



Medical Records and Health Information—AAS

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.

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

UNIVERSITY REQUIREMENT—1 OR 3 HOURS

University—1 HOUR or 3 HOURS

UNIV	1001	Principles of Academic Success I
UNIV	1003	Principles of Academic Success III

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.

Department

University
University

GENERAL EDUCATION CORE—15 HOURS

Requirements

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
Comp Info Sys
Sociology
Speech

MEDICAL RECORDS and HEALTH INFORMATION—45 HOURS

Requirements

MATH	1013	Technical Mathematics (or higher)
BSYS	2583	Spreadsheet Applications for Business

Department

Mathematics
Business Systems

Transforming lives through quality learning experiences





BSYS	2563	Business Communication	Business Systems
BUS	1013	Introduction to Business	Business
ECON	2313	Principles of Macroeconomics or	Economics
ECON	2323	Principles of Microeconomics	Economics
MGMT	2013	Business Operation and Management or	Management
MGMT	2043	Supervisory Management or	Management
MGMT	2153	Small Business Management or	
*HIA	1103	Medical Terminology I	Health Info Asst
*HIA	1203	Body Structure and Function	Health Info Asst
*HIA	1303	Medical Office Procedures	Health Info Asst
*HIA	1603	CPT Coding	Health Info Asst
*HIA	2203	Medical Office Applications	Health Info Asst
*HIA	2306	ICD 10 Coding	Health Info Asst
*HIA	2313	Disease Processes of the Human Body	Health Info Asst
*HIA	2503	Internship/OJT	Health Info Asst