

HIM 2635 - Healthcare Indexes and Registries

Fall 2026 Syllabus, Section 01, CRN 43597,

Credit hours: 2

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

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Course Description

2635. Healthcare Indexes and Registries. Indexes and registries utilized in health care are presented with a focus on cancer and trauma registries. Registry activities, including abstraction and cancer staging, are presented. Data presentation and interpretation activities are contained in coursework. 2 Lecture Hours. Prereq.: HIM 2625. 2 s.h.

Course Readings

Group	Title	Author	ISBN
Required	Health Information Management: Concepts, Principles, & Practice	Oachs, Pamela	9781584269694

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	Chapter 3, 5, & 10	Primary, Secondary Data Elements	Due 8/30 at 11:59pm: Week 1 Assignment: Newborn Face Sheet & Birth Registry Due 8/30 before 11:59:05pm: Week 1 Discussion Board: Primary, Secondary, & De-Identified Data - Reply

8/31	Chapters 3 & 4	Coding Data Sets	Due 9/6 before 11:59:49pm: Week 2 Discussion Board: Coding Data Sets - Reply Due 9/6 at 11:59pm: Week 2 Assignment: Coding Data Sets, History & Documentation
9/7	Chapters 3 & 5	Healthcare Data Sets & The Health Record	Due 9/13 before 11:59:14pm: Week 3 Discussion Board: Healthcare Data Sets - Reply Due 9/13 at 11:59pm: Week 3 Assignment: Creating a Patient Record
9/14	Chapter 5	Data Dictionaries	Due 9/20 before 11:59:54pm: Week 4 Discussion Board: Data Dictionaries - Reply Due 9/20 at 11:59pm: Week 4 Assignment: Creating Data Dictionary Quiz
9/21	Chapters 4 & 5	Disease Indexes	Due 9/27 before 11:59:53pm: Week 5 Discussion Board: Disease Indexes - Reply Due 9/27 at 11:59pm: Week 5 Assignment: Disease Index
9/28	Chapters 4, 5, & Review Chapter 3 as needed	Cancer Registries	Due 10/4 before 11:59:57pm: Week 6 Discussion Board: Cancer Registry - Reply Due 10/4 at 11:59pm: Week 6 Assignment: Cancer Registry
10/5	Chapters 4 & 5	Trauma Registries	Due 10/11 before 11:59:03pm: Week 7 Discussion Board: Trauma Registry - Reply Due 10/11 at 11:59pm: Week 7 Assignment: Creating a Trauma Registry
10/12	Chapters 11 & 18	Ethical Use of AI & PDCA	Due 10/18 before 11:59:42pm: Week 8 Discussion Board: Ethical Uses of Artificial Intelligence (AI) - Reply Due 10/18 at 11:59pm: Week 8 Assignment: Midterm Project: PDCA Cycle
10/19	Chapters 4 & 5	Immunization Registries	Due 10/25 before 11:59:39pm: Week 9 Discussion Board: Immunization Registry - Reply Due 10/25 at 11:59pm: Week 9 Assignment: Creating an Immunization Registry
10/26	Chapters 4 & 5	Implant Registries	
11/2	Chapters 4, 5, & Review Chapter 3 as needed	Birth Registries	Due 11/1 before 11:59:17pm: Week 10 Discussion Board: Implant Registry - Reply Due 11/1 at 11:59pm: Week 10 Assignment: Creating an Implant Registry

11/9	Chapter 15	Healthcare Statistics	Due 11/8 before 11:59:12pm: Week 11 Discussion Board: Birth Registry - Reply Due 11/8 at 11:59pm: Week 11 Assignment: Creating a Birth Registry
11/16	Chapter 15	Mean, Median, & Mode In Healthcare	Due 11/15 before midnight: Week 12 Discussion Board: Healthcare Statistics - Reply Due 11/15 at 11:59pm: Week 12 Assignment: Healthcare Statistics Problems
11/23	Chapters 11 & 15	Healthcare Data Visualization & Dashboards	Due 11/22 before 11:59:43pm: Week 13 Discussion Board: Mean, Median, & Mode - Reply Due 11/22 at 11:59pm: Week 13 Assignment: Descriptive Statistics Using an Index or Registry
11/30	Chapter 22	Productivity Measurement & Remote Work	Due 11/29 before 11:59:59pm: Week 14 Discussion Board: Graphs Used in Healthcare Statistics - Reply Due 11/29 at 11:59pm: Week 14 Assignment: Quality Improvement Dashboard
12/7	Chapter 22	PDCA Cycle	Due 12/6 before 11:59:40pm: Week 15 Discussion Board: Measuring Productivity in a Remote Work Environment - Reply Due 12/6 at 11:59pm: Week 15 Assignment: Remote Employee Productivity Procedure and Policy Due 12/12 at 11:59pm: Week 16 Assignment: PDCA Cycle Scholarly Paper

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.