

HEALTH RECORDS SPECIALIST - CERTIFICATE

Offered at: Ashland Community and Technical College, Big Sandy Community and Technical College, Bluegrass Community and Technical College, Elizabethtown Community and Technical College, Hazard Community and Technical College, Hopkinsville Community College, Madisonville Community College, Maysville Community and Technical College, Owensboro Community and Technical College, Somerset Community College, Southcentral Kentucky Community and Technical College, West Kentucky Community and Technical College

Program Plan Number: 5107163069

May be available completely online. Please check with your academic advisor.

Curriculum Effective Spring Semester

Course	Title	Credits
OST 105 or CIT 105	Introduction to Information Systems Introduction to Computers	3
MIT 103 or AHS 115	Medical Office Terminology Medical Terminology	3
MIT 104	Medical Insurance	3
OST 110	Word Processing Applications	3
MIT 217	Medical Office Procedures	3
MIT 224	Medical Practice Management	3
MIT 227	Medical Office Software	3
MIT 228	Electronic Medical Records	3
MIT 230	Medical Information Management	3
OST 240 or CIT 130	Advanced Microsoft Applications Productivity Software	3
Total Credits		30