

BS IN HEALTH INFORMATION ADMINISTRATION

The University of Toledo offers a bachelor of science degree in health information administration. This degree requires 120 credit hours for graduation and can be completed online. It encompasses a broad range of disciplines including medicine, health, business, informatics and information management. Graduates serve in a variety of health care managerial and administrative roles, including planning, organizing, controlling and evaluating health information systems; applying legal principles, policies, regulations and standards and analyzing their impact on risk management; and supervising personnel in various health care settings. Health information managers are responsible for health records and must assure adequate documentation for accurate classifying and indexing of diagnoses, treatments and procedures for the purpose of planning and reimbursement. Health information administrators are responsible for planning, engineering, workflow applications, research, reporting and policy administration.

The Health Information Administration is the first undergraduate program at the University to have all core courses certified by Quality Matters. Quality Matters certification demonstrates the program has the correct level of teaching materials, course expectations are clear, and the curriculum produces learning outcomes that can be measured.

The Health Information Administration program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). Graduates of the HIA program at The University of Toledo are eligible to sit for the certification examination. The American Health Information Management Association (AHIMA) grants successful examination candidates recognition as Registered Health Information Administrators (RHIA).

Professional practice experience (PPE) is an integral part of the health information administration curriculum. The PPE is project oriented with students acting as project managers, creating a proposal letter and project forms, deliverable(s), presentation, survey and follow up analysis. Sites and projects vary by location. Students are required to meet all site requirements including immunizations and background checks. Students must provide their own transportation to the site.

BS in Health Information Administration

Below is a sample plan of study. Consult your degree audit for your program requirements. Grades of "C" or better required in all EXSC and HIM courses.

First Term		Hours
BUAD 1020	Micro-Computer Applications In Business	3
ENGL 1110	College Composition I	3
EXSC 1560	Fundamentals of Anatomy and Physiology	3
EXSC 1460	Fundamentals of Anatomy and Physiology Lab	1
HHS 1000	Health And Human Services/College Orientation	1
Arts/Humanities Core		3
Hours		14

Second Term		
BMGT 1540 or BUAD 2030	Organizational Behavior or Executive Communication Essentials	3
BMGT 2020	Human Resource Development	3
BUAD 2020	Information Technology Management	3
CMPT 1420	Microsoft Access Database Applications	2
MATH 2600	Introduction To Statistics	3
Hours		14

Third Term		
EXSC 2580	Human Pathophysiology For Health Care	3
ENGL 2950 or ENGL 2960	Science And Technical Report Writing or Professional and Business Writing	3
HIM 2230	Healthcare Document Requirement (FL)	3
HIM 2260	Legal Issues in HIM (FL)	2
HIM 2300	Healthcare Resources, Payers (FL)	3
Hours		14

Fourth Term		
ACTG 2310	Financial Management for Health Care	3
HIM 2210	Medical Linguistics In Ancillary Services (SP)	3
HIM 3240	Health Information Administration Practices (SP)	4
INFS 3250	Business Data Analysis & Reporting	3
Social Sciences Core (Diversity of US)		3
Hours		16

Fifth Term		
HIM 2310	Acute Care Clinical Classification Systems And Services (FL)	4
HIM 2350	Reimbursement Methodologies (FL)	2
HIM 3940	Healthcare Content and Record Management (FL)	4
Core Elective (Non-US Diversity)		3
Natural Sciences Core		3
Hours		16

Sixth Term		
COMM 2840	Interpersonal Communication	3
HIM 2320	Ambulatory Clinical Classifications Systems And Services (SP)	4
Upper Division Supporting Elective		3
Social Sciences Core		3
Core Elective		3
Hours		16

Seventh Term		
HIM 4210	Healthcare Statistics, Registries, Research (FL)	4
HIM 4230	Compliance and Ethical Issues (FL)	3
HIM 4300	Performance Improvement and Quality Outcomes in Healthcare (FL)	3
Upper Division Supporting Elective		3
Core Elective		3
Hours		16

Eighth Term

HIM 4500	Health Informatics & Information Management	4
HIM 4910	Integrative Capstone Experience (SP)	4
HIM 4940	Professional Practice Experience	4
Elective: Foreign Language Recommended		2
Hours		14
Total Hours		120

Courses noted with FL or SP are only offered in those semesters.
All HIM courses are offered online only.

Students are able to examine significant debates and questions

Students are able to demonstrate an understanding of discipline specific knowledge.

Students are able to apply knowledge in the field to solve unique problems.

Students engage in critical thinking, actively conceptualizing, applying, analyzing, synthesizing, and/or evaluating information.

Students demonstrate proficiency in information literacy and the ability to use information resources.

Students will demonstrate the ability to engage in ethical reasoning.

Students will demonstrate the ability to communicate both orally and in writing,

Students will demonstrate interpersonal skills that support effective communication, i.e., emotional intelligence.

Students will evaluate their role and profession in the community and globally.

Students will demonstrate knowledge of their ethical responsibility when conducting research in terms of the rights of human subjects and proper scientific conduct.

Students will demonstrate the integration of knowledge by creating a unique group presentation or project.

Students will demonstrate the ability to work collaboratively with others.

Students will apply their knowledge and skill to effectively meet the expectations of their internship or co-op supervisor.