



Health Information Management Associate in Science Degree

Program Information

About the Program

The Health Information Management program will prepare students to be health information management professionals and specialists in the management of paper, hybrid and electronic health records. The program provides instruction in all aspects of health information management. Emphasis will be on the study of the principles and practices of acquiring, analyzing, and protecting digital and traditional health information vital to providing quality patient care, administrative decision support and regulatory compliance.

Program Begins: Fall - second year entry upon completion of prerequisite courses with grades of "C" or higher.

Program

Application ***JUNE 1 each year.***

Deadline:

Program Length: Pre-HIM – 3 terms to complete program pre-requisites.
HIM - 4 terms to complete HIM core courses.
67 Credits Total

Program Schedule: Pre-HIM Coursework: Varies based upon College class schedule.
HIM Core: Full time evenings with the ***exception of professional practice experience courses. Professional practice courses are only available during weekdays.***

Program Location: Edison State College - Fort Myers Campus
Professional Practice Experience locations vary throughout Lee, Collier, Charlotte, Hendry and Glades counties and will only be available during weekdays.

Program Costs: Tuition, and fees: approximately \$7,000
Books: approximately \$1,300
Physical examination, drug screen and background check: approx. \$150

Financial Aid: Contact the Financial Aid Office at 239-489-9336.

Admission Process:

1. Apply for admission to Edison State College as a **Pre-HIM** major.
 - a. Complete admission application for admission to the College.
 - b. Complete college placement testing.
 - c. Completion of Learning Assistance courses, if required, by the start of the program.
 - d. Request that the following documentation be sent to the College Registrar's Office:
 - i. **Official** high school or GED transcripts
 - ii. **Official** college or university transcripts (if applicable)
2. Complete the pre-requisite first year Pre-HIM courses with a minimum grade of "C" or higher.
3. Attain a cumulative GPA of 2.5 or higher in the Pre-HIM year coursework.
4. Apply to the Health Information Management Program no later than **June 1**.
 - a. Complete the HIM Program Application and required documentation and submit it to the HIM Program Office in Walker Hall by **June 1**.
 - i. Include copy of receipt of \$15.00 HIM Program Application Fee paid to the Cashier's Office in Taeni Hall.

Acceptance/Registration:

HIM Program applicants who are selected will be notified of their provisional acceptance into the HIM Program approximately **two weeks** after the deadline date of June 1. If an applicant is selected and does not complete the registration process, the applicant forfeits acceptance and must reapply to the program and is not guaranteed acceptance in any subsequent selection process.

The provisional acceptance notice will include:

- Registration information
- Medical examination form. Exam must show physician clearance for good physical and mental health.
- Criminal Background Check (FDLE).
 - The student must be within state regulations and have civil rights restored.
- 10-Panel Drug Screen form.
 - Results must be negative for program acceptance.
- Date of mandatory program orientation

All students are conditionally accepted and will be required to obtain the medical exam report, criminal background check and drug screen (at their own expense) **prior to the start of class**. Failure to provide such documentation will result in termination of the application. After all required paperwork has been received in the HIM Program Office, the student will be accepted into the program.

Withdrawal/Program Dismissal

If a student withdraws from the first semester of the HIM Program, the student must reapply to the program through the limited access application process. Students previously dismissed from any Edison State College Health Professions program and who have exhausted the appeal process are not eligible to apply.