

### ABOUT THE PROGRAM

Health Information Management professionals (HIM) are highly trained in the latest information management technology applications. They have an understanding of healthcare workflow processes, from large hospital systems to small physician practices, and are vital to the daily operation management of health information and electronic health records (EHR). They ensure a patient's health information is complete, accurate, and protected. The Bureau of Labor Statistics cites HIM as one of the fastest growing occupations in the US.

### PROGRAM OUTCOMES

- Manage health data.
- Apply coding and reimbursement systems.
- Model professional behaviors and ethics.
- Maintain electronic applications to manage health information.
- Apply organizational management techniques.

### CAREER AND EDUCATION ADVANCEMENT OPPORTUNITIES

Lakeshore credits transfer to over 30 universities. For more information visit [gotoltc.edu/future-students/transfer](http://gotoltc.edu/future-students/transfer).

### ADMISSIONS AND FIRST SEMESTER ENROLLMENT STEPS

- Submit online application.
- Complete a background check and pay for applicable processing fee.
- Complete the online Student Success Questionnaire.
- Complete Technical Standards form.
- Complete Student Success Tutorial prior to meeting with your program counselor.
- Read the program handbook and submit the signed signature page.
- Schedule your 1st Time Program Counseling/Registration Session with your assigned program counselor to plan your first semester schedule, review your entire plan of study and discuss the results of the Student Success Questionnaire.

*\*Submit transcripts and test scores (optional, highly recommended): College transcripts, along with high school transcripts and test scores from within the last five years, used for course registration. Official transcripts needed for transferring college credit(s) and for financial aid purposes.*

### APPROXIMATE COSTS

\$149.50 per credit tuition (WI resident) plus \$8.97 per credit student activity fee. Material fee varies depending on course. Other fees vary by program. Visit [gotoltc.edu/financial-aid/tuition-and-fees](http://gotoltc.edu/financial-aid/tuition-and-fees) for details.

### FINANCIAL AID

This program is eligible for financial aid. Visit [gotoltc.edu/Financial-Aid](http://gotoltc.edu/Financial-Aid) or talk with your Admissions Advisor about how to apply for aid.

### SPECIAL NOTE

- Lakeshore's Health Information Management Associate degree program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIM).
- To complete the clinical portion of this program, site specific health and immunization documentation will be required.
- Learn when you want. Progress at your own pace. Receive personalized coaching and support. The full CBE definition may be found at [gotoltc.edu/cbe](http://gotoltc.edu/cbe).

### CONTACT

Lakeshore Admissions Advisor  
 920.693.1366 • [Admissions@gotoltc.edu](mailto:Admissions@gotoltc.edu)

Catalog No.	Class Title	Credit(s)
<b>Term 1</b>		
31501309	Medical Terminology Part 1	1
31501310	Medical Terminology Part 2	1
31501311	Medical Terminology Part 3	1
10103191	Word - Level 1	1
31501307	Digital Literacy for Healthcare	2
10530182	Human Diseases for Health Professions	3
10806189	Basic Anatomy	3
10530141	Introduction to the Healthcare System	1
10530142	Introduction to the Medical Record	1
10530143	Medical Record Processes	1
<b>15</b>		
<b>Term 2</b>		
10801195	Written Communication	3
10530166	Intro to Health Informatics Part 1	1
10530167	Intro to Health Informatics Part 2	1
10530168	Intro to Health Informatics Part 3	1
10809172	Introduction to Diversity Studies	3
10103121	Excel - Level 1	1
10530174	Healthcare Law and Ethics Part 1	1
10530175	Healthcare Law and Ethics Part 2	1
10530133	ICD Diagnosis Coding Part 1	1
10530134	ICD Diagnosis Coding Part 2	1
10530135	ICD Diagnosis Coding Part 3	1
10103101	Access - Level 1	1
<b>16</b>		
<b>Term 3</b>		
10530136	Introduction to PCS Coding	1
10530137	Application of PCS Coding	1
10530130	CPT Coding Part 1	1
10530131	CPT Coding Part 2	1
10530132	CPT Coding Part 3	1
10530138	Healthcare Revenue Mgmt: Payment Methodologies	1
10530139	Healthcare Revenue Mgmt: Revenue Compliance	1
10530140	Healthcare Revenue Mgmt: Revenue Cycle	1
10801196	Oral/Interpersonal Communication	3
10809196	Introduction to Sociology	3
10530147	HIM/Coding Practicum Part 1	1
10530148	HIM/Coding Practicum Part 2	1
<b>16</b>		
<b>Term 4</b>		
10809198	Introduction to Psychology	3
10530150	Healthcare Quality Management Part 1	1
10530151	Healthcare Quality Management Part 2	1
10530152	Healthcare Stats and Research Part 1	1
10530153	Healthcare Stats and Research Part 2	1
10530172	HIM Organizational Resources Part 1	1
10530173	HIM Organizational Resources Part 2	1
10530144	3M Coding System	1
10530145	Find a Code Coding System	1
10530146	Nuance Coding System	1
10530192	HIM Practicum 2	2
<b>14</b>		
		<b>TOTAL 61</b>

*Curriculum and program acceptance requirements are subject to change. Program start dates vary; check with your program counselor for details. The tuition and fees are approximate based on 2024-2025 rates and are subject to change prior to the start of the academic year.*

**3M CODING SYSTEM...**prepares the learner to utilize 3M Coding System to complete coding scenarios. COREQUISITES: 10530131 CPT Coding Pt 2, 10530132 CPT Coding Pt 3, 10530134 ICD Diagnosis Coding Pt 2, 10530135 ICD Diagnosis Coding Pt 3, 10530137 Application of PCS Coding

**ACCESS - LEVEL 1...**introduces students to the process of creating a database, building and populating a table, establishing table relationships, and creating queries, forms, and reports.

**APPLICATION OF PCS CODING...**prepares learner to assign ICD-PCS procedure codes as they apply to all body systems and miscellaneous procedures. COREQ: 10530136 Intro to PCS Coding

**BASIC ANATOMY...**examines concepts of anatomy and physiology as they relate to health careers. Learners correlate anatomical and physiological terminology to all body systems. COREQUISITE: Reading placement assessment or equivalent

**CPT CODING PART 1...**prepares the learner to apply the rules of CPT Medical Coding as they relate to the format and conventions, evaluation and management, medicine, and ancillary services (lab/x-ray) and HCSPS. PREREQUISITES: 10501117 or 31501311 Medical Terminology Part 3, 10530182 Human Diseases for Health Professions, and 10806189 Basic Anatomy

**CPT CODING PART 2...**prepares learner to apply the rules of CPT Medical Coding as they relate to digestive, urinary, reproductive, neurologic, and sensory systems. COREQ: 10530130 CPT Coding Pt 1

**CPT CODING PART 3...**prepares the learner to apply the rules of CPT Medical Coding as they relate to the integumentary, musculoskeletal, circulator, respiratory systems, and anesthesia. COREQUISITE: 10530131 CPT Coding Part 2

**DIGITAL LITERACY FOR HEALTHCARE...**focuses on the use of technology in healthcare. Learners use common business software applications, including word processing, presentation, spreadsheet, and databases. Communication methods using technology are addressed. Learners gain experience with using the electronic health record (EHR). Healthcare EHR security issues, social media use, and digital healthcare resources are examined.

**EXCEL - LEVEL 1...**introduces the student to spreadsheet features such as creating, saving, editing, navigating, formatting worksheets; entering formulas and functions; working with charts; and developing multiple-sheet workbooks.

**FIND A CODE CODING SYSTEM...**prepares the learner to utilize Find a Code Coding System to complete coding scenarios. COREQUISITE: 10530144 3M Coding System

**HC REV MANAGEMENT: PAYMENT METHODOLOGIES...**prepares the learner to compare government and non-government payers and payment methodologies.

**HC REV MANAGEMENT: REVENUE COMPLIANCE...**prepares the learner to apply various payment methodologies while ensuring compliance with regulations and future trends. COREQUISITE: 10530138 HC Revenue Mgmt Payment Methodologies

**HC REV MANAGEMENT: REVENUE CYCLE...**prepares the learner to conduct activities of and manage the revenue cycle. COREQUISITE: 10530139 HC Revenue Mgmt Revenue Compliance

**HEALTHCARE LAW AND ETHICS PART 1...**prepares the learner to apply regulations for the content, use, confidentiality, disclosure and retention of health information. PREREQUISITE: 10530162 Foundations of HIM or 10530143 Medical Record Processes

**HEALTHCARE LAW AND ETHICS PART 2...**prepares the learner to examine the legal system and assess ethical standards in healthcare. COREQUISITE: 10530175 Healthcare Law & Ethics Part 1

**HEALTHCARE QUALITY MANAGEMENT PART 1...**prepares the learner to explore the programs and processes used to manage and improve healthcare quality. PREREQUISITE: 10530162 Foundations of HIM or 10530143 Medical Record Processes

**HEALTHCARE QUALITY MANAGEMENT PART 2...**prepares the learner to address regulatory requirements as related to performance measurement, assessment, and improvement, required monitoring activities, risk management and patient safety, utilization management and medical staff credentialing. Utilize data analysis in the management and reporting of data. COREQUISITE: 10530150 Healthcare Quality Management Part 1

**HEALTHCARE STATS AND RESEARCH PART 1...**prepares learner to examine and calculate inpatient and outpatient utilization statistics and the ways in which they are applied. PREREQUISITES: 10530162 Foundations of HIM, 10530143 Medical Record Processes, and 10103121 Excel - Level 1

**HEALTHCARE STATS AND RESEARCH PART 2...**prepares the learner to examine and calculate inpatient and outpatient morbidity and mortality statistics, epidemiological statistics, construct graphical displays of data, evaluate data analytics to identify patterns and trends in healthcare and examine research methodologies. COREQUISITE: 10530152 Healthcare Stats & Research Part 1

**HIM ORGANIZATIONAL RESOURCES PART 1...**prepares the learner to investigate leadership and management theories, analyze departmental and organizational policies and procedures to assure compliance with regulations and standards, manage financial resources, and comply with local, state and federal labor regulations. PREREQUISITES: 10530162 Foundations of HIM and 10530143 Medical Record Processes

**HIM ORGANIZATIONAL RESOURCES PART 2...**prepares the learner to conduct strategic and operational planning functions, department organizing and scheduling activities, human resource management activities and create programs that support a culture of diversity. COREQUISITE: 10530172 HIM Organizational Resources Part 1

**HIM PRACTICUM 2...**applies previously acquired skills and knowledge and discussion of clinical situations. Prepares for the certification examination and pre-graduation activities. This is the second of a two-semester sequence of supervised technical and managerial/clinical experiences in health care facilities. COREQ: 10530191 HIM/Coding Prac 1 or 10530148 HIM/Coding Prac Part 2 and PREREQ: 10530162 Foundations of HIM or 10530143 Medical Record Processes, 10530141 Intro to HC System and 10530142 Intro to Medical Record and CONDITION: 105304 Health Info Mngt program reqs met

**HIM/CODING PRACTICUM PART 1...**prepares the learner to evaluate the Patient Registration, Medical Coding, and Medical Claims process in a clinical setting. COREQUISITES: 10530131 CPT Coding Part 2, 10530132 CPT Coding Part 3, 10530134 ICD Diagnosis Coding Part 2, 10530135 ICD Diagnosis Coding Part 3, 10530137 Application of PCS Coding

**HIM/CODING PRACTICUM PART 2...**prepares the learner to complete a Resume Preparation, Interview Process and Portfolio Project. COREQUISITES: 10530131 CPT Coding Part 2, 10530132 CPT Coding Part 3, 10530134 ICD Diagnosis Coding Part 2, 10530135 ICD Diagnosis Coding Part 3, 10530137 Application of PCS Coding

**HUMAN DISEASES FOR HEALTH PROFESSIONALS...**prepares learners to interpret clinical documentation that they will encounter in a variety of healthcare settings. Emphasis is placed on understanding the common disorders and diseases of each body system to include the etiology (cause), signs and symptoms, diagnostic tests and results, and medical treatments and surgical procedures. COREQUISITES: 10501101 Med Term or 10501117 Med Term Pt 3 or 31501311 Med Term Pt 3

**ICD DIAGNOSIS CODING PART 1...**prepares learner to examine the rules of ICD classification systems and assign ICD diagnosis codes to infectious, endocrine, metabolic, digestive, respiratory systems, injuries, poisonings, and signs/symptoms. PREREQUISITES: 10501117 or 31501311 Medical Terminology Part 3, 10530182 Human Diseases for Health Professions, and 10806189 Basic Anatomy

**ICD DIAGNOSIS CODING PART 2...**prepares the learner to assign ICD diagnosis codes as they relate to neoplasms, nervous, eye, ear, genitourinary, pregnancy, perinatal, and congenital disorders. COREQUISITE: 10530133 ICD Diagnosis Coding Part 1

**ICD DIAGNOSIS CODING PART 3...**prepares the learner to assign ICD diagnosis codes as they relate to blood, circulatory, behavioral/mental health, skin, musculoskeletal diseases, and miscellaneous factors influencing health care. COREQUISITE: 10530133 ICD Diagnosis Coding Part 1

**INTRO TO HEALTH INFORMATICS PART 1...**prepares learner to examine and calculate data analytics and health informatics and how information systems apply and create a plan for selection and implementation of an information system. PREREQ: 10530162 Fndtns of HIM or 10530143 Med Rcd Processes and 10501107 Digital Literacy for Healthcare or 31501307 Digital Literacy for Healthcare

**INTRO TO HEALTH INFORMATICS PART 2...**prepares the learner to differentiate between the various software products used in a healthcare organization. COREQUISITE: 10530166 Intro to Health Informatics Part 1

**INTRO TO HEALTH INFORMATICS PART 3...**prepares the learner to summarize standards for the exchange of health information, explain consumer informatics, and the privacy and security measure that must be taken to protect access to all patient health records. COREQUISITE: 10530167 Intro to Health Informatics Part 2

**INTRODUCTION TO DIVERSITY STUDIES...**introduces learners to the study of diversity from a local to a global environment using a holistic, interdisciplinary approach. Encourages self-exploration and prepares the learner to work in a diverse environment. In addition to an analysis of majority/minority relations in a multicultural context, the primary topics of race, ethnicity, age, gender, class, sexual orientation, disability, religion are explored. COREQUISITE: Reading placement assessment or equiv

**INTRODUCTION TO PCS CODING...**prepares the learner to examine the rules of the ICD-PCS procedure coding classification system and assign codes that describe the root operation of the PCS classification system. PREREQUISITES: 10501117 or 31501311 Medical Terminology Part 3, 10530182 Human Diseases for Health Professions, and 10806189 Basic Anatomy

**INTRODUCTION TO PSYCHOLOGY...**introduces students to a survey of the multiple aspects of human behavior. It involves a survey of the theoretical foundations of human functioning in such areas as learning, motivation, emotions, personality, deviance and pathology, physiological factors, and social influences. It directs the student to an insightful understanding of the complexities of human relationships in personal, social, and vocational settings. COREQUISITE: Reading placement assessment or equiv

**INTRODUCTION TO SOCIOLOGY...**introduces students to the basic concepts of sociology: culture, socialization, social stratification, multi-culturalism, and the five institutions, including family, government, economics, religion, and education. Other topics include demography, deviance, technology, environment, social issues, social change, social organization, and workplace issues. COREQUISITE: Reading placement assessment or equivalent

**INTRODUCTION TO THE HC SYSTEM...**prepares the learner to evaluate various influences on the healthcare system such as external forces, types of organizations, and roles and responsibilities of healthcare providers. COREQUISITE: 10501107 or 31501307 Digital Literacy for Healthcare

**INTRODUCTION TO THE MEDICAL RECORD...**prepares the learner to demonstrate professional ethical standards while examining data collection tools and information governance. COREQUISITE: 10530141 Intro to the Healthcare System

**MEDICAL RECORDS PROCESSES...**prepares learner to perform medical record processes and examine data sources while maintaining quality standards. COREQ: 10530142 Intro to the Med Rec

**MEDICAL TERMINOLOGY PART 1...**focuses on the component parts of medical terms: prefixes, suffixes, and word roots. Students practice formation, analysis, and reconstruction of terms. Emphasis on spelling, definition, and pronunciation. Introduction to operative, diagnostic, therapeutic, and symptomatic terminology of integumentary, respiratory, and urinary systems, as well as systemic and surgical terminology.

**MEDICAL TERMINOLOGY PART 2...**focuses on the component parts of medical terms: prefixes, suffixes, and word roots. Students practice formation, analysis, and reconstruction of terms. Emphasis on spelling, definition, and pronunciation. Introduction to operative, diagnostic, therapeutic, and symptomatic terminology of reproductive systems, cardiovascular system, and the lymphatic and immune systems as well as systemic and surgical terminology. COREQ: 31501309 Med Term Pt 1

**MEDICAL TERMINOLOGY PART 3...**focuses on the component parts of medical terms: prefixes, suffixes, and word roots. Students practice formation, analysis, and reconstruction of terms. Emphasis on spelling, definition, and pronunciation. Introduction to operative, diagnostic, therapeutic, and symptomatic terminology of digestive, skeletal, muscular, sensory, nervous, and endocrine as well as systemic and surgical terminology. COREQUISITE: 31501310 Medical Terminology Part 2

**NUANCE CODING SYSTEM...**prepares the learner to utilize Nuance Coding system to complete coding scenarios. COREQUISITE: 10530145 Find a Code Coding System

**ORAL/INTERPERSONAL COMMUNICATION...**provides students with the skills to develop speaking, verbal and nonverbal communication, and listening skills through individual speeches, group activities, and other projects. COREQUISITE: Reading placement assessment or equivalent

**WORD - LEVEL 1...**introduces the student to word processing features such as creating, saving, editing, navigating, and formatting the content of multi-page documents.

**WRITTEN COMMUNICATION...**teaches writing process, which includes prewriting, drafting, revising, and editing. Through writing assignments, student will analyze audience and purpose, research and organize ideas, and format and design documents based on subject matter and content. Keyboarding skills are required. Also develops critical reading and thinking skills through the analysis of a variety of written documents. COREQ: Wrtg plcmnt assmnt or equiv AND Rdg plcmnt assmnt or equiv