

## **Applicant Information Packet**

# **Health Information Management (HIM)**

Building 2, room 122  
(937) 512-2973  
(800) 315-3000

Dear Prospective HIM Student:

This packet contains the following information for your review:

1. Admission Requirements/Check List
2. Welcome/Admission letter from Chairperson
3. Estimated cost of the program
4. Recommended Courses List for Pre-HIM applicants
  - a. Effective spring 2011 through summer 2012 (quarter classes)
5. HIM course curriculum

Please contact the HIM department for specific information regarding program enrollment dates or possible waiting lists.

## ADMISSION REQUIREMENTS / CHECK LIST



- Step 1 \_\_\_\_\_ Apply to Sinclair Community College. This must be done before applying to the HIM program. Paper applications are available in the Admissions office, building 10, 1<sup>st</sup> floor or via the web at <http://www.sinclair.edu/admissions/Application/>.
- Step 2 \_\_\_\_\_ Apply to the HIM program by completing a Life & Health Sciences application, which can be found at: <http://www.sinclair.edu/academics/lhs/index.cfm>.
- Step 3 \_\_\_\_\_ If you have transferable college credit, request your “official” transcripts from previous college(s) to be sent directly to Sinclair Community College, Registration & Student Records, 444 West Third Street, Dayton OH 45402-1460.
- Step 4 \_\_\_\_\_ If you do not have transferable college credit in English Composition and/or mathematics, take the Sinclair Community College’s Accuplacer Placement Test in reading, writing and mathematics. More information on this test can be found at <http://www.sinclair.edu/stservices/enrl/testing/accfac/index.cfm> or by calling 937-512-3000 or 800-315-3000.
- Step 5 \_\_\_\_\_ Complete an academic advising consultation with a Life & Health Sciences Academic Advisor located in room 11-346. For students greater than 60 miles from Dayton, contact the remote Advisors by email at [online@sinclair.edu](mailto:online@sinclair.edu). Office hours and more information are available by calling (937) 512-3700 or (800) 512-3700 or on their website at: <http://www.sinclair.edu/services/advising/>.
- Step 6 \_\_\_\_\_ Complete developmental courses, if any, resulting from Placement Test Scores: DEV 063, 064, 065, 074, 075, 084, 085, 110 (108 is only required if student elects to take MAT 101).
- Step 7 \_\_\_\_\_ Program prerequisites starting Fall 2012 (semesters):
- \_\_\_\_\_ BIO 1121 Human Anatomy and Physiology I (3 credit hours)  
Quarter equivalent: BIO 121 (5 credit hours)
- \_\_\_\_\_ HIM 1101 Medical Terminology (2 credit hours)  
Quarter equivalent: HIM 121 and HIM 122
- Step 8 \_\_\_\_\_ Program specific requirements:
- \_\_\_\_\_ The HIM program will accept PSY 1100 (PSY 119 or PSY 121) or SOC 1101 (SOC 111 or SOC 120) for the PSY/SOC course with no expiration.
- \_\_\_\_\_ The HIM program will accept MAT 1130 or MAT 1270 or higher (MAT 101, MAT 106, or higher level math) with no expiration.
- \_\_\_\_\_ The HIM program will accept BIO 1141 ( BIO 141 and 142 for BIO 1121 if taken within last 5 years; exceptions to this policy can be made if applicant has older biology and has been working in the allied health field - exceptions are to be determined by the HIM chairperson.
- NOTE: When a student is admitted to the program and has completed program required Math, Science, Psychology and Sociology courses, the courses are fixed and there is no expiration.
- Step 9 \_\_\_\_\_ Maintain a minimum of 2.0 cumulative GPA. Note: all curriculum courses must be completed with a “C” or better.

Dear Prospective Health Information Management Applicant:

Thank you for your interest in Sinclair Community College and the Health Information Management Program (HIM). Our program is offered in the traditional in-class setting and is also available totally online. Listed below is the method of selecting students for the program.

The **Local PPE Cohort** program accepts approximately thirty-five students from the extended Miami Valley area (including the Ohio counties of Butler, Champaign, Clark, Clinton, Darke, Greene, Logan, Mercer, Miami, Montgomery, Preble, Shelby, Warren, and Wayne, Indiana) and an additional thirty-five students into the **Remote PPE Cohort** program from anywhere outside the counties listed above into the Health Information Management program each year. The following selection procedure will be used:

1. Applications are reviewed beginning April 1<sup>st</sup> for the fall term each year.
2. Applicants who have completed the admission requirements will be accepted in the chronological order in which the admission requirements have been satisfied.
  - 2a. In the case that multiple applicants complete their requirements at the same time, applicants will be ranked according to the date the initial application to the program was made.
  - 2b. If more than one applicant has the same application date, the applicants will be ranked according to the number of non-HIM courses in the curriculum they have successfully completed.
3. As of September 2011, we currently have a waiting list for admission into the Local PPE Cohort program only.
4. Letters of acceptance for the pending fall term are mailed to the first 35 eligible applicants. Students who have applied sometimes change their mind and choose not to enter the program. Acceptance letters will be sent to applicants on the waiting list until the 35 slots are filled for both the Local Cohort and the Remote Cohort.
5. Acceptance into the HIM Program requires enrollment in courses offered during the day only for in-class sections with very limited schedule flexibility for courses with HIM prefixes, or enrollment in online sections. Most support courses (those without HIM prefixes) are also offered in the evening as well as daytime or online.
6. Once you confirm your acceptance into the HIM program, you will need to schedule an appointment with the HIM faculty advisor to complete an academic plan. This can be done virtually if you live farther than 60 miles from Dayton.
7. Once the admission process is complete, any students remaining on the list will receive an email indicating their position on a waiting list.
8. For more information regarding online learning and more information for students residing further than 60 miles from Dayton, please refer to the Distance Learning Website at <http://www.sinclair.edu/online/>. You may also reach them at 1-888-226-2457, or by email at [online@sinclair.edu](mailto:online@sinclair.edu). Be advised that beginning Winter Quarter 2012, any student who is considering taking online classes for the first time will be required to complete a free, self-paced course entitled *How to Succeed in an Online Course*. This course is available 24/7 and it only takes 1-3 hours to complete. There are no grades or credits attached to this course; it simply guides students through a comprehensive ANGEL tutorial, giving the student a chance to find out what it is like to be in a real SinclairOnline Course. Please go to <http://www.sinclair.edu/online/benefits/success/> for more information plus a video and written instruction on how to sign up for the course.

If you have any additional questions regarding the admission requirements, please contact the HIM office at (937) 512-2973 or (800) 315-3000.

Sincerely,



Karen Motley, MBA, RHIA  
HIM Chairperson

## Estimated Cost of Program

### For Montgomery County, Ohio residents:

	<b>Traditional Classes</b>	<b>All Online Classes</b>
Application to Sinclair Community College	\$20.00	\$20.00
Tuition: 99 credit hours x \$58.60/per credit hour**	5,801.40*	6,296.40*
Books:	3,000.00	3,000.00
Physical/Immunizations:	200.00	200.00
(Required for directed practice/clinical rotation)		
AHIMA student membership:	30.00	30.00
Travel:	<u>200.00</u>	<u>200.00</u>
(Required for directed practice/clinical rotation)		
	<b>\$9,251.40</b>	<b>\$9,746.40</b>

### For outside Montgomery County and inside Ohio:

Application to Sinclair Community College:	\$20.00	\$20.00
Tuition: 99 credit hours x \$90.10/per credit hour**	8,919.90*	9,414.90*
Books:	3,000.00	3,000.00
Physical/Immunizations:	200.00	200.00
(Required for directed practice/clinical rotations)		
AHIMA student membership	30.00	30.00
Travel:	<u>200.00</u>	<u>200.00</u>
(Required for directed practice/clinical rotations)		
	<b>\$12,369.90</b>	<b>\$12,864.90</b>

### For outside of Ohio residents:

Application to Sinclair Community College:	\$20.00	\$20.00
Tuition: 99 credit hours x \$167.60/per credit hour**	16,592.40*	17,087.40*
Books:	3,000.00	3,000.00
Physical/Immunizations:	200.00	200.00
(Required for directed practice/clinical rotations)		
AHIMA student membership	30.00	30.00
Travel:	<u>200.00</u>	<u>200.00</u>
(Required for directed practice/clinical rotations)		
	<b>\$20,042.40</b>	<b>\$20,537.40</b>

\* Tuition based on winter 2012 rates

\*\* Note there is an additional \$5 per credit hour fee for online classes

## Quarter versus Semesters Tuition & Costs Comparison

### When we switch to semesters, what will my tuition be?

Using the tuition rates for Winter 2012 as an illustration\*, the converted semester tuition costs per credit hour would be:

Residency Type	Tuition Cost
Montgomery County Resident rate	\$87.90 per credit hour
Other Ohio Resident rate	\$135.15 per credit hour
Out-of-State/International Resident rate	\$251.40 per credit hour
Residency Type	Cost for 12 credit hours
Montgomery County Resident taking 12 credit hours	\$1054.80
Other Ohio Resident taking 12 credit hours	\$1621.80
Out-of-State/International Resident taking 12 credit hours	\$3016.80

### That seems like it's a lot more than in quarters. I thought it wasn't going to cost more?

On an annual basis the amount you are paying in tuition *will not* change,\* it's just divided differently. If we look at a Montgomery County student taking 12 credit hours per term:

Quarter Cost	Semester Cost
Fall Quarter = \$703.20	Fall Semester = \$1054.80
Winter Quarter = \$703.20	Spring Semester = \$1054.80
Spring Quarter = \$703.20	
<b>Annual Tuition Total = \$2109.60</b>	<b>Annual Tuition Total = \$2109.60</b>

### Since I am paying more at one time it might be harder for me to come up with that all at once. Is there a payment plan I can join?

Yes! Sinclair offers a payment plan called FACTS. This plan will allow you to split your total payment up into smaller chunks. If you register and sign up for FACTS before June 16, 2012 you will be able to split your tuition costs for the Fall 2012 semester into 5 payments. This is an excellent way to budget your payments. For more information on FACTS, please see: <http://www.sinclair.edu/services/bursar/facts/>

### How will being on semesters affect my financial aid?

Just as with tuition, the most important thing you must remember about financial aid under semesters is that it will now be applied 2 times rather than 3. If we assume nothing has changed about your financial aid eligibility, you will still be receiving the same amount of financial aid. So just as your tuition bill is larger, the amount of financial aid being applied to your account per term will also be larger.

### That should also mean a larger refund check, right?

Remember, the overall amount of refund you receive *will not* be larger. You're receiving the same amount - just split into 2 payments rather than 3.

**QUARTERS:** refund is budgeted to last 10 weeks or 2.5 months

**SEMESTERS:** refund should be budgeted to last 16 weeks or 4 months

### Seems like everything is about equal. Is there any cost savings under semesters?

Yes! Two semesters means you only buy books two times instead of three.

**Recommended course list for Pre-HIM applicants to take between spring 2011 and summer 2012 on the quarter system.**

	<b>COURSE</b>	<b>COURSE DESCRIPTION</b>	<b>PREREQUISITE</b>	<b>CREDIT HRS.</b>	<b>CLASS HRS.</b>	<b>LAB HRS.</b>
	<b>BIO 121/127</b>	Human Anatomy & Physiology I	DEV 065, 075, 085	5	4	2
	BIO 122/128	Human Anatomy & Physiology II	BIO 121	5	4	2
Must take both 121 & 122	<b>HIM 121</b>	Basic Medical Terminology	DEV 065 or Equiv	3	3	0
	<b>HIM 122</b>	Specialized Medical Terminology	HIM 121	3	3	0
Must take all 3: 160 & 161 & M35	BIS 160	Introduction to Word, PowerPoint & Excel		3	3	0
	BIS 161	Intermediate Word, PowerPoint & Excel	BIS 160	3	3	0
	BIS M35	Microsoft Access		2	2	0
	ALH 142	Fundamentals of Disease Processes	BIO 107 or 122 or 162 or 143	4	3	2
	MAT 106 <u>or</u> MAT 101	Allied Health Math Elementary Algebra	DEV 085 or 108 DEV 108	4	4	0
Must take both 111 & 112 or 131 & 132	ENG 111 <u>or</u> ENG 131	English Composition I Business Communications I	DEV 065, 110 DEV 110 or ENG 111	3	3	0
	ENG 112 <u>or</u> ENG 132	English Composition II Business Communications II	ENG 111 ENG 131	3	3	0
	COM 206 <u>or</u> COM 211	Interpersonal Communications Effective Public Speaking	DEV 065 & 110 or college level ENG DEV 065 & 110 or college level ENG	3	3	0
	PSY 121 <u>or</u> SOC 111	General Psychology I General Sociology I	DEV 065	3	3	0
	Elective	Humanities Elective		3	3	0
Offered spring & fall 2011 & spring 2012	HIM 135	Medicolegal Aspects of Hlth Care Records	DEV 065 or Equivalent	3	3	0
Only offered winter 2011 & winter 2012	HIM 165	Drug Classification for Coding	BIO 107 or 121 or 141	1	1	0
*	HIM 260	ICD-9-CM Medical Office Coding	HIM 121 or BIS 137	3	3	0
*	HIM 261	CPT Medical Office Coding	HIM 121 or BIS 137	3	3	0

\*Students who are interested in completing the Medical Coding & Billing Certificate prior to Summer 2012 can take HIM 260, 261, 262 to complete the certificate. However, degree seeking students' semester coding courses will consist of the **ICD-10 coding system** (instead of the current I-9 coding system). Pre-HIM student should wait and take HIM 1201 fall 2012 or later. **Bolded courses are program prerequisites as of Fall 2012.**



## HIM Curriculum Effective Fall 2012 - Semesters

**Program Prerequisites:**

- Placement Tests & any required DEV courses
- GPA of 2.0 or higher
- SCC1101 is recommended

	QUARTER REFERENCE	SEMESTER COURSE	COURSE DESCRIPTION	PREREQUISITE	CREDIT HRS	CLASS HRS	LAB HRS
			<b><u>PROGRAM PREREQUISITES (5)</u></b>				
_____	BIO 121/127	<b>BIO 1121</b>	Human Anatomy & Physiology I	DEV 0012, 0022, 0030	3	2	2
_____	HIM 121, 122	<b>HIM 1101</b>	Medical Terminology	DEV 0012 or Equiv	2	2	0
				<b>Total Quarter Hours</b>	<b>5</b>		
			<b><u>FIRST SEMESTER-1<sup>st</sup> YEAR (13)</u></b>				
_____	BIO 122/128	<b>BIO 1222</b>	Human Anatomy & Physiology II	BIO 1121	3	2	2
_____	HIM 110, 111	HIM 1110	Health Information Processing	Chairperson Signature	3	2	2
_____	BIS 105, 160	<b>BIS 1120</b>	Computer Concepts & Applications		3	0	0
_____	ENG 111, 112	<b>ENG 1101</b>	English Composition I	??	3	3	0
_____	HIM 165	<b>HIM 1165</b>	Drug Classification for Coding	HIM 1101, BIO 1107 or 1121 or 1141	1	1	0
				<b>Total Quarter Hours</b>	<b>13</b>		
			<b><u>SECOND SEMESTER-1<sup>st</sup> YEAR (13)</u></b>				
_____	HIM 260, 261	<b>HIM 1201</b>	Introductory Med Off Coding	HIM 1101, BIO 1121	4	4	0
_____	HIM 135, 178	<b>HIM 1204</b>	Medicolegal/Ethics in Hlthcare Records	DEV 0012 or Equivalent	2	1	2
_____	HIM 218	HIM 1217	Alternative Health Records and Registries	HIM 1110	3	3	0
_____	ALH 142	<b>ALH 1140</b>	Fundamentals of Disease Processes	BIO 1107 or 1222 or 1143	3	3	0
_____	BIS 161, M35	<b>BIS 1221</b>	Specialized Computer Applications for HIM	BIS 1120	1	1	0
				<b>Total Quarter Hours</b>	<b>13</b>		
			<b><u>SUMMER SEMESTER-1<sup>st</sup> YEAR (9)</u></b>				
_____	COM 206 or COM 211	<b>COM 2206 or 2111</b>	Interpersonal Communication or Effective Public Speaking	DEV0012 or 0032 or coll level ENG	3	3	0
_____	MAT 106 or MAT 101	<b>MAT 1130 or 1270</b>	Allied Health Math or Beginning Algebra	DEV 0022 DEV 0024	3	3	0
_____	PSY 121 or SOC 111	<b>PSY 1100 or SOC 1101</b>	General Psychology or Introduction to Sociology	DEV 0012 DEV 0010 or 0030	3	3	0
				<b>Total Quarter Hours</b>	<b>9</b>		
			<b><u>FIRST SEMESTER-2<sup>nd</sup> YEAR (13)</u></b>				
_____	HIM 228, 240	HIM 2110	Ambulatory Coding	HIM 1201	4	3	2
_____	HIM 265	HIM 2165	Healthcare Data in Reimbursement	HIM 1110, HIM 1201	3	2	2
_____	HIM 244, 249	HIM 2144	Quality Improvement, Statistics & Research	HIM1110, MAT 1060 or 1110, BIS1121	3	2	2
_____	HIM 245	HIM 2145	Health Information Resource Mgmt	HIM 1110 and BIS 1121	3	2	2
				<b>Total Semester Hours</b>	<b>13</b>		
			<b><u>SECOND SEMESTER-2<sup>nd</sup> YEAR (13)</u></b>				
_____	HIM 228, 241	HIM 2211	Inpatient Coding	HIM 2110	4	3	2
_____	HIM 246	HIM 2233	Healthcare Information Systems	HIM 1110	3	2	2
_____	HIM 250, 251, 252	HIM 2252	Professional Practice Experience	Chairperson signature	2	0	10
_____	HIM 278	HIM 2278	HIM Capstone	Chairperson signature	1	0	2
_____		<b>Elective</b>	Humanities elective		3		
				<b>Total Semester Hours</b>	<b>13</b>		
			<b>TOTAL PROGRAM CREDIT HOURS: 66</b>				

Note: All courses must be completed with a "C" or better.