



## Vincennes University



### Associate in Science in Health Information Management

#### STUDENT DATA:

NAME: ROADMAP'S DEGREE

SSN: 000-00-0000

Credit Potential  
Required Credit

#### General Education Requirements

##### English Composition I (ENGL 101)

3.00

Prerequisites: (1) Successful completion of READ 009 or recentered SAT Verbal score of (R)380 or CPTR score of 59 or ACT score of 16; and (2) successful completion of ENGL 009 or ENGL 011 or recentered SAT Verbal score of (R)380 or CPTW score of 80 or ACT score of 16; and (3) successful completion of or concurrent enrollment in READ 011 or recentered SAT Verbal score of (R)420 or CPTR score of 89 or ACT score of 18. English Composition I is a college level course in writing designed to help students develop their ability to think, to organize, and to express their ideas clearly and effectively. Emphasis is placed on the various forms of expository writing such as process, description, narration, comparison, analysis, persuasion, and argumentation. Numerous in-class writing assignments are required in addition to extended essays written outside of class. Required of all students. This course is a transfer IN course.

##### English Composition II (ENGL 102)

3.00

Prerequisites: A grade of C or better in ENGL 101 and successful completion of READ 011 or recentered SAT Verbal score of (R) 420 or greater or appropriate placement test scores. A continued development of writing skills introduced in ENGL 101. Students learn how to conduct research and how to base their writing on research. In addition to shorter documented papers, all students are required to write a longer investigative paper that must be fully documented according to MLA standards. This course is a transfer IN course.

##### Intermediate Algebra or higher (MATH 101)

3.00

Prerequisite: MATH 012 with a C or better, or open to other students with a CPT EA score of 53 or greater. Systems of equations and inequalities, polynomials and exponents, factoring, rational expressions and equations, roots, radicals, and complex numbers, quadratic equations, and applications.

##### Speech or Interpersonal Communications (SPCH 143, 148)

3.00

Speech SPCH 143 Prerequisites: Successful completion of READ 009 and ENGL 009, or recentered SAT Verbal score of (R)380 or greater, or appropriate placement test scores. Introduces fundamental concepts and skills for effective public speaking including audience analysis, outlining, research,

delivery, critical listening and evaluation, and the use of visual aids/technology. This course is a transferIN course.

or

Interpersonal Communications SPCH 148 Prerequisites: Successful completion of READ 009 and ENGL 009, or recentered SAT Verbal score of (R)380 or greater, or appropriate placement test scores. A course providing theory, actual practice, and criticism for examining and changing human interactions in work, family, and social contexts. The course will focus on perception, message encoding and decoding, feedback, listening skills, causes for communication breakdowns, and other elements affecting interpersonal communication.

**Anatomy and Physiology I (LFSC 111)**

**2.00**

Prerequisites: Successful completion of READ 011 and ENGL 011, or recentered SAT Verbal score of (R)420 or greater, or appropriate placement test scores; and successful completion of MATH 011, or a CPTS EA score of 40 or greater, or a CPTS EA score of 32 or greater and a CPTS AR score of 64 or greater. Corequisite: LFSL 111. Successful completion of high school biology and chemistry are strongly recommended. Introduction to human body structure and function. Cells, tissues, integument, skeletal system, muscular system, nervous system, general and special senses. Required credits for Physical Science, Biological Science and Social Science are counted in the Liberal Education Core area. Distance Education students may substitute LFSC 108 Principles of Human Anatomy and Physiology I for LFSC 111.

**Anatomy and Physiology Laboratory I (LFSL 111)**

**1.00**

Anatomy and Physiology I LFSC 111 Corequisite: LFSC 111. Examines principles of LFSC 111 through lab exercises, models, slides, animal dissection, and computer simulations. Required credits for Physical Science, Biological Science and Social Science are counted in the Liberal Education Core area. Distance Education students may substitute CHEM 107 World of Chemistry for LFSL 111 and LFSL 112.

**Anatomy and Physiology II (LFSC 112)**

**2.00**

Prerequisite: LFSC 111 with a grade of a C or better. Corequisite: LFSL 112. Blood, cardiovascular system, respiratory system, digestive system, urinary system, endocrine system, male and female reproductive systems, and basic embryology. Distance Education students may substitute LFSC 109 Principles of Human Anatomy and Physiology II for LFSC 112.

**Anatomy and Physiology Laboratory II (LFSL 112)**

**1.00**

Corequisite: LFSC 112. Examines principles of LFSC 112 through lab exercises, models, slides, animal dissection, and computer simulations. Distance Education students may substitute CHEM 107 World of Chemistry for LFSL 111 and LFSL 112.

**Lifetime Fitness / Wellness (PFWL 100)**

**2.00**

The study of the fundamental concepts, principles, and components of fitness/wellness. Related areas of study include, but are not limited to, nutrition, stress reduction, heart health, body composition and weight control, and substance abuse. Course will be delivered through a one-hour lecture and two one-hour lab sessions per week. Students will select a lab

activity of their choice.

**General Psychology (PSYC 142)**

**3.00**

Prerequisites: Successful completion of READ 009, ENGL 009, and MATH 009, or recentered SAT Verbal score of (R)380 or greater, or appropriate placement test scores. Provides a general survey of the science of Psychology. It includes the study of research methods, biological foundations, learning processes, human development, personality and abnormal psychology. This course is a transfer IN course. Required credits for Physical Science, Biological Science and Social Science are counted in the Liberal Education Core area.

**Principles of Sociology (SOCL 151)**

**3.00**

Prerequisite: Successful completion of READ 009, or recentered SAT Verbal score of (R)380 or greater, or appropriate placement test scores. Presents students with generalized information about the various social processes that function in society, various analytical tools, and techniques of applying this information to everyday living. This course is a transfer IN course. Required credits for Physical Science, Biological Science and Social Science are counted in the Liberal Education Core area.

**Humanities Elective - Common Core List**

**3.00**

Humanities Common Core List

ARTT 110 Art Appreciation  
 ARTT 130 Art History I - Pre-history to 1500  
 ARTT 131 Art History II - 1500 to 20th CenturyR/W  
 HUMH 221 Honors Humanities IR/W/S  
 HUMH 222 Honors Humanities IIR/W/S  
 HUMN 210 Introduction to Humanities IR/W/S  
 HUMN 211 Introduction to Humanities IIR/W/S  
 LITR 100 Introduction to LiteratureR/W  
 LITR 220 Introduction to World Literature IR/W/S  
 LITR 221 Introduction to World Literature IIR/W/S  
 LITR 222 American Literature IR  
 LITR 223 American Literature IIR  
 LITR 224 Survey of English Literature IR/W/S  
 LITR 225 Survey of English Literature IIR/W/S  
 MUSM 118 Music Appreciation  
 PHIL 111 Introduction to Philosophy  
 PHIL 212 Introduction to EthicsR/W/S  
 THEA 100 Theatre Appreciation  
 THEA 245 Theatre History IR/W  
 THEA 250 Theatre History IIR/W

**Major Program Requirements**

**Introduction to Computers Concepts (COMP 110)**

**3.00**

This course is designed as a one-semester study for students from all areas of concentration. Students will be exposed to the historic, current, and future roles of information systems as well as the importance of computers in all aspects of our modern society. General hardware and software features of modern systems will be discussed. Current word processing,

spreadsheet and presentation software will be covered. This course is a transferIN course.

**Pathology (FNRL 285) 3.00**

Prerequisites: Satisfactory completion of LFSC/LFSL 107 or LFSC/LFSL 111. This course is an introductory study to the cause, course, and effects of disease. The course examines the body systems and how disease effects each. Study is given to the historical basis for modern disease theory and the effect that these theories have had on the development of health science.

**Introduction to Health Information Management (HIMT 100) 3.00**

Prerequisite: Acceptance to the Health Information Management Program. Introduces philosophy and ethical relationship of records. Reviews health care delivery system, analysis, admitting office procedures, organization and responsibilities of medical staff, numbering and filing systems, registers and accreditation standards.

**Medical Terminology for Allied Health (HIMT 110) 3.00**

Prerequisites: READ 011, ENGL 009, MATH 009, or recentered SAT Verbal score of (R)420 or greater, or appropriate placement scores. This course is designed to acquaint students with the specialized language of medicine by focusing on the precise communication required by practitioners in medicine (i.e., health information managers, physical therapists, nurses, surgical technologists, occupational therapists, respiratory care practitioners, dental hygienists, doctors, etc.) and related fields. After memorizing the word elements (prefixes, suffices, and combining forms), and being taught the correlation between word elements, abbreviations and symbols with the basic anatomy, physiology and disease processes of the human body, students will be able to quickly recognize medical word meanings and understand medical reports. This course is a transfer IN course.

**Health Care Statistics (HIMT 121) 2.00**

Prerequisites: HIMT 100 and 110. Emphasizes acquiring basic knowledge and skills in health statistics and health data systems.

**Medicolegal Aspects of Health Records (HIMT 130) 2.00**

Prerequisites: HIMT 100 and 110. Discusses concepts and principles of laws, discusses concepts and principals of ethics, health record as a legal document, confidential communication, consents, and authorization release of information and current trends in health legislation.

**Professional Practice I (HIMT 190) 3.00**

Prerequisites: HIMT 121 and 130. Designed to provide hands-on experience at an affiliate facility in admissions, filing/numbering systems, discharge analysis, health statistics, tumor registry and release of information. 32 professional experience hours per week during the second summer session. 160 practicum hours.

**Health Care Coding I (HIMT 200 ) 4.00**

Prerequisites: HIMT 190, LFSC/LFSL 111, and LFSC/LFSL 112. Continues study of health records with emphasis on nomenclature, coding and indexing, sequencing of diagnoses and procedures, DRG's and prospective payment system, emphasis on ICD-9-CM coding.

**Health Care Coding II (HIMT 204) 4.00**  
 Prerequisites: HIMT 200, 211, 212. Advanced sequencing of diagnosis and procedures, coding principles as they apply to coding for prospective payment, and HCPCS coding principles will be discussed with emphasis on CPT coding. Students will acquire hands-on experience with outpatient chart and computer coding, plus reimbursement methodology. Intensive 8-week course preceding HIMT 240.

**Clinical Quality Management (HIMT 211) 3.00**  
 Prerequisite: HIMT 190. Emphasizes acquiring basic knowledge and skills in medical care evaluation, performance improvement techniques and research, utilization management, risk management and corporate compliance.

**Pharmacology for Allied Health (HIMT 212) 2.00**  
 Prerequisites: HIMT 190. This course covers general information about pharmacology (abbreviations, terminology, regulation and control) and the specific information about the medications used in each of the body systems. Also introduces fundamentals of machine transcription.

**Reimbursement and Management Processes R/S (HIMT 220) 4.00**  
 Prerequisites: HIMT 200, 211, and 212. Intensive eightweek course preceding HIMT 240. Includes discussion and practice of governmental and commercial reimbursements, health information management, personnel supervision, professional relations, current trends, and employment situations for graduates.

**Professional Practice II - W (HIMT 240) 7.00**  
 Prerequisites: HIMT 204 and 220. Allows students to practice theoretical knowledge and skills in an extended field experience. Students are placed in health record department of health care facility for 40 clinical education hours per week during the last seven weeks of the semester. 280 practicum hours

**Excess or Duplicate Credit**

**TOTAL ..... 72.00 0.00**

Thank you for requesting support from the U.S. Coast Guard Institute (CGI). Whereas we serve as an activity in support of your unit Educational Services Officer (ESO), you are encouraged to seek assistance from your local ESO in your academic endeavors. The following information is provided to help you understand what is presented in this degree plan:

This document is an UNOFFICIAL Degree Plan to provide you with a preliminary assessment of how your prior learning experiences might fit into the specified degree program for this academic institution. If you choose to pursue this degree option, you must present it to a college representative, who will review it for the following:

- o Accurate representation of the college's degree program requirements, including course numbers and titles, credit hours for each course, lower- and upper-level course requirements, and the total number of credits needed for the degree.

- o Appropriate assignment of ACE Guide-recommended credit at the lower or upper level for military service schools and occupations, CLEP, DSST, and other tests, transfer credit for courses from other colleges and universities, certification programs, etc.
- o Appropriate assignment of SOC Course Category Codes from the SOC Handbook Transferability Tables. The SOC Degree Program Handbooks can be obtained from the SOC web site at: [www.soc.aascu.org](http://www.soc.aascu.org) should you wish to learn more about the course transfer guarantees among SOC network institutions.

IMPORTANT NOTE: When you are ready to seek admission into this degree program, please send the completed enrollment form (found on the college's web page) to the USCG Institute. The registrar will send the college or university an official USCG transcript, a copy of the degree plan (if one was developed through the USCG Institute and was identified on your transcript request), and a ready-for-signature SOC Student Agreement (when signed by a college official, becomes a contract for degree completion).

Credit for all courses you have taken must be reflected on official transcripts sent directly to this college from the administrative offices of the colleges you previously attended. This degree plan is often used for information purposes by college counselors pending receipt of the official transcripts from the source colleges.

This degree plan is not intended to compete with your local college or university. Keep in mind, you are allowed to transfer in a significant amount of the degree requirements to this institution. As such, credit from local colleges, college level examination programs, or advanced military training may be applied to this degree. You may also complete the courses necessary from this college either in residence (on campus or possibly on a military base at a campus extension in the Education Center) or through distance delivery of the courses. If you have questions, please contact the college counselor or your advisor listed at the bottom of this Degree Plan.

#### DEGREE PLAN LEGEND:

SH = Semester hours  
 VOC = Vocational, not relative to an academic degree  
 LL = Lower Level, i.e. courses at the Freshman/Sophomore level  
 UL = Upper Level, i.e. courses at the Junior/Senior level  
 GL = Graduate Level (sometimes recommended by ACE for very complex courses)  
 [#] such as [EN024A] or [EN024B] = SOC Course Category Codes\*  
 {#} such as {DANTES Code = 01.02.03} = DANTES Academic Codes \*\*

\* SOC Course Category Codes: Service members Opportunity Colleges (SOC) is a consortium of over 1,600 accredited colleges and universities seeking to provide degree opportunities to the military. Over 170 of these institutions participate in network degree programs developed for the Army, Navy, Marine Corps, and Coast Guard. A SOC course category number beside a course from one of these institutions, such as [EN024A] or [EN024B] for English Composition, indicates that courses from other degree program institutions with the same code may be taken to satisfy the degree requirement. See the SOC Degree Programs Handbooks at <http://www.soc.aascu.org/>

\*\* DANTES Academic Codes: The Defense Activity for Non-Traditional Education Support (DANTES) publishes the DANTES Independent Study Catalog (DISC) annually, which lists more than 6,000 courses from dozens of regionally accredited colleges and universities. Because this is a degree from a SOC affiliated college, the academic residency requirements are limited, thereby allowing students to transfer in a significant portion of the degree, as mentioned above. If the course you desire to take is not offered by this institution when you want to take it, consider the opportunities the courses in the DISC present. For more information, visit [http://www.dantes.doded.mil/dantes\\_web/distancelearning/disc/front/cont.htm](http://www.dantes.doded.mil/dantes_web/distancelearning/disc/front/cont.htm) Keep in mind, you should always check with the counselor or academic advisor at this institution before enrolling in a course listed in the DISC to ensure it will be accepted in transfer toward this degree.

#### Vincennes University (VU) General Information

Vincennes University continues to offer the lowest tuition of any residential college in Indiana, yet they've been named by Yahoo! Magazine as one of the "most-wired" colleges in the nation. They bring educational opportunity to individuals who may not have access to classes on a college campus. Their goal is to provide quality courses and services for individuals who need flexibility in meeting their educational objectives.

The Distance Education Program serves students who:

- wish to re-enter higher education in order to complete a degree or certificate
- desire to begin a college degree or certificate program
- need to complete selected courses for personal improvement or job enhancement
- are pursuing a degree, but need to complete some courses through distance

delivery

- Delivery Choices:
- C - Correspondence
- C/V - Correspondence with video
- I - Internet Open Enrollment
- ISB - Internet Semester-based
- I/V - Internet with video
- M - Multimedia
- TV - Satellite TV
- TW - Two-way video

The Military Education Program provides military students with:

- Academic advising for degree completion
- Evaluation of military experience for college credit based on the American Counsel on Education's recommendations
- Evaluations are completed after students successfully complete one course through VU.
- No charge for initial military experience evaluation.
- \$30.00 charge for re-evaluation at future date unless active student.

Effective Catalog: The effective catalog (degree requirements) for a student is the current catalog for the first semester for which the student has registered for

class at Vincennes University. That catalog remains effective catalog for the student unless the student doesn't register in at least one class within a period of sixteen months. The program coordinator and program director may agree to extend the sixteen-month period for a particular student in case of emergency or hardship, thereby allowing the student to keep the original effective catalog.

For those who have served in more than one service or have held multiple MOS/Rating/AFSC's, additional credit may have been earned so as to enable one to be closer to degree completion - check your assessment to ensure all have been listed. Credit for Duty or Secondary MOS may also apply to this degree. Contact your counselor for more information if this applies to you.

A SOC Contract for Degree Completion with this institution may be entered after completing one course through them.

Tuition \$190.00 per credit hour: Distance Education Program (subject to change)

Tuition \$160.00 per credit hour: Military Education Program - On-site classes

To discuss your next step toward earning this degree with VU, contact:

Lori Johnson  
Evaluator, Military Education Program  
Vincennes University  
1002 N. 1st Street  
Vincennes, IN 47591  
800-468-7480 (toll-free Military Education Program)  
812-888-5861  
Fax : 812-888-2076  
ljohnson@vinu.edu  
www.vinu.edu

#### POLICY NOTES:

##### Admission Requirements

1. Meet admission requirements of the University.
2. Achieve a minimum SAT verbal score of 420; or ACT English score of 18; or CPTS Reading score of 89, and English score of 80 OR completion of READ 011 and ENGL 011 with a grade of C or above.
3. Qualify for placement into MATH 101 as determined by Vincennes University placement test. Standards for Progression and Graduation Satisfactory completion of all courses with a grade of C or above. Failure to meet this requirement for the (HIMT) courses will result in a withdrawal of the student from the Health Information Management program.

The Reading and Speaking Intensive requirements may be met by HIMT 220.

The Writing Intensive requirement may be met by HIMT 240.

The Mathematics Intensive requirement may be met by a subsequent mathematics course or by passing a mathematics assessment examination.

Computer Skills are enhanced by COMP 110.

The maximum amount of college level testing credit accepted by VU is 47 semester hours.

Residency requirement:

- 15 semester hours of college coursework, 6 of which must be taken through VU
- VU will accept transfer credit from regionally accredited institutions with a grade of C or above.
- Non-traditional credit accepted by VU may include up to 47 semester hours of military credit or college level testing.

Evaluation completed by: Charles Morrison

On: 17 August 2010