



Program: Medical Office/Health Records Specialist, CC			Division: Business		
Student:		ID#:		Calendar Year: 2019-2020	

MAJOR REQUIREMENTS (30 credits)							
FALL SEMESTER (15 credits)							
√	Course#	Course Name	Cr.	Req.	Pre-requisites	Sem.	Grade
	BUS-105	Business English	3	X	COM-097 or ESL-040 and ESL-020	Fall/Sp	
	OFT-110	Keyboarding I	3	X		Fall	
	EHR-110	Computerized Medical Office	3	X	EHR-110	Fall	
	EHR-100	Medical Terminology for the Healthcare Profession	3	X	COM-097 or ESL-040 and ESL-020	All	
	EHR-200	Medical Office Procedures	3	X	COM-097 or ESL-040 and ESL-020	Fall	
SPRING SEMESTER (15 credits)							
√	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-098 or ESL-060 and ESL-050, EHR-100 or concurrent enrollment	Spring	
	BUS-106	Business Communications	3	X	COM-098 or ESL-060 and ESL-050	All	
	IFT-110	Microcomputer Applications	3	X	MAT-020	All	
	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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