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Cancer Information Management (CIM) Program

Course Curriculum

Semester 01 (Tuition: \$1,370)

Course #	Course Title	Credits
10-501-101	Medical Terminology	3

Credits: 3 Lecture Hours: 54

This course focuses on the component parts of medical terms: prefixes, suffixes and word roots. Students practice formation, analysis and reconstruction of terms. Emphasis on spelling, definition and pronunciation. Introduction to operative, diagnostic, therapeutic and symptomatic terminology of all body systems, as well as systemic and surgical terminology.

20-806-207 Anatomy and Physiology I * OR *

Credits: 4 Lecture Hours: 54 Lab Hours: 36

Features lectures and laboratory dealing with the human body as an integrated structural and functional unit, including basic anatomical and directional terminology, fundamental concepts and principles of cell biology, histology, integumentary, skeletal, muscular, endocrine, and nervous systems, and the special senses. It includes dissection of various fresh and preserved materials as well as examination of a human cadaver. This course is the first semester of a two-semester sequence.

10-806-177 General Anatomy & Physiology 4

Credits: 4 Lecture Hours: 54 Lab Hours: 36

Examines basic concepts of human anatomy and physiology as they relate to health sciences. Using a body systems approach, the course emphasizes the interrelationships between structure and function at the gross and microscopic levels of organization of the entire human body. It is intended to prepare health care professionals who need to apply basic concepts of whole body anatomy and physiology to informed decision-making and professional communication with colleagues and patients. (This course also provides the foundation, and is prerequisite to, Advanced Anatomy and Physiology.)

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Semester 02 (Tuition: \$2,420)

Course #	Course Title	Credits
10-501-107	Digital Literacy for Healthcare	2

Credits: 2 Lecture Hours: 18 Lab Hours: 36

Provides an introduction to basic computer functions and applications utilized in contemporary healthcare settings. Students are introduced to the hardware and software components of modern computer systems and the application of computers in the workplace. Emphasizes the use of common software packages, operating systems, file management, word processing, spreadsheet, database, Internet, and electronic mail.

10-530-180 Intro to Health Information 2

Credits: 2 Lecture Hours: 36

Investigates the external forces shaping the healthcare delivery system, differentiating between types of organizations across the continuum of care. Learners will explore the roles and responsibilities of various healthcare providers and the interrelationships among them, as well as the specific duties of health information professionals. Additionally, learners will demonstrate professional ethical standards and examine both paper and electronic health records. Prerequisites: Digital Literacy for Healthcare (10-501-107)

10-801-136

English Composition I

3

Credits: 3 Lecture Hours: 54

Learners develop and apply skills in all aspects of the writing process. Through a variety of learning activities and written documents, learners employ rhetorical strategies, plan, organize and revise content, apply critical reading strategies, locate and evaluate information, integrate and document sources, and apply standardized English language conventions.

10-801-198

Speech

3

Credits: 3 Lecture Hours: 54

Students explore the fundamentals of effective oral presentations to small and large groups. Students demonstrate competency through topic selection, audience analysis, methods of organization, research, structuring evidence and support, delivery techniques, and other essential elements of speaking successfully, including the listening process.

10-806-179

Adv Anatomy & Physiology * OR *

Credits: 4 Lecture Hours: 54 Lab Hours: 36

Students study using a body systems approach with emphasis on the interrelationships between form and function at the gross and microscopic levels of organization. Students experiment within a science lab including analysis of cellular metabolism, the individual components of body systems such as the nervous, neuromuscular, cardiovascular, and urinary. Students examine homeostatic mechanisms and their relationship to fluid, electrolyte, acid-base balance, and blood. Integration of genetics to human reproduction and development are also included in this course. Students receive instructional delivery within a classroom and laboratory setting. Prerequisites: General Anatomy & Physiology (10-806-177)

20-806-208

Anatomy and Physiology II

4

Credits: 4 Lecture Hours: 54 Lab Hours: 36

Anatomy and Physiology II features lectures and laboratory exercises dealing with the human body as an integrated structural and functional unit including the cardiovascular system, lymphatic system and immunity, respiratory system, digestive system and metabolism, urinary system, fluid/electrolyte balance and acid/base balance, and reproductive system. Note: this is the second semester course of a two-semester sequence and is not acceptable where a one-semester Anatomy and Physiology course is required. Prerequisites: Anatomy and Physiology I (20-806-207)

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Semester 03 (Tuition: \$3,090)

Course #	Course Title	Credits
10-530-110	Introduction to Cancer Registry Management	3

Credits: 3 Lecture Hours: 54

Introduces cancer registries: hospital and central registries, as well as legal issues, confidentiality, types of registries, data usage, other disease registries, and registry operations and functions. Prerequisites: Adv Anatomy & Physiology (10-806-179) or Anatomy and Physiology II (20-806-208) and Foundations of HIM (10-530-162)

10-530-111

Cancer Disease Management

4

Credits: 4 Lecture Hours: 72

Introduces the pathophysiology of cancer and the study of oncology disease processes. Diagnostic and staging procedures include lab, pathology, radiography, and surgical procedures with treatment modalities to include surgery, chemotherapy, radiation therapy, immunotherapy, etc., with emphasis on the major sites of cancer, clinical trials, and research protocols. Prerequisites: Adv Anatomy & Physiology (10-806-179) or Anatomy and Physiology II (20-806-208) and Medical Terminology (10-501-101)

10-530-158

Healthcare Law

3

Credits: 3 Lecture Hours: 54

Develops skills to maintain a legally defensible health record, differentiate between legal health records, and ensure compliance with regulations related to patient rights and confidentiality. Learners will interpret laws affecting health information, process requests for health data, and prepare records for legal proceedings. Additionally, learners will analyze organizational policies for regulatory compliance, evaluate risk management data, and recommend responses to breaches of professional ethics. Prerequisites: Intro to Health Information (10-530-180)

10-530-190

Data Management in HIM

2

Credits: 2 Lecture Hours: 18 Lab Hours: 36

Evaluates compliance with documentation requirements, comparing standards from various accreditors. Learners will perform record completion processes, including quantitative and qualitative analysis, while monitoring compliance with documentation standards. Additionally, learners will utilize secondary data sources, manage the master patient index, and apply retention and destruction policies for electronic health information. This course equips learners with essential skills for effective data management in healthcare. Prerequisites: Intro to Health Information (10-530-180)

10-809-196

Intro to Sociology

3

Credits: 3 Lecture Hours: 54

Introduces students to the fundamental sociological concepts, including sociological perspectives, research methods, the significance of culture in society, and the socialization process. Other topics include deviance, the impact of groups on behavior, societal inequities, global changes, the role of social institutions, and social stratification.

10-809-198

Introduction to Psychology

3

Credits: 3 Lecture Hours: 54

This science of psychology course is a survey of multiple aspects of behavior and mental processes. It provides an overview of topics such as research methods, theoretical perspectives, learning, cognitive processes, motivation, personality, psychological disorders and treatment approaches, physiological factors, social influences, and development.

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Semester 04 (Tuition: \$2,230)**Course #****Course Title****Credits**

10-530-112

Oncology Coding and Staging

4

Credits: 4 Lecture Hours: 36 Lab Hours: 72

Introduces oncology coding and staging systems with a general overview of the International Classification of Diseases for Oncology terminology and classification system, and focuses on coding clinical information from medical records: coding diagnosis, procedures, sequencing, and coding conventions, staging and disease concepts used by physicians and cancer surveillance organizations to determine treatment and survival.

Prerequisites: Introduction to Cancer Registry Management (10-530-110) and Cancer Disease Management (10-530-111)

10-530-113	Cancer Statistics and Epidemiology	3
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Credits: 3 Lecture Hours: 54

Introduces cancer statistics, describes and analyzes epidemiology, cancer surveillance, annual reporting preparation, presentation of cancer data, physician, patient, follow-up resources and activities. Prerequisites: (English Composition I (10-801-136) or Written Communication (10-801-195)) and (Introduction to Cancer Registry Management (10-530-110) and Cancer Disease Management (10-530-111)) and (Oral/Interpersonal Comm (10-801-196) or Speech (10-801-198))

10-530-114	Abstracting Principles and Practice I	3
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Credits: 3 Lecture Hours: 36 Lab Hours: 36

Introduces principles of cancer registry abstracting, identifies and selects appropriate clinical information from medical records in alignment with cancer regulatory core data item requirements: recording, coding, and staging site specific cancer information using manual and computerized applications. Prerequisites: Introduction to Cancer Registry Management (10-530-110) and Cancer Disease Management (10-530-111)

10-530-164	Intro to Health Informatics	3
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Credits: 3 Lecture Hours: 36 Lab Hours: 36

Emphasizes the role of information technology in healthcare through an investigation of the electronic health record (EHR), business, and health information software applications. Learners will develop skills to assist in enterprise information management and database architecture design and implementation. Prerequisites: Digital Literacy for Healthcare (10-501-107) and Foundations of HIM (10-530-162)

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Semester 05 (Tuition: \$2,080)

Course #	Course Title	Credits
10-530-115	Cancer Patient Follow-up	2

Credits: 2 Lecture Hours: 36

Focuses on cancer patient follow-up methodologies, ethical issues, confidentiality, identification of second primaries, recurrence, and spread of disease, survival data with physician and patient follow up resources and activities. Prerequisites: Oncology Coding and Staging (10-530-112), Abstracting Principles and Practice I (10-530-114), and Cancer Statistics and Epidemiology (10-530-113)

10-530-116	Abstracting Principles and Practice II	3
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Credits: 3 Lecture Hours: 36 Lab Hours: 36

Applies principles of cancer registry abstracting, identifies and selects appropriate clinical information from medical records in alignment with cancer registry core data requirements: recording, coding, and staging site specific cancer information using manual and computerized applications. Prerequisites: Introduction to Cancer Registry Management (10-530-110), Cancer Disease Management (10-530-111), Cancer Statistics and Epidemiology (10-530-113), Oncology Coding and Staging (10-530-112), and Abstracting Principles and Practice I (10-530-114)

10-530-117	Cancer Registry Management Practicum	3
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Credits: 3 Lecture Hours: 0 Occupational Hours: 216

Experiential learning in a cancer registry setting to gain hands-on experience of all aspects of registry organizations, operations, and protocols. Supervised clinical experience performing tasks in registry management, quality improvement, and assessment. Prerequisites: Cancer Statistics and Epidemiology (10-530-

113), Intro to Health Informatics (10-530-164), Introduction to Diversity Studies (10-809-172), Introduction to Psychology (10-809-198), Abstracting Principles and Practice I (10-530-114), and Oncology Coding and Staging (10-530-112)

10-530-118

CTR Prep

1

Credits: 1 Lecture Hours: 18

Prepares the student for the Certified Tumor Registrar (CTR) examination. Students will review the CTR Certification Examination Candidate Handbook and complete the exam application, organize open-book resources and study tools, prepare for the exam environment, and complete timed practice quizzes and exams.

Prerequisites: Abstracting Principles and Practice I (10-530-114), Cancer Statistics and Epidemiology (10-530-113), Intro to Health Informatics (10-530-164), and Oncology Coding and Staging (10-530-112) Corequisites: Cancer Patient Follow-up (10-530-115), Cancer Registry Management Practicum (10-530-117), Health Quality Management (10-530-161), and Abstracting Principles and Practice II (10-530-116)

10-530-179

Management & Performance Improvement

3

Credits: 3 Lecture Hours: 54

Compares management theories and leadership styles while investigating the role of the HIM Manager. Learners will conduct operational and human resource management activities and explore project management and performance improvement tools. Additionally, learners will utilize data analytics for strategic planning, evaluate performance data for trends, and report outcomes to external agencies. Prerequisites: Intro to Health Informatics (10-530-164)

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Total Credits: 64

Estimated Total Tuition*: \$11,190