

**JOLIET JUNIOR COLLEGE  
DEPARTMENT OF COMPUTER  
INFORMATION AND OFFICE SYSTEMS**

**COURSE SYLLABUS**

<b>Course Prefix and Number</b>	HIM 102
<b>Course Title</b>	Health Information Management II
<b>Curriculum</b>	Computer Information & Office Systems
<b>Semester Hours</b>	3
<b>Lecture</b>	0
<b>Lab</b>	3
<b>Prerequisites</b>	HIM 101, and CIS 122, and OFS 114, and BUS 120 (which may be taken concurrently)

Catalog Description

A continuation of basic concepts in Health Record Science. Teaches all of the concepts and practical tools necessary for a manager to create a successful, customer-focused workforce in healthcare including accreditation and regulatory standards.

Prepared by:

Reviewed by:

Debra Gaskin  
Dept. of CIOS  
1/05    Revised 4/09  
          Revised 3/08  
          Revised 5/07

R. Raghuraman  
Department Chairperson      Date

## STUDENT MATERIALS

### A. Textbook :

Title: Health Information Management Technology, An Applied Approach, Revised Edition

Author/Editor: Merida L. Johns

Publisher: AHIMA 2002

### **AND**

Title: Health Information Management Technology Workbook, 2<sup>nd</sup> Ed.

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### B. Other Required Materials

Other Course Requirements

Student Evaluation (Type of Grading)

2 Quizzes – Multiple Choice and Application

1 Midterm – Multiple Choice and Application

1 Final – Multiple Choice and Application

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FORM C, Part II: TOPICAL OUTLINE

Course Prefix and Number:                   HIM 102                   Title:                   Medical Records II                  

Week	Unit, Topic, Class Activity (Indicate approximate time allotment for each topic/unit)	Comments
1-2	Health Care Information Systems	
3-4	Fundamentals of Information Systems	
5-6	Management and Clinical Support	
7-8	Information Security	
9-11	Accreditation and Regulatory Standards	
12-13	Clinical Vocabularies	
14-15	Reimbursement Methods	
16	Final Exam Week	

FORM C, PART II

## OBJECTIVES

1. Develop an understanding of Information Systems in Health Care
2. Develop an understanding of clinical vocabularies and reimbursement methods used in health care.
3. Evaluate health records to ensure compliance with regulations set forth by the State, the Federal government and accrediting organizations.

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