

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

Course Prefix and Number: HIM 190 **Credits:** 1

Course Title: Coordinated Internship in Health Information Management

Course Description:

Supervised on-the-job training in selected business or service firms coordinated by the college. Credit/practice ratio not to exceed 1:5 hours. Prerequisites or Co-requisites: HIM 250 Topics in Health Information Management Classification Systems II: CPT HIM 255 Topics in Health Information Management Classification Systems 1: ICD:10CM/PCS; HIM 257 Topics in Health Information Management III. Variable hours. 1 credit

General Course Purpose:

This course is a culminating experience for students enrolled in the Health Information Management and a preparatory course for entry into the health care workforce. Students must 1) contact the program head for permission to register and 2) must have completed required prerequisite courses. An orientation to the workplace is required prior to the workplace experience. A criminal background and drug screening are required for health care facilities. Background check must be free of any barrier crimes.

Course Prerequisites and Co-requisites:

Prerequisites/Co-requisites: HIM 250 Topics in Health Information Management Classification Systems II: CPT HIM 255 Topics in Health Information Management Classification Systems I: ICD:10CM/PCS. HIM 257 Topics in Health Information Management Classification Systems III

Student Learning Outcomes:

Upon completing the course, the student will be able to

- a. Describe the nature and function of the organization in which the internship experience takes place;
- b. Explain how the internship placement fits into a broader health care career field;
- c. Evaluate the internship experience in terms of personal, educational, and career goals;
- d. Demonstrate professional work ethic
 1. Arrive on time, begin promptly, complete shift, attend regularly 100% of the time;
 2. Utilize proper hygiene, dress appropriately and professionally 100% of the time;
 3. Request permission, notify instructor of absence and/or tardiness 100% of the time;
 4. Demonstrate readiness and preparation for each workday experience;
 5. Communicate with staff and supervisors in a professional manner;
 6. React in a calm and logical manner under stress 90% of the time;
 7. State facts and respond to basic work place questions from supervisors;
 8. Display self-confidence and professional poise at all times;
 9. Demonstrate a cooperative effort to be a member of the team or group to achieve a common goal; and

e. Prepare a résumé and cover letter.

Major Topics to Be Included:

- a. Résumé and cover letter writing
- b. Professional appearance
- c. Workplace expectations Date

Effective Date/Updated: October 14, 2024