

HSC 120 : Health Information Management and Medical Office

Spring

This course presents the theoretical concepts of health information management and performance in the medical office setting. Topics presented include the creation and maintenance of health records and the legal and ethical responsibilities of medical personnel who work in the health information management department. AHIMA and HIPPA regulations are integrated throughout the course. Presented are the various systems available including electronic record keeping. Procedures for maintaining records, methods of numbering, filing and compiling statistics and reports are presented. Included in the course are theory and practice of working in and managing the medical office. Workshops provide a simulated office setting, giving the student practice in diverse medical office procedures. The course is taught in a computer lab to allow students continuous access to electronic record keeping and retrieval programs. Students must have a working knowledge of basic computer applications. MS Word, MS PPT and document storage and retrieval will be the main applications utilized for instruction. Access to the internet, as well as site navigation, will also be necessary.

Credits 3

Notes

Students must earn a "C" or higher in all HSC courses in order to graduate from the program.