LOMA LINDA
UNIVERSITY

BACHELOR CERTIFICATE IN
HEALTH INFORMATION ADMINISTRATION

The Health Information Administrator (HIA) manages health information systems that serve the needs of patients, the healthcare team, and the administrative staff. It is an excellent career choice for the person who would like to have a profession in healthcare that combines interests in data analytics, computer science, business, management, informatics, law, and medicine. This unique mixture provides the HIA with great opportunities in a variety of different settings and job titles along with substantial income.

Health Information Administrators have opportunities to assist in the development and implementation of health information systems for quality patient care, financial reimbursement, medical research, healthcare planning, and healthcare quality evaluation. Others responsibilities include privacy, security, and data governance.

One of the many career options chosen by HIAs is the management of a health information department. In this position, managers evaluate and motivate employees, provide leadership in department planning and organizing, determine department policies, and budget department resources. Managers are also involved in decision making and health care committees.

JOB OPPORTUNITIES

Job opportunities continue to grow for HIAs. According to the Bureau of Labor Statistics, "employment of health information technicians is projected to grow 22 percent from 2012 to 2022, much faster than the average for all occupations." As the population ages, they will require more care. More care translates to more documentation required and reimbursement for healthcare providers. "Additional records, coupled with widespread use of electronic health records (EHRs) by all types of healthcare providers, could lead to an increased need for technicians to organize and manage the associated information in all areas of the healthcare industry"(www.bls.gov).

EARNINGS

Full-time salaries in the profession range from entry positions paying approximately $55,000-$70,000 to advanced positions may offer earnings as high as $125,000+.

EMPLOYMENT

Health Information Administration provides job flexibility for the person seeking work in a variety of settings. Many are employed by hospitals and medical centers in large urban areas. Others work in small community hospitals in rural settings.

The job market is rapidly expanding outside of hospitals. New openings are available in home health agencies, long term care facilities, outpatient care, mental health facilities, private medical practices and clinics, insurance companies, health management organizations, commercial and industrial firms, governmental agencies, legal offices, software vendors, and education.

Job positions include but are not limited to: Director of HIM, Privacy Officer, Security Officer, Chief Compliance Officer, EHR Implementation Specialist, Data Application or System Analyst, Data Integrity Analyst, Consultant, Cancer Registrar, Medical Office Administrator, HIM Revenue Cycle Auditor, Revenue Cycle Manager, REC/HIE Exchange Director, Meaningful Use Specialist, Data Quality Manager, Documentation and Coding Specialist, and Coding Manager.

EDUCATION AND TRAINING

Health Information Administration at Loma Linda University is a two-year program leading to a post-baccalaureate certificate in Health Information Administration. You will need a baccalaureate degree and completion of the prerequisite courses at a junior college or four-year college to be eligible to enter the program. The prerequisite classes, which prepare you for two years of study at Loma Linda University, are listed below. The program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

Applicants who have graduated from this program are eligible to sit for the registered health information administrator (RHIA) exam.

ADMISSION REQUIREMENTS

This program is designed for the professional who has a bachelor's degree. The program involves 6 quarters of instruction and clinical affiliations. The academic load varies between a total of 78 and 86 units depending on the student's experience, as well as previous instruction received. The certificate qualifies graduates to sit for the RHIA exam.

1. Complete a bachelor's degree at an accredited college or university
2. Minimum GPA of 2.5
3. Complete all program prerequisites (listed below)
4. Complete the LLU application, including values and personal essays and submit application fee
5. Provide three letters of recommendation that indicate a strong academic background and professional readiness
6. Interview, if deemed necessary

PREREQUISITES

• Intro to Accounting
• Intro to Computers (must include word processing)
• Intermediate Algebra (or 2 years of high school math with a grade of C or better)
• General Psychology
• Anatomy & Physiology (complete sequence)*

• Medical Terminology*
• Statistics*
• Business Communication*
• Human Resource Management*

*Courses offered at Loma Linda University
 Applicants who have comparable education or experience maybe be able to gain credit toward certificate by equivalence or evaluation of credit on an individual basis.

PROGRAM MISSION

In harmony with the mission of Loma Linda University and the School of Allied Health Professions, the Department of Health Informatics and Information Management is dedicated to:

- Educating competent health information professionals
- Promoting the health information management profession
- Extending the current knowledge of health information professionals at neighboring health care facilities
- Challenging students and department faculty to maintain high standards of ethical and professional behavior
- Encouraging students and faculty to seek a meaningful relationship with God and a balanced Christian lifestyle

PROGRAM PURPOSE

To prepare our graduates to be competent health information professionals through excellence in classroom instruction, professional practice experience, advisement, and mentoring with an emphasis on global service.

STUDENT LEARNING OUTCOMES

- Students understand and apply the laws of patient record confidentiality, privacy, and compliance.
- Students demonstrate knowledge of health information technology and systems.
- Students demonstrate and apply knowledge of the principles of personnel management.
- Students develop a financial plan for a health information management department.
- Students demonstrate mastery of the principles of health information management.
- Students demonstrate mastery of the health information management curriculum.

CONTACT US

If you have any questions or comments about this program, please contact:

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The Health Information Administration Bachelor's Degree program is outlined below for full-time students initially enrolled during the 2015 - 2016 school year.

Fall 2015	Winter 2016	Spring 2016
HLIN 301 *Intro to Health Data Mgmt* (4) HLIN 325 *Pharmacology for HIA* (2) HLIN 361 *PPE I* (1) HLIN 496 *Project Management* (2) AHCJ 325 *Healthcare Delivery Sys* (2) RELE 457 *Christian Ethics in HC* (2) **Unit Total: 13**	HLIN 303 *Basic Coding I* (3) HLIN 362 *PPE II* (1) HLIN 441 *Legal Aspects of HIA* (2) HLIN 483 *Long-term and Alt Del Sys* (4) AHCJ 402 *Pathology I* (4) **Unit Total: 14**	HLIN 304 *Basic Coding II* (3) HLIN 365 *PPE III - Junior Affiliation* (1) HLIN 442 *Legal Aspects of HIA* (3) HLIN 493 *Health Information Mgmt I* (4) AHCJ 403 *Pathology II* (3) **Unit Total: 14**
Fall 2016	**Winter 2017**	**Spring 2017**
HLIN 308 *Intro to Data Analytics* (4) HLIN 401 *Survey of Health Sys Mgmt* (4) HLIN 462 *PPE IV* (1) HLIN 475 *Research Methods in HIM* (3) HLIN 494 *Health Information Mgmt II* (4) AHCJ 432 *Database Management* (3) **Unit Total: 19**	HLIN 421 *Survey of Health Sys Mgmt -* *Applied* (5) HLIN 444 *Corporate Compliance* (3) HLIN 445 *Coding Seminar* (2) HLIN 451 *Quality Improvement* (3) HLIN 463 *PPE V* (1) **Unit Total: 14**	HLIN 404 *Clinical Terminologies* (2) HLIN 407 *Financial Management* (2) HLIN 408 *Reimbursement for HC (2)* HLIN 484 *Current Topics in HC* (3) HLIN 495 *PPE II - Senior Affiliation* (3) **Unit Total: 12**
		Program Total: 86

TUITION SCHEDULE

The tuition for the entire Health Information Administration Bachelor's Degree program is outlined below for full-time students initially enrolled during the 2015 - 2016 school year. Tuition information is generally updated before Summer quarter. Actual tuition is subject to minor fluctuations from year to year.

Junior Year (2015)	Fall	Winter	Spring
Units per quarter:	13	14	14
Tuition Rate:	x $576	x $576	x $576
Sub-total:	$7,488	$8,064	$8,064
Enrollment Fee:	+ $768	+ $768	+ $768
Total cost per quarter:	**$8,256**	**$8,832**	**$8,832**
Senior Year (2016)	**Fall**	**Winter**	**Spring**
Units per quarter:	19	14	12
Tuition Rate:	x $576	x $576	x $576
Sub-total:	$10,944	$8,064	$6,912
Enrollment Fee:	+ $768	+ $768	+ $768
Total cost per quarter:	**$11,712**	**$8,832**	**$7,680**
		Program Cost:	**$54,144**

For information on financial aid, please visit the Financial Aid's website at
http://www.llu.edu/students/financial-aid.