

Developmental Studies Courses
(no credits awarded for these courses)

Put a check in the box to the left of those developmental courses which are needed. The blank is for indicating the semester in which you plan to take the course.

- MTH 2 Arithmetic
- BSK 6 Pre-Algebra
- ESL 12 English as a Second Language: Composition I
- ESL 13 English as a Second Language: Composition I
- ENG 1 Preparing for College Writing I
- ENG 3 Preparing for College Writing II
- ENG 4 Reading Improvement I
- ENG 5 Reading Improvement II

HEALTH INFORMATION MANAGEMENT

Certificate
141

(NOT designed as a transfer program)

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Student Name (print)

Student ID Number

Admission Requirements: In addition to admission to the College, there are specific admission requirements, which can be found on the college Web site at: http://www.pvcc.edu/programs_study/certificate/cert_health_information_management.php.

Admission Process: Students must select Health Information Management Certificate as their program of study on the College's web application. If currently enrolled in a program of study, students are required to meet with an advisor to change their curriculum of study. Students are strongly encouraged to meet with an advisor each semester.

Fall Semester	Credits	Planned	Completed	Spring Semester	Credits	Planned	Completed
HLT 141 Introduction to Medical Terminology	2	_____	_____	ACC 211 Principles of Accounting I	3	_____	_____
BIO 100 Basic Human Biology	3	_____	_____	ACC 213 Principles of Accounting I Lab	1	_____	_____
HIM 130 Health Information Systems	3	_____	_____	HIM 151 Reimbursement Issues in Medical Practice Management	2	_____	_____
HIM 131 Health Information Procedures	3	_____	_____	HIM 250 Health Data Classification Systems I: ICD9-CM	4	_____	_____
ITE 119 Information Literacy	3	_____	_____	HIM 255 Health Data Classification Systems II: CPT	2	_____	_____
SDV 100/101/108 Orientation	1	_____	_____	HIM 143 Managing Electronic Billing in Medical Practice Management	3	_____	_____
				BUS 208 Quality & Productivity Management	<u>3</u>	_____	_____
Total Credits	15			Total Credits	18		

Summer Semester	Credits	Planned	Completed
ENG 111 College Composition I	3	_____	_____
HIM 251 Clinical Practice I	3	_____	_____
HIM 254 Advanced Coding & Reimbursement	4	_____	_____
HIM 253 Health Records Coding	4	_____	_____
HIM ____ Elective ¹	<u>2-3</u>	_____	_____
Total Credits	16-17		

¹Students can choose from the following Electives:

	Credits
HIM 260 Pharmacology for HIM	2
HIM 149 Introduction to Medical Practice Management	2
HIM 231 Health Records Applications I	3
HIM 110 Introduction to Human Pathology	3

Total Minimum Credits: 49