

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

(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
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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 143 Medical Terminology	3	_____	_____
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	17		