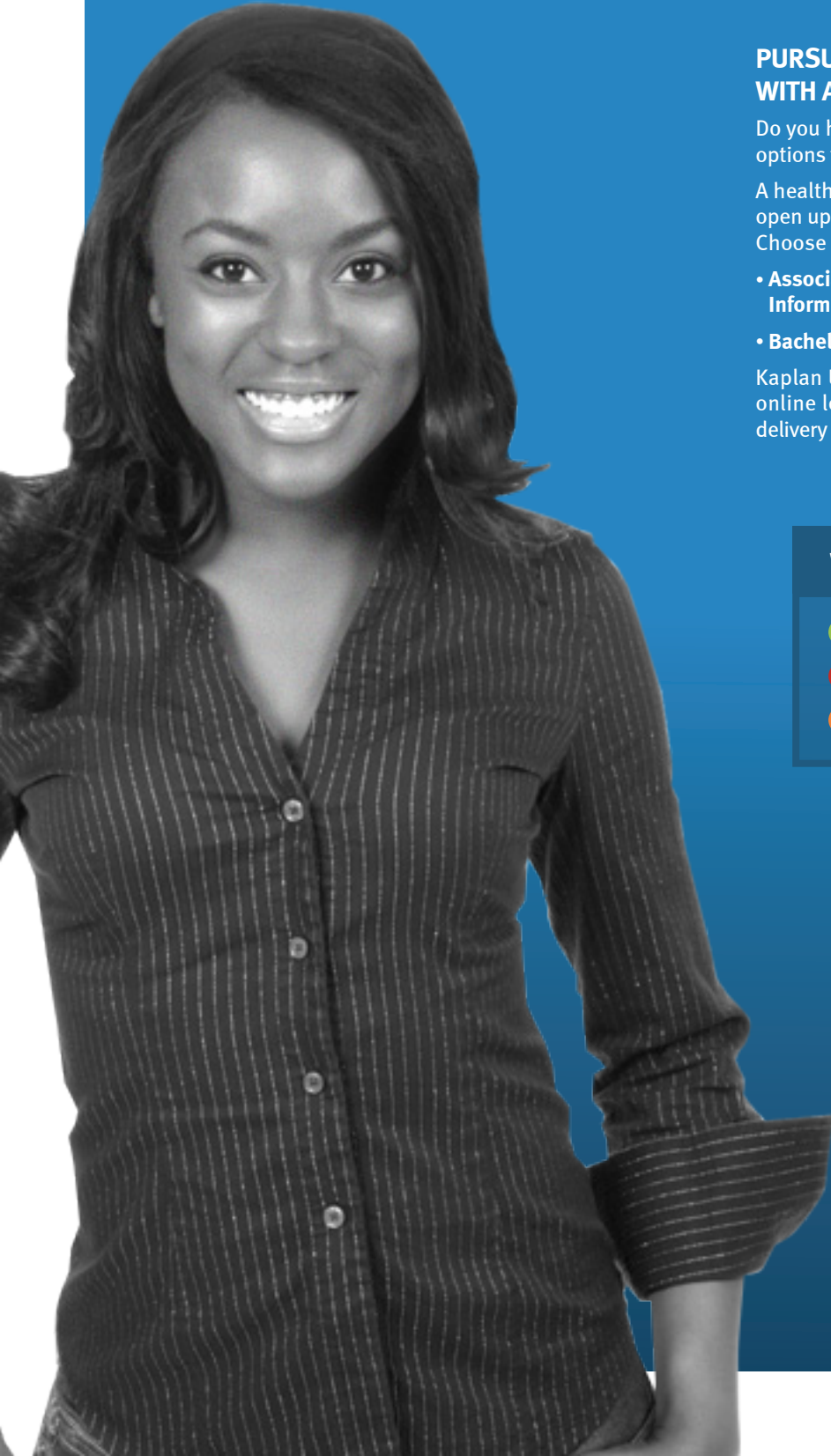


# HEALTH INFORMATION DEGREE PROGRAMS

SCHOOL OF HEALTH SCIENCES



## PURSUE YOUR INTEREST IN HEALTH CARE WITH A DEGREE FROM KAPLAN UNIVERSITY

Do you have an interest in health care but are looking for options that do not necessarily include direct patient care?

A health information degree from Kaplan University could open up new possibilities for you within this growing field.<sup>1</sup> Choose from one of the following:

- **Associate of Applied Science in Health Information Technology**
- **Bachelor of Science in Health Information Management**

Kaplan University offers an interactive environment for online learning. Advanced technology and enhanced delivery methods make classes accessible and user friendly.

### WHAT'S INSIDE:

- ▶ Career Outcomes
- ▶ Curriculum Highlights
- ▶ Kaplan University Overview

To enroll, call your Admissions Advisor today. For more information, visit [studentcenter.kaplan.edu](http://studentcenter.kaplan.edu)

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**KAPLAN  
UNIVERSITY**

## OPPORTUNITIES IN HEALTH CARE ARE ON THE RISE

The U.S. government is allocating billions of dollars toward improving medical records management and upgrading IT infrastructure in hospitals, creating a rising demand for health care professionals with technical skills.<sup>2</sup> A recent analysis of the U.S. workforce estimates that almost 40 percent more health care IT staff is needed at hospitals to upgrade and manage this massive undertaking.<sup>2</sup>

According to the Bureau of Labor Statistics, employment of medical records and health information technicians is expected to grow by as much as 18 percent through 2016.<sup>3</sup>



## A DEGREE IN HEALTH INFORMATION COULD PROVIDE YOU WITH VERSATILITY

Earning a degree in health information could allow you to pursue multiple environments to apply your skills, including hospitals, physicians' offices, public health facilities, long-term care facilities, and insurance companies.<sup>1</sup>

An **Associate of Applied Science in Health Information Technology** could enable you to pursue entry-level positions, while a **Bachelor of Science in Health Information Management** could give you the background to apply for managerial and supervisory roles.<sup>3</sup>

### Some Characteristics Needed for a Career in Health Information

- Attention to detail to ensure accurate and compliant medical records
- Solid communication skills to work with doctors and other health care clinicians when clarifying diagnoses and gathering supplementary information
- Respect for patient confidentiality as you handle sensitive information
- Ability to adapt to new technology or systems as you gather and analyze data, or work with electronic records or insurance filings
- A passion to change the way health care is delivered in the U.S.

### POSSIBLE CAREER OPPORTUNITIES AND DAY-TO-DAY ACTIVITIES COULD INCLUDE THE FOLLOWING:<sup>4</sup>

#### Associate of Applied Science in Health Information Technology

- **Clinical coding specialist**—Apply diagnostic and procedural codes to patient records for future reference, analysis, or insurance processing
- **Cancer registrar**—Maintain and report on cancer statistics for various health care agencies
- **Patient information coordinator**—Communicate health information accurately among patients, families, and caregivers<sup>5</sup>

#### Bachelor of Science in Health Information Management

- **Data quality manager**—Develop and implement a data quality management (compliance) plan for coding and reimbursement, health records, and documentation for an entire organization
- **Compliance officer**—Develop and revise policies and procedures for the general operation of the compliance program to prevent illegal, unethical, or improper conduct
- **Privacy officer**—Oversee the development, implementation, maintenance of, and adherence to, an organization's policies and procedures in compliance with federal and state laws and the health care organization's information privacy practices
- **Decision support analyst**—Coordinate data and research for senior managers at the corporate level of the integrated system

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# ONLINE COURSEWORK BLENDS WITH ON-GROUND CLINICAL EXPERIENCES

The objective of Kaplan University's degree programs is to help prepare graduates with the knowledge, technical skills, and work habits required to pursue entry-level positions or to develop leadership and management skills in the field of health information management.<sup>1</sup>

## Curriculum Emphasis

### Associate of Applied Science in Health Information Technology

- Processing, maintaining, compiling, and reporting health information data for patient care, reimbursement, facility planning, marketing, risk management, quality assessment, and research
- Medical coding and abstracting procedures
- Supervisory and legal aspects of health information
- Professional behaviors and problem solving
- Computer literacy in the above areas

### Bachelor of Science in Health Information Management

- Planning, designing, managing, and evaluating electronic information systems
- Learning and applying research methods and critical thinking for health care issues, including the forces affecting health care delivery and health information systems
- Applying best practices in decision making regarding the management of health information
- Understanding basic supervisory and legal aspects of health information
- Comprehending the professional, ethical, and legal standards of health information management, as well as professional behaviors and problem solving
- Leveraging established methods for finding, evaluating, and using resources

## Program Detail

### Associate of Applied Science in Health Information Technology

- Credit Hours: 91
- Graduation Requirements: Prior to graduation, students are required to complete clinical training and an externship at an actual health care facility to gain valuable on-the-job experience that many health care employers demand.

### Bachelor of Science in Health Information Management

- Credit Hours: 90; an additional 90 credits are required from a requisite Associate of Applied Science in Health Information Technology.
- Unique Admissions Requirements: An Associate of Applied Science in Health Information Technology.



## HERE IS WHAT ONE STUDENT HAD TO SAY

### Stacey Patterson

- Kaplan University Graduate

“It's been a hard road but my experience with Kaplan University has been well worth every bit of it...I really don't believe I could have done it without the staff... the professors and the academic support that they have.”

# KAPLAN UNIVERSITY—A DIFFERENT SCHOOL OF THOUGHT

Kaplan University isn't like other online universities. We offer productive, interactive, dynamic learning opportunities that encourage and enhance the talents of our students. Created around the principle of using advanced technology and enhanced delivery methods, we make classes accessible and user friendly. Combined with our strong focus on personal interaction, Kaplan University has created the right environment for learning. You can navigate lessons, explore Web field trips with the click of your mouse, and communicate with fellow students and faculty via email and message boards. Most importantly, our outcomes-based programs are designed to provide you with the skills you need to reach your educational and career goals.<sup>1</sup>

## WAYS TO HELP YOU MAXIMIZE YOUR TALENT

We partner to help you achieve success from day one. Some of our student support services include:

- Academic advising
- Career services
- Tutoring
- Technical support
- Networking/connection tools
- Financial aid
- Student clubs/organizations
- Library
- Military student service center
- Resource center

## Other Programs

**In addition to this program, Kaplan University also offers:**

- |                         |                                  |
|-------------------------|----------------------------------|
| Bachelor of Science in: | Associate of Applied Science in: |
| › Health and Wellness   | › Medical Office Management      |
| › Health Science        | › Medical Transcription          |
| › Nutrition Science     | › Medical Assisting              |

### IMPORTANT INFORMATION—PLEASE READ

<sup>1</sup> Kaplan University's programs are designed to prepare graduates to pursue employment in their field of study, or in related fields. However, the University does not guarantee that graduates will be placed in any particular job or employed at all.

<sup>2</sup> Source: The Huffington Post, 3/3/09; "Workforce Development Essential to Obama's Health Care IT Initiative," on the Internet at [http://www.huffingtonpost.com/julian-l-alsid-and-jonathan-a-lewiss/workforce-development-ess\\_b\\_171556.html](http://www.huffingtonpost.com/julian-l-alsid-and-jonathan-a-lewiss/workforce-development-ess_b_171556.html). These employment projections are provided for informational purposes only. Long-term projections are not intended to predict short-term changes in employment demand due to the current economy.

<sup>3</sup> Source: Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook 2008–2009 Edition, Medical Records and Health Information Technicians, on the Internet at <http://www.bls.gov/oco/ocos103.htm>. These employment projections are provided for informational purposes only. Long-term projections are not intended to predict short-term changes in employment demand due to the current economy.

<sup>4</sup> Kaplan University's programs are designed to prepare graduates to pursue the stated positions, which have varying responsibilities. However, the University does not guarantee that graduates will be placed in any job or equipped to perform all the tasks noted. Additional training or certification may be required.

<sup>5</sup> Source: American Health Information Management Association (AHIMA)—Recruiting HIM Professionals, on the Internet at <http://www.ahima.org/er/recruiting.asp>.

### Note From Dean

"There has never been a better time to enter the health care field. Kaplan University's School of Health Sciences programs can give you the training and edge you need to start a new career in health care or advance your current one. With the knowledge and skills you could gain in one of our degree programs, you could set yourself apart as a dedicated, progressive health care professional."



Dr. Keith L. Smith, Dean  
School of Health Sciences

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