HIM 101
Health Information Management I
Proposed Start: Spring 2002

Instructor's Name:
Office Location:
Office Hours:
Office Phone:
E-mail:

Course Description:
A study of the basic concepts of health record science needed to function effectively as a health information department clerk in a hospital, nursing home, clinic, or physician's office. Teaches the various forms that comprise a health record, assembly of records, health analysis, health record anatomy, health record terminology, and explores other job classifications available in health information departments.

Illinois Articulation Initiative (IAI) number

Credit and Contact Hours:
- 3 Lecture/Demonstration
- Lab/Studio
- 3 Credit Hours

Books, Supplies, and Supplementary Materials:

- Textbooks/Reading list
  Required
  1. Schnering (). Case Studies in Health Information Management. ITP.
  Optional - None

- Manuals/Study Guides
Required - None
Optional - None

• **Periodicals**
  Required - None
  Optional - None

• **Software**
  Required - None
  Optional - None

• **Supplementary materials**
  1. Sample patient records will be used.

**Methods of Instruction:**

- Lecture

**Other Methods**

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**Student Learning Outcomes:**

  Course Content Outcomes
  1. Develop a basic understanding of Health Information Management (HIM) Technology including ethical and legal issues.
  2. Learn basic health record content, functions and uses of health records in various healthcare settings.
  3. Learn the fundamentals of reimbursement in the healthcare field.
  4. Understand importance and impact of regulating agencies.
  5. Learn how HIM departments are managed and how to work with personnel.

**General Education Student learning outcomes:**

Students will demonstrate organized and coherent communication, both oral and written.
Students will demonstrate an ability to understand the physical world.

Graded assignments and policies:
**Graded Assignments**
- None

**Grading policy**
- 90-100 A  80-89 B  70-79 C  60-69 D

**Major Tests and Quizzes**
- None

**Classroom Policies and Procedures**
A. **General Information**

B. **Attendance Policy**

C. **Make-up Policy**

D. **Extra-credit Policy**

E. **Final Exam Information**

F. **Academic Honor Code**
The objective of the academic honor code is to sustain a learning-centered environment in which all students are expected to demonstrate integrity, honor, and responsibility, and recognize the importance of being accountable for one's academic behavior.

G. **College Statement about grades of 'F' and withdrawal from class**
   - Students may withdraw from a course by processing an add/drop form during regular office hours through the Registration and Records Office at Main Campus or Romeoville Campus, or by phone at 815-744-2200. Please note the withdrawal dates listed on your bill or student schedule. Every course has its own withdrawal date. Failure to withdraw properly may result in a failing grade of 'F' in the course.
   - At any time prior to the deadline dates established, an instructor may withdraw a student from a class because of poor attendance, poor academic performance or inappropriate academic behavior, such as, but not limited to, cheating or plagiarism.

H. **Intellectual Property**
Students own and hold the copyright to the original work they produce in class. It is a widely accepted practice to use student work as part of the college's internal self-evaluation, assessment procedures, or other efforts to improve teaching and learning and in promoting programs and recruiting new students. If you do not wish your work to be used in this manner, please inform the instructor.

I. **Student Code of Conduct**
Each student is responsible for reading and adhering to the Student Code of Conduct as stated in the college catalog.

J. **Sexual Harassment**
Joliet Junior College seeks to foster a community environment in which all members respect and trust each other. In a community in which persons respect and trust each other, there is no place for sexual harassment. JJC has a strong policy prohibiting the sexual harassment of one member of the college community by another. See Catalog or Student Handbook.

K. **Student Support** [http://jjc.edu/services-for-students/pages/default.aspx](http://jjc.edu/services-for-students/pages/default.aspx)
   - Disability Services: [http://jjc.edu/services-for-students/disability-services/Pages/default.aspx](http://jjc.edu/services-for-students/disability-services/Pages/default.aspx).
   - Student Accommodations and Resources (SbAR): If you need disability-related accommodations, specialized tutoring, or assistive technology in this class, if you have
emergency medical information you wish to share with me, or if you need special arrangements in case the building must be evacuated, please inform me immediately. Please see me privately after class or at my office. New students should request accommodations and support by scheduling an appointment with the Student Accommodations and Resources (StAR) Office, Campus Center 1125, (815) 280-2230.

b. Tutoring: http://jjc.edu/services-for-students
c. Counseling and Advising: http://jjc.edu/services-for-students/counseling-advising
d. Academic Resources: http://jjc.edu/services-for-students/academic-resources
e. Support Programs: http://jjc.edu/services-for-students/support-programs-services
f. Technology Support: http://jjc.edu/services-for-students/Pages/technology-support.aspx

L. Safety

M. College Documentation Styles

Topical Outline

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Effective Date: 01-Jan-2002