

**PATIENT ADMISSION
COORDINATOR
Career Studies Certificate
221-152-10**

(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: 961-5266 Room 164C

Admission Requirements: Admission to the College. There are no additional admission requirements for this program.

Admission Process: Student must select Patient Admission Coordinator Career Studies 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.

Course	Credits	Planned	Completed
HLT 141 Introduction to Medical Terminology	2	_____	_____
ITE 119 Information Literacy	3	_____	_____
HIM 115 Ambulatory Coding and Classification	3	_____	_____
HIM 131 Health Information Procedures	3	_____	_____
HIM 151 Reimbursement Issues in Medical Practice Management	2	_____	_____
BUS 208 Quality and Productivity Management	3	_____	_____
Total Credits	16		