

HEALTH INFORMATION MANAGEMENT PROGRAMS

Dakota State University

Mission Statement

It is the mission of the Health Information Management Programs to prepare students for professional and technical areas of health information management in hospitals, clinics, and related health facilities and agencies.

Goals

1. The Health Information Management Programs will encourage and facilitate a dynamic, positive and effective learning environment for students.
2. The Health Information Management Programs will encourage and facilitate professional development and scholarship of the faculty and staff.
3. The Health Information Management Programs will develop and promote faculty and student relationships with professional organizations and health facilities and agencies.

Healthcare Coding Certificate Program

2005-2006

Goals	Objectives	Standards	Results
1. The Health Information Management Programs will encourage and facilitate a dynamic, positive and effective learning environment for students	1. To prepare graduates with the educational base needed to demonstrate the entry-level competencies as outlined by AHIMA	1. 80% of Healthcare Certificate graduates (does not include double majors) responding to a survey 1-year and 3-years post-graduation indicate satisfaction with knowledge of academic area as it relates to their position.	There were no graduates in 2003-2004 and two graduates in 2004-2005. These graduates have not been surveyed. The Office of Institutional Effectiveness and Assessment have added the coding certificate graduates to the survey process and the 2005-2006 graduates will be surveyed as the first group.
		2. 80% of employers responding to a survey regarding graduates one year post-graduation rate the graduates' knowledge of academic area as it relates to their positions as good or very good	These employers have not been surveyed. The Office of Institutional Effectiveness and Assessment have added the employers of the coding certificate graduates to the survey process and the 2005-2006 graduates will be surveyed as the first group.
		3. Healthcare Coding Certificate Program will maintain approval through the American Health Information Management Association	The Healthcare Coding Certificate Program is currently approved, with the next review scheduled for 2007-2008.
		4. All coding certificate	All content areas are included as

		domains and tasks will be included in program coursework and will be evaluated at least annually	demonstrated on course syllabi.
		5. Curriculum review will be an agenda item for the HIM Programs Advisory Board meetings at least one time per academic year	The HIM Program Advisory Board includes health information management practitioners from several acute care hospitals of varying size, long term care sites, corporate healthcare offices, and others in non-traditional roles. Curriculum review was discussed at the Fall 2005 and Spring 2006 Advisory Board meetings
		6. 100% of students will perform satisfactorily during HIM 291 Independent Study: Healthcare Coding Experience	Site supervisor reports from all coding experiences in 2005-2006 indicated students performed satisfactorily.
		7. 90% of Healthcare Coding Certificate students will score at 50% or higher on the DSU Healthcare Coding Certificate Assessment Test	During 2005-2006 there were 7 students who completed the assessment test and 5 students scored at less than 50%.
	2. To develop options for increasing the number of qualified applicants to and students in the coding certificate program	1. HIM Program faculty will be involved in recruitment efforts through meeting with prospective students, increased public awareness of program activity, and preparation of recruitment literature/information, etc.	In 2005-2006 program faculty participated in career fairs and provided career and program literature to a variety of health fairs. Promotional brochures and the HIM website was updated. HIM Program newsletters are prepared and distributed each semester.
		2. The HIM Program faculty will encourage and promote student involvement in the DSU Health Information Management Club	A distribution emailing list of all HIM students is maintained and used for sending out information about all club activities and instructors announce club activities in their courses.
		3. Student enrollment, recruitment and retention will be an agenda item for the HIM Programs Advisory Board meetings at least one time per academic year	Student enrollment, recruitment and retention were discussed at the December 2005 and May 2006 Advisory Board meetings.
2. The HIM Programs will encourage and facilitate	1. To enable the faculty and staff to maintain expertise and strengthen leadership	1. The faculty of the HIM Programs will be enrolled in or complete education for advanced degrees.	100% of faculty members completed coursework in advanced degree programs as reported on their 2006 annual

<p>professional development and scholarship of the faculty and staff.</p>	<p>role in education of HIM students</p>		<p>evaluation report. The Program Director (RHIA credentialed tenured associate professor) is enrolled in doctoral program in educational administration of adult and higher education. She has completed all coursework and is now working on her dissertation. Full time faculty members (both RHIA credentialed term contract instructors) enrolled in master's degree programs – one completed the Master of Science in Information Systems program (database management track) in 2005 and one is taking courses in MBA program. All have made, or are making, satisfactory progress toward degree completion as evidenced by information reported on annual evaluation reports.</p>
		<p>2. The faculty will meet AHIMA's requirements for continuing education for credentialed practitioners</p>	<p>100% of faculty earned CE hours as reported on the annual faculty evaluation report. In 2005-2006 academic year, all faculty members attended SDHIMA educational sessions and all faculty attended DSU campus faculty development activities. In addition, one faculty member was awarded a Faculty Development Stipend from AHIMA in the area of "Privacy Specialty Advancement"</p>
<p>3. The HIM Programs will develop and promote faculty and student relationships with professional organizations and health facilities and agencies</p>	<p>1. To promote the student's sense of commitment to the health information management profession</p>	<p>1. 80% of Healthcare Coding Certificate graduates (does not include double majors) responding to a survey three years post-graduation will indicate that their jobs are related to their major field of study</p>	<p>There have not been any coding certificate graduates until the 2004-2005 academic year, so there is no information three-year post graduation yet. The Office of Institutional Effectiveness and Assessment have added the coding certificate graduates to the survey process.</p>
		<p>2. 85% of the Healthcare Coding Certificate graduates (does not include double majors) registered with the DSU Placement Office will find</p>	<p>For the 2005-2006 there were 7 students completing the coding certificate. Six of these students pursued the HIT or HIA degrees, and one graduate completed only the coding certificate and</p>

		employment within their field or be pursuing the HIT or HIA program within four months of graduation	became employed.
		3. 50% of coding certificate students will be AHIMA members	100% of coding certificate students are AHIMA members.
	2. To serve as a resource to regional healthcare facilities or agencies.	1. Offers of Health Information Program assistance will be provided through SDHIMA newsletters and /or reports at SDHIMA meetings at least one time each academic year.	There are DSU updates provided in each SDHIMA newsletter and readers are encouraged to contact DSU. The HIM Program director reports during the business meeting of the Fall and Spring SDHIMA meetings and invites attendees to contact DSU.
		2. At least one facility request to HIM Club for project assistance received each academic year will be accepted.	The HIM Club provided assistance at a local wellness fair by having a booth that measured the height and weight of participants. Information literature about personal health information (PHI) and the HIM field was also distributed at the wellness fair. The HIM Club participated in assisting a regional healthcare facility in physically moving their health records from one file room area to a new one.
	3. To be actively involved with professional organizations at committee, board, program or service levels	1. At least one member of the HIM Program faculty will be a member of professional organization committees or boards or offer program or service assistance to professional organizations each year	All faculty members led committees or task force groups for SDHIMA members during the year.
		2. In cooperation with the organization DSU will establish and maintain a WWW homepage for the South Dakota Health Information Management Assoc.	SDHIMA website is currently maintained by faculty and students.
		3. DSU faculty, staff, and students will assist SDHIMA with at least one project or one newsletter each year.	Three SDHIMA newsletters were produced in 2005-2006 academic year. Students and faculty members assisted with SDHIMA/DSU HIM booth at a large health fair.