

Student Name: _____

SID: _____

 Courses may be subject to prerequisites and minimum grade requirements. Check online at <http://bellevuecollege.edu/classes/All/>

PROGRAM REQUIREMENTS			REQUESTED SUBSTITUTION/TRANSFER CREDIT					
Course	Course Title	Credits	College/University	Course	Credits	Grade	Quarter	Year
HCTM 145	Healthcare Environment and Professional Skills	5						
HCTM 150	Healthcare Technology Environment and Security	5						
HCTM 175	HIT Systems Life Cycle Management	5						
TOTAL		15						

Please complete this form prior to meeting with the Program Chair for signature. Completed form must be submitted to the Evaluations/Graduation Office when applying for graduation.

Program Chair: _____

Date: _____

DESCRIPTION

The CAHIMS preparation certificate is designed to prepare those who already possess an associate's degree or equivalent experience in IT or in healthcare and are looking to transition into career pathways in health IT. This certificate focuses on the roles and responsibilities of entry-level health IT specialists in each phase of the health information management systems lifecycle. The courses in this certificate are aligned to the new CAHIMS (Certified Associate in Healthcare Information and Management Systems) credential administered by HIMSS (Health Information Management Systems Society) which means that certificate recipients would be well-suited to sit for the CAHIMS credential. Note: Participation in this program does not in any way guarantee that students will pass the credentialing exam.

Learning Outcomes

Upon completion, certificate recipients should possess the following skills and abilities:

- Describe and compare basic characteristics, interrelationships, and services of different types of healthcare organizations
- Discuss the impact of commonly accepted laws, regulations, accreditation, and other state and local rules that govern the healthcare industry, with an emphasis on privacy and security
- Identify significant business trends affecting the healthcare field and discuss their potential impact on providers and customers
- Describe best practices to support ethical behaviors, communication, leadership and professionalism in healthcare organizations
- Describe the role and characteristics of various IT applications and systems commonly used in healthcare
- Discuss significant technology trends affecting the health IT field
- Describe organizational policies and procedures to ensure confidentiality, integrity, and availability of data
- Explain the key steps, strategies and roles that support health information management systems analysis and design
- Explain the key steps, strategies and roles that support health information management systems selection and acquisition
- Explain the key steps, strategies and roles that support health information management systems implementation and management
- Explain the key steps, strategies and roles that support health information management systems testing and evaluation
- Discuss the role of health IT specialists in each phase of the health information management systems lifecycle

STAYING ON TRACK

 Use Degree Audit to track your progress toward completion of this certificate at <http://bellevuecollege.edu/degreeaudit/>

 Please refer to bellevuecollege.edu/programs/degrees/ for latest degree updates and further information.

GRADUATION APPLICATION

Students must apply for graduation. Submit your graduation application form prior to the end of the final quarter; there is no fee required for this certificate. Applications are available at http://bellevuecollege.edu/enrollment/graduation/apply/applications/Short_term_cert.pdf, and at the Enrollment and Registrar Services desk located in the Student Services building.

Submit application to Enrollment and Registrar Services on the first floor of the Student Services Building.

PROGRAM CONTACT INFORMATION

www.bellevuecollege.edu/classes/all/ *CAHIMS Preparation Certificate*