

## Course No. & Title: HIM 291 Advanced Medical Terminology

### Instructor:

Karen C. Sansom, MS, RHIA

Academic Complex 413

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### Credit Hours:

2 semester hours

### Prerequisites:

AH/HIM 290 or consent of instructor

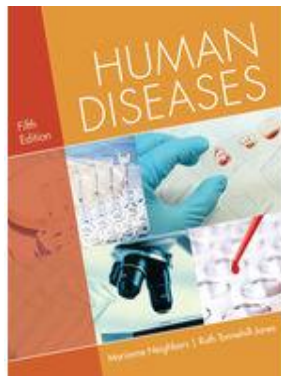
### Description:

This course is designed to develop an in-depth knowledge of medical terminology as it relates to diseases, operations and treatment modalities.

### Required Textbooks:

Neighbors, Marianne and Tannehill-Jones, Ruth. Human Diseases, Delmar Cengage, **5th edition**, 2019

**ISBN10:** 1-337-39679-6 **ISBN13:** 978-1-337-39679-0



### Suggested Reference:

Taber's Cyclopedic Medical Dictionary, current edition, FA Davis Company.

(Please note: While other medical dictionaries-both print and online-may be used, the Taber's dictionary includes a CD with pronunciation of 30,000 medical terms.)

**Assignments:**

Assignments must be completed for each chapter and submitted through Blackboard.

**Examinations:**

Two examinations (midterm exam and final exam) will be administered through Blackboard. One hour and 30 minutes (90 total minutes) will be allowed for each exam; points will be deducted should the time frame be exceeded. A study guide for each exam is available through Blackboard.

**Evaluation:**

The course grade will be determined by the percentage of achieved points accumulated from tests and assignments in relation to possible points. (Extra credit work is not offered in this course, so please do not ask.) The following scale will be used:

Percentage	Grade
90% - 100%	A
80% - 89%	B
70% - 79%	C
60% - 69%	D
59% and below	F

**Instructional Methods:**

1. Chapters will be assigned for review from the required textbook.
2. Assignments will include A) completion of chapter worksheets, B) completion of a midterm examination and C) completion of a final examination.

Access to chapter worksheets is unlimited, but each assignment can only be submitted one time.

Exams may be accessed only once and must be completed and submitted at that time; multiple attempts on exams are not allowed. The Respondus Lockdown browser must be used when completing the exams; additional information may be found on the Blackboard course site.

**Due Dates:**

While this is a self-paced course and you may submit assignments/examinations at your convenience, there will be TWO mandatory due dates. Please refer to the course site on Blackboard for additional information.

**Competencies:**

At the conclusion of this course, the student should be able to:

1. Develop an appreciation of medical terminology and use it comfortably in reading and comprehending health documents.
2. Expand knowledge base of medical terms and pathological conditions.
3. Recognize misspelled and misused terms.
4. Apply knowledge in completing exercises.
5. Develop skills to research medical terms/conditions using credible web-based resources.

### Curricular Components:

At the conclusion of this course, the student should be able to meet the following 2014 AHIMA\* Associate and Baccalaureate Degree Curricular Components at the indicated level:

Supporting Body of Knowledge Biomedical Sciences	Activity
Medical Terminology (5)	Module Worksheets
Physiology (3)	Analyze Medical Reports to Identify ICD 10 Root Operations (Surgical Terminology Worksheet)
Pathophysiology (4)	Module Worksheets

### Title IX Misconduct/Assault Statement:

Western Kentucky University (WKU) is committed to supporting faculty, staff and students by upholding WKU's **Title IX Sexual Misconduct/ Assault Policy (#0.2070)** at <https://wku.edu/eoo/documents/titleix/wkutitleixpolicyandgrievanceprocedure.pdf> and **Discrimination and Harassment Policy (#0.2040)** at [https://wku.edu/policies/hr\\_policies/2040\\_discrimination\\_harassment\\_policy.pdf](https://wku.edu/policies/hr_policies/2040_discrimination_harassment_policy.pdf).

Under these policies, discrimination, harassment and/or sexual misconduct based on sex/gender are prohibited. If you experience an incident of sex/gender-based discrimination, harassment and/or sexual misconduct, you are encouraged to report it to the Title IX Coordinator, Andrea Anderson, 270-745-5398 or Title IX Investigators, Michael Crowe, 270-745-5429 or Joshua Hayes, 270-745-5121.

Please note that while you may report an incident of sex/gender based discrimination, harassment and/or sexual misconduct to a faculty member, WKU faculty are "Responsible Employees" of the University and **MUST** report what you share to WKU's Title IX Coordinator or Title IX Investigator. If you would like to speak with someone who may be able to afford you confidentiality, you may contact WKU's Counseling and Testing Center at 270-745-3159.

### Disability Accommodations:

Students with disabilities who require accommodation (academic adjustments and/or auxiliary aids or services) for this course must contact the Office for Student Disability Services in DSU- 1074 of the Student Success Center in Downing University Center. The OFSDS telephone number is 270-745-5004 V/TDD. Please DO NOT request accommodations directly from the professor or instructor without a letter of accommodation from the Office for Student Disability Services.

Once disability services/accommodations have been granted and initiated, please contact me with any questions or concerns. Also, if you believe that you are not receiving the disability services to which you are entitled, please address this concern with me immediately so discussion and/or adjustments can occur.

**Contact Information:**

The course instructor may be contacted by e-mail Monday through Friday. Every effort will be made to respond within 24 hours of receiving e-mails, excluding weekends and scheduled University holidays/breaks.

Please check Blackboard and your WKU e-mail account on a weekly basis for any course announcements.

\* [American Health Information Management Association](http://ahima.org) (ahima.org)

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