

# HEALTH INFORMATION MANAGEMENT PROGRAM (C139)

<b>PROGRAM NAME</b>	Health Information Management	<b>TUITION</b>	\$4,021.00 *
<b>COURSE CODE</b>	C139	<b>ADDITIONAL COST</b>	
<b>SCHOOL</b>	School of Health Services Management		
<b>CENTRE</b>	Health Sciences		* Amounts listed are the total of tuition, materials, student service and ancillary fees for the first two semesters of programs starting in Fall 2018. Fees are subject to change for programs starting in Fall 2019 and at later dates.
<b>LOCATION</b>	Waterfront Campus		
<b>DURATION</b>	2 years (4 semesters) September to May		
<b>FIELD EDUCATION</b>	Field education in semesters two, three and four		<b>International students:</b> Visit the International Fees and Related Costs <sup>2</sup> page for more information.
<b>STARTING MONTH</b>	September		
<b>CREDENTIAL</b>	Ontario College Diploma		
<b>YEAR OF STUDY</b>	2019-2020		
<b>METHOD OF STUDY</b>	FT		
<b>APPLY TO</b>	Ontario Colleges <sup>1</sup>		

**Health Information Management** is a two-year diploma program (fully accredited by the Canadian Health Information Management Association) focused on providing the skills and knowledge needed by health information practitioners. It prepares graduates to participate in the collection and organization of health information.

## Curriculum content emphasizes:

- biomedical sciences
- health informatics
- health record systems
- medical classification systems and coding
- data collection
- statistical analysis and presentation
- health-care legislation

**Graduates are eligible to write the Canadian Health Information Management Association national certification examination.** Please visit the Canadian Health Information Management Association website<sup>3</sup> to learn more about this certification and the associated exam fee.

Note: Students in this program will be required to provide their own laptop computer for the duration of the program. Details regarding specifications will be provided.



## PART TIME STUDY OPTIONS

**This program does not offer a part-time study option.**

George Brown College Continuing Education does offer part-time certificates and courses in Health Records. See the Continuing Education course guide at <http://coned.georgebrown.ca>.

Continuing Education students interested in pursuing the professional HIM designation should apply to the two-year full-time Health Information Management program (C139) through the Ontario College Application Service (OCAS). You **may** receive recognition for courses taken in the Continuing Education certificate program subject to formal testing of your knowledge level in the biomedical science courses (anatomy, pathophysiology, and medical terminology).

Admission is dependent on meeting admission standards for the C139 program and availability of space within the program.

## FIELD EDUCATION OPTIONS

Field placement plays an important role in this program by allowing students to apply classroom theory in a real-world environment.

In Semester 2, students will be placed at a health care facility for one week at the end of the semester. During that week, students will be exposed to various components of health data such as: the collection of, type of and privacy issues related to data.

During second year, field placement is integrated throughout semesters 3 & 4. Students will visit a partner office every Friday until the end of Semester 4 at which point they go on a three-week block placement. During that time, students will be expected to complete a project related to health data to include an analysis of data and health data related issues.

The type of sites where students can expect to conduct their field experiences include: health care facilities, Ontario Ministry of Health and Long-Term Care, health related insurance companies, Ontario Hospital Association, community care access centres.

## THE INDUSTRY

## PROGRAM STANDARDS AND LEARNING OUTCOMES

The graduate has reliably demonstrated the ability to:

1. Keep current with relevant local, national and global health care and health information management issues, trends, technologies and standards to support health information management systems and processes and guide professional development.
2. Assess personal health information from individual client visits for accuracy, completeness and consistency using knowledge of biomedical sciences, medical diagnoses and interventions, causes of diseases, and medical terminology, abbreviations and acronyms.
3. Apply current, accurate codes and standards to relevant personal health information from individual client visits using health information, coding, classification and abstracting systems proficiently.
4. Comply with the legal obligations, as well as with the professional, ethical and organizational standards that ensure privacy, security and confidentiality in the access, retention, storage and disposal of personal health information.
5. Contribute to the development, implementation and evaluation of health information management practices, policies and processes to support client care, organizational goals, operations, and regulatory compliance.
6. Participate in maintaining the completeness, accuracy, consistency, timeliness and integrity of health information throughout the management of its lifecycle.
7. Use knowledge of systems interoperability standards, database architecture, software versioning, classification and terminology mapping, data collection requirements, legal obligations, and the health information management lifecycle, and apply fundamental project management principles and practices to support the procurement and implementation of health information management systems.
8. Retrieve and release personal health information in response to legitimate requests, in accordance with statutory requirements, and within specified deadlines.
9. Participate in the retrieval, analysis and presentation of relevant health information to stakeholders to support organizational decision-making, epidemiological studies and clinical research.
10. Work professionally, ethically and collaboratively with stakeholders and as a member of the interdisciplinary health care team, within a structured, regulated and evolving system of health care, to enhance the collection, distribution, use, security and awareness of quality health information and its impact on client care.

11. Use current and emerging technologies to support the management, analysis and presentation of health information.

## REQUIRED COURSES

### SEMESTER 1

Code	Course Name
GSCI1106	Anatomy and Physiology
PATH1001	Pathophysiology I: Microbiology
RECM1001	Introduction to Health Information Management
RECM1005	Medical Terminology I
LAW2008	Health-care Law
MATH1112	Fundamental Mathematics for Health Information Management
COMM1007	College English

### SEMESTER 2

Code	Course Name
GSCI1113	Anatomy and Physiology/Genetics
PATH1005	Pathophysiology II
RECM2002	Canadian Health Care and Health Information Management
RECM1011	Medical Terminology II
STAT1013	Quantitative Methods and Hospital Statistics
COMP1007	Excel Applications
RECM1022	Transition to Employment

### SEMESTER 3

Code	Course Name
RECM1003	Health Information Coding Classification I
RECM2010	Health Information Management Field Education I
RECM2004	Management and Leadership
LAW2023	Privacy and Release of Information
STAT2001	Inferential Statistics and Research Methods
COMP1227	Excel II
GNEDE	General Education Elective

### SEMESTER 4

Code	Course Name
RECM2014	Health Information Systems
RECM2007	Health Data Management
RECM2011	Health Information Management Field Education II
RECM2015	Health Information Coding Classification II
EPID2001	Epidemiology
GNEDE	General Education Elective

## YOUR CAREER

Health Information Management practitioners are in demand as key members of the health-care community. They work closely with many other health-care professionals to contribute to the management of health information and quality care.

## Employment opportunities exist within the public and private sectors with:

- acute care hospitals
- primary health-care teams
- ambulatory care facilities
- workplace health and safety boards
- health record consulting firms
- Canadian Institute of Health Information
- specialized hospitals
- community care centres
- Ministries of Health
- computer companies
- research centres
- insurance companies

## Health Information Management practitioners:

- Work with health-care providers and stakeholders to transition from the paper health record to the electronic health record.
- Develop, implement and maintain health information systems.
- Protect patient information and promote confidentiality awareness.
- Control the release of medico-legal information.
- Evaluate standards of documentation according to established criteria.
- Provide essential information for clinical research, quality improvement, utilization review, budgeting and other administrative applications.

## FUTURE STUDY OPTIONS

Health Information Management graduates who are certified with the Canadian Health Information Management Association may apply to Ryerson University to complete the Health Information Management degree program<sup>4</sup>. Graduates of our program may also apply to the Bachelor of Applied Health Information Science (BA HIS) degree at Conestoga College<sup>5</sup>. Graduates are eligible to enter the 2-year BA HIS bridging program.

For further information, see [georgebrown.ca/transferguide](http://georgebrown.ca/transferguide)

## ADMISSION REQUIREMENTS

Applicants are selected on the basis of their academic achievement, including the required courses, and any other selection criteria outlined below.

- Ontario Secondary School Diploma or equivalent\*\*
- Grade 12 English (C or U)
- Grade 11 Math (M or U) or Grade 12 (C or U)
- Grade 11 Biology (C or U) or Grade 12 (U); or Grade 11 Physics (U) or Grade 12 (C or U); or Grade 11 Chemistry (U) or Grade 12 (C or U).
- **A minimum grade of 70 is required in English, Mathematics and Science (biology preferred) courses.**
- Attending an information session is strongly recommended.
- A working knowledge of Microsoft applications (Word, Excel, Outlook) is strongly recommended.

## \*\* MATURE STUDENT STATUS (19 YEARS OF AGE OR OLDER AND NO OSSD)

Mature Students may take the Admissions Assessment<sup>6</sup> for English, Math or Science, OR may consider upgrading to achieve the credit(s) needed in English<sup>7</sup>, Math<sup>8</sup> or Science<sup>9</sup>.

Please note that George Brown is committed to ensuring that applicants will succeed in their program of choice and meeting the minimum requirements does not guarantee admission to the program. Applicants may be required to have grades higher than the minimum requirements stated.

## COURSE EXEMPTIONS

College or university credits may qualify you for course exemptions. Please visit [georgebrown.ca/transferguide](http://georgebrown.ca/transferguide) for more information.

## INTERNATIONAL STUDENTS

Visit the International Admissions<sup>10</sup> page for more information.

## SPECIAL REQUIREMENTS

### PRE-PLACEMENT HEALTH FORM

- Upon confirmation of acceptance into this program, students must meet all the mandatory pre-placement health requirements for the program. It may take up to four months to complete all the requirements.
- All costs, service fees and fines associated with the overall health requirements are the responsibility of the student.

For further details and to download the mandatory pre-placement health form, go to the Pre-placement website at [georgebrown.ca/preplacement](http://georgebrown.ca/preplacement)

### Police Vulnerable Sector Check (must be valid annually)

- In compliance with the requirements of our placement partners, all students in this program are required to have a police vulnerable sector check completed, and this check must be renewed annually before entering into field or clinical placement.
- The police vulnerable sector check process typically takes two to three months, but under some circumstances can take four to eight months. This is required to protect the clientele of our placement partner agencies, who are considered “vulnerable persons” under the law.
- Students are responsible for ensuring that the police vulnerable sector check covers appropriateness for “individuals being employed and/or volunteering who will be working with vulnerable person(s).”
- Students are required to keep the original copy of their police vulnerable sector check.
- Students who are unable to provide a “clear” police vulnerable sector check may not be able to start their field or clinical placement and therefore may be unable to complete the program. Students who are not eligible to attend their practice placement due to a “not clear” status will jeopardize their progress in the program.

- Failure to meet the requirements for field placement will prevent students from completing the program and/or securing employment.
- The fees for the police record check vary and must be paid by the student. For more information, please visit the Pre-placement website at [georgebrown.ca/preplacement](http://georgebrown.ca/preplacement)



"The Health Information Management program was the starting point in my health-care career. This program prepared me with the necessary knowledge and field placement experience to start in an entry level position even before graduation. This program brings value in hands-on experience integrated with knowledge and skills learned from the classroom. I feel the field placement component is a must-have in today's world. The Health Information Management program at George Brown College will give you the best opportunity to advance in the industry."

**Xiyuan (Siuwin) Wang** (Graduate 2009, Health Information Management), Program Lead, Health Finance Analytics, Ontario Hospital Association

## CONTACT US

For more information, contact the **School of Health Services Management** at 416-415-5000, ext. 4542 or email [kcallemartinez@georgebrown.ca](mailto:kcallemartinez@georgebrown.ca).

You may also call the George Brown College Contact Centre at 416-415-2000 (TTY 1-877-515-5559) or long distance 1-800-265-2002.

## LINKS REFERENCE

<sup>1</sup><https://collegeapply.ontariocolleges.ca/?collegeCode=GBTC&programCode=C139&lang=en>

<sup>2</sup><http://www.georgebrown.ca/international/futurestudents/tuitionfees/>

<sup>3</sup><http://www.echima.ca/>

<sup>4</sup><https://www.ryerson.ca/programs/undergraduate/health-information-management/>

<sup>5</sup><https://www.conestogac.on.ca/fulltime/bachelor-of-applied-health-information-science-honours>

<sup>6</sup><http://www.georgebrown.ca/assessment/admi-pre/>

<sup>7</sup><http://www.georgebrown.ca/upgrading-credits/english-diploma/>

<sup>8</sup><http://www.georgebrown.ca/upgrading-credits/math-diploma/>

<sup>9</sup><http://www.georgebrown.ca/upgrading-credits/sciences-diploma/>

<sup>10</sup><http://www.georgebrown.ca/international/futurestudents/applynow/>

*George Brown College is continually striving to improve its programs and their delivery. The information contained in this calendar is subject to change without notice. It should not be viewed as a representation, offer or warranty. Students are responsible for verifying George Brown College admission, graduation, and fee requirements as well as any requirements of outside institutions, industry associations, or other bodies that may award additional designations concurrently with, or after completion of, a George Brown College program.*