

[ HEALTH SERVICES  
ADMINISTRATION ]

# *Health Services Administration*



**REGIS**   
UNIVERSITY

Rueckert-Hartman  
College for Health Professions

# Health Information Management

## Preparing the Information Administrator



Federal legislation has mandated a nationwide transition to electronic records, making Health Information Management (HIM) among the fastest growing careers.

With an increase in demand for electronic patient records, medical research literature, health insurance data, and electronically transmissible medical test results such as x-rays, CAT scans, and EKGs, health information is growing exponentially.

As a Registered Health Information Administrator (RHIA), you'll manage comprehensive information for patient care, administrative planning, professional education, and research – using a variety of computerized information systems.

The program incorporates an internship experience that provides you with hands-on, professional experience prior to graduation – making professional connections along the way, and helping secure a job easier.

- **Virtual Directed Practice** Gain hands-on experience with coding and health care information systems
- **Management Practicum** Work in conjunction with health care decision makers and managers bringing classroom concepts to life in the real world work environment
- **Accreditation** The HIM program at Regis University is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM)
- **Learn from Top Faculty** Dr. Sheila Carlon, Director of Health Services Administration, holds RHIA, Fellowship and the CHPS credentials from AHIMA and was the recipient of their National Educator Award

## It's All About Options

Get a Bachelor of Science degree or a Post-Bachelor's Certificate (if you've already earned a baccalaureate degree). Both programs prepare you for the national Registered Health Information Administrator (RHIA) examination by the American Health Information Management Association (AHIMA). Upon successful completion of the examination, you may use the professional credential of RHIA which is recognized anywhere in the U.S. and some international locations.

## Benefits

- **Flexibility** Designed for working adults seeking new or advanced career opportunities, the entire program can be completed online and a few select courses are offered on campus
- **Support** If you're new to online learning take comfort in knowing that a majority of our students are novice online learners too – if you are comfortable with email, web searches and basic Microsoft applications, we'll provide an online orientation and ongoing support

- **Undeniable Success** Regis University students' RHIA pass rates have been above the national average for more than ten years and at nearly 100% for the past five years
- **Earning Potential** An average annual full-time HIM salary across all work settings is \$55,676. But there is a great diversity based on work setting, job title, education level, certification, and more. According to AHIMA in a recent salary survey, the average director salary earned by those with a baccalaureate degree was listed as \$75,000
- **Skills Development** You will learn project management and technical skills to help collect, manage, and protect health information
- **Career Advancement** RHIA Certification offers the opportunity to grow in management, increasing both earning potential and job security
- **Hands-on** A 120-hour management practicum providing on-the-job supervised experience focused on both technical aspects and management aspects (decision making and problem resolution)
- **Experienced, Qualified Faculty** Most full-time faculty hold PhD degrees and advanced certifications, and affiliate faculty work in health care - all top professionals teaching the most cutting-edge curriculum available to you

#### HIM Details

- **Requirements** High school diploma; 12 hours of college credit including Anatomy & Physiology I & II and English Composition
- **Program** Consists of 24-30 months of study in the HIM curriculum, plus core requirements; individuals who already possess the Registered Health Information Technician (RHIT) credential, coding certificate, or RN licensure may be awarded credit for specific coursework within the HIM curriculum
- **Start Date** Program begins in the Spring, Summer and Fall
- **Degree** Upon completion, graduates are awarded a Bachelor of Science or Post-Bachelor's Certificate in Health Information Management with eligibility to sit for the RHIA credential exam through AHIMA

Regis University is a leader in the field of Health Information Management, having offered the HIM program for more than 20 years. Now is the time to consider taking advantage of Regis University's flexible format.



## Health Information Management Curriculum

You can complete the prerequisites prior to enrolling or concurrently with courses during your first semester. All HIM graduates are awarded a minor in Health Care Administration.

### Prerequisites

Anatomy & Physiology I & II	6
Computer Literacy (must be taken within last 7 years)	3
English Composition	3

### Departmental Requirements

Introduction to Statistics	3
Social Science/Economics/Business	12
Philosophy	3
Health Care Ethics (upper division)	3
Religious Studies	6
Literature/Humanities/Oral & Written Communication	6
Medical Terminology	2
General Electives	17
Upper Division Business/Computer Science Elective	3
Principles of Accounting I	3

### HIM Requirements

HIM 313	Introduction to HIM	3
HIM 320	Human Disease & Pharmacology	3
HIM 350	Disease Classification/Reimbursement Systems	3
HIM 385	Directed Practice	2
HIM 410	Health Care Delivery Systems	3
HIM 415	HIM Systems & Data Structures	3
HIM 423	Legal Aspects in Health Services	3
HIM 425	Quality Improvement in Health Care Settings	3
HIM 432	Leadership and Management in Health Care Settings	3
HIM 450	Health Care Information Systems	3
HIM 451	Disease Classification/Reimbursement Management	3
HIM 455	Health Information Resource Management	3
HIM 460	Health Statistics & Research Methods	3
HIM 475	Communication in Health Care Settings	3
HIM 480	Administration of HIM Services	3
HIM 485	Management Practicum	2

### Health Care Administration Minor Requirements

HCA (select one) 408, 412, 413, 420, 428	3	
HCA 452	Human Resource Mgmt in Health Care Settings	3
HCA 458	Strategic and Project Mgmt in Health Care Settings	3
HCA 465	Health Care Finance	3

Go to [www.regis.edu/HIM](http://www.regis.edu/HIM) to apply and view program and tuition details.

# Health Information Management Post-Bachelor's Certificate

## Certificate Option

The Certificate option is designed for students with a previous bachelor's degree preferably in the health care field. You must complete the certificate prerequisites either prior to enrolling or concurrently with courses during your first semester.

## Certificate Prerequisites

Anatomy & Physiology I & II	6
Medical Terminology	2
Principles of Accounting	3
Introduction to Statistics	3

## HIM Requirements

HIM 313	Introduction to HIM	3
HIM 320	Human Disease & Pharmacology	3
HIM 350	Disease Classification/Reimbursement Systems	3
HIM 385	Directed Practice	2
HIM 410	Health Care Delivery Systems	3
HIM 415	HIM Systems & Data Structures	3
HIM 423	Legal Aspects in Health Services	3
HIM 425	Quality Improvement in Health Care Settings	3
HIM 432	Leadership and Management in Health Care	3
HIM 450	Health Care Information Systems	3
HIM 451	Disease Classification/Reimbursement Management	3
HIM 455	Health Information Resource Management	3
HIM 460	Health Statistics & Research Methods	3
HIM 480	Administration of HIM Services	3
HIM 485	Management Practicum	2

## Health Care Administration Emphasis

HCA 452	Human Resource Mgmt in Health Care Settings	3
HCA 458	Strategic & Project Mgmt in Health Care Settings	3
HCA 465	Health Care Finance	3

## Transcript Evaluations

Submitting an unofficial transcript evaluation request is a great place to start. Let us help you determine if your previous course work will transfer to Regis. To request an unofficial transcript evaluation, please fax, mail or email us copies of your transcripts from all of the schools you've attended. Include your name, address, phone number, and program for which you are requesting the evaluation.

Email: [healthcare@regis.edu](mailto:healthcare@regis.edu)

Fax: 303.964.5400

Mail: Regis University, 3333 Regis Blvd. G-9, Denver, CO 80221

## Health Care Administration

### Meeting the Evolving Health Care Industry's Administrative Needs

You don't have to choose between a desire to heal and a drive to lead. The HCA program can help you achieve both in minimal time.

A degree in Health Care Administration from Regis University will prepare you to work in hospitals, ambulatory and surgical centers, state and federal agencies, insurance and managed care facilities, long term care facilities, law firms, technology and consulting firms, educational institutions – any establishment that deals with health care business, delivery systems, and technology.

### Benefits

- **HCA Demand** The Bureau of Labor Statistics predicts the employment of health service managers and administrators to grow faster than the average of all occupations through 2018
- **Flexibility** Designed for working adults seeking new or advanced career opportunities, the entire program can be completed online
- **Hands-on** 120-hour administrative internship providing on-the-job supervised experience in areas such as hospital accounting, marketing, and public relations departments as well as insurance and managed care facilities
- **Excellence** Dr. Sheila Carlon, Director of Health Services Administration, holds the National Educator Award given by the American Health Information Management Association (AHIMA)
- **Support** If you are new to online learning take comfort in knowing that a majority of our students are novice online learners too – if you are comfortable with email, web searches and basic Microsoft applications, we'll provide an online orientation and ongoing support
- **Experienced, Qualified Faculty** Most full-time faculty hold PhD degrees and advanced certifications, and affiliate faculty work in health care - all top professionals teaching the most cutting-edge curriculum available to you

### HCA Details

- **Requirements** High school diploma and 12 hours of college credit, including English Composition, from a regionally accredited institution
- **Transfer Credit** Technical education in disciplines such as respiratory therapy, radiation technology, or EMT certification may be accepted to meet general elective requirements
- **Start Date** Program begins in Spring, Summer and Fall
- **Degree** Upon completion, graduates are awarded a Bachelor of Science in Health Care Administration

An HCA degree from Regis University builds a strong foundation in business and management with a focus on practical application in the health care setting. Find out how you can make a difference in health care today with a Bachelor of Science in Health Care Administration – learn to serve the needs of patients by maintaining the operational and administrative components, as well as the quality of patient care for health care facilities.

# Health Care Administration Curriculum

## Departmental Requirements

Natural Science/Mathematics/Computer Science	6
Computer Literacy (must be taken within last 7 years)	3
Introduction to Statistics	3
Social Science/Economics/Business	12
Philosophy	3
Health Care Ethics	3
Religious Studies	6
Literature/Humanities/Oral & Written Communication	6
English Composition	3
General Electives	20
Upper Division Electives	6
Principles of Accounting I & II	6

## HCA Requirements

HCA 408 Health Care Policy	3
HCA 410 Health Care Delivery Systems	3
HCA 412 Integrated Health Care Delivery Systems	3
HCA 413 Fundamentals of Managed Care	3
HCA 420 Marketing and Public Relations in Health Care Settings	3
HCA 423 Legal Aspects in Health Services	3
HCA 425 Quality Improvement in Health Care Settings	3
HCA 428 Health Care Economics	3
HCA 432 Leadership and Management in Health Care Settings	3
HCA 450 Health Care Information Systems	3
HCA 452 Human Resource Management in Health Care Settings	3
HCA 458 Strategic & Project Management in Health Care Settings	3
HCA 460 Health Statistics and Research Methods	3
HCA 465 Health Care Finance	3
HCE 475 Communication in Health Care Settings	3
HCA 480 Health Care Administration Capstone	3
HCA 485 Administrative Internship	3

Go to [www.regis.edu/HCA](http://www.regis.edu/HCA) to apply and view program and tuition details.

## Transcript Evaluations

Submitting an unofficial transcript evaluation request is a great place to start. Let us help you determine if your previous course work will transfer to Regis. To request an unofficial transcript evaluation, please fax, mail or email us copies of your transcripts from all of the schools you've attended. Include your name, address, phone number, and program for which you are requesting the evaluation.

Email: [healthcare@regis.edu](mailto:healthcare@regis.edu)

Fax: 303.964.5400

Mail: Regis University, 3333 Regis Blvd. G-9, Denver, CO 80221

## Health Services Administration

### Advancing Patient Care through Strong Administrative Skills

Are you interested in taking your health care career to the next level? Does information security, risk management, patient advocacy, outcomes management, or quality initiatives interest you?

Regis University offers professionals who hold bachelor's degrees in health care related fields the opportunity for career advancement in these areas and more.



An advanced-practice graduate degree, the Regis University HSA Master of Science is helping fill the void for highly educated health care managers. As a graduate, you'll be prepared for state and federal health care agencies, insurance and managed care companies, long term care facilities, quality management initiatives, medical practices, consulting opportunities, educational institutions, and multiple departments in acute care settings.

### Benefits

- **HSA Demand** The Bureau of Labor Statistics predicts the employment of health service managers and administrators to grow faster than the average of all occupations through 2018
- **Flexibility** Designed for working health care professionals, the every-other-weekend format or online allows students to maintain full-time employment
- **Custom Design** Special Topics courses allow students to custom design their learning experiences in specific areas of health care such as informatics, quality, ethics and compliance, or a particular area of a student's interest
- **Career Advancement** Most HSA graduates secure advanced positions immediately upon graduation
- **Hands-On** Internships can be arranged for those students wanting more hands-on experience

### HSA Details

- **Requirements** Bachelor's degree, in a health-related field, along with health care experience, preferably at a management level
- **Program Format** Online, or campus-based every-other-weekend courses, completed in 18-24 months
- **Start Date** Program begins every Fall, Spring and Summer semesters
- **Degree** Upon completion, graduates are awarded a Master of Science in Health Services Administration

Why not speed up your professional evolution as a health care manager? Courses in finance, operations, quality, research, and technology management will complement your existing health care experience, making you one of the country's most in-demand health care professionals.

# Health Services Administration Curriculum

## Departmental Requirements

HCE 600	Organizational Ethics and Health Care Compliance	3
HSA 601	Leadership & Organization Development	3
HSA 602	Organizational Planning and Development in Health Services	3
HSA 604	Foundations of Economics, Accounting & Finance	3
HSA 624	Quality Improvement in Health Care Settings	3
HSA 649	Health Care Information Systems	3
HSA 660	Methods of Inquiry and Research	3
HSA 663	Advance Concepts of Health Care Finance	3
HSA 680	Contemporary Issues in Health Services Delivery Systems	3
General Electives (HSA, HCI, MSCC, MBA, or transfer)		6
HSA 696	Master's Project in Health Services	3

Go to [www.regis.edu/HSA](http://www.regis.edu/HSA) to apply and view program and tuition details.



## Certificate in Health Care Informatics

Technology in health care is evolving across the country. Are you ready for these changes? The electronic health record (EHR) and other clinical health care systems are being implemented with increasing speed in the industry. Regis University's Certificate in Health Care Informatics is designed to allow current and future health care professionals to understand and utilize technological solutions in the work place. In addition, this certificate provides basic knowledge in health care informatics: understanding technology and its role in promoting the effective organization, analysis, management and use of information within the health care environment and in treatment of the patient.

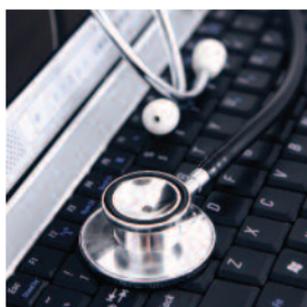
### Curriculum (12 credits - graduate level)

HCI 610	Design and Selection of ITS Systems in the Health Care Setting	3
HCI 615	Human Computer Interaction and Device Strategies	3
HCI 620	Clinical Data Mining for Decision Support	3
HCI 625	Change Management in Adoption of IT Health Care Solutions	3

Go to [www.regis.edu/HCI](http://www.regis.edu/HCI) to apply and view program and tuition details.

The ideal candidate for the Certificate in Health Care Informatics holds a baccalaureate degree in Health Care Administration/Management or a degree in business, clinical or health related field with two years management experience in the health care industry. Some experience with health care systems is required but the certificate will enhance your health care IT knowledge. Basic computer skills are required.

- **Flexibility** Designed for working health care professionals, the entire certificate can be completed online allowing participants to maintain full-time employment
- **Skills Development** Learn the technological skills necessary to select, support and supervise current information technology trends in the health care industry



## Certificate in Quality and Patient Safety

To Err is Human - an institute of Medicine report (1999) reveals "as many as 98,000 people die in any given year from medical errors that occur in hospitals. That's more than die from motor vehicle accidents, breast cancer or AIDS—three causes that receive far more public attention—or akin to a 747 going down every day."

Looking to increase healthy patient outcomes? Look no further! Responding to growing industry demand to improve patient safety, Regis University has teamed with several leading health organizations to create a Post-Bachelor's Certificate in Quality and Patient Safety. This certificate provides students a base of quality improvement theory, the tools to measure statistical change and the leadership to implement patient safety/performance improvement initiatives. Thus, improving the quality of health care received from senior management to daily bedside care.

The program includes four courses at the graduate level and can be taken in conjunction with the Master's in Health Service Administration or as a stand alone certificate.

### Curriculum (12 credits - graduate level)

HCI 624	Quality Improvement in Health Care Settings	3
HCI 670	Biostatistics and Health Data Analysis	3
HCI 672	Managing Patient Safety and Organizational Risk	3
HCI 674	Current and emerging Theories in Quality and Patient Safety	3

Go to [www.regis.edu/QPS](http://www.regis.edu/QPS) to apply and view program and tuition details.

The ideal candidate for the Certificate in Quality and Patient Safety holds a baccalaureate degree in Health Care Administration/Management or a degree in business, clinical or health related field with two years management experience in the health care industry.

- **Flexibility** Designed for working health care professionals, the entire certificate can be completed online
- **Career Advancement** Develop a leadership role within your organization by focusing on healthy patient outcomes
- **Regis University Master of Science, Nursing Students** Certificate fulfills program elective requirements (3 SH) and can be completed with graduate nursing leadership courses

## Health Care Informatics and Information Management

### Interested in the emerging field of Health IT?

Electronic health records, provider order entry systems, and diagnostic technologies are just a few of the IT solutions being implemented by today's health care industry. The use of electronic information plays a role in reducing medical errors and decreasing costs, ultimately leading to happier healthier patients.

Regis University's Master of Science in Health Informatics and Information Management (MS-HIIM) program is designed for current health care professionals looking to expand their knowledge of systems implementation, work flow design, systems planning, security management, and electronic health information management. Beyond IT, the program also includes curriculum focused on project management, leadership development, ethics, and managing digital information, all taught from the health care perspective.

A minimum of 36 semester hours of coursework (12 courses) is required and includes a capstone project completed in the final semester. Regis University HIM/HCA progression students complete 30-36 semester hours. Courses are offered in an online, eight-week format and can be completed in 24 months. Log in daily to keep up with your coursework, but there are no set log in times, meetings, or campus visits required.

### Benefits

- **Flexibility** Designed for working adults seeking new or advanced career opportunities, the entire program is offered online. Weekly assignments are designed to keep you on track, but you have the ability to "attend class" anytime, anywhere – log in daily when your schedule allows.
- **High Demand and Pay** The Bureau of Labor Statistics predicts employment will grow much faster than the average, and according to the 2010 AHIMA salary survey the average salary for Health Information professionals with master's degrees was above \$90K.
- **Support** If you're new to online learning take comfort in knowing that a majority of our students are novice online learners too – if you are comfortable with email, web searches and basic Microsoft applications, we'll provide an online orientation and ongoing support
- **Innovative curriculum** Only a handful of programs nationwide, designed to meet growing demand for Health IT professionals.
- **Hands-on** Capstone project incorporates program curriculum in a real world setting

- **Requirements** Bachelor's degree from a regionally accredited institution, in a health or IT related field
- **Program Format** Online, accelerated eight-week classes, some classes can be taken on the Lowell campus, if preferred
- **Start Date** Program begins every Spring, Summer and Fall semesters with a rolling application deadline
- **Degree** Upon completion, graduates are awarded a Master of Science in Health Informatics and Information Management
- **RHIA Option** The MS-HIIM degree does not qualify you to sit for the Registered Health Information Administrator (RHIA) exam. If you are seeking RHIA licensure you are encouraged to enroll in the CAHIIM accredited Post-Baccalaureate Certificate in HIM, where you may choose to enroll in nine semester hours of graduate level coursework that applies to both programs.

### Graduate Core

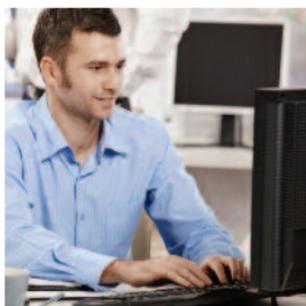
MSCC 610A	Information Systems Concepts	3 SH
MSCI 610H	Ethics in Information Technology	3 SH
HSA 649	Health Care Information Systems*	3 SH
HSA 658	Strategic & Project Management in HC*	3 SH
HCI 680	HIIM Capstone Research Project	3 SH
Graduate Elective (H.S.A./MSCI)		3 SH

### HIIM Core

HCI 610	Design & Selection of IT Systems in Health Care	3 SH
HCI 615	Human Computer Interaction/Device Strategies	3 SH
HCI 620	Data Mining in Health Services	3 SH
HCI 625	Change Management in Adoption of IT Health Care Solutions	3 SH
HCI 645	Management of E-HIM	3 SH
MSIA 672H	Managing a Secure Enterprise	3 SH
Total Degree Requirements		36 SH

\* RHIA option courses taken at the graduate level applicable to both programs.

Go to [www.regis.edu/HIIM](http://www.regis.edu/HIIM) to apply and view program and tuition details..



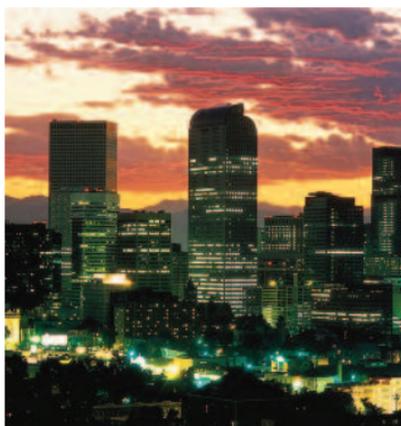
## Why Choose Regis University?

- **Reputation** Consistently ranked as a top school in the western United States by *U.S. News & World Report*
- **Leadership** Recognized as one of 100 colleges and universities named to Templeton's Honor Roll for leadership in the field of student character development in *The Templeton Guide; Colleges that Encourage Character Development*
- **Jesuit, Catholic Education** Regis emulates the Jesuit tradition of community service, academic rigor, intellectual exchange, and individual faculty commitment to each student's personal development in an ever-changing society
- **Regis University Accreditation** Regis University is accredited by The Higher Learning Commission and a member of the North Central Association. Commission URL: [www.ncahlc.org](http://www.ncahlc.org) Commission Phone: 312-263-0456
- **Program Accreditation** The Health Information Management program is accredited by the Commission on the Accreditation for Health Informatics and Information Management Education (CAHIIM).
- **Expert Faculty** Accessible and personable – simply among the best in their fields
- **Service Learning** Service projects which connect academic course objectives with community-based learning opportunities
- **Personalized Attention** Campus-based and online programs have small class sizes averaging around 15 students

## Denver, Colorado

Located in a spacious and comfortable residential area of northwest Denver, Regis University's beautiful campus is within fifteen minutes of the breathtaking Rocky Mountain foothills and a bustling downtown Denver. Our campus offers the best of both worlds – the personal attention of a small university and the cultural and recreational possibilities of one of the most exciting cities in the world.

With 300 days of sunshine, Colorado is a great place to be any time of year. With a vibrant night life, great dining and shopping, and convenient cultural and outdoor activities, Denver is a great place to explore and experience life.



## What's Next

You're just a click away from applying for admission. Visit [www.regis.edu/healthcare](http://www.regis.edu/healthcare) for details about the application requirements, eligibility, transcript evaluation procedures, and, if applicable, international applicant requirements.

## Financial Aid/Scholarships

Our Office of Financial Aid at Regis University is available to serve students in the Rueckert-Hartman College for Health Professions. Upon acceptance, new students are given the opportunity to connect with a financial aid counselor to discuss their financing options. Awards are based on financial need and merit.

The first step to receive financial aid is to complete the Free Application for Federal Student Aid (FAFSA), available at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Submitting the FAFSA allows you to apply for federal, state and institutional grants, loans, student employment, and scholarships.

For more assistance with financial aid to search our scholarship database, visit [www.regis.edu/financialaid](http://www.regis.edu/financialaid) or contact the Office of Financial Aid at 1-800-568-8932.

Visit [www.regis.edu/healthcare](http://www.regis.edu/healthcare) for the most up-to-date tuition and fee rates.

## Service Learning

Regis University offers a unique component to each curriculum – Service Learning. This community service commitment is designed to connect academic course objectives with community-based service projects and learning opportunities. Regis University graduates walk away with an inner drive to be the change they want to see in this world, and they believe in the impact they can make. They gain a sensitivity and awareness for global communities dealing with minimal or no access to health care, urban poverty, racism, hunger, inadequate housing, and famine.

Service is an essential part of becoming a health care provider in any capacity, and the experiences students gain from these outreach opportunities are priceless in their careers and personal lives. Our mission is to develop men and women in service to others, and Service Learning is one unique way we are committed to accomplishing this goal.

## Considering Online Learning

Learn when it's convenient for you in this 24/7 classroom. Log in most days to keep up with assignments and online discussions, but do it at a time that works for you. We offer the technical support and experienced faculty, and you bring the motivation, time management skills and desire to learn.

*Visit [www.regis.edu/healthcare](http://www.regis.edu/healthcare) for the most current information on curriculum, program offerings, fees, eligibility, and class schedules.*

## Our Vision

To be nationally recognized for delivering innovative programs that prepare socially responsible, capable leaders for the advancement of health care globally.

## Our Mission

To educate men and women as leaders committed to excellence within the health professions.



## Contact Us

[healthcare@regis.edu](mailto:healthcare@regis.edu)

1.800.388.2366 x4344

or visit us online at

[www.regis.edu/healthcare](http://www.regis.edu/healthcare)



Rueckert-Hartman  
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Office of Admissions

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