

## Career Education

### Business Technology - Medical Records/Health Information

The field of medical records is growing rapidly. The Health Information Technology program provides students with knowledge of the duties and responsibilities of health care managers. Through the use of textbooks, applications, and simulations, students are given the opportunity to develop the skills required

for this field. These skills include ICD 10 CM and ICD 10 PCS coding, insurance billing, medical transcription, records management, and reception area responsibilities.

Another offering in the Health Information Technology program is an Associate of Applied Science Degree in Business Technology with an option in Medical Records and Health Information with specific courses taken at either the Beebe or Searcy campus locations. This program takes two years to complete with the student taking courses on both campuses.

Students will have three (3) years from the date of enrollment to complete all requirements of the program. A student re-entering after the three-year time period will have to repeat all courses in the program

#### Associate of Applied Science

### Business Technology - Medical Records and Health Information

**Total Program = 60 Credit Hours**

*The fourth digit in the course number indicates the number of credit hours.*

### University Requirement - 1 or 3 hours

#### University Requirement

The 3-hour credit course is required for students who must take at least one remedial course. Students who are not required to take a remedial course may take the 3-hour credit course. In both situations, the courses (1-hour or 3-hour) count toward electives.

UNIV 1001 Principles of Academic Success I

UNIV 1003 Principles of Academic Success III

#### Department

University

University

### General Education Core - 15 hours

#### General Education Core

ENG 1003 Freshman English I

ENG 1013 Freshman English II

CIS 1503 Microcomputer Applications I

SOC 2213 Principles of Sociology

SPCH 1203 Oral Communications

#### Department

English

English

Computer Information Systems

Sociology

Speech

## Medical Records and Health Information - 45 hours

### Medical Records and Health Information

MATH	1013M	Technical Mathematics M
BSYS	2563	Business Communication
BUS	1013	Introduction to Business
CIS	2453	Microcomputer Applications II
ECON	2313	Principles of Macroeconomics
ECON	2323	Principles of Microeconomics
FIN	1013	Personal Finance
HIA	1103	Medical Terminology I
HIA	1203	Body Structure and Function
HIA	1303	Medical Office Procedures
HIA	1603	CPT Coding
HIA	2103	Advanced Medical Terminology
HIA	2203	Medical Office Applications
HIA	2313	Disease Processes of the Human Body
HIA	2503	Internship/OJT

*Students may take Technical Mathematics M or higher.*

### Department

Mathematics
Business Systems
Business
Computer Information Systems
Economics
Economics
Finance
Health Information Assistant
Health Information Assistant
Health Information Assistant
Health Information Assistant
Health Information Assistant
Health Information Assistant
Health Information Assistant
Health Information Assistant