

Career Studies

Medical Records Clerk (074)

Lec Lab Crse
Hrs. Hrs. Cr.

First Semester

AST 107	Editing/Proofreading Skills	3	0	3
AST 117	Keyboarding-Comp Use	1	0	1
HIT 101	Intro to Health Care Del.	4	0	4
HIT 111	Medical Terminology I	3	0	3
ITE 100	Intro/Information Systems	3	0	3
SDV 100	College Success Skills	1	0	1
	Total	15	0	15

Second Semester

AST 137	Records Management	3	0	3
HIT 112	Medical Terminology II	3	0	3
HIT 130	Healthcare Info Systems	3	0	3
HIT 150	Health Records Mgt.	3	0	3
HLT 145	Ethics/Health Care Prsnl.	2	0	2
	Total	14	0	14

29 credits required to graduate

Faculty Contacts

Dr. Ann Davis, Ms. Jane Jones,
Ms. Vickie Ratliff
Location: Phillips-Taylor Hall