

Healthcare Documentation Specialist CERTIFICATE

Program Overview

Graduates of a certificate program in healthcare documentation are proficient in transcribing medical documents, creating and processing correspondence, assisting with release of information, meeting medical provider documentation needs, and other duties. Courses from the certificate are applicable toward the Medical Office Professional AAS degree.

Applicants should possess excellent communication skills, meticulous attention to detail, good spelling, finger dexterity, and extreme accuracy in their work. Candidates considering this field should be comfortable listening to dictated material for an extended periods, editing documents created through the use of voice recognition software, and possess knowledge of patient confidentiality regarding health information.

Career Opportunities

Healthcare documentation specialists may work in a physician's office, surgery center, specialty clinic, hospital, insurance company, government agency, research foundation, long-term care facility, dental office, consulting firm, rehabilitation center or other health care facility.

Program Outcomes

1. Graduates will apply basic medical sciences in accordance to the profession.
2. Graduates will demonstrate use of office and healthcare-based software applications.
3. Graduates will demonstrate entry-level data collection, documentation, and healthcare regulatory practices.
4. Graduates will transcribe and edit medical reports and related office correspondence.

Program Faculty

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Part-time/Full-time Options

This program can be completed by using a combination of online, day, evening, and Saturday courses. Part-time and full-time options are available.

Program Requirements

Check off when completed

All classes must be successfully completed with grade of "C" or better.

Course	Cr
<input type="checkbox"/> BTEC 1421 Business Information Applications 1	3
<input type="checkbox"/> BUSN 1480 Business Career Resources	1
<input type="checkbox"/> MEDS 1420 Health Information Foundations.	3
<input type="checkbox"/> MEDS 1470 Anatomy & Physiology/ Medical Office	3
<input type="checkbox"/> MEDS 1480 Medical Terminology	3
<input type="checkbox"/> MEDS 1551 Medical Formatting/Transcription 1	3
<input type="checkbox"/> MEDS 1552 Transcription And Documentation II.	3
<input type="checkbox"/> MEDS 1553 Advanced Medical Documentation	3
<input type="checkbox"/> MEDS 1560 Computerized Health Information	3
<input type="checkbox"/> MEDS 1570 Human Disease.	3
<input type="checkbox"/> MEDS 2430 Pharmacology for the Medical Office	2
Total Program Credits	30

Program Start Dates

Fall, Spring, Summer-limited course offerings

Course Sequence

The following sequence is recommended; however, this sequence is not required. Not all courses are offered each semester; only a selection of courses is offered summer term.

First Semester

BTEC 1421 Business Information Applications 1	3
MEDS 1420 Health Information Foundations	3
MEDS 1470 Anatomy & Physiology/ Medical Office	3
MEDS 1480 Medical Terminology.	3
Total Semester Credits.	12

Second Semester

MEDS 1551 Medical Formatting/Transcription 1	3
MEDS 1552 Transcription And Documentation II.	3
MEDS 1570 Human Disease	3
MEDS 2430 Pharmacology for the Medical Office	2
Total Semester Credits.	11

Third Semester

BUSN 1480 Business Career Resources	1
MEDS 1553 Advanced Medical Documentation	3
MEDS 1560 Computerized Health Information	3
Total Semester Credits.	7

Total Program Credits 30

Minimum Program Entry Requirements

Students entering this program must meet the following minimum program entry requirements:

Reading: Score of 250+ or grade of "C" or better in READ 0722

Writing: Score of 250+ or grade of "C" or better in ENGL 0922

Arithmetic: Score of 250+

Keyboarding Skills: Minimum of 40 WPM with 3 errors or less or a grade of "C" or better in BTEC 1400.

Computer Skills: Basic computer skills such as word processing, spreadsheets, and Internet usage or a grade of "C" or better in BTEC 1418.

Assessment Results and Prerequisites:

Students admitted into Saint Paul College programs may need to complete additional courses based on assessment results and course prerequisite requirements. Certain MATH, READ, and ENGL courses have additional prerequisites.

390C

*Information is subject to change.
This Program Requirements Guide is not a contract.*