



Technical Certificate Program of Study

Health Information Technology

	Course Number	Course Title	Credit Hours	Semester Taken	Grade
Fall Semester					
HIT	1023	Tech Law and Ethics in Healthcare*	3		
HIT	1033	Tech Medical Coding I*	3		
HIT	1133	Tech Medical Terminology*	3		
HIT	1063	Tech Medical Office Procedures*	3		
HIT	1043	Essentials of the Human Body*	3		
CFA	1103	Tech Computer Fundamentals*	3		
		TOTAL	18		
*Denotes optional EXIT point: Certificate of Proficiency in Healthcare Office Skills					
Spring Semester					
HIT	2053	Tech Reimbursement Methodologies	3		
HIT	2043	Tech Medical Coding II	3		
MAT	1203	Tech Mathematics or higher	3		
HIT	2023	Tech Advanced Medical Terminology	3		
BUS	2003	Tech Business English or higher	3		
		TOTAL	15		
Summer					
HIT	2203	Tech HIT Practicum	3		
<i>Choose 3 hours from the following:</i>					
BUS	2163	Tech Spreadsheet Applications	3		
HIT	2013	Tech Medical Transcription			
HIT	2143	Tech Advanced Coding			
HIT	2083	Tech Electronic Health Records			
		TOTAL	6		
EXIT: Technical Certificate- Health Information Technology: 39					

Health Information Technology Student Learning Outcomes

Students successfully completing the Health Information Technology program will:

- Demonstrate the knowledge and skills necessary to provide support in health care office environments.
- Demonstrate the ability to effectively communicate pertinent information to patients, billing specialists and members of the medical team.

To be eligible for a Technical Certificate from the University of Arkansas at Monticello College of Technology-McGehee, a student should complete a Program of Study approved by his/her advisor upon entering the University. The Program of Study indicates the minimum semester hours of unduplicated credit at the technical certificate level and is for informational purposes only; it is the responsibility of the student to meet all requirements to be eligible for a technical certificate. The University reserves the right to substitute courses. Some courses require pre-requisite and/or co-requisite classes. Some courses may be offered only during specific semesters. This Program of Study requires Related Instruction to be completed during any semester/term of enrollment. Contact your advisor or Assistant Vice Chancellor for specific information.

Students who score below the required minimal level on the entrance exam may be required to take additional credit hours as part of this University's developmental education program. See current academic catalog for more information.

The technical certificate may serve as a terminal credential or as an intermediate credential for students who wish to pursue an associate or baccalaureate degree program.

For more information about this certificate, contact your program advisor by calling 870-222-5360. Students may also visit www.uamont.edu.

Specific Graduation Requirements

In addition to completing all coursework, the University of Arkansas at Monticello College of Technology-McGehee, requires all students who are eligible for this technical certificate to meet the following criteria:

1. Degree Audit
2. At least 2.00 cumulative GPA

My signature below indicates that I (student) agree that it is my responsibility to meet all UAM requirements to be eligible for a technical certificate. This document serves only as a guide to help me fulfill specific program requirements. This University reserves the right to substitute other courses.

Student Printed Name

Student's Date of Birth

Student Signature

Date

Advisor Signature

Date