Prerequisites: Placement at ENGL 110 or higher

Credit: 3 semester credit hours

Instructor: Carol Petrie Liberty, MS, RHIA
800-478-6653, ext. 718
carol.liberty@uas.alaska.edu

Class Time: Monday & Wednesday
5-7 p.m.

Text: The Language of Medicine: 7th Edition
Chabner, Davi-Ellen
W.B. Saunders Company ISBN 0-7216-9757-7

References: Software included with text
Study Guide
CD-ROM (from UAS)

Suggested: medical dictionary (no specific one recommended)

GRADING:
Tests: 6 75 points each
Final: 100 points
Web Site Evaluation 40 points
Participation 10 points (no points awarded if student misses >2 classes)

A 93-100%
A-/B+ 88-92%
B 85 - 87%
C+ 84-77%
C 69-76%
D 61-68%

COURSE DESCRIPTION
This course is designed to provide students with a basic understanding of the language used within health care settings. Knowledge of terminology enables students to accurately perform technical tasks such as patient record analysis, abstracting,
assignment of diagnostic and procedural codes, and completion of reports. It provides students with a foundation for communication with healthcare professionals and the public.

**COURSE OBJECTIVES:**
At the conclusion of the course, students will be able to:
- Correctly spell and pronounce medical terms
- Combine suffixes, prefixes and roots to build medical terms
- Define medical terms
- Read and understand medical terms in context of reports
- Identify the relationship of pathology to clinical treatment

**EMPHASIS LEVEL**
This course is primarily at the recall level; some demonstration of pronunciation and spelling is required

**ATTENDANCE:**
Because of the amount of material covered in a short time period, attendance is critical since the instructor focuses on the important elements in each chapter and reviews for upcoming tests. **A student who has more than two unexcused absences will be withdrawn from the class.**

It is essential that tests be completed on time. Failure to do so will result in points being deducted for late submission unless prior arrangement has been made in advance with the instructor.

**ABOUT YOUR INSTRUCTOR**
Carol Liberty graduated from the Health Information Administration program at the University of Illinois, Chicago and was certified as a Registered Health Information Administrator. Following graduation, she held various health information management positions including community hospitals, teaching/research hospitals, and as Education Director for the American Health Information Management Association.

She earned her Master’s degree in Adult Education from the University of Tennessee, Knoxville in 1985, and completed a professional development certificate in distance education through the University of Wisconsin – Madison in 1999.

Carol is active in both the national and state health information management associations. She served on the Board of AkHIMA as both Director and President, and was a member of the AHIMA Council on Certification and the Panel of Accreditation Reviewers. Carol has been with the University of Alaska Southeast – Sitka Campus since 1992 when the HIM program was implemented.
HIM 135 SPRING 2005

1/10  Overview of course  Chapters 1 - 2
     Basic Word Structure
     Terms pertaining to body as a whole
     Students to read materials and use software

1/12  Review Chapters 1 & 2 – refer to Study Guide
     Suffixes and Prefixes  Chapters 3 & 4

1/17  Review for Test #1  Chapters 1-4
     Test #1 to be taken no later than 1/24
     Digestive System  Chapters 5 & 6

1/19  Urinary System  Chapter 7

1/24  TEST #1 DUE  Chapters 5-7
     Review for Test #2  Chapters 8
     Female Reproductive System
     Test #2 due no later than 2/2

1/26  Male Reproductive System  Chapter 9

2/2   TEST #2 DUE  Chapters 8-9
     Review for Test #3  Chapters 10
     Test #3 to be taken no later than 2/9
     Nervous System

2/7   Sense Organs – Eye and Ear  Chapter 17

2/9   Test #3 due  Ch 10 & 17
     Review for Test #4
     Test #4 to be taken no later than 2/16
     Cardiovascular System  Chapter 11

2/14  Interim Evaluation Due (on line)
     Respiratory System  Chapter 12

2/16  Test #4 due
     Blood System  Chapter 13
     Lymphatic & Immune Systems  Chapter 14
     See Study Guide
     Review for Test #5  Chapters 11-12
     Test #5 to be taken no later than 2/23

2/21  Musculoskeletal  Chapter 15
2/23

Test #5 due
Endocrine Chapter 18

2/28

Review for Test #6 Chapters 13-15
Test #6 to be taken by 3/7
Skin Chapter 16
Pharmacology Chapter 21

3/2

Cancer Medicine (Oncology) Chapter 19
Radiology Chapter 20

3/7

TEST #6 due
REVIEW FOR FINAL EXAM

3/9

REVIEW FOR FINAL EXAM

FINAL EXAM due no later than 3/17
WEB SITE EVALUATION

Choose a disease or procedure

Using a search engine (Yahoo for example) find a website that contains *current* information about the disease or procedure.

Copy the website address and paste it into the webliography for HIM 135-ut1. Title your posting.

Using the discussion board, let the class know why you chose this disease/procedure and what you found particularly helpful about the website.