

**SOUTH DAKOTA BOARD OF REGENTS**  
**Certificate Request**

This form is to be used to request approval for a new certificate program that includes currently offered courses. A certificate program is not a major or minor. Refer to BOR policy 2:23 Certificate Programs.

DSU	College of Business & Information Systems		<b>10-14-16</b>
<b>Institution</b>	<b>Division/Department</b>	<b>Institutional Approval Signature</b>	<b>Date</b>

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**1. Name of Program:** Health Information Clerk Certificate

**2. Provide a justification for the program.**

Information clerks are employed in nearly every industry, including many working in healthcare facilities. Employers often prefer to hire candidates with some college education. According to the Bureau of Labor Statistics Occupational Outlook Handbook website, employment of information clerks, in general, is projected to grow 25,800, or 2 percent, from 2014 to 2024.<sup>1</sup> Overall job opportunities should be good because of the need to replace workers who leave the occupation each year.

Members of DSU’s Health Information Management Program Advisory Committee indicated strong support for a health information clerk (HIC) certificate. Professionals from a variety of healthcare sites and roles suggested that the classes offered would give students a great idea of career options in the HIM field. In addition, students earning the certificate would gain knowledge and skills to assist the students in finding jobs in basic functions in the health information, business office, and admissions departments. Students will learn the specific health record documentation requirements for healthcare facilities and the standards for privacy and confidentiality, as well as develop an understanding of the health information softwares and technologies used by providers and payers.

**3. Who is the audience for the program?**

This will be a post-secondary option for high school students enrolled in health services career technical education (CTE) programs or non-traditional students interested in an entry-level position in healthcare.

Completion of the certificate would also create pathways for students to continue pursuing additional educational opportunities. The courses in the health information clerk certificate will articulate into DSU’s current healthcare coding certificate, associate degree in health information technology, and the baccalaureate degree in health information administration. This will allow students to progress into more advanced programs utilizing their prior coursework.

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<sup>1</sup> <http://www.bls.gov/ooh/office-and-administrative-support/information-clerks.htm>

**4. List the courses to be completed, the credit hours of each course, and the total number of credit hours required for the program.**

<b>Prefix &amp; #</b>	<b>Title</b>	<b>Credit Hrs</b>
CSC 105	Introduction to Computers	3
HIM 130	Basic Medical Terminology	2
HIM 150	Introduction to Health Information Management	4
HIM 170	Legal Aspects of Health Information Management	3
HIM 225	Introduction to Health Information Systems	3
<b>Total Credit Hours Required</b>		<b>15</b>

This certificate program is at 15 credits where most certificate programs are at 12 credits. The 15 credits of curricular content relate to professional expectations in health information management field, therefore, each of the courses have content that would contribute to a health information clerk role. A health information clerk (HIC) may be responsible for compiling, organizing, and evaluating patient medical records. HICs use a variety of different storage, retrieval, and health information exchange systems to quickly and efficiently retrieve medical records when needed, while applying a knowledge of applicable laws and policies related to privacy and security. HICs will also check medical records and charts for correctness and completeness. Because some record keeping will be in a digital format, HICs are also expected to have knowledge of computers and software programs related to organizing and maintaining medical records.

**5. Proposed CIP code** 51.0707

**6. Effective Date of Certificate Program** Fall 2016

October 3, 2016

Re: Health Information Clerk Certificate

To Whom It May Concern:

I am writing this letter in support of the creation of a Health Information Clerk certificate which is a proposed certification from DSU. I feel this would be a very beneficial certification for entry-level people trying to get into the healthcare field.

Coming from a small Critical Access Hospital, I can especially see where this type of certification would be beneficial. Many times when we had clerical openings we struggled trying to find employees to fill these positions that had healthcare experience. We could find people with clerical experience, but they did not know medical terminology, nor did they have an understanding of the billing process, release of information process or legal aspects of healthcare. We sometimes would spend a great deal of time training these clerical employees in all of these items for them to be able to perform their job functions. If we could have hired someone with a background in these types of areas, our on-the-job training time would have been significantly decreased.

I can also see where hiring someone with this certification would be beneficial for people hired in clinics in their billing offices or reception area. Clinics typically don't have a lot of health information employees, unless they are hired as coders. The types of skills I listed earlier would create an easier transition from knowledge of clerical duties to knowledge of healthcare clerical duties. Just the medical terminology alone would be extremely helpful when scheduling tests or requesting medical records from other facilities.

If you have any questions, I would be more than happy to answer them. I appreciate your time to consider my letter of support.

Sincerely,

*DeAnne Kribell, RHIT, CCS, CCS-P*

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