



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 paying up to \$90,000+. Management positions may offer earnings as high as \$150,000.

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.



For information about gainful employment for this program, please visit <http://goo.gl/5WzU5K>

BACHELOR CERTIFICATE IN HEALTH INFORMATION ADMINISTRATION EDUCATION AND TRAINING

Health Information Administration at Loma Linda University is a four-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 on page two (2) of this document. 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 85 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

- *Medical Terminology**
- *Intermediate Algebra (or 2 years of high school math with a grade of C or better)*
- *Psychology elective (one course)*
- *Anatomy & Physiology (complete sequence)**
- *Statistics**
- *Business Communication*
- *Human Resource Management**

*Courses offered at Loma Linda University

Applicants who have comparable education or experience may be able to gain credit toward certificate by equivalence or evaluation of credit on an individual basis.

***BACHELOR CERTIFICATE IN
HEALTH INFORMATION ADMINISTRATION
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.

PROGRAM LEARNING OUTCOMES

- Students will perform assessment and management of data needs for a variety of health-care settings.
- Students will advocate effectively for health information protection: privacy, security, and confidentiality.
- Students will develop health-care information systems and utilize data analytic tools in decision making to support the delivery process.
- Students will understand revenue cycle management principles and processes.
- Students will monitor and ensure compliance with standards and documentation, as related to current regulation requirements.
- Students will understand management and leadership principles to utilize resources effectively and efficiently.

CONTACT US

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

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Health Informatics and Information Management
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**BACHELOR CERTIFICATE IN
HEALTH INFORMATION ADMINISTRATION
PROGRAM OUTLINE**

The Health Information Administration Bachelor's Certificate program is outlined below for full-time students initially enrolled during the 2018 - 2019 school year.

Fall 2018	Winter 2019	Spring 2019
HLIN 301 <i>Intro to Health Data Mgmt</i> (4) HLIN 325 <i>Pharmacology for HIA</i> (2) HLIN 361 <i>PPE I</i> (1) HLIN 496 <i>Project Management</i> (2) AHCJ 325 <i>Healthcare Delivery Sys</i> (2) RELE 457 <i>Christian Ethics in HC</i> (2) <p style="text-align: right;">Unit Total: 13</p>	HLIN 303 <i>Clinical Classification Data I</i> (3) HLIN 362 <i>PPE II</i> (1) HLIN 441 <i>Legal Aspects of HIA</i> (2) HLIN 483 <i>Alternative Delivery Sys</i> (4) AHCJ 402 <i>Pathology I</i> (4) <p style="text-align: right;">Unit Total: 14</p>	HLIN 304 <i>Clinical Classification Data II</i> (3) HLIN 365 <i>PPE III - Junior Affiliation</i> (1) HLIN 442 <i>Legal Aspects of HIA</i> (3) HLIN 493 <i>Health Information Mgmt I</i> (4) HLIN 314 <i>Computer System Architecture</i> (2) AHCJ 403 <i>Pathology II</i> (3) <p style="text-align: right;">Unit Total: 16</p>
Fall 2019	Winter 2020	Spring 2020
HLIN 308 <i>Intro to Data Analytics</i> (4) HLIN 401 <i>Health Information Sys I</i> (4) HLIN 462 <i>PPE IV</i> (1) HLIN 475 <i>Research Methods in HIM</i> (3) HLIN 494 <i>Health Information Mgmt II</i> (4) HLIN 432 <i>Database Management</i> (2) <p style="text-align: right;">Unit Total: 18</p>	HLIN 402 <i>Health Information Sys II</i> (5) HLIN 445 <i>Coding Seminar</i> (2) HLIN 451 <i>Quality Improvement</i> (3) HLIN 463 <i>PPE V</i> (1) <p style="text-align: right;">Unit Total: 11</p>	HLIN 407 <i>Financial Management</i> (2) HLIN 408 <i>Reimbursement for HC</i> (2) HLIN 444 <i>Corporate Compliance</i> (3) HLIN 484 <i>Current Topics in HC</i> (4) HLIN 495 <i>PPE II - Senior Affiliation</i> (3) <p style="text-align: right;">Unit Total: 14</p>
Program Total: 86		

TUITION SCHEDULE

The tuition for the entire Health Information Administration Bachelor's Certificate program is outlined below for full-time students initially enrolled during the 2018 - 2019 school year. Tuition information is generally updated before Summer quarter. Actual tuition is subject to minor fluctuations from year to year.

Junior Year (2017)	Fall	Winter	Spring
Units per quarter:	13	14	16
Tuition Rate:	x \$595	x \$595	x \$595
Sub-total:	\$7,735	\$8,330	\$9,520
Enrollment Fee:	+ \$828	+ \$828	+ \$828
Total cost per quarter:	\$8,563	\$9,158	\$10,348
Senior Year (2018)	Fall	Winter	Spring
Units per quarter:	18	11	14
Tuition Rate:	x \$595	x \$595	x \$595
Sub-total:	\$10,710	\$6,545	\$8,330
Enrollment Fee:	+ \$828	+ \$828	+ \$828
Total cost per quarter:	\$11,538	\$7,373	\$9,158
Program Cost:			\$56,138

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