

HIM 1500 - Introduction to Health Records

Fall 2026 Syllabus, Section 01, CRN 43270,

Credit hours: 3

Instructor

Amy Zinno

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Public Instructor Information

Instructor Title: Amy Zinno, AAS, CMA, AAMA, CCA

Instructor Professional Qualifications:

Associate of Applied Science, Medical Assisting, Jefferson Community College

Medical Assisting Certificate, Jefferson Community College

Certified Medical Assistant, American Association of Medical Assistants (AAMA)

Certified Coding Associate, American Health Information Management Association (AHIMA)

Instructor Office Location: Steubenville, 2530G

Instructor Office Phone: 740-206-9781

Course Description

1500. Introduction to Health Records. This course covers the history, philosophy, development and functions of the health information management profession and the American Health Information Management Association. Emphasis is placed on the content of health records, documentation requirements, forms, screen designs, and data sets provided. The inspection of storage and retrieval systems and control techniques for health records relative to numbering, forms, index systems, record retention, abstracting and analysis are instructed. Various media utilized in health information are presented. Additional topics include the organization of healthcare delivery in the U.S., the structure, and operations of healthcare organizations, along with an overview of various. Introduction to accreditation, licensure, and certification will be presented. Lecture hours = 3. 3 s.h.

Course Readings

Group	Title	Author	ISBN
Required	Health Information Management Technology: An Applied Approach	Sayles, Nanette & Gordon, Leslie	9781584269793

Refer to the weekly required reading assignments listed in the Learning Materials tab within your course in Blackboard.

The course readings are subject to change in the event of extenuating circumstances, research developments, current events, and/or to ensure better learning.

Schedule of Topics and Assignments

Week of	Reading(s)	Proposed Topic	Due/To Prepare for Class
8/24	Chapters 1 & 2	AHIMA, US Healthcare, & Specialties	Due 8/30 before 11:59:35pm: Week 1 Discussion Board: Introductions - Reply Due 8/30 before 11:59:57pm: Week 1 Discussion Board: History of AHIMA - Reply Due 8/30 at 11:59pm: Week 1: Syllabus Quiz Week 1 Assignment: US Healthcare & Specialties
8/31	Re-Read Chapter 1	AHIMA Certifications & Careers	Due 9/6 before 11:59:19pm: Week 2 Discussion Board: AHIMA Certifications - Reply Due 9/6 at 11:59pm: Week 2 Assignment: AHIMA Career Map
9/7	Chapter 3	DDOH & Organizational Structure	Due 9/13 before 11:59:18pm: Week 3 Discussion Board: SDOH & DDOH - Reply Due 9/13 at 11:59pm: Week 3 Assignment: Organizational Chart
9/14	Chapter 4	MPI, Medical Record Addendums, & Components	Due 9/20 before 11:59:20pm: Week 4 Discussion - MPI & EHR Addendums - Reply Due 9/20 at 11:59pm: Week 4 Record Component Assignment
9/21	Chapter 5	Coding Sets/Systems	Due 9/27 before 11:59:12pm: Week 5 Discussion Board - Coding Sets/ Systems - Reply Due 9/27 at 11:59pm: Week 5 Coding Comparison Chart Assignment
9/28	Chapter 6	Data Dictionaries & Unstructured Data	Due 10/4 before 11:59:07pm: Week 6 Discussion Board - Data Dictionary Elements - Reply Due 10/4 at 11:59pm: Week 6 Assignment - Unstructured Data with the AHIMA Data Quality Management Model
10/5	Chapter 7	Secondary Data Sources, AI, & HIM Software	Due 10/11 before 11:59:46pm: Week 7 Discussion Board - Secondary Data Sources & AI - Reply Due 10/11 at 11:59pm: Week 7 Assignment: HIM Software
10/12	Review Chapters 1-7	Course Reflection & Midterm Exam	Due 10/18 before 11:59:45pm: Week 8 Discussion Board: Reflecting on My Learning Journey - Reply Due 10/18 at 11:59pm: Week 8 Assignment: Check-In Midterm Exam

10/19	Chapter 8	Legal Aspects of HIM, Record Retention, Statute of Limitations, & Medical Malpractice	Due 10/25 at 11:59pm: Week 9 Record Retention, Statute of Limitations, & Medical Malpractice Assignment Week 9 Assignment: Legal Aspects Poster
10/26	Chapter 9	HIPAA & Privacy	
11/2	Chapter 21	Ethical Decisions & Cultural Diversity	Due 11/1 before 11:59:45pm: Week 10 Discussion Board: Real-World Privacy Case Study - Reply Due 11/1 at 11:59pm: Week 10 HIPAA Breach, PHI, & HIPAA Violations Assignment
11/9	Chapter 10	HIM in Information Security & Security Risks	Due 11/8 at 11:59pm: Week 11 Assignment - Cultural Diversity Outline Week 11 Assignment: Ethical Decision-Making Matrix
11/16	Chapter 15	Health Insurance Plans & Revenue Cycle	Due 11/15 before midnight: Week 12 Discussion Board - HIM Roles in Information Security - Reply Due 11/15 at 11:59pm: Week 12 Assignment - Security Risks
11/23	Pages 137-143 & 272	Data Governance	Due 11/22 before 11:59:48pm: Week 13 Discussion Board - Health Insurance Plans - Reply Due 11/22 at 11:59pm: Week 13 Revenue Cycle Assignment
11/30	Review Chapters 1-10, 15, & 21	Medical Record Errors	Due 11/29 before 11:59:51pm: Week 14 Discussion Board - Importance of Data Governance - Reply Due 11/29 at 11:59pm: Week 14 - Data Governance in HIM Outline Assignment
12/7	Review Chapters 1-10, 15, & 21 for Final Exam	Final Exam	Due 12/6 before 11:59:28pm: Week 15 Discussion Board - What Stuck With You This Semester? - Reply Due 12/6 at 11:59pm: Week 15 - Medical Record Error Assignment Due 12/12 at 11:59pm: Final Exam - DUE BY SATURDAY 12/12 at 11:59PM EST

The course schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better learning.