



Health Information Management Career Certificate

PROGRAM OUTLINE

The program materials will be available in the approximate order listed below.

Starting Your Program

Lesson 1 Starting Your Program

Law, Ethics, and Confidentiality in Allied Health

Lesson 2 Law in Allied Health

Lesson 3 Ethics in Allied Health

Lesson 4 Confidentiality in Allied Health

Electronic Medical Records

Lesson 5 Electronic Health Records and Security

Lesson 6 Administrative and Clinical Use of the EHR

Lesson 7 Reimbursement and Personal Health Records

Lesson 8 HIT130 Final Examination

Lesson 9 Electronic Medical Records Graded Project

Textbook and Simulation *The Electronic Health Record for the Physician's Office with SimChart for the Medical Office*

The Penn Foster Career School Certificate Grading System

LESSON GRADE	LETTER	RATING
90-100	A	Excellent
80-89	B	Good
70-79	C	Average
65-69	D	Passing
Below 65	F	Failing

An overall program average of 65%, or above, is required to graduate and earn your Career Certificate.

Note: The titles of your learning materials may be different from those listed on your program outline. There is no need to call your instructor about these differences. While the titles of certain learning materials may differ, the educational content is the same. All learning materials are designed to give you the finest education in your field. If you need instructional assistance, however, be sure to call for help. We reserve the right to revise the program of study and the instructional materials, and to substitute for the items of equipment offered.

HIMOUT01-1907

GET STARTED TODAY
Call 800.737.8593

