PROGRAM OVERVIEW

Health Information Management and Systems (HIMS) post baccalaureate certificate program prepares students who have earned an undergraduate degree outside of HIMS to become a Registered Health Information Administrator (RHIA). The program provides students with a solid business and information systems background with a broad healthcare foundation. HIMS focuses on the business aspects of health-related services involving the creation, analysis, management, and protection of medical information vital to high-quality patient care. HIMS professionals manage the resources, people, operations, and systems that support the administration and evaluation of health services. Students in their last term in the HIMS program sit for the American Health Information Management Association's national certification examination to obtain their Registered Health Information Administrator (RHIA) credential.

APPLICATION REQUIREMENTS

GPA of 2.50 or higher
A minimum 2.50 cumulative GPA is required in all coursework taken at any accredited institutions. Although a 2.5 GPA is the minimum, the average GPA of admitted students is higher.

Prerequisite Courses
All prerequisite courses or their equivalents must be completed with a **C- or higher by the end of summer term.**

Online Application
The application is available online, which must be completed and submitted with all required supplemental documents if applicable. Application FAQ can be found here.

Students are encouraged to interview/shadow an HIM professional of their choice prior to application, although this is not required.

A personal interview will be offered to competitive applicants. Knowledge of the profession and personal career goals will be evaluated at that time. The program will give individual consideration in the admission assessment to courses taken and applicant experiences.

PREREQUISITE COURSES

These courses must be completed prior to beginning the professional program. Ohio State course numbers are shown below.

Prerequisites
Math 1148 or higher
English 1110.01
Psychology 1100
Biology Sequence 1101 & 1102 or 1113 & 1114
Statistics 1450.01
Communication 2131 or 2110
Anatomy 2300, 3300, or EEOB 2510
Economics 2001.01
HIMS 5648
Accounting & MIS 2000 or 2200
Human Physiology (EEOB 2520, PHYSIO 3101, or 3200)
Medical Terminology (HTHRHSC 2500)

APPLICATION DEADLINE

The HIMS program admits once per year, with students beginning in the Autumn term. The application deadline for Autumn 2023 is January 31, 2023, for domestic students, December 31, 2022, for international students. The professional program will begin August 2023.

CERTIFICATE REQUIREMENTS

The Health Information Management and Systems (HIMS) post baccalaureate certificate program requires a minimum of **63 credit hours**. The program includes a minimum 6-week, full time professional practice experience in the final semester of enrollment. Since this is not a degree program, students do not need to complete general education requirements. To obtain the certificate, student must successfully complete required courses with a minimum C- grade. Students must also maintain a minimum 2.2 cumulative GPA in the program. Due to the nature of the program, transfer or EM credit cannot meet any certificate requirements. Additionally, fifty percent of the certificate course work must be distinct from current undergraduate degree coursework. Since this is not a degree program, students do not need to complete general education requirements.

Prior to enrollment in the last required course, a graduation application must be submitted to the HRS Office of Academic Affairs to formally receive the certificate at the end of the semester of course completion. Students who successfully complete the undergraduate certificate program are not eligible to participate in the HRS Honors program, Research Distinction, Latin Honors, and University Commencement, unless they are also graduating from a degree-seeking program that same term. If students are not graduating from a degree-seeking program, they will receive a mailed completion document in the form of a certificate after the term of completion.

YEAR 1

Autumn		Credits
HIMS 3520	Fundamentals of Health Information Management	4
HIMS 3589	HIM Professional Practice Experience I	1
HIMS 5536	Healthcare Revenue Life Cycle Management	3
HIMS 5650	Healthcare Information Systems and Technology	3
HIMS 5575	Project Management	1
HTHRHSC 5500	Introduction to Pathophysiology	4
HTHRHSC 5510	Pharmacological Aspects in HRS	2
	Total	**18**

Spring		Credits
HIMS 5535	Clinical Coding Performance and Management	4
HIMS 5545	Fundamentals of Healthcare Law and Ethics	3
HIMS 5654	Health Info Systems Analysis and Design	4
HIMS 5540	Healthcare Data Management and Analysis	3
HTHRHSC 4200	Analytical Scientific Writing	3
	Total	**17**

YEAR 2

Autumn		Credits
HIMS 5635	Quality Mgt and Performance Improvement in HC	3
HIMS 5620	Healthcare Reimbursement Systems	3
HIMS 4645	Mgt & Professional Dev for Health Inf Services	4
HIMS 5655	Healthcare Database Administration	3
	Total	**13**

Spring		Credits
HIMS 5537	Healthcare Data Trending and Analytics	3
HIMS 5660	Healthcare Financial Management	2
HIMS 4685	Certification Review Course	2
HIMS 4689	HIM Professional Practice Experience II	6
HIMS 5656	Healthcare Business Intelligence	2
	Total	**15**

The professional curriculum is completed in sequence and students may complete the program on a part-time basis with the program director's permission. However, **there is no provision for evening only enrollment**.

Students who intend to take prerequisites outside Ohio State may view equivalent courses on Transferology.com.

International applicants should be aware that countries may or may not regulate distance education provided to students in their jurisdiction or require foreign higher education institutions to comply with distance education regulations. At this time, the Ohio State University cannot guarantee that an academic program meets curriculum requirements in your country.

Ohio State academic programs are designed to prepare students to sit for applicable licensure or certification in Ohio. If you plan to pursue licensure or certification in a state other than Ohio, please review state educational requirements for licensure and certification and state licensing board contact information here for online programs and here for on-campus programs.