

# *CERTIFICATE REQUIREMENTS*

[www.cvtc.edu](http://www.cvtc.edu) – 1-800-547-2882

## *Health Information Clerk Technical Certificate*

*Courses provide clerical skills pertinent for a variety of health care office settings including hospitals, clinics, nursing homes, physician offices, and home care.*

Course Number	Course Title	Hrs./Week	Credits	Prerequisite(s)/Comments
	<u>Fall Semester</u>			
501-101	Medical Terminology	3	3	
530-172	Healthcare Delivery Systems	2	2	
530-176	Health Data Management	3	2	<u>Fall only, Program or certificate student, (530-172 and 530-181 or concurrent)</u>
530-181	Introduction to the Health Record (Weeks 1-8)	2	1	<u>Fall only, Program or certificate student</u>
	<b>Total Credits</b>		<b>8 cr.</b>	

**TOTAL CREDITS REQUIRED = 8**

*A grade of "C" or better is required in all courses.*