**HIM 1003**

**Intro to Health Info Management**

**MoHealthWINs Open Course Library**

**Instructional Materials**

**Required Textbook & Course Materials (available in the bookstore)**

***Health Information Management Technology: An Applied Approach***. Sayles, N.,

4th edition. 2013. AHIMA Press. ISBN 978-1-58426-352-4

***Case Studies in Health Information Management***. McCuen, Sayles and Schnering,

2nd edition. 2014. Cengage Learning. ISBN 978-1-13360-268-2

**Technology**

This course is taught through the Moodle course management system. To be

successful, students need to utilize the following technologies:

1. High speed Internet access

2. Microsoft Word

3. Flash drive designated for HIM\*

4. Adobe Reader (free download from http://www.adobe.com/downloads/)

5. Adobe Connect (through Internet link)

6. AHIMA Virtual Lab (through Internet link)

7. Webcam

8. Computer microphone headset (for use with Adobe Connect)

9. Registry Plus software (free download from the CDC)

10. Microsoft Excel (optional for use with grade spreadsheet)

\*Students will use the flash drive to store examples of work and a copy of the syllabus

for future use.

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