

Health Information Management Certificate

Program Coordinator:

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Program Purpose: This curriculum is designed to train personnel for full-time employment upon completion of the course requirements. Graduates are prepared for jobs as a Medical Records Worker, Medical Coder, or Medical Office Clerk.

First Semester (Summer)		
ENG 111	College Composition I	3
ITE 115	Intro to Computer Applications and Concepts	3
SDV 101	Orientation to College Success	1
Total Credits		7
Second Semester (Fall)		
HIM 130	Healthcare Information Systems	3
HIM 253	Health Records Coding I	4
HIM 113	Medical Terminology & Disease Processes I	3
HIM 150	Health Records Management	3
HIM 151	Reimbursement Issues	2
Total Credits		15
Third Semester (Spring)		
HIM 114	Medical Terminology & Disease Processes II	3
HIM 254	Advanced Coding and Reimbursement	4
HIM 163	Anatomy and Physiology for Ad. Health. Prof.	3
MTH 132	Business Math	3
HIM 198	Seminar and Project ¹	1
Total Credits		14
Total minimum credits for AAS Degree		36

¹Seminar and Project course is designed to facilitate successful completion of licensure assessment.



Students who complete HIM 198 are eligible to take the Certified Professional Coder Exam.

- Students who complete ITE 115 or ITE 119 are eligible to test for Microsoft Office Specialist (MOS) Word 2016 & Powerpoint 2016 Certification.