Student Name _____ ID Number _____

TECHNICAL CERTIFICATE MEDICAL BILLER/CODER

TECHNICAL CERTIFICATE MEDICAL RECEPTIONIST

TECHNICAL CERTIFICATE MEDICAL TRANSCRIPTION

2009 - 2010

Medical Biller/Coder	
Medical Receptionist	
Medical Receptionist	

Technical Certificate - Medical Biller/Coder

GENERAL EDUCATION CORE		REQ	COMP	NEED
COMM 101	Principles of Speech **OR**	3		
COMM 202	Interpersonal Communications			
HRPT 185	Human Relations in Organizations **OR**	3		
PSYC 101	Intro to Psychology			
	TOTAL	6		
PROGRAM REQUIREMENTS		**REQ**	**COMP**	**NEED**
CITPT 102	Computerized Ten-key	1		
CITPT 110	Business Computer Skills	3		
GNBPT 122	Business English	3		
GNBPT 202	Prof Math Applications **OR**	3		
MTHPT 137	Math for Technology (4 cr) **OR**			
MTHPT 130	Math for Business Analysis (4 cr)			
MEDPT 172	Medical Terminology	4		
MEDPT 175	Administrative Medical Assisting I	3		
MEDPT 259	Patient Record Systems	3		
MEDPT 275	Medical Office ICD9/CPT Coding	3		
WRPPT 200	Word Processing	3		
	TOTAL	26		
SUMMARY				
GENERAL EDUCATION		6		
PROGRAM REQUIREMENTS		26		
	TOTAL	32		

Technical Certificate - Medical Receptionist

GENERAL EDUCATION CORE		REQ	COMP	NEED
COMM 101	Principles of Speech **OR**	3		
COMM 202	Interpersonal Communications			
HRPT 185	Human Relations in Organizations **OR**	3		
PSYC 101	Intro to Psychology			
	TOTAL	6		
PROGRAM REQUIREMENTS		**REQ**	**COMP**	**NEED**
CITPT 102	Computerized Ten-key	1		
CITPT 110	Business Computer Skills	3		
GNBPT 122	Business English	3		
GNBPT 202	Prof Math Applications **OR**	3		
MTHPT 137	Math for Technology (4cr) **OR**			
MTHPT 130	Math for Business Analysis (4cr)			
HLTH 288	Basic First Aid/CPR/AED	1		
MEDPT 172	Medical Terminology	4		
MEDPT 175	Adm Medical Assisting I	3		
MEDPT 251	Medical Transcription I	3		
MEDPT 259	Patient Record Systems	3		
WRPPT 200	Word Processing	3		
	TOTAL	27		
SUMMARY				
GENERAL EDUCATION		6		
PROGRAM REQUIREMENTS		27		
	TOTAL	33		

Technical Certificate - Medical Transcription

GENERAL EDUCATION CORE		REQ	COMP	NEED
HRPT 185	Human Relations in Organizations **OR**	3		
PSYC 101	Intro to Psychology			
	TOTAL	3		
PROGRAM REQUIREMENTS		**REQ**	**COMP**	**NEED**
CITPT 110	Business Computer Skills	3		
GNBPT 122	Business English	3		
GNBPT 202	Prof Math Applications **OR**	3		
MTHPT 123	Math for Technology (4cr) **OR**			
MTHPT 130	Math for Business Analysis (4cr)			
GNBPT 222	Proofreading	3		
MEDPT 172	Medical Terminology	4		
MEDPT 175	Adm Medical Assisting I	3		
MEDPT 251	Medical Transcription I	3		
MEDPT 252	Clinical Experience Work-based learning	3		
MEDPT 261	Medical Transcription II	3		
	TOTAL	28		
SUMMARY				
GENERAL EDUCATION		3		
PROGRAM REQUIREMENTS		28		
	TOTAL	31		

NOTES, SUBSTITUTIONS & WAIVERS

Division Chair _____ **Date** _____

Advisor _____ **Date** _____