

CERTIFICATE (285)

HIM: Electronic Medical Records Management

Purpose: This curriculum is designed to prepare graduates to perform essential medical office management functions.

Program Objectives: Employment opportunities for medical office managers are plentiful throughout the country in physicians’ offices, HMOs, urgent care centers, managed care practices, and other types of health agencies as practice managers.

Admission Requirements: Applicants must meet the requirements for admission to credit-level coursework established by the college.

Developmental Requirements: Students who do not place into college-level English on the placement test will be required to take developmental courses.

It is strongly recommended that developmental education requirements be completed as soon as possible.

CURRICULUM AND OTHER REQUIREMENTS

GENERAL EDUCATION CORE COURSES	CREDITS
ENG 111* College Composition I	3
PSY 120 Human Relations	3
SDV 100 College Success Skills (or SDV 101)	1

ELECTRONIC MEDICAL RECORDS MANAGEMENT AND RELATED COURSES

AST 101 Keyboarding I.....	3
AST 141* Word Processing I	3
AST 154 Voice Recognition Applications	1
AST 205* Business Communications	3
AST 232* Microcomputer Office Applications	3
HIM 130 Healthcare Information Systems	3
HIM 149 Introduction to Medical Practice Management	2
HIM 150..... Health Records Management	3
HIM 226 Legal Aspects of Health Records Documentation	2
HIM 230..... Information Systems & Technology in Health Care	3
HIM 233* Electronic Health Records Management.....	3
HLT 143 Medical Terminology I	3
HLT 144* Medical Terminology II	3
Total Minimum Credits for Certificate	42

**This course has a requisite. Requisites for all courses are listed in the course description section at the back of the catalog.*

SUGGESTED SCHEDULE

FIRST YEAR	SPRING
FALL	AST 141
AST 101	HIM 150
ENG 111	HIM 233
HIM 130	HLT 144
HIM 230	PSY 120
HLT 143	
SDV 101	

SECOND YEAR

FALL
AST 154
AST 205
AST 232
HIM 149
HIM 226