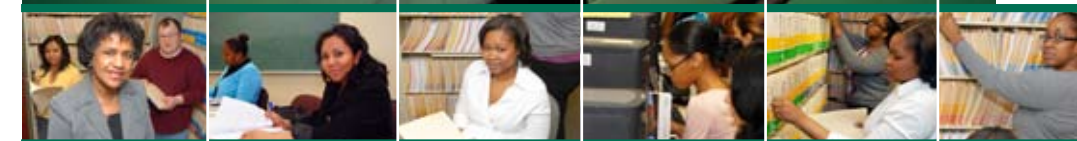
Office: (773) 995-2552

[www.csu.edu/collegeofhealthsciences/](http://www.csu.edu/collegeofhealthsciences/)

[HealthInformationAdministration/index.html](http://HealthInformationAdministration/index.html)

# CHICAGO STATE UNIVERSITY

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## Department of Health Information Administration Bachelor of Science Degree

## Admission

Entering freshmen and transfer students must meet the general admission requirements of the university and successfully complete the required university examinations and courses in English, mathematics and reading. The mathematics examination might be waived for students who have completed college algebra and a basic course in statistics at an accredited institution. The department will accept only prerequisite courses and courses in the major in which students have earned a grade of C or higher.

Admission to the professional program is based on the following requirements and acceptance by the department admissions committee. All students must complete the prerequisites specified in the current curriculum pattern, with a grade of C or higher, and have a GPA of 2.5 or better (on a 4.0 scale).

To be considered for admission into the BS program, the following documents must be submitted directly to the department:

- A completed application form;
- An essay explaining the motivation for pursuing health information administration and intended career goals;
- Three recommendations completed on the College of Health Sciences forms;
- A personal interview

Applications and supporting documents should be received in the Department of Health Information Administration by March 31 to be considered for fall admission to the professional program. Applicants will be advised by mail of their admission status by or before June 15. If all openings are not filled, applications will continue to be accepted until July 15.

## Program of Study

The baccalaureate degree curriculum is divided into the pre-professional phase of the program (freshman and sophomore years) and the professional phase (junior and senior years). A total of 125 credits is required for the Bachelor of Science degree.

The pre-professional curriculum includes completion of the university's general education requirements, the basic science courses and prerequisites for professional course work. This course of study provides students with the broad-based knowledge needed for the two-year professional curriculum.

The department offers a flexible curriculum for registered health information technicians (RHITs) who desire to become registered health information administrators (RHIA). Additionally, these students have the opportunity to take competency examinations to meet requirements of some courses in the first year of the professional phase.

### Pre-Professional Phase

#### Fall Semester-Year 1

<b>ENG 1270</b>	Composition I	3 hrs	
<b>BIOL 1080</b>	Biological Science Survey II	3 hrs	
<b>Math 1200</b>	College Algebra	3 hrs	
<b>Elective</b>	Foreign Language I	3 hrs	
<b>CMAT 2030</b>	Basic Speech Communication	3 hrs	<b>Total: 15 hrs</b>

#### Spring Semester

<b>ENG 1280</b>	Composition II	3 hrs	
<b>PSYC 1100</b>	Introduction to Psychology	3 hrs	
<b>MATH 1600</b>	Basic Probability & Statistics	3 hrs	
<b>Elective</b>	Foreign Language 2 (same)	3 hrs	
<b>Elective</b>	Physical Science	3 hrs	<b>Total: 15 hrs</b>

#### Fall Semester-Year 2

<b>ZOOL 2050</b>	Human Functional Anatomy	4 hrs	
<b>HSC 1104</b>	Medical Terminology	3 hrs	
<b>HSC 1150</b>	Intro to Health Professions	3 hrs	
<b>Elective</b>	Humanities (fine arts)	3 hrs	
<b>PHIL 1020</b>	Intro to Logic (or)		
<b>PHIL 1030</b>	Critical Thinking	3 hrs	<b>Total: 16 hrs</b>

#### Spring Semester

<b>ENG 2790</b>	Business Writing	3 hrs	
<b>PSLY 2040</b>	Human Physiology	4 hrs	
<b>HIA 1000</b>	Intro to Computing for HIA	3 hrs	
<b>SOC 1250</b>	Diversity in US Society	3 hrs	
<b>HSC 3321</b>	Service Learning in Health	3 hrs	<b>Total: 16 hrs</b>

### Professional Phase

#### Fall Semester-Year 3

<b>HIA 3011</b>	Acute Care Health Info Syst.	4 hrs	
<b>HIA 3300</b>	Clinical Medicine I	4 hrs	
<b>HIA 3400</b>	Computers in Health Care	3 hrs	
<b>HIA 3500</b>	Health Care Statistics	3 hrs	
<b>HIA 3810</b>	Health Info Management I	3 hrs	<b>Total: 17 hrs</b>

#### Spring Semester

<b>HIA 3100</b>	Alt. Health Care Delivery Syst.	3 hrs	
<b>HIA 3200</b>	Intro ICD-9-CM Coding	4 hrs	
<b>HIA 3600</b>	Legal Aspects & Ethics in HIA	3 hrs	
<b>HIA 3700</b>	Clinical Medicine II	4 hrs	
<b>HIA 3910</b>	Technical PPE (optional)	3 hrs	<b>Total: 14 or 17 hrs</b>

#### Summer Semester

<b>HIA 3910</b>	Technical PPE	3 hrs	<b>Total: 3 hrs</b>
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#### Fall Semester-Year 4

<b>HIA 3900</b>	Ambulatory Coding	4 hrs	
<b>HIA 4010</b>	Health Info Management I	4 hrs	
<b>HIA 4020</b>	Health Care Finance	2 hrs	
<b>HIA 4100</b>	Education and Training	2 hrs	
<b>HIA 4500</b>	Health Care Quality Mgmt	3 hrs	<b>Total: 15 hrs</b>

#### Spring Semester

<b>HIA 4200</b>	Research in Health Care & HIM	3 hrs	
<b>HIA 4300</b>	Health Info Stds, Reg & Reimb.	3 hrs	
<b>HIA 4400</b>	Health Care Org. Info Systems	3 hrs	
<b>HIA 4600</b>	Management PPE	3 hrs	
<b>HIA 4700</b>	RHIA Exam Prep	2 hrs	<b>Total: 14 hrs</b>

**Total hrs 125 hrs**

## Laboratory Components

The professional curriculum encompasses medical science, technology and management. Many of the professional courses have a laboratory component that allows students to practice technical activities using current health related and general office software in a dedicated, up-to-date computer laboratory.

## Professional Practice Experience

Students complete two professional practice experiences (PPE) of 160 hours each. Juniors may elect to complete their PPE as a directed practice one day a week during spring semester, or during a one-month block during the summer following the junior year. The senior PPE is scheduled for one month during the spring semester of the senior year. Students are responsible for liability insurance. In addition, they are responsible for expenses connected to the PPE, such as transportation and meals.

## Comprehensive Examinations

Students are required to score at least 75% on each comprehensive examination to qualify for graduation. The junior year comprehensive examination consists of 100 questions and is administered at the end of the school year. Students are allowed to take a second examination if they score less than 75%. The senior year comprehensive examination consists of 160 questions and is administered at the end of the last required course. Students who fail to score at least 75% are allowed to sit for the examination one additional time.

## Accreditation / Professional Certification

The health information administration program at Chicago State University is fully accredited by the Commission on Accreditation for Health Informatics and Information Management Education of the American Health Information Management Association (AHIMA) located at 233 N. Michigan Ave., Suite 2150; Chicago, IL 60601-5800. The AHIMA telephone number is (312) 233-1100.

Graduates of the HIA program are eligible to sit for the national certification examination administered by the Commission on Certification of AHIMA. After successful completion of this exam, an individual becomes a registered health information administrator (RHIA).

