

Dakota College at Bottineau Course Syllabus

Course Prefix/Number/Title: AH 176 Fundamentals of HIM

Number of credits: 3

Course Description: An introduction to health information with a focus on purpose and function of the health record, clinical vocabularies and classification systems, healthcare delivery, organizational structures, accreditation, introduction to legal and ethical issues, and healthcare reform.

Pre-/Co-requisites: None.

Course Objectives:

- Understand the development of the HIM profession from its beginning to the present.
- Identify the responsibilities of HIM professionals
- Understand the purpose of the health record.
- Explain the functions of the health record
- Identify the content of health records in various healthcare settings.
- Describe the core capabilities of an electronic health record
- Explain the purpose and elements of a personal health record.

Instructor: Melissa Coleman

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Lecture/Lab Schedule: Online

Textbook: Health Information Management Technology, An Applied Approach, 4th edition; ISBN 9781584263524

Course Requirements:

- The student is expected read assigned materials.
- The student will be required to complete all assignments and tests/quizzes. If a student does not make prior arrangements for late assignments, they are worth half credit.
- Exams are to be closed book and closed notes. Make-up exams are not allowed unless prior arrangements have been made in advance with the instructor. Only 1 make-up exam is allowed during the semester
- A final exam will be completed at the conclusion of the course.
- A letter grade (shown below) will be awarded upon the completion of the course.

90% to 100% - A

80% to 89% - B

70% to 79% - C

60% to 69% - D

59% and below - Fail

Student Email Policy: Dakota College at Bottineau is increasingly dependent upon email as an official form of communication. A student's campus-assigned email address will be the only one recognized by the campus for official mailings. The liability for missing or not acting upon important information conveyed via campus email rests with the student.

Classroom Policies: Respect for fellow students and the instructor is required. While an online class is available 24 hours a day and offers greater flexibility for the student and instructor, keep in mind that your instructor **will not** be available 24 hours a day. The instructor will check email on a regular basis, but there may be times when they are unavailable. As a general rule, you can expect your direct question to be answered within 24 hours

Campus Theme: Students will become advocates for the effective management of patient's clinical data and health records to ensure their confidentiality, integrity, and availability in a variety of healthcare settings. Students will focus on the transition of health information to an electronic environment through technology. Students will be encouraged to continually update their HIM knowledge base through commitment to lifelong learning and encouraged to take part in HIM professional organizations.

Academic Integrity: All students are expected to adhere to the highest standards of academic integrity. Dishonesty in the classroom or laboratory and with assignments, quizzes and exams is a serious offense and is subject to disciplinary action by the instructor and college administration. For more information, refer to the Student Handbook.

Disabilities and Special Needs: If you have a disability for which you need accommodations, you are encouraged to contact your instructor and the Learning Center (228-5479 or 1-888-918-5623) to request disability support services as early as possible during the beginning of the semester.