

**J. Sargeant Reynolds Community College**  
**Course Content Summary**

**Course Prefix and Number:** HIM 150 **Credits:** 3

**Course Title:** Health Records Management

**Course Description (including lecture hours, lab hours, total contacts)**

Presents documentation format and content of the medical record relevant to the coding function. Introduces application of standard techniques for filing, maintenance, and acquisition of health information. Examines the processes of collecting, computing, analyzing, interpreting, and presenting data related to health care services. Includes legal and regulatory guidelines for the control and use of health information data. Lecture 3 hours per week.

**General Course Purpose**

This course is designed to provide the student with a general working knowledge of medical records, health information, and analyzing data related to patient services.

**Course Prerequisites/Corequisites**

None

**Course Objectives**

Upon completing the course, the student will be able to:

- a. Identify the basic principles of health information science
- b. Understand the history and purpose of medical records
- c. Distinguish the legal requirements surrounding maintenance and release of health information
- d. Abstract and present data using appropriate methodology

**Major Topics to be Included**

- a. History of medical records
- b. Purpose of medical records
- c. Legal aspects of medical records
- d. Abstracting health information
- e. Statistical analysis and presentation of data

**Effective Date of Course Content Summary (Month, Date Year):** January 2, 2008