

Student Name:

FY:

Local Program Name: Medical Health Records Clerk

Student Type:

Schedule Type:

Cohort/Block Number:

Campus:

CTSO	Distance Education	HOURS:
Block/Instructor(PID):		ADDITIONAL BREAK/INTERSESSION DATES:
Class Schedule:	Day: Hours:	Start Date:
	OCAS Code:	End Date:
	CIP Code:	SOC Code:
	CM Code:	

COURSE #	OCAS	ACAD & OHLAP	COURSES	THEORY	LAB	TOTAL	START DATE	END DATE	#DAYS	Grade	Notes
BUSN-0200			Med Term for Health Records Clerk	60	0	60					
BUSN-0201			Medical Insurance	90	90	180					
BUSN-0205			Electronic Health Records	120	120	240					
BUSN-0206			Medical Health Records Clerk Capstone	5	40	45					
TOTAL HOURS				275	250	525					

Comments:

In order to complete the academic program, students must complete all curriculum hours by the program end date. All hours must be face to face and may occur in the classroom, laboratory, or at other locations as assigned. Hours completed outside of the scheduled class time will be supervised, documented, and recorded within the district attendance system. A student may participate in Work Based Experiences upon meeting the stated requirements and business and industry availability.

B & I Certifications			
	Certification Name	Number	A-F?
Primary:	Medical Office Assistant (NCMOA)	8516	Y
Additional:	Medical Terminology (Brainbench)	8514	N
	Medical office Skills (Brainbench)	8515	N
	Heart Saver First Aid, CPR, AED		N

SIGNATURES:

Student: _____

Instructor: _____

Coordinator: _____

Administrative: _____

Student Name:

FY:

Local Program Name: Medical Health Records Clerk

Student Type: Adult

Schedule Type: All Day

Cohort/Block Number:

Campus

CTSO	Distance Education	HOURS:
Block/Instructor(PID):		ADDITIONAL BREAK/INTERSESSION DATES:
Class Schedule:	Day: Hours:	Start Date: End Date:
	Monday 6	Tuesday 6
	Wednesday 6	Thursday 6
	Friday 6	SOC Code: 29-2071
OCAS Code: 9213		CIP Code: 51.0707
CM Code: BA0056001		

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