

**JAMESTOWN COMMUNITY COLLEGE**  
**State University of New York**

---

**INSTITUTIONAL COURSE SYLLABUS**

**Course Title:** Health Data Procedures

**Course Abbreviation and Number:** HIT 1420

**Credit Hours:** 3

**Course Type:** Lecture

**Course Description:** Students will learn procedures to become effective in the administrative duties necessary in today's state-of-the-art medical office. Students will examine medical records management, filing procedures, medicolegal communications, appointment scheduling, telephone procedures, insurance form completion, medical coding, medical transcription, and financial recordkeeping.

No requisites.

---

**Student Learning Outcomes:**

Students who demonstrate understanding can:

1. Demonstrate how to perform the tasks and skills required of an administrative medical assistant.
2. Explain HIPAA guidelines and how medical office personnel comply with the regulations.
3. Demonstrate the use of scheduling systems, telephone and medical record management techniques.
4. Create professional documents and process incoming and outgoing communication.
5. Define medical insurance, medical billing and medical coding terms.
6. Recognize the importance of ethical behavior in fostering a community of mutual respect and integrity.

---

**Topics Covered:**

- The Administrative Medical Assistant
- Medical Ethics, Law, and Compliance
- Computer Usage in the Medical Office
- Telephone Procedures and Scheduling
- Records Management
- Written Communications
- Patient Medical Records
- Insurance and Coding
- Billing, Reimbursement, and Collections
- Medical Transcription
- Practice Finances
- Office Management

---

**Information for Students**

- Expectations of Students
  - [Civility Statement](#)
  - [Student Responsibility Statement](#)
  - [Academic Integrity Statement](#)

- [Accessibility Services](#)

Students who require accommodations to complete the requirements and expectations of this course because of a disability must make their accommodation requests to the Accessibility Services Coordinator.

- [Get Help: JCC & Community Resources](#)
- [Emergency Closing Procedures](#)

- Course grade is determined by the instructor based on a combination of factors, including but not limited to, homework, quizzes, exams, projects, and participation. Final course grade can be translated into a grade point value according to the following:

A=4.0	B+=3.5	B=3	C+=2.5	C=2	D+=1.5	D=1	F=0
-------	--------	-----	--------	-----	--------	-----	-----

- Veterans and active duty military personnel with special circumstances (e.g., upcoming deployments, drill requirements, VA appointments) are welcome and encouraged to communicate these to the instructor.

---

**Effective Date:** Fall 2021