

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

- _____ 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, Interim Dean
Math, Science and
Human Services Division
Room 273, 434.961.5239**

Student's Name (print)

Empl ID Number

**Faculty Advisor – Rhoda Cooper
rcooper@pvcc.edu
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	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