

Medical Coding Specialist

Career Studies Certificate

Program Coordinator: Nan Jones • njones@vhcc.edu • 276-739-2465

Length: Two Semesters

Purpose: There is an increased need for qualified personnel in medical offices due to the requirements of insurance and medical agencies. This program is designed to train personnel for full-time employment upon completion of the course requirements. In addition, the curriculum furnishes the student the opportunity to take courses that prepare them for certification exams.

Occupational Objectives: Medical Office Clerk, Medical Records Worker, Medical Coder

Admissions Requirements:

- Completion of the VHCC Application
- Graduation from high school or satisfactory completion of the GED with all transcripts on file with Student Services

Program Requirements: The two-semester curriculum provides training in medical terminology, health records management, coding for health records, and health record applications.

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
First Semester (Fall)				
AST 101	Keyboarding I	4	0	4
AST 107	Editing & Proofreading Skills	3	0	3
HIM 113	Med. Terminology and Disease Processes I	3	0	3
HIM 253	Health Records Coding	4	0	4
Total		14	0	14
Second Semester (Spring)				
AST 271	Medical Office Procedures I	3	0	3
HIM 254	Advanced Coding and Reimbursement	4	0	4
AST 137	Records Management	3	0	3
HIM 163	Anatomy and Physiology for Administrative Health Prof.	3	0	3
Total		13	0	13
Total Credits for Career Studies Certificate				27

Clerical Studies

Certificate

Program Coordinator: Nan Jones • njones@vhcc.edu • 276-739-2465

Length: Two semesters (one year)

Purpose: With the increased development of business, industry, and government in Virginia, there is a great need for qualified personnel in the clerical area of office occupations. The clerical program is designed to train personnel for full-time employment upon completion of the course requirements. In addition, the curriculum furnishes the student the opportunity to elect to transfer into the AAS degree program if she/he so wishes.

Occupational Objectives: Receptionist, Records Clerk, Typist, Office Clerk, Office Assistant

Admission Requirements: A student eligible for admission to the College can normally be considered for admission to Clerical Studies curriculum. Proficiency in high school English and mathematics is required. Students who are not proficient in English and mathematics will be required to correct their deficiencies in developmental courses.

Program Requirements: The two-semester curriculum provides training in keyboarding, filing, word processing, and office record keeping or business electives. In addition to this, the curriculum includes supportive courses as a preparation for entrance into the job market. Upon successful completion of the curriculum, the student will be awarded a Certificate in Clerical Studies.

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
First Semester (Fall)				
ENG 111	College Composition I	3	0	3
SDV 101	Orientation to College Success	1	0	1
AST 101	Keyboarding I ¹	4	0	4
AST 107	Proofreading and Editing	3	0	3
AST 136	Office Record Keeping	3	0	3
AST 154	Voice Recognition Applications	2	0	2
Total		16	0	16
Second Semester (Spring)				
AST 102	Keyboarding II ²	4	0	4
AST 171	Intro. To Call Center Services	3	0	3
AST 137	Records Management	3	0	3
AST 141	Word Processing I ²	3	0	3
MTH 132	Business Mathematics	3	0	3
Total		16	0	16
Total Minimum Credits for Certificate				32

Footnotes:

¹Students who pass the Keyboarding Exemption Test will be granted credit for this course. Testing date is published in the class schedule.

²Prerequisite: AST 101.