

CAREER STUDIES CERTIFICATE (221-285-87)

HIM: Medical Office Specialist

Purpose: This curriculum is designed to prepare graduates to perform a variety of medical office functions. Examples include scheduling of appointments, maintaining health records, coding clinical data, completing health insurance forms, and carrying out billing and collections functions.

Program Objectives: Employment opportunities include positions in physicians' offices, HMOs, managed care practices, urgent care centers, and in other health related agencies.

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

CURRICULUM AND OTHER REQUIREMENTS

MEDICAL OFFICE SPECIALIST AND RELATED COURSES		CREDITS
AST 101	Keyboarding I	3
AST 107	Editing/Proofreading Skills	3
AST 141*	Word Processing I	3
HIM 149	Intro to Medical Practice Mngmnt	2
HIM 190	Coordinated Internship for HIM	2
HIM 226	Legal Aspects of Health Record Documentation	2
HIM 253*	Health Records Coding	4
HIM 254*	Advanced Coding and Reimbursements	4
HLT 143	Medical Terminology I	3
HLT 144*	Medical Terminology II	3
Total Minimum Credits for Certificate		29

** 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 253
AST 107	HLT 144
HIM 149 (fall only)	
HIM 226	
HLT 143	
SECOND YEAR	
FALL	
HIM 190	
HIM 254	