

PROGRAM INFORMATION

The field of health information management (medical records) is growing rapidly. The Health Information programs at ASU-Beebe provide 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.

Students who desire to complete a two-year degree leading to job preparation should complete an Associate of Applied Science in Business Technology degree. Portions of the medical records and health information option are offered on the Beebe and Searcy campuses.

Career Opportunities

- Patient Data Entry
- Medical CPT Coder
- Medical ICD-10 Coder
- Medical Records Management
- Medical Staff Credentialing
- Office Manager
- Insurance Pre-Authorization for Procedures
- Medical Insurance Biller



CONTACT INFORMATION

For more information on the Medical Records and Health Information program, please contact:

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www.asub.edu/academics/math-sci/hia

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BUSINESS TECHNOLOGY

MEDICAL RECORDS AND HEALTH INFORMATION



ASSOCIATE OF APPLIED SCIENCE

ASU-Beebe Math and Science Division

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ASSOCIATE OF APPLIED SCIENCE

60 Credit Hours

University Requirement

*Principles of Academic Success I

General Education Core (15 hrs.)

ENG	1003	Freshman English I
ENG	1013	Freshman English II
CIS	1503	Microcomputer Applications I
SOC	2213	Principles of Sociology
SPCH	1203	Oral Communications

Medical Records & Health Information (45 hrs.)

MATH	1013	Technical Math M (or higher)
BSYS	2563	Business Communications
BSYS	2583	Spreadsheet App for Business
BUS	1013	Introduction to Business
MGMT	2013	Business Operation and Management
or		
MGMT	2043	Supervisory Management
or		
MGMT	2153	Small Business Management
ECON	2313	Principles of Macroeconomics
or		
ECON	2323	Principles of Microeconomics
HIA	1103	Medical Terminology I
HIA	1203	Body Structure and Function
HIA	1303	Medical Office Procedures
HIA	1603	CPT coding
HIA	2203	Medical Office Applications
HIA	2306	ICD 10 Coding
HIA	2313	Disease Proc. of Human Body
HIA	2503	Internship / OJT

Total Hours: 60 hours

*These lists only include course information and prerequisites required for this degree. To see more course details, please visit the Course Description section of the ASU-Beebe Catalog.

<http://catalog.asub.edu/index.aspx>

COURSE AVAILABILITY

Please note that some required courses are only offered in Fall or Spring semesters. Additionally, all HIA courses are offered on the Searcy or LRAFB campus.

Fall Semester Only:

HIA	1103	Medical Terminology I
HIA	1203	Body Structure and Function
HIA	1303	Medical Office Procedures
HIA	1603	CPT coding

Spring Semester Only:

HIA	2203	Medical Office Applications
HIA	2303	ICD 10 Coding
HIA	2313	Disease Proc. of Human Body
HIA	2503	Internship / OJT

PREREQUISITE COURSES

A prerequisite is a course or requirement that must be completed before taking an advanced course. Most prerequisites require a completed grade of "C" or better.

Required Course: ENG 1013 Freshman English II
Required Pre-Req: ENG 1003 Freshman English I

All lower level HIA 1XXX courses must be taken and passed as a prerequisite to upper level HIA 2XXX courses.

CO-REQUISITE COURSES

In order to maintain the validity of the degree and technical certificate structure, the following courses should be taken simultaneously.

HIA	1303	Medical Office Procedures
HIA	1603	CPT Coding

HEALTH INFORMATION TECHNOLOGY

Technical Certificate

33 Credit Hours

First Semester (18 hrs.)

HIA	1103	Medical Terminology I
HIA	1203	Body Structure and Function
HIA	1303	Medical Office Procedures
HIA	1603	CPT Coding
MATH	1013	Technical Math M (or higher)

Choose one below:

COM	1003	Career Communications
ENT	1003	Freshman English I

Second Semester (15 hrs.)

HIA	2103	Advanced Medical Terminology
HIA	2203	Medical Office Applications
HIA	2303	ICD 10 Coding
HIA	2313	Disease Proc. Of Human Body
HIA	2503	Internship / OJT

HEALTH INFORMATION TECHNOLOGY

Certificate Of Proficiency

9 Credit Hours

Requirements

HIA	1103	Medical Terminology I
HIA	1203	Body Structure and Function
HIA	1303	Medical Office Procedures

