

## **HIM Admission, Retention and Graduation Requirements**

Students desiring to pursue an AAS degree in Health Information Management (HIM) are required to meet the following:

1. The applicant must be accepted to Dyersburg State Community College as a regular admission. Student refer to *Requirements for Regular Admission* in this catalog section.
2. Indicate Health Information Management (HIM) as the desired concentration on the DSCC Application for Admission.
3. The applicant must submit a completed Application for admission to the HIM AAS program or a HIM certificate program to the Division of Business, Technology, & Allied Health by the deadline specified: March 1 for Fall Admission and September 1 for Spring Admission.
4. The applicant admitted from a high school must have a minimum 2.0 grade point average (on a 4.0) scale. Applicants with prior college credits must have a cumulative grade point average of 2.0 (on a 4.0 scale).
5. Along with the application to the HITM program the student must:
  - (a) Upon acceptance to HIM program meet with a Health Information Management advisor or Division Coordinator to register for classes and obtain clearance to register.
  - (b) If you do not meet the deadline for application to the HIM program for the semester you enter DSCC, you may submit the application and begin taking any Learning Support courses and/or General Education courses required.  
Your application will be considered the following semester.
6. Each student will be monitored, advised, and grades will be evaluated at the end of each semester by the HIM faculty. A student must meet minimum standards or be dismissed from the HIM AAS degree or certificate program. Minimum standards are a grade of "C" or better in each course in the curriculum. Students must complete prerequisite/co-requisite courses.
7. To graduate with an AAS degree or certificate in Health Information Management, students must earn a "C" or better in each required course and must have a 2.00 minimum cumulative Grade Point Average (GPA) in all college-level courses.
8. For students taking the professional experience courses a criminal background check and drug screen are required by most clinical facilities for assurance of patient safety. Based on the

- results of these checks, an affiliated clinical site may determine to not allow a student's presence at their facility.
9. For students taking the professional experience courses most clinical facilities require current immunizations, a negative TB skin test or a chest X-ray as indicated, at the student's expense.
  10. BIOL 2120 and BIOL 2020 must have been completed within five years prior to the admission date.

### **HIM Expenses**

Additional expenses to the HIM student include the cost of liability insurance for professional practice experiences, background check, drug screen, TB skin test or chest X-ray, immunization booster(s) if or when required and transportation to and from clinical facilities is the responsibility of the student.

RHIT Exam fees are included in tuition cost with HIMT 2312 Seminar in Health Information Management Technology, this is a nonrefundable fee. First year student membership in AHIMA is covered in the cost of the textbook for HIMT1301. Students will be asked to reference material from the AHIMA website for some classes. You will have to have student membership in order to access the material.

**Note:** The Health Information Management (HIM) AAS degree, Medical Coding and Electronic Health Record Certificates are offered online. THE HIM AAS degree's two professional practice experience courses do require the student to go to a healthcare facility. To be successful in an online class, the student must have basic computer skills, a computer at home or easy access to a computer, and Internet access at home through dial-up, cable or DSL. The computer labs at the Dyersburg campus or the Gibson County Center or the DSCC Jimmy Naifeh Center at Tipton County may be used for this purpose. Students will have to schedule computer access during open lab times or at the Learning Resource Center (LRC).