HIM HEALTH INFORMATION MANAGEMENT

<table>
<thead>
<tr>
<th>Courses</th>
<th>Hr/Wk</th>
<th>Hr/Wk</th>
<th>Sem</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lect/</td>
<td>Disc</td>
<td>Clin</td>
<td>Lab</td>
</tr>
</tbody>
</table>

**Courses**

**HIM.100 Introduction to Health Information Mgmt**

This course introduces students to numerous aspects of health information management. Emphasis is placed on health care delivery systems, health information management professions, and health care settings. Patient records, filing systems, record storage, circulation and retention, indexes, registers, health data collection, and legal issues are also covered as they relate to different types of health care facilities and practices.

Offered: Fall

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AGS AAS and Certificates where applicable.

General Education – Not Applicable

**HIM.205 Health Information Mgmt Tech Practicum**

The purpose of this course is to integrate classroom theory with practical experience. The student will be placed in a medical agency where the skills and knowledge of a health information management technician will be applied. The practicum will be supervised by a College faculty member and a job-site supervisor. Consent of instructor is required to enroll in this course.

Offered: Summer

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AGS, AAS and Certificates where applicable.

General Education – Not Applicable