



<b>Program: Medical Office/Health Records Specialist, CC    Division: Business</b>		
Student:	ID#:	Calendar Year: 2018-2019

<b>MAJOR REQUIREMENTS (30 credits)</b>							
<b>FALL SEMESTER (15 credits)</b>							
√	Course#	Course Name	Cr.	Req.	Pre-requisites	Sem.	Grade
	BUS-105	Business English	3	X	COM-021, COM-041 or ESL-040	Fall/Sp	
	OFT-110	Keyboarding I	3	X	COM-021 or ESL-020	Fall	
	EHR-110	Computerized Medical Office	3	X	EHR-110	Fall	
	EHR-100	Medical Terminology for the Healthcare Profession	3	X	COM-021, COM-041 or ESL-040	Fall/Sp & OL	
	EHR-200	Medical Office Procedures	3	X	COM-021, COM-041 or ESL-040	Fall	
<b>SPRING SEMESTER (15 credits)</b>							
√	Course#	Course Name	Cr.	Req.	Pre-requisites	Sem.	Grade
	OFT-111	Keyboarding II	3	X	OFT-110	Spring	
	EHR-102	Introduction to Health Records Management	3	X	COM-061, COM-051, EHR-100 or concurrent enrollment	Spring	
	BUS-106	Business Communications	3	X	COM-051 or ESL-050	Fall/Sp & OL	
	IFT-110	Microcomputer Applications	3	X	COM-061 or ESL-060, MAT-020	Fall, SP & OL	
	EHR-205	Document Editing for the Healthcare Specialist	3	X	EHR-100, BUS-105	Spring	

The Medical Office Specialist Certificate Program is designed to provide students who already possess advanced secretarial skills with the competencies necessary to obtain employment as medical secretaries or medical transcriptionists. All coursework may be applied to an Associate in Applied Science degree.

**Advisor's Contact Information:**

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