

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)

**Ann Smith, Coordinator of
Health Science Programs
Room 273, 434.961.5239**

**Kathy Hudson, Dean
Math, Science and
Human Services Division
Room 268, 434.961.5446**

Student's Name (print)

Empl ID Number

**Faculty Advisor – Rhoda Cooper
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Phone: 434.961.5266 Room 164C**

Admission Requirements: In addition to admission to the College, there are specific admission requirements for this program. Contact the division office listed above for additional information.

Admission Process: Student must select Health Information Management Certificate as his/her program of study on the College's Web application. If currently enrolled in a program of study student is required to meet with a counselor to change his/her curriculum of study. Students are strongly encouraged to meet with the assigned faculty advisor or a counselor prior to selecting first semester courses. In subsequent semesters students should consult with the assigned faculty advisor prior to course enrollment.

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 ___ Student Orientation	<u>1</u>	_____	_____	HIM 143 Managing Electronic Billing in Medical Practice Management	3	_____	_____
Total Credits	15			BUS 208 Quality & Productivity Management	<u>3</u>	_____	_____
				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*	<u>2-3</u>	_____	_____
Total Credits	16-17		

*** Students can choose from the following Electives:**

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