Health Information Processing

Do you like to work with the public in a fast-paced environment? Are you interested in the medical field? Do you like to work with computer software and technology? Do you possess strong communication skills? If you can answer “yes” to these questions, then maybe a degree in Health Information Processing is right for you!

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 2020.

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.

Course Work

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

- ACT201  Practical Accounting Procedures (4 cr.)
- OIS161  Document Input and Processing (4 cr.)
- OIS183  Business Administrative Procedure (4 cr.)
- OIS185  Introductory Software Applications (4 cr.)
- OIS244  Applied Business Communication (4 cr.)
- OIS250  Desktop Publishing Principles (2 cr.)
- OIS285  Adv. Software Applications/Integration (4 cr.)

Health Information Core

- OIS171  Medical Terminology (4 cr.)
- OIS266  Medical Transcription (4 cr.)
- OIS270  Health Information Processing (4 cr.)
- OIS271  Medical Office Procedures and Billing (4 cr.)
- OIS273  Medical Coding (4 cr.)

Other Requires Courses

- OIS261  Advanced Document Processing (4 cr.)
- OIS263  Business Document Editing (4 cr.)
- OIS293  Integrated Office (4 cr.)

Career Development

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 the 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.

Additional Considerations

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) and ACA.

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.

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

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

- 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 Information

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
906-227-2960
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/cse

Internet Resource Links:

www.careers.org
www.careerresource.net
www.bls.gov/oco

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

What to do with a major in...

Health Information Processing
Associate’s Degree