

# HEALTH INFORMATION ADMINISTRATION

Bachelor of Science (BS) Degree

(School of Informatics, Indianapolis campus, with online degree options)

## **IMPORTANT:**

**THIS DRAFT IS MEANT FOR PRELIMINARY PLANNING PURPOSES ONLY. TO PLAN FULLY FOR THIS DEGREE, YOU MUST CONTACT THE HIA PROGRAM ON THE INDIANAPOLIS CAMPUS. SEE CONTACT INFORMATION AT THE BOTTOM OF THIS DOCUMENT.**

## **HEALTH PROFESSIONS AND PRELAW CENTER**

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### **IMPORTANT:**

This document was prepared for Indiana University Bloomington students by the Health Professions and Prelaw Center. Please note that specific requirements and policies can change at any time without notice. Students are responsible for obtaining the most current information directly from the application services, and the schools and programs in which they have an interest. Refer to the IUPUI School of Informatics HIA web site, <http://informatics.iupui.edu/academics/health/>.

# I. GENERAL HIA INFORMATION <sup>1</sup>

## A. Description of the Profession

- **Health information professionals** play a key role in maintaining, collecting, interpreting, analyzing and protecting healthcare data. They are experts in coding and classification systems, management of patient health information, and administration of computer information systems. They also interact with clinical, financial, administrative, information technology, and legal staff to interpret data for patient care, research, statistical reporting, and database content development. **Skills and characteristics important to this profession (the HIA program helps its students develop and hone these skills):** Excellent attention to detail, the ability to multitask; being comfortable working within a software and technology-driven environment, and to organize large volumes of detailed information; an interest in learning about and adapting to new technology; effective interpersonal communication skills, and writing skills; the ability to work independently as well as cooperatively with a variety of people; high degree of professionalism.
- Note that as you explore this profession, you may also see HIA programs referred to as Health Information Management, or HIM.

**We strongly encourage you to review further information about this program**, including links to web resources, on the HPPLC web page ([www.hpplc.indiana.edu](http://www.hpplc.indiana.edu)) and at the end of this document.

**We also suggest you sign up for the HPPLC email list** associated with your program of interest, also found on our home page. Feel free to sign up for more than one list.

## B. Description of the HIA Program

- **Pre-HIA students may complete the prerequisites at IUB and then apply for admission to Indiana University-Purdue University Indianapolis (IUPUI) School of Informatics (INFO) HIA program.** The course of study requires the completion of 55 credit hours (two years) of pre-requisite work at IUB or another campus / college. (See **page 5** for information about the 56 credit hour option.) Upon admission to the HIA program, students complete 67 hours (two years) of professional work. **Note that *it is possible to complete the entire Health Information Administration (HIA) Bachelor of Science while remaining in Bloomington – see below.***
- **Upon completion of the prerequisites, and admission to the IUPUI HIA program, there are several ways to complete the professional coursework:**
  - 1) If you wish to remain in Bloomington (or someplace other than Indianapolis), you may enroll through IUPUI to complete the full two years of HIA professional coursework via distance education (i.e., online coursework). Contact the HIA program for details.
  - 2) Or you may transfer to IUPUI and complete the full two years of professional coursework in the traditional classroom setting.
  - 3) Or you may complete the professional coursework through a combination of online and classroom courses.
  - 4) You also have the option to complete all or part of the HIA coursework (including prerequisites) on a part time basis. Note: The coursework in the professional program is sequential. Consequently, it takes four years to complete these 60 credit hours as a part-time student. You do have the option of changing from a part-time to a full-time student after you have completed the junior-year coursework. If you exercise this option, it would take a total of three years, instead of four, to complete the professional program as a part-time student.
- The information in this handout refers only to the IUPUI School of Informatics Health Information Administration program. Visit <http://cahiim.org/directory/> for a list of other accredited HIA (or HIM) programs.

## II. COURSES REQUIRED FOR ADMISSION

**IMPORTANT: You must confirm prerequisites with the HIA program, Indianapolis campus. Some prerequisites may have changed, and may only have IUPUI online equivalents. HIA contact information is at the bottom of this document.**

Required Preprofessional Courses <sup>1</sup> (course designations are for IUB)	Credit Hours
<b>Written and Oral Communication</b>	
Elementary Composition (ENG-W 131 or 170)	3
Second Writing Course (ENG-W 231 or BUS-X 204 or CMCL-C 223) <sup>5</sup>	3
Public Speaking (CMCL-C 121)	3
<b>Anatomy and Physiology (Biomedical Science)</b>	
Human Anatomy with Lab (ANAT-A 215)	5
Human Physiology with Lab (PHSL-P 215)	5
<b>Information Technology (IT)</b>	
Introduction to Informatics (INFO-I 101)	4
Basic Tools of Informatics I & II (INFO-I 110 and I111; or BUS-K 201)	1.5 & 1.5; or 3
Database Design for Health Info Admin (HIA-M 300, <i>online through IUPUI</i> Spr & SumII)	3
<b>Analytical Skills and Quantitative Methods</b>	
Finite Mathematics (MATH-M 118 strongly preferred. HIA will accept A118 or D116 / 117)	3 - 4
Statistics (MATH, SPEA, or PSY-K 300 or MATH or PSY-K 310 or STAT-S 300 or ECON-E 370 <sup>2</sup> ) <sup>3</sup>	3 - 4
<b>Business</b>	
Accounting (BUS-A 200)	3
Introduction to Business Administration (Bus-X 100)	3
Business Legal Aspects (BUS-L 201)	3
<b>Other Program Prerequisites</b>	
Professional Ethics ((PHIL-P 140 or REL-R 170 or REL-R 373)	3
Medical Terminology (HIA-M 330, <i>online through IUPUI</i> fall & SumII. CLAS-C 209 <i>not</i> acceptable)	2
Elective Credit (any course) <sup>4</sup>	4 – 6
<b>Total credit hours required for admission (including electives)</b>	<b>55</b>

### NOTES:

- 1) Grade of C or better required in all prerequisites (C- not acceptable).
- 2) MATH-M 118 is a prerequisite for ECON-E 370. MATH-M 119 and ECON-E 201 must also be taken before or in same semester as E370.
- 3) It is strongly recommended you take finite math prior to K300 statistics, or calculus prior to K310.
- 4) The HIA plan of study for *IUPUI students* now included INFO-Y 195 and Y295, but IUB HIA students will not be required to complete these courses (but will still need to apply to HIA with 55 credits, making up the difference with electives).
- 5) Prerequisite for the second writing course: ENG-W 131 or 170.

## III. ADDITIONAL COURSE OPTIONS AND NOTES

- If you wish to enter the IUPUI HIA program after sophomore year, there is very little time to take non-prerequisite courses.
- **Seriously consider utilizing summer sessions**, otherwise it can be difficult to complete all prerequisites in two years. See next bullet.
  - 1) Upon conditional admission to HIA, a 2.5 CGPA and a minimum grade of C in each course must be maintained in order to continue in the program.
  - 2) See the HPPLC pre-HIA advisor or contact the HIA program with questions about this option.
- **Online / distance learning options:** All HIA prerequisites and professional coursework (except the Professional Practicum in HIA) are offered as online / distance learning courses. Contact the HIA program for details.

## IV. ADMISSION REQUIREMENTS AND STATISTICS

### A. Overview

- The IUPUI HIA program is mildly competitive (see stats next page). Meeting prerequisite course requirements, achieving and maintaining the required minimum 2.5 cumulative GPA (CGPA), the admission interview, and a personal statement are all factors in the admission process, with CGPA weighted most heavily.

### B. Shadowing and Observation

- While technically not required, contact with HIA professionals can be an important factor in your personal statement and admission interview. Observation of and conversations with such people can also help you decide whether HIA is the right career choice for you. HPPLC advisors strongly recommend undertaking this experience.
- To arrange shadowing / observation, visit the Bloomington Hospital Student Placement Center web page, [www.bhstudents.org/](http://www.bhstudents.org/), and click on the "Shadowing" link. You may also contact the HIA program regarding such opportunities.

### C. Volunteering and Other Professional Development

- While volunteering is not required for HIA admission, HPPLC advisors suggest that such experience is important to any college education.

### D. GPA

- **Cumulative GPA (CGPA):** Minimum of 2.5 required at time of application to be eligible for HIA. (Upon conditional admission to HIA, a 2.5 CGPA must be maintained in order to continue in the program.)
- **Math / Science GPA:** Not calculated separately.
- **Note:** Students who achieve and maintain the minimum 2.5 CGPA, who submit solid personal statements, and who do well during the interview, are generally admitted to the HIA program (although this is not a given). However, applicants who struggled in the prerequisites, and those with less than a 2.9 or 3.0 CGPA, tend to struggle in the HIA professional courses.

Approximate Fall 2010 Applicant GPA Statistics (IUPUI)	GPA
Minimum GPA admitted	2.5
Maximum GPA admitted	3.9
Average ("Mean") GPA admitted	3.2

### E. Admissions Test

- (None required for the IU program.)

### F. Application Information

Direct questions concerning the status of your application to the Student Services Office at (317) 278-4113, or send an e-mail to Assistant to the Program Director, Molly Rondeau, at [mrondeau@iupui.edu](mailto:mrondeau@iupui.edu).

- **Deadlines / Requirements**

- 1) All materials due **November 15** of the year prior to when you anticipate beginning the HIA program, but can be submitted as early as August 1.
- 2) IUB students must also submit an Intercampus Transfer (ICT) Application to IUPUI campus *at least two weeks prior to the HIA program's November 15 application deadline*. ICT website: [www.iupui.edu/~moveiu](http://www.iupui.edu/~moveiu).
- 3) If you choose to complete the professional coursework online, you must still process an intercampus transfer and register for the courses through IUPUI.
- 4) Applicants who are not IU students must also file an Indiana University application and pay the application fee *at least two weeks prior to the program's November 15 application deadline*.

- **Where to Find the Application**

The Application is available at <http://informatics.iupui.edu/hia/bachelor/admissions.html>. Click on the "Complete this form" link, print and fill out the application.

- **Second Chances (e.g., repeating courses)**
  - 1) *HIA accepts IUB's Extended X Policy.* When a course has been repeated, IUB students may use the Extended X option for a *maximum of 12 hours*. The second grade is used to recalculate the CGPA. Talk to your advisor about filing the Bloomington Extended X form.
  - 2) Students should always double-check polices with the HIA program itself.
- **Residency / Non-Residency**  
Indiana residency or non-residency has no bearing upon admission to the IUPUI HIA program.

### **G. Admission Interview**

- Admission interviews take place in late February or early March. Applicants are interviewed individually (not by a committee), and spend approximately 30 minutes with the HIA Admissions Committee. Interviews are held on the IUPUI campus.
- In the interview, you should be able to demonstrate that you know the profession, and have made an informed decision about your choice of major and about the IUPUI program in particular.
- After applying, if you have not heard from the program by late January or early February regarding an interview date, contact them. (See contact information in **Section VII** of this document.)

### **H. Credit Hours Required Prior to Admission to Professional Program**

- 55 credit hours.

### **I. Letters of Recommendation**

- (None required for the IU program.)

### **J. Personal Statement / Essay**

- A personal statement must be submitted along with the HIA application by the November 15 deadline. No particular length is required. Be thorough, but not long-winded.
- In your statement, you might specify why you chose the HIA major, and elaborate upon the process you underwent to make this decision (observation / shadowing, conversations with HIA professionals, other research). You might also explain what your professional goals are. You should be able to demonstrate that you know the profession and have made an informed decision.

## **V. ADMISSION NOTES AND SUGGESTIONS**

- **HPPLC advisors strongly recommend you talk with the HIA Assistant Program Director** regarding any unanswered questions you have. It is also simply a good policy to keep in touch with the people who have a say in whether or not you are admitted. (See contact info in **Section VII**.)
- **HPPLC advisors also recommend you visit each school / program** to which you intend to apply.

## **VI. CAREER INFORMATION**

- **Credentialing exams:** Visit [www.ahima.org/certification/](http://www.ahima.org/certification/) for information about credentialing exams (which you would take upon completion of your degree) which enable you to become a Registered Health Information Administrator (RHIA). You may also acquire specialty credentials that can increase your ability to compete for top salaries and advancement within the profession. HPPLC advisors strongly recommend you talk with HIA about credentialing.
- According to the **American Health Information Management Association (AHIMA):**
  - 1) There continues to be a positive salary trend within the HIM industry.
  - 2) Annual salary of those with a bachelor's degree is between \$33K - \$75K, with higher salaries at the level of director or manager, and for those with multiple credentials within the HIM field. Visit [www.ahima.org/membership/member\\_profile\\_data.asp](http://www.ahima.org/membership/member_profile_data.asp) for more information.
  - 3) Salaries can increase substantially after five years on the job, and sign-on bonuses are a possibility.
  - 4) Places of employment include (but are not limited to) hospitals (the most common), long

term care facilities, physician offices, and mental health facilities.  
See [www.ahima.org/careers/](http://www.ahima.org/careers/) for more HIM career / job market information.

## VII. PROGRAM CONTACT INFORMATION and OTHER RESOURCES

**School of Informatics Student Services Office**  
IUPUI, 535 W. Michigan, IT 591  
Indianapolis, IN 46202-3103

**HIA Academic Advisor**  
Christina Nelson  
Phone: 317.274.1265  
[nelsonch@iupui.edu](mailto:nelsonch@iupui.edu)

**IUPUI's HIA program (School of Informatics)**  
<http://informatics.iupui.edu/academics/health/hia/>

**IUPUI School of Informatics Student Services Office**  
317.278.4113

### **Additional Resources:**

**American Health Information Management Asc. (AHIMA)**  
[www.ahima.org/](http://www.ahima.org/)

**Listing of Accredited masters, baccalaureate and associate degree level HIA / HIM programs**  
<http://cahiim.org/directory/>

**HPPLC web page**  
[www.hpplc.indiana.edu](http://www.hpplc.indiana.edu)

**Professional Development** is a critical part of any undergraduate degree. Visit the Professional Development section of the HPPLC home page for detailed suggestions.

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**The Health Professions and Prelaw Center encourages you to email our advisors** with questions. Feel free to email an individual advisor; or, if you're not sure who to contact, send a message to: [hpplc@indiana.edu](mailto:hpplc@indiana.edu).

**Visit the HPPLC web site to sign up for the email list of the health profession in which you're interested.** You will occasionally receive information, including notices about upcoming meetings and campus visits by admission representatives, information about our Health Programs Fair, professional development opportunities, and other items of interest.

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