Bachelor of Science (BS) in Health Care Administration with a specialization in Health Information Management

Effective July 10, 2017
Bachelor of Science (BS) in Health Care Administration with a specialization in Health Information Management

In the Bachelor of Science in Health Care Administration, Health Information Management specialization, learners gain an understanding of medical terminology, electronic health records and health information systems, data management, quality management, statistical analysis, data governance, and information security. Upon successful completion of this specialization, learners are prepared to pursue entry-level positions as health information support specialists, health information systems support specialist, patient registrars, health information abstractors, and physician office specialists.

A University on Top of IT Trends in Health Care

With the constant and pervasive expansion of data and technology across the health care delivery spectrum, health care systems require professionals at all levels to understand how to integrate the business needs and information management capabilities of the organization. Consumer-focused, values-based care demands that high quality cost-effective services be offered consistently across the continuum of care, which requires the foundational and transactional support that information management can provide. Evolving trends within the industry around such topics as Electronic Health Records (EHR’s), meaningful use, and the use of big data and predictive analytics to inform best practices and treatment decisions requires Capella to continually dialogue with our strategic business partners and apply agile design methods within our curriculum development work to stay on top of this dynamic field.
## Career Information

### RELATED EMPLOYMENT SETTINGS TO EXPLORE

- Hospital
- Government/military health care facility
- Residential care facility
- Physician office
- Dentist office
- Home health agency
- Ambulatory care facility
- Nursing home
- Integrated delivery system
- Long-term care/assisted living facility
- Insurance carrier
- Hospice
- Pharmaceutical company
- Medical group practice
- Mental health organization
- Public health department
- Nonprofit organization

### RELATED JOB TITLES TO EXPLORE*

- Health information management (HIM) support specialist/clerk/associate
- Health information manager
- Health information management (HIM) abstractor
- Patient registrar
- Medical office specialist
- Medical coder

### SPECIALIZATION OUTCOMES

- Analyze the structure of data in health information systems
- Apply legal and ethical considerations in the management of health information
- Apply leadership qualities to health information management
- Explain the roles Health Information Management plays in the organizational management, including strategic and operational objectives
- Communicate using specialized vocabularies in a professional and meaningful manner
- Articulate the effect of current laws, regulations, and standards related to health information systems and initiatives
- Explain the capture, storage, structure, and application of health care data
- Distinguish between various health information systems

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*These are examples intended to serve as a general guide. Because many factors determine what position an individual may attain, Capella cannot guarantee that a graduate will secure any specific job title.

†Residents of Washington may receive credit for prior learning only in the bachelor’s and MBA programs.
## Curriculum

- 45 general education quarter credits
- 42 core course quarter credits
- 54 specialization course quarter credits
- 33 elective course quarter credits
- 6 capstone course quarter credits
- Total program credits: 180 quarter credits

### General Education Requirements

Choose 45 quarter credits with a minimum of 6 quarter credits from each of these categories: communication, humanities, natural science and mathematics, and social science.

### Core Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>NHS4000</td>
<td>Developing a Health Care Administration Perspective</td>
<td>6</td>
</tr>
<tr>
<td>BHA4002</td>
<td>History of the United States Health Care System</td>
<td>3</td>
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<tr>
<td>BHA4003</td>
<td>Present and Future State Developments within the United States Health Care System</td>
<td>3</td>
</tr>
<tr>
<td>PHI3200</td>
<td>Ethics in Health Care</td>
<td>6</td>
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<tr>
<td>BHA4004</td>
<td>Patient Safety and Quality Improvement in Health Care</td>
<td>6</td>
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<tr>
<td>BHA4006</td>
<td>Health Care Regulation and Compliance</td>
<td>6</td>
</tr>
<tr>
<td>BHA4008</td>
<td>Health Care Budgeting and Reporting</td>
<td>3</td>
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<tr>
<td>BHA4009</td>
<td>Health Care Reimbursement Systems</td>
<td>3</td>
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<tr>
<td>BHA4010</td>
<td>Introduction to Health Care Research</td>
<td>6</td>
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### Specialization Courses

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<tr>
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<tbody>
<tr>
<td>BHA4106</td>
<td>Introduction to Managing Health Care Information</td>
<td>6</td>
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<tr>
<td>BHA4102</td>
<td>Leadership and Communication in Health Care Organizations</td>
<td>6</td>
</tr>
<tr>
<td>HIM4610</td>
<td>Medical Terminology</td>
<td>6</td>
</tr>
<tr>
<td>HIM4620*</td>
<td>Data Management in Health Information Systems</td>
<td>6</td>
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<tr>
<td>HIM4630*</td>
<td>Statistical Analysis for Health Information Management</td>
<td>6</td>
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<td>HIM4640*</td>
<td>Electronic Health Records and Health Information Systems</td>
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<td>HIM4650*</td>
<td>Decision Support and Quality Management in Health Information Management</td>
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<tr>
<td>HIM4660*</td>
<td>Information Security, Privacy, and Ethics in Health Care</td>
<td>6</td>
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<tr>
<td>HIM4670</td>
<td>Health Information Systems and Management</td>
<td>6</td>
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### Elective Courses

Choose 33 quarter credits of additional undergraduate courses.

### Capstone Course

Taken during the learner’s final quarter:

- BHA4020 Health Care Administration Capstone Project 6 quarter credits

*Denotes courses that have prerequisite(s). Refer to the course descriptions for further details.

The courses in this program may require live web conferencing activities and/or learner audio/video recordings. Learners who require assistive technology or alternative communication methods to participate in these activities should contact Disability Services to request accommodations.
Core Course Descriptions

NHS4000 Developing a Health Care Administration Perspective 6 QUARTER CREDITS
In this course, learners build and strengthen the knowledge, skills, and abilities needed to succeed in their program and in the workplace. Learners engage in interactive activities that help them develop and demonstrate a health care administration perspective and expand their organizational, critical thinking, and problem-solving skills. Other course topics include ethics, information literacy, and effectively writing for health care administration. For BS in Health Care Administration learners only. Must be taken during the learner’s first quarter. Cannot be fulfilled by transfer or prior learning assessment.

BHA4002 History of the United States Health Care System 3 QUARTER CREDITS
Learners in this course gain a comprehensive overview of the U.S. health care system with regard to the history, organization, financing, and delivery of health care services. Other course topics include employment-based health insurance; Medicare and Medicaid; access, cost, and quality challenges; health care regulation; and medical malpractice.

BHA4003 Present and Future State Developments within the United States Health Care System 3 QUARTER CREDITS
In this course, learners review developments in health policy and management to better understand the present and future state of the U.S. health care system. Learners also analyze trends and effects on health care services to determine their impact on the health care industry and to predict potential future reforms. Course topics include health policy; health reform; access, cost, and regulatory issues; and stakeholder influence.

BHA4004 Patient Safety and Quality Improvement in Health Care 6 QUARTER CREDITS
The focus of this course is on quality improvement and risk management in health care. Learners apply various models to increase the quality of patient care and outcomes, decrease the risk of litigation, and effect positive change. Throughout the course, learners gain an understanding of how to prepare a quality dashboard utilizing common quality improvement tools, including statistical analysis; Plan, Do, Check, Act (PDCA); Six Sigma; and Rapid Cycle Improvement.

BHA4006 Health Care Regulation and Compliance 6 QUARTER CREDITS
In this course, learners analyze local, state, and federal health care laws and evaluate their applicability and affect on patient rights, care, and confidentiality; human resources; and organizational and professional licensure. Throughout the course, learners develop and demonstrate competence in applying standards to meet requirements of governing bodies and various agencies with regulatory oversight authority. Other course topics include fraud and abuse, risk management, business ethics, and corporate compliance.

BHA4008 Health Care Budgeting and Reporting 3 QUARTER CREDITS
Learners in this course acquire an understanding of inventory control, budgeting, financial statements, and reporting. Learners also demonstrate competence in preparing budgets for their scope of responsibility as health care professionals.

BHA4009 Health Care Reimbursement Systems 3 QUARTER CREDITS
Learners in this course examine current trends and traditional methods of payment in the health care industry. In particular, learners examine hospital, physician, third-party, state, and federal reimbursement systems and gain an understanding of the organizational revenue cycle process and payor contracting.
**BHA4010  Introduction to Health Care Research**  
6 QUARTER CREDITS  
In this course, learners explore health care research methodologies to assess access, quality, and cost as well as related marketing research and planning. In particular, learners strengthen their knowledge of quantitative, qualitative, and mixed-methods research designs in order to better understand the needs, expectations, and social norms involved within the health care delivery system.

**PHI3200  Ethics in Health Care**  
6 QUARTER CREDITS  
Learners in this course gain an understanding of the ethical issues associated with the health care profession and the conceptual framework health care professionals use to make ethical decisions. Learners examine current and emerging ethical health care issues related to the various stages of the lifecycle and the quality of life. Learners also explore ethical issues associated with patient care from the perspectives of various health care professionals, including physicians, nurses, and administrators, through the use of authentic, real-world examples.

### Specialization Course Descriptions

**BHA4102  Leadership and Communication in Health Care Organizations**  
6 QUARTER CREDITS  
Learners in this course gain awareness of their personal leadership style and develop communication approaches appropriate for a diverse set of stakeholders. Learners also build their knowledge and skills in cultural competence, effective teamwork, coaching, cross-functionality, and collaboration through the use of authentic, real-world scenarios.

**BHA4106  Introduction to Managing Health Care Information**  
6 QUARTER CREDITS  
This course prepares learners to integrate essential informatics concepts into health care administration and to manage the health care information lifecycle. Learners explore information system applications to make evidence-based decisions that maximize the efficiency and quality of departmental workflow. Learners also analyze the application of methods to improve the management of patient data, clinical knowledge, population data, and other information relevant to patient care and community health.

**HIM4610  Medical Terminology**  
6 QUARTER CREDITS  
This course presents medical terminology used within health care. Learners analyze prefixes, suffixes, word roots, and combining forms and practice correctly pronouncing, spelling, and using medical terms in the appropriate contexts.

**HIM4620  Data Management in Health Information Systems**  
6 QUARTER CREDITS  
This course covers the operational and financial principles of managing health data from multiple source systems. Learners gain and demonstrate an understanding of various data integration tools and techniques used to support clinical information systems, including data warehousing, batch processing, and interface engines. Learners also examine and apply network and database design and architecture and their effects on source system development. **Prerequisite(s): HIM4610.**

**HIM4630  Statistical Analysis for Health Information Management**  
6 QUARTER CREDITS  
In this course, learners develop a working knowledge of basic statistical strategies and tools used to analyze and interpret health care data, including pattern recognition; data classification; and data mining, modeling, and sampling. Learners also evaluate the resources that provide health care information and support health information integrity and data quality. **Prerequisite(s): HIM4610.**
HIM4640  Electronic Health Records and Health Information Systems  6 QUARTER CREDITS
Learners in this course build their knowledge of health data management history and the role of the electronic health record (EHR) in health care organizations. Learners identify the characteristics of the EHR and other clinical systems and evaluate the standards being developed to encourage EHR interoperability and data sharing. Prerequisite(s): HIM4610.

HIM4650  Decision Support and Quality Management in Health Information Management  6 QUARTER CREDITS
This course focuses on decision-support practices and quality-management techniques used to improve the quality of health care. Learners apply decision-modeling techniques and evaluate the impact of Computerized Provider Order Entry (CPOE) on the quality, safety, and efficiency of health care data. Prerequisite(s): HIM4610.

HIM4660  Information Security, Privacy, and Ethics in Health Care  6 QUARTER CREDITS
This course provides a legal and ethical overview of the health information industry including the role of the Health Information Portability and Accountability Act (HIPAA). Learners analyze security and privacy issues related to gathering and sharing health data and examine the legal constraints of transmitting data outside the parameters of treatment, payment, and health operations. Prerequisite(s): HIM4610.

HIM4670  Health Information Systems and Management  6 QUARTER CREDITS
This course provides an overview of health care systems and health information management in the United States. Learners examine organizational relationships, business associations, and market forces that affect the health care system. In particular, learners build knowledge of leadership and management theories for health care systems and health information management.

Capstone Course Description

BHA4020  Health Care Administration Capstone Project  6 QUARTER CREDITS
The capstone project is the culmination of the BS in Health Care Administration degree program. Learners demonstrate the technical and applied health care administration knowledge and the critical thinking and communication skills needed to effectively influence a diverse and dynamic health care environment, develop innovative solutions for managing U.S. health care systems, and apply continuous improvement and quality management processes to improve organizational and patient outcomes. For BS in Health Care Administration learners only. Must be taken during the learner’s final quarter. Cannot be fulfilled by transfer or prior learning assessment.
Financial Aid

Capella University offers assistance to learners who qualify and would like to secure educational funding to help finance their academic program. A number of options are available, given the diverse needs and backgrounds of prospective learners. Options include:

- Federal Direct Stafford Loan Program
- Federal Direct PLUS Loan Program
- Non-federal loans through preferred lenders and financial institutions
- Capella scholarships
- External scholarships
- Veterans’ educational benefits and U.S. armed forces discounts
- Corporate and higher education alliances
- Employer tuition reimbursement

Regarding loan programs, interest rates for Stafford student loans are low compared to other types of consumer loans, and repayment can be deferred until after graduation. In compliance with federal and state laws, Capella University has established policies for all learners regarding satisfactory academic progress, which is necessary for financial aid eligibility.
Academic Leadership

F. Patrick Robinson, PhD, RN, FAAN
Dean
Dr. Patrick Robinson serves as the dean of the School of Nursing and Health Sciences at Capella University. Prior to joining Capella, Dr. Robinson served as Senior Vice President of Academics for Orbis Education, Dean of Curriculum and Instruction at Chamberlain College of Nursing, Executive Assistant Dean of the University of Illinois at Chicago College of Nursing, and Chair of the Department of Health Management and Risk Reduction at the Niehoff School of Nursing at Loyola University Chicago. Additionally, Dr. Robinson is a fellow of the American Academy of Nursing (FAAN). He holds a BSN and MSN from Indiana University, a PhD in Nursing Science from Loyola University Chicago and has completed a post-doctoral fellowship in biobehavioral nursing research at the University of Illinois at Chicago.

Christy Davidson, DNP, RN
Associate Dean and Director of Nursing
Dr. Christy Davidson serves as associate dean and director of nursing for Capella University’s School of Nursing and Health Sciences. Dr. Davidson has been with Capella since 2010, and has been a registered nurse for almost 18 years, having previously served as a staff nurse, clinical nurse specialist, legal nurse consultant, and nurse manager. Her areas of specialty and interest include women’s and children’s health, leadership and management, and quality improvement. Dr. Davidson holds a DNP in Leadership from the University of South Alabama and holds both an MSN in Adult Health and a BSN from the University of Mobile.

Ben Spedding, DHA
Faculty Chair
Dr. Ben Spedding serves as the Faculty Chair for Public Health and Health Care Leadership in the School of Nursing and Health Sciences. Dr. Spedding has taught at Capella since 2011 in the School of Undergraduate Studies (psychology program), where he most recently functioned in the interim faculty chair role. In 2013, he joined the School of Public Service Leadership as a faculty mentor for doctoral students. He has been recognized twice with the Stephen Shank award. He has served in various faculty roles since 2004 and has over 20 years of experience working in the nonprofit health care and social services arenas. His professional expertise includes responding to the health care industry’s demand for determining new methods of organizing, delivering, and purchasing services. Ben states, “I enjoy teaching, knowing that it assists in the development of the next generation of leaders and helps to prepare students for their roles in society as lifelong learners.”
Move Forward with Capella University

WORKING SCHOLARS
Capella provides an online, flexible learning environment for working adults who are also determined scholars. That connection between academic and professional work infuses the entire Capella experience—from the faculty we recruit to the course projects you complete. The theories discussed in the courseroom are designed to develop working knowledge for everyday situations.

AN ACCREDITED UNIVERSITY
Our accreditation is an assurance to students, employers, and the public that Capella University meets or exceeds established standards for quality of faculty, curriculum, and learner services. It is also an important factor in the ability to transfer credits among higher education institutions. Regional accreditation, the type held by Capella, is the most common type for major public, state, and private institutions in the United States.

VALUING YOUR KNOWLEDGE AND EXPERIENCE
Adults bring a wealth of experience and learning to their education. Capella courses are designed to bring out your perspectives just as you gain from others’ ideas. Your knowledge can also be worth time and money: An enrollment counselor can help you estimate how much of your prior learning may apply toward your Capella degree program.

*ACCREDITATION
Capella University is accredited by the Higher Learning Commission.

HIGHER LEARNING COMMISSION
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