

Revised Fall 2016

# HIM 190

## Coordinated Internship

### COURSE OUTLINE

#### Prerequisites:

All curriculum requirements must be completed. Co-requisite: HIM 254.

#### Course Description:

Supervises on-the-job training in selected business, industrial or service firms coordinated by the college.

#### Course Objective

This course specializes in career orientation and training program without pay in selected medical facilities, supervised and coordinated by the college with specific reference to a medical office records management and medical records coding. The students are required to fulfill 80 hours at an on-site medical facility by the first day of exams. It is the responsibility of the student to see that the evaluation forms and hours are sent to your instructor.

**Semester Credits: 2 Lecture Hours: 2 Lab/Recitation Hours: 0**

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## Course Outcomes

At the completion of this course, the student should be able to skillfully work as a medical office associate.

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Required Materials:

None

Textbook:

None

The following supplementary materials are available:

1. ICD-9 Coding book
2. CPT Coding book
3. Medical Dictionary

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Topical Description: (Outline chapters and sections to be covered in the book – may include timeline)

Student must complete 80 hours of on-site training at a medical facility during the semester.

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Notes to Instructors

(List information about optional topics, departmental exams, etc)

1. Encourage students to attend local chapter AAPC meetings

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