Potential Careers

NMU’s Health Information Processing Program prepares students for employment in the following careers:

Occupations
- Administrative Assistant
- Admissions Clerk
- Billing Clerk
- Health Unit Coordinator
- Insurance Clerk
- Medical Coder
- Medical Office Assistant
- Medical Records Clerk
- Medical Transcriptionist
- Office Manager
- Patient Account Representative

Additional Resources and Info

For Career Planning and Opportunities:
Academic & Career Advisement Center
3302.1 C.B. Hedgcock
906-227-2971
103 Jacobetti Complex
906-227-2283
www.nmu.edu/acac
College of Business
301 Cohodas Hall
906-227-2900
www.nmu.edu/business

For Job Search, Resume and Career Information:
Career Services
3302.3 C.B. Hedgcock
906-227-2800
www.nmu.edu/careers

For Information about NMU Student Organizations Associated with this Major Contact:
Center for Student Enrichment
1206 University Center
906-227-2439
www.nmu.edu/csc

Internet Resource Links:
www.careers.org
www.careerresource.net

For Career Information with National Organizations:
www.iaap-hp.org International Association of Administrative Professionals
www.pahcom.org Professional Association of Health Care Office Management
www.ahdionline.org Association for Healthcare Documentation Integrity

Current as of Fall 2015
Provided by:

The Academic & Career Advisement Center
Opportunities exist for technical certifications in insurance billing and coding. Employment settings can range from acute care hospital facilities, skilled nursing facilities, assisted living and ambulatory care facilities. Experienced medical transcriptionists or coders may have self-employment opportunities.

Students receive an education in medical-legal issues including the Health Insurance Portability and Accountability Act (HIPAA).

Health Information Processors are specifically trained to provide office services and support in the medical field. The health care industry is supported by professionally-trained staff who are employed in administrative/support areas. With the increased use of technology in office settings, the demand for specifically trained support staff is critical. The office support career field is expected to have one of the highest potentials for job growth through 2015.

A degree in Health Information Processing provides numerous employment opportunities. The courses provide students with the experience and knowledge for many health care support staff positions.

Skills and Competencies

The Health Information Processing degree requires students to have organizational skills, communication and problem-solving skills. Other specific competencies in this field include: knowledge of medical terminology, acquired understanding of medical office procedures, insurance billing and medical coding, transcribing medical documents and processing health information, advanced document productions and keyboarding skills, expertise in database and spreadsheet creating and maintenance, ethical decision-making and reasoning skills, and business computation and accounting.

Job Outlook

Health Information Processing is expected to grow at an 18% rate in the coming years. Expanding health care and accumulation of records will assure the continued need for this profession. The median salary for this position is $28,500.

This degree includes the following courses as part of the program requirements, and specific major requirements along with liberal studies and graduation requirements.

**Business Core**
- ACT 201 Practical Accounting Procedures (4 cr.)
- OIS 161 Document Input and Processing (4 cr.)
- OIS 183 Business Administrative Procedure (4 cr.)
- OIS 185 Introductory Software Applications (4 cr.)
- OIS 244 Applied Business Communication (4 cr.)
- OIS 250 Desktop Publishing Principles (2 cr.)
- OIS 285 Adv. Software Applications & Integration (4 cr.)

**Health Information Core**
- OIS 171 Medical Terminology (4 cr.)
- OIS 266 Medical Transcription (4 cr.)
- OIS 270 Health Information Processing (4 cr.)
- OIS 271 Medical Office Procedures (4 cr.)
- OIS 273 Medical Coding (4 cr.)

**Other Requires Courses**
- OIS 261 Advanced Document Processing (4 cr.)
- OIS 263 Business Document Editing (4 cr.)
- OIS 293 Integrated Office (4 cr.)

Detailed course descriptions can be found at www.nmu.edu/bulletin.

You should begin the resume-building process as soon as you can. The Academic and Career Advisement Center can assist you with career planning, while Career Services will help you fine tune your resume and look for jobs related to your field. In the meantime, the more hands-on experience you have, the better your chances are that you will find a job. Becoming involved in a professional related internship is a way to develop your professional skills and gain experience. Your academic course work is important as well, so be sure to maintain a high grade point average.