Health Information Management

PROGRAM OBJECTIVES

The Health Information Management (HIM) Diploma Program is designed to offer maximum flexibility for learners balancing education with work and personal commitments. Students have access to dedicated faculty support, digital tools, and a structured curriculum that prepares them for a wide range of roles within the healthcare information field.

The program provides a strong foundation in key areas such as Anatomy & Physiology, Medical Terminology, Health Data Management, ICD-10-CA and CCI Clinical Coding, Electronic Health Records (EHRs), Health Informatics, and Privacy, Confidentiality, and Legal Practices. Courses are developed in alignment with CHIMA 2022 standards to ensure students build the knowledge and skills needed to manage and analyze health information effectively.

To support well-rounded development, students also take courses in Ethics and Professionalism, and Healthcare Quality and Data Reporting, fostering the interpersonal and analytical skills essential for success in today's collaborative healthcare environments.

Graduates are prepared to pursue CHIMA certification through the Canadian College of Health Information Management and are equipped for roles in hospitals, clinics, public health agencies, insurance companies, and health technology vendors.

The program concludes with a field practicum, where students gain practical experience in a health information management setting, applying their learning in a real-world environment.

CAREER OPPORTUNITIES

Careers in hospitals, clinics, public health agencies, government, insurance, and health technology are available to successful graduates who possess the right combination of academic knowledge, attention to detail, and a strong commitment to data integrity and privacy.

CERTIFICATION

Successful graduates of this program will meet the academic requirements for the Canadian College of Health Information Management (CCHIM) and will be eligible to write the National Certification Exam (NCE) to obtain the Certified in Health Information Management (CHIM) designation, issued by the Canadian Health Information Management Association (CHIMA). One sitting of the NCE (National Certification Examination) is included in the program fees. Students must achieve a minimum passing grade of 60% in each course within the program to be eligible for graduation and certification eligibility.

The CHIM designation is nationally recognized across Canada as the professional standard of excellence for health information management. It validates a graduate's ability to manage, analyze, and protect health information across various health care environments, including hospitals, clinics, public health, and private sector organizations.

To receive the CHIM designation, graduates must:

- Successfully complete an accredited HIM program (meeting course and practicum requirements)
- Achieve passing marks on the national certification examination administered by CCHIM

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- Maintain an active CHIMA membership and adhere to CHIMA's professional code of ethics and continuing professional education (CPE) requirements

Additional information on certification eligibility, exam registration, and membership can be found on the CHIMA website: https://www.echima.ca/

PREREQUISITES

ADMISSION REQUIREMENTS

Students have Grade 12 or equivalent or pass a qualifying test.

The approved qualifying test for this program is the Wonderlic test. A passing score for this program is 18.

For students who completed high school in a non-English-speaking jurisdiction outside of Canada, or who cannot obtain their high school records from an English-speaking jurisdiction, English language proficiency must be demonstrated through one of the following:

a. Completion of post-secondary education (college or university) in Canada or another English-speaking jurisdiction,
b. Academic IELTS: Minimum score of 6.5 with no individual band score lower than 6,
c. TOEFL: Overall score of 79,
d. Canadian Academic English Language Assessment (CAEL): Minimum overall band score of 70.

PRACTICUM REQUIREMENTS

Students must provide a Provincial Routine Immunization Schedule and any other local health requirements (for in-person programs).

Students must provide a clear Criminal Record Check.

Additional host requirements may apply.

All students must pass the core theoretical portion of their program to be eligible for their placement/internship.

Students should provide a resume intended for their job search.

Students must achieve satisfactory attendance.

GRADUATION REQUIREMENTS

A student must obtain an overall grade, in each module of at least 60% in order to graduate and receive a diploma. A student must complete all the requirements of the Student Success Strategies, Career Planning and Preparation modules, the Field Placement requirements, as well as meeting the attendance requirements as outlined by the Department of Labor and Advanced Education throughout the duration of the program.

Field Placement for Health Information Management is the last module you will complete in your program before graduating. This module is 8 weeks in length and a minimum of 20 hours must be completed each week. We highly recommend that you treat this module as a job and complete as many hours as possible with your Host Site.

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PROGRAM OVERVIEW

Course	Hours
Student Success Strategies	20
Digital Literacy	40
Career Planning and Preparation 1	20
Microsoft Word	40
Microsoft Excel	40
Microsoft PowerPoint	20
Microsoft Outlook	20
Business Communication	40
Concepts in Healthcare	20
Medical Ethics for the HIM Professional	20
Records Management	40
Anatomy, Physiology and Terminology 1	80
Anatomy, Physiology and Terminology 2	80
Clinical Pathology 1	60
Concepts in Healthcare for HIM	20
Clinical Pathology 2	80
Introduction to Coding	20
Coding and Classification Systems 1	60
Coding and Classification Systems 2	80
Coding and Classification Systems 3	80
Coding and Classification Systems 4	80
Management of Health Information Services	40
Information Systems and Technology	40
Statistics for the HIM Professional	40
Applied Research and Epidemiology	40
Health Law	40
Health Data Management and Use	40
Utilization Management and Decision Support	40
Foundations of Practicum	20
Certification Exam Prep	20
Career Planning and Preparation 2	20
Health Information Management Practicum	160 (8 weeks)
TOTAL WEEKS	**73**
TOTAL HOURS	**1,460**

*Number of breaks will depend on student start date

**Work terms/internships are scheduled for a minimum of 20 hours per week, but the total number of hours worked, and the timing of hours scheduled are at the discretion of the employer/host to a maximum of 40 hours per week.

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COURSE DESCRIPTIONS

Student Success Strategies

This course stresses the importance of developing non-technical skills to enhance personal, academic, and career success. The course will address strategies that are important for all adult learners, such as managing finances, maintaining health and wellness, understanding learning styles, setting goals, and honing practical study skills (such as memory, reading, and test-taking techniques). In addition, this course emphasizes strategies needed to succeed in your program, such as navigating technology efficiently, interacting and engaging with peers and facilitators/instructors, and managing learning time and space.

Digital Literacy

This course introduces students to the fundamental concepts and principles of learning and working in a digital environment. This course will cover the following elements: using devices and handling information, creating and editing information, communicating and collaborating, and being safe and responsible online. This course will also cover naming conventions and folder organization.

Career Planning and Preparation 1

This course will introduce you to and provide practice in using the tools required for a successful job search. The concepts covered in this course will help you maintain a career-focused approach throughout your studies so that you are better prepared to conduct a job search after graduating. Specifically, you will learn how to identify your soft and hard skills and how to articulate your abilities in a clear and concise Elevator Pitch that will appeal to employers and resonate with industry contacts. You will learn about the job search resources available to you including using career websites, creating LinkedIn profiles, accessing the “hidden” job market, and networking. You will examine sample résumés and cover letters and begin the process of creating your own professional résumés and cover letters that align with current conventions for content, organization, and formatting. You will also learn about the role of references, thank you letters, workplace philosophies, and strategies for success including maintaining a professional image and using proper etiquette when communicating with potential employers and industry contacts.

Microsoft Word

This Microsoft Office Word course is created for you to build and validate the skills businesses need to succeed in today's information economy. It also provides you with the skills and knowledge you need to use Microsoft Office Word effectively in all aspects of your personal and professional lives. Word is the world's most popular word processing software. Learning how to create, edit, format and print documents, enhance work with formatting, use bullets and numbering, add simple borders, tables, headers/footers, organizing data columns, and styles, are the foundational skills needed to perform in many positions. This course is computer intensive and demands basic computer proficiency and a basic understanding of word processing software. The course combines Theory/demonstration by an instructor with readings, training, projects, and a final exam for you to work on in a simulation-based environment. You are expected to ensure you meet proficiency requirements for working in this environment.

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Microsoft Excel

This Microsoft Office Excel course is created to help you build and validate the skills needed to succeed in today's economy. It will also provide you with the skills and knowledge you need to use Microsoft Office Excel effectively in all aspects of your personal and professional lives. Excel is the world's most popular spreadsheet software. Whether you are managing a household or running a small business, Excel will help you develop useful techniques to help business processes. This course is computer intensive and demands basic computer proficiency and a basic understanding of spreadsheet software. You are expected to make arrangements to meet proficiency needs as necessary.

Microsoft PowerPoint

This course will show you how to create and modify basic presentations by using Microsoft Office PowerPoint. You will explore the PowerPoint environment and create a presentation; you will format text on slides to enhance clarity and visual appeal; and you will also add and modify graphical objects to finalize and deliver a presentation. This course is computer intensive and demands basic computer proficiency and a basic understanding of PowerPoint software. You are expected to ensure you meet proficiency requirements for working in this environment.

Microsoft Outlook

This Microsoft Outlook course builds and validates the skills businesses need to succeed in today's information economy. It will also provide you with the skills and knowledge you need to use to effectively manage emails, contacts, calendars, and tasks. Outlook has become the corporate standard electronic personal organizer. These are the foundational skills needed to communicate using Outlook in a variety of positions within an organization. This course is computer intensive and demands basic computer proficiency and a basic understanding of email software. You are expected to make arrangements to meet proficiency needs.

Business Communications

This course is designed to provide a basic understanding of communication skills in business environments. Focus will be placed on both written and spoken communications. You will review the basic writing process with emphasis on the mechanics of writing. You will also learn the importance of effective spoken communication, deliver an oral presentation, and participate in a mock meeting.

Concepts in Healthcare

This module provides a comprehensive introduction to essential healthcare concepts, including the definitions and distinctions between health, wellness, illness, disease, and disability. You will explore public and population health principles, examining how social determinants affect health outcomes. The module covers the foundational elements of the Canadian healthcare system, including an analysis of the Canada Health Act. By the end of the course, you will have a solid understanding of the frameworks and policies that guide health promotion, disease prevention, and healthcare delivery in Canada.

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Medical Ethics for the HIM Professional

This course examines the rights of patients and clients and the obligations of medical and other healthcare practitioners. Students will be introduced to the fundamentals of ethical theory and decision-making and will examine the ways in which moral decisions are made in practice. Issues to be addressed include disclosing information to patients, interfering with a patient's liberty for their own good, limits to the protection of patient confidentiality, protections for humans and animals in experimentation, respect for cultural diversity, and fairness in the allocation of scarce healthcare resources.

Records Management

In this course, you will learn about the content and requirements for patient records, as well as how to manage records within a healthcare system. They will also learn about the storage and retention of records, and the role of health information practitioners in protecting the privacy, security, and confidentiality of patient information.

Anatomy, Physiology and Terminology 1

This comprehensive module provides students with a foundational understanding of human anatomy, physiology, and medical terminology. The students will develop their ability to analyze, spell, define, pronounce, and apply medical words that relate to specific body systems. This course aims to provide students with a comprehensive understanding of medical language, including prefixes, suffixes, root words, and abbreviations, alongside anatomy and physiology concepts. Students will develop the skills to accurately communicate medical information and understand the structure and function of the human body.

Anatomy, Physiology and Terminology 2

This course builds on the medical terminology knowledge gained in Anatomy, Physiology and Terminology 1. Students will master medical terminology, including prefixes, suffixes, and root words, enabling precise communication within healthcare settings. The course fosters a detailed comprehension of the body's structure and functions, preparing students for advanced studies or careers in healthcare.

Clinical Pathology 1

This course introduces students to the processes of disease and treatment in medicine. Students will learn about common symptoms and pathologies of the 12 body systems. Diagnostic and treatment methodologies will also be introduced, including laboratory testing, diagnostic imaging and pharmacology. Word building skills will be continually developed along with pronunciation and spelling.

Concepts in Healthcare for HIM

In this course, you will learn about the professional domains of practice for health information management professionals and the role of the professional organizations for health information management professionals.

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Clinical Pathology 2

This advanced clinical pathology course aims to equip you with a comprehensive understanding of the pathology of all body systems. The course covers etiology, signs and symptoms, diagnostics, treatment methods, causes of diseases, and relevant pharmacology specific to various body systems. Emphasis is placed on integrating theoretical knowledge with practical skills to prepare students for advanced roles in health information management and medical coding.

Introduction to Coding

In this course you will learn about the fundamentals of classifications using ICD-10-CA and CCI, Canadian Coding Standards, and reporting in healthcare organizations.

Coding and Classification Systems 1

This course is among several building blocks in which you will expand on the knowledge and skills you acquired in Introduction to Coding with emphasis on the coding related to specific body systems. You will begin applying your skills to coding. Electronic abstracting will continue to be practiced using the same software that was introduced in Introduction to Coding.

Coding and Classification Systems 2

This course is another building block in which you will expand on the knowledge and skills you acquired in Introduction to Coding with emphasis on the coding related to specific body systems. You will continue applying your skills to coding. Electronic abstracting will continue to be practiced using the same software that was used in the previous coding courses.

Coding and Classification Systems 3

This course is the third building block in which you will expand on the knowledge and skills you acquired in Introduction to Coding with emphasis on the coding related to specific body systems. You will continue applying your skills to coding. Electronic abstracting will continue to be practiced using the same software that was used in the previous coding courses.

Coding and Classification Systems 4

This course is the final building block in which you will expand on the knowledge and skills you acquired in Introduction to Coding with emphasis on the coding related to specific body systems. You will continue applying your skills to coding. Electronic abstracting will continue to be practiced using the same software that was used in the previous coding courses. You will have additional knowledge on clinical documentation integrity process.

Management of Health Information Services

This course presents the changing role of the HIM professional with an emphasis on the management role. In addition, students will be introduced to various principles, tools, and concepts involved in the planning, evaluation, assessment, and accountability of quality healthcare service provision.

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Information Systems and Technology

The course focuses on the fundamental concepts of health information systems, health information technology, and health informatics. You will learn about the steps in the systems development life cycle and how to apply criteria for selecting and evaluating systems. Special emphasis will be on the electronic health record in a variety of settings. You will also explore Canadian and international standards organizations and the standards they produce.

Statistics for the HIM Professional

The course explores the fundamental concepts and applications of descriptive and inferential statistics and probability theory as they apply to healthcare. You will learn about frequency distributions; graphic presentation of data; measures of location, variation, and shape; probability and probability distributions; hypothesis testing; correlation and regression analysis; and basic non-parametric statistics. You will use Excel to calculate and interpret statistical measures.

Applied Research and Epidemiology

This course introduces research concepts and the basic principles and methods of epidemiology. You will learn how to apply these concepts and principles to healthcare data. Calculation of epidemiological methods will also be covered.

Health Law

Students will learn about specific health legislation especially as it relates to access, security, confidentiality, and privacy of patient information and the use of health information in legal cases. Emphasis will be on best practices in the release of information. Students will also learn risk management techniques such as privacy impact assessment and threat and risk assessment.

Health Data Management and Use

This course introduces the learner to introductory HIM specific healthcare statistics. With a focus throughout on data quality, the student will learn about the importance of varying data elements in the creation of healthcare information and knowledge for decision-making. Sources and uses of health data are examined, with a focus on the Canadian Institute for Health Information (CIHI) databases.

Utilization Management and Decision Support

The utilization management (UM) and decision support (DS) course integrates theory and knowledge from previous HIM core courses within the program and builds on this with new knowledge related to UM and DS. The focus of the course will be on the organization of utilization management and decision support programs, national and provincial data sources, and MIS Standards. You will learn to identify areas to monitor for utilization management. The development of reporting frameworks, benchmarking, and indicators will also be covered within the course.

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Foundations of Practicum

In this course you will have an opportunity to focus on new learning to support individual external practicum project requirements through a combination of applied lab practice activities, article reviews, student research, and other experiences.

Certification Exam Prep

This course serves as preparation for the CCHIM Certification Examination. Here you will learn about the format and delivery of the exam, and you will integrate the knowledge gained during the entire program. Emphasis will be placed on the assessment of knowledge gaps identified through multiple-choice test questions in the various competency areas and the development of a study plan.

Career Planning and Preparation 2

This module builds on concepts and skills introduced in the Career Planning and Preparation Level 1 module. In this subsequent module, you will update and refine your résumé and LinkedIn Profile. You will continue writing cover letters and learn the value of customizing cover letters to specific job postings. You will have the opportunity to apply this knowledge as you conduct a job search and write a cover letter tailored to an ideal job post. Through research, you will create a list of top employers and target current industry opportunities. You will learn about current methods for applying to job postings using technology. You will also gain an understanding of the job interview process, typical interview questions and possible responses, and expectations of both the interviewer and interviewee. In addition, you will engage in practical application of the interview process through role-play. Topics such as negotiating salary, self-management, and on-the-job success for placements and post-graduate employment will be also covered.

Health Information Management Practicum

This eight-week external practicum is one of the final components of the HIM program, which represents a capstone learning experience and will provide you with an opportunity to synthesize, integrate, and apply learning in a professional environment. You will pursue the practicum experience in health information services in hospitals and other community healthcare facilities and will be expected to perform tasks appropriate for the entry level health information practitioner, under the supervision of a qualified practitioner.

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