

# ASSOCIATE OF APPLIED SCIENCE IN HEALTH INFORMATION

QUARTER CREDIT HOURS: 91.5



## What does a Health Information Specialist do?

Health Information Specialists organize, manage, and code health information data. They use various classification systems to code and categorize patient information for insurance reimbursement purposes, for databases and registries, and to maintain patient's medical and treatment histories. Health Information Specialists typically do the following:

- Review patients' records for timeliness, completeness, and accuracy
- Organize and update information in clinical databases or registries
- Use classification systems to assign clinical codes for insurance reimbursement and data analysis
- Electronically record data for collection, storage, analysis, retrieval, and reporting
- Maintain confidentiality of patients' records

## How will Asher College prepare me for this career?

The HIS program provides students with the career knowledge to:

- Adhere to HIPAA, Federal and State regulations concerning confidentiality in the medical field
- Utilize software applications to manage all aspects of computerized patient record keeping including proper application of medical diagnosis, procedures, and billing information
- Assign a code to each diagnosis and procedure accurately
- Record and manage insurance billing and reimbursement activities
- Proficiently use medical terms, medical abbreviations and acronyms and the relationship of medical Terminology to Anatomy and Physiology

## What characteristics are important in this field?

- **Analytical skills:** Medical records and health information specialists must interpret medical documentation to assess diagnoses, which they then code into a patient's medical records.
- **Detail-Oriented:** Medical records and health information specialists must be precise about verifying and coding patient information.
- **Integrity:** Medical records and health information specialists must exercise discretion and act ethically when working with patient data to protect patient confidentiality, as required by law.
- **Interpersonal skills:** Medical records and health information specialists need to be able to discuss patient information, discrepancies, and data requirements with physicians, finance personnel, and other workers involved in patient care and recordkeeping.

## What are the job opportunities in this Career?

The HIS certification is appropriate for job roles including:

- Health Information Specialist
- Health Information Technician
- Medical Records Coordinator
- Medical Records Analyst
- Verification Specialist
- Information Analyst
- Medical Records Abstractor
- Data Support Analyst

## What is the Salary Potential and the job outlook in this field?

Asher College provides career-training programs for entry and mid-level positions. Salaries vary depending on geographical location, economic conditions, and willingness to relocate. Salaries by occupation and specific location can be found at [www.onetonline.org](http://www.onetonline.org). National figures for labor market activity, working conditions, and price changes in the economy are available at [www.bls.gov/ooh/](http://www.bls.gov/ooh/) or you can visit the campus career services department to learn where Asher graduates work and the beginning salaries in their respective careers.

## What are the typical working hours for this career?

Health Information Specialists work full time. In healthcare facilities that are always open, such as hospitals, specialists may work evening or overnight shifts.



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ASHER ID	COURSE NAME
DL101	Digital Literacy
MOE100	Microsoft Essentials
TF100	Typing Fundamentals
PBS111	Office Administration
HS204	Medical Law and Ethics
HS201	Medical Terminology
HS202	Human Anatomy and Physiology
HS401	Electronic Health Records
HS208	HIA Billing and Coding
HIT101	Health Information Technician
CD101	Career Success
CD201	Advanced Career Development
GE101 or GE107	Critical Thinking or Introduction to Psychology
GE102	Business Communication
GE103	Business Math
GE104	Introduction to Business
GE105 or GE108	Principles of Management or Leadership
GE106	American Government

## What Certification options do I have with this program?

(Choose 1 \*Exams are proctored onsite at Asher for NHA)

- CEHRS (Certified Electronic Health Records Specialist)
- CMAA (Certified Medical Administrative Assistant)
- CBCS (Certified Billing and Coding Specialist)



## How long will it take to complete my education?

**Full time** = 16 months (24 hours per week)

**¾ time** = 19 months (18 hours per week)

**Half Time** = 25 months (12 hours per week)

Program Accredited By:



For more information on our programs, our catalogs can be viewed at <https://asher.edu/disclosures/>

[www.Asher.edu](http://www.Asher.edu)

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