

Medical Records Technician Certificate

Program Description

The Medical Records Technician certificate prepares students for employment in a physician's office, acute care setting and/or long-term care setting.

Program Contacts

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Program Outcomes

Upon successful completion of the Medical Records Technician Certificate program, the learner will be able to:

1. Describe the Health Information Management (HIM) process including legal and ethical implications. (HIM 110, HIM 173)
2. Define elements in the medical word building system. (AHS 130)
3. Correctly spell and pronounce medical terms. (AHS 130)
4. Apply basic computer skills. (CSA 126)
5. Identify and describe the structure and function of major organs and body systems. (BIO 160, BIO 201 & BIO 202)

Program Requirements

A minimum of 16 credit hours is required to complete the Medical Records Technician Certificate.

Course	Course Title	Credit Hours
AHS130	Medical Term for Patient Care	3
BIO160	Intro Human Anat & Physiology	4
OR		
BIO201	Human Anatomy & Physiology I	4
AND		
BIO202	Human Anatomy & Physiology II	4
BSA102	Career Search and Success	1
CSA126	Microsoft Office	3
HIM110	Intro to Hlth Info Mgmt	3
HIM173	Legal & Ethical Aspects of HIM	2