Health Information Management

Program Overview
The HIM program admits both undergraduate and second degree students. The undergraduate must have completed the majority of core and breadth courses at a partner institution including program pre-requisites prior to admission to the professional program at The Rutgers, School of Health-Related Professions (SHRP).

For entering freshman, the program involves two years of pre-professional course work to be completed at the partner institution followed by two professional years at SHRP. The professional component includes didactic, laboratory and clinical experiences. Students may transfer into the program and are required to complete the minimum number of required credits at the partner institution in order to be eligible for the joint degree. Graduates of associate degree programs in health information technology (HIT) may apply for provisional admission to the professional phase of the program. If accepted, one HIM course may be taken along with general education requirements at the partner institution until the majority of pre-professional coursework is complete.

The Health Information Management courses are taught primarily in the evening (45%) or online 50% with a few exceptions. Professional practice experiences (PPE) are required for graduation and are scheduled during the daytime hours to allow the optimal experience both on campus and at the clinical site. The first PPE is presently held one day per week on alternate Thursdays in throughout the Spring semester of the first year. The student is required to be available for the full 8 hours on each of these clinical days. Management Affiliation is traditionally a 5 week clinical experience where the senior student is placed in a clinical site for the first 4 weeks on a full time, 40 hour/week basis. A non-traditional schedule may be requested with alternate work in projects and research for students meeting specific criteria. Alternate schedules still require daytime attendance with PPE sites to coordinate completion of required tasks. The final week is scheduled on campus. Students are required to make the necessary
arrangements at their places of employment and other commitments to be available for all clinical experiences as attendance is mandatory.

**Program Description**

The Health Information Manager is a member of the health care team and is the professional responsible for management of health information systems consistent with medical, administrative, ethical and legal requirements. Health information professionals acquire, analyze and protect data in both electronic and traditional methods to provide information critical to the health care industry. In addition to collecting many kinds of data from a variety of sources, they monitor the integrity of the information, ensure appropriate access to health records and manage the use of this data.

Traditionally, Health Information professionals have been employed as department managers in hospital centers. However, career opportunities in health information now extend well beyond the health information department and the acute care facility. Professionals with technical expertise, problem solving skills, knowledge of clinical medicine and superior communication skills are needed to ensure quality health care documentation, protecting patient confidentiality and develop and maintain electronic health record systems. The need for accurate and up-to-date health records is not confined to health care facilities. Registered Health Information Administrators (RHIA)s are employed by managed care organizations, insurance companies, law firms, physician offices, consulting firms, software companies and in the pharmaceutical industry.

**Expectation of Student while in program**

All students will complete between 121 and 133 credit hours at Rutgers and the partner institution in order to be awarded the degree. Retention in the program is based on the following:

- Maintenance of a GPA at 2.75 or better
- Successful completion of all major courses with a grade of "C" or better with no more than 4 courses receiving a grade lower than C+.
- Retake of a failed course is only permitted once Adherence to the Rutgers-SHRP and affiliating institutions and health care agencies.

**Full-time and Part-time status**

Students may complete this program on a full-time or part-time basis.

**Department Faculty**

Please see the department faculty under [Health Informatics](#) Department/view Newark Campus.
Primary Campus Location
The program is based on the Newark campus.

Curriculum
See database for program requirements and course descriptions and select your program at:

Mission/Goals/Objectives
PROGRAM MISSION:
Through a curriculum based on the Competencies and Knowledge Clusters, as published by the American Health Information Management Association, the HIM faculty strives to impart values, skills and knowledge to the HIM students in order to prepare them to meet the needs of the healthcare industry in the area of health information management.

Whether in hospitals, ambulatory care or alternate settings where health information is developed, maintained and applied, the HIM graduate will be able to manage health information systems consistent with the medical, administrative, ethical and legal requirements of the healthcare delivery system.

At the conclusion of the educational experience, the graduates will demonstrate high ethical standards regarding the personal and aggregate use of health information.

GOALS:
1. To prepare competent Registered Health Information Administrators for employment in all types of health care facilities.
2. To prepare graduates to meet the needs of the healthcare industry
3. To provide students with a balanced curriculum in liberal arts and professional courses.
4. To provide knowledgeable well trained professional in the health information profession.
5. To enhance faculty development and encourage professional growth in order to provide up to date curriculum throughout the program.

Major Clinical Affiliates
- Kean University
- Thomas Edison State College
- Georgian Court University
- Saint Peter’s College
- Felician College
- Fairleigh Dickinson University
**Accreditation Status**

Commission on Accreditation of Health Informatics and Information Management Education (CAHIIM)
233 N. Michigan Avenue
Chicago, IL. 60601

**Contact:** Claire Dixon-Lee, Ph.D, RHIA, FAHIMA

**Date of accreditation:** Ongoing current accreditation confirmed 2012.

**Admissions requirements**

In addition to the general college admission requirements to Rutgers-SHRP, the Health Information Management Program requires:

1. Usually, completion of all pre-professional requirements with a grade of “C” or above at the partner institution.
2. Junior standing (completion of 56 semester hours).
3. An overall minimum grade point average of 2.75 on a 4.0 scale is required to apply to the program.
4. Submission of a formal application to Enrollment Services by May 1st immediately preceding the intended Fall Semester enrollment.
5. Official transcripts of all previous college courses including the partner institution. Students who have attended a foreign college or university are required to submit an official English Translation of the academic credits.

**G.P.A. minimum requirement/credentialing requirement**

See above

**For more information**

For more information contact the Office of Enrollment Services at (973) 972-5336 or via e-mail.

**For more specific information contact the program at:**

Rutgers, The State University of New Jersey
RBHS - School of Health Related Professions
Health Information Manager
Barbara Manger, Program Director
65 Bergen St. SSB#358
Newark NJ  07101

| **Phone:** 973-972-4356  | **E-mail:** mangerbj@shrp.rutgers.edu |