

## Math and Science

### Health Information Technology-TC

The field of medical records is growing rapidly. The Health Information Assistant 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 CPT coding, insurance billing, medical transcription, records management, and reception area responsibilities.

Another offering in the Health Information Assistant 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

### Technical Certificate Health Information Technology

**Total Program = 33 Credit Hours**

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

### First Semester - 18 hours

**First Semester**

- HIA 1103 Medical Terminology I
- HIA 1203 Body Structure and Function
- HIA 1303 Medical Office Procedures
- HIA 1603 CPT Coding
- MATH 1013 Technical Mathematics A, B, C, D, E, J, M and V

*A student may take a MATH course higher than MATH 1013.*

**Department**

- Health Information Assistant
- Health Information Assistant
- Health Information Assistant
- Health Information Assistant
- Mathematics

*Some courses may only be offered on the Searcy campus.*

**First Semester**

Choose one course below.

COM 1003 Career Communications

ENG 1003 Freshman English I

*Some courses may only be offered at the Searcy campus.*

**Second Semester - 15 hours**

**Second Semester**

HIA 2203 Medical Office Applications

HIA 2306 ICD 10 Coding

HIA 2313 Disease Processes of the Human Body

HIA 2503 Internship/OJT

*Some courses may only be offered on the Searcy campus.*

**Department**

Career Communications

English

**Department**

Health Information Assistant

Health Information Assistant

Health Information Assistant

Health Information Assistant