



**ELECTRONIC HEALTH RECORDS OFFICE ASSISTANT
Degree Program**

Career Curriculum BUS 2010
Associate in Applied Science
Minimum Hrs. 69
Major Code: 1.2 510707E

FIRST YEAR – FALL SEMESTER

Dept. No.	Hrs.	Gr.
BUS 116 Keyboarding I ¹	3	___
BUS 127 Electronic Calculating	1	___
BUS 135 Office Language Skills	3	___
BUS 215 Medical Terminology I	3	___
CIS 101 Introduction to Computers	3	___
MAT 113 Introduction to Contemporary Mathematics ² OR	3	___
BUS 111 Business Mathematics ²	16	___

FIRST YEAR – SPRING SEMESTER

Dept. No.	Hrs.	Gr.
BUS 117 Keyboarding II ¹	3	___
BUS 216 Medical Terminology II	3	___
BUS 236 Records Management	1	___
BUS 249 Medical Transcription I	3	___
BUS 270 Medical Office Procedures	3	___
CIS 200 Network Essentials	3	___
	16	___

FIRST YEAR – SUMMER SEMESTER

Dept. No.	Hrs.	Gr.
SPE 115 Speech OR	3	___
SPE 116 Interpersonal Communication	3	___

SECOND YEAR – FALL SEMESTER

Dept. No.	Hrs.	Gr.
ACC 100 Business Accounting	3	___
ALH 101 Cardiopulmonary Resuscitation	1	___
BIO 105 Anatomy and Physiology	3	___
CIS 104 Spreadsheet Design	3	___
ECO 201 Introduction to Macroeconomics OR	3	___
ECO 202 Introduction to Microeconomics	13	___

SECOND YEAR – SPRING SEMESTER

Dept. No.	Hrs.	Gr.
BUS 275 Medical Office Coding and Insurance	3	___
BUS 280 Computer Applications for Medical Office	3	___
CIS 120 Database Management	3	___
CIS 208 Security Awareness	3	___
Humanities and Fine Arts Elective OR	3	___
Physical and Life Science Elective ³	15	___

SECOND YEAR – SUMMER SEMESTER

Dept. No.	Hrs.	Gr.
BUS 286 Electronic Health Records Internship	2	___
ENG 101 English Composition I	3	___
BUS 138 Employment Strategy	1	___
	6	___

Spring Only Courses:

BUS 249 BUS 280
BUS 270 CIS 200
BUS 275 CIS 208

¹ Proficiency exams are available for BUS 116 (requiring 40 wpm with no more than three errors on a three-minute straight-copy timing) and BUS 117 (requiring 55 wpm with no more than three errors on a three-minute straight-copy timing) for students entering the program with a sound background in keyboarding. See your advisor or the chairperson of the Business Department for information.

² Students interested in pursuing a bachelor's degree in Health Care Management should take MAT 282, Statistics, or BUS 121, Business Statistics.

³ A physical and life science elective is preferred.

The minimum general education component for the Associate in Applied Science degree requires satisfactory completion of at least 15 semester credits of coursework distributed over the disciplines of Communications, Mathematics, Arts and Humanities, Physical and Life Sciences, and Social and Behavioral Sciences. The curriculum guide for each Associate in Applied Science degree program will spell out the course requirements or options available for satisfying the general education component. With appropriate justification and in consultation with your academic advisor, a request to substitute a course for one recommended in this guide may be granted with the appropriate approvals from the Department Chair, Dean for Instruction and Vice-President for Instruction. However, no substitutions are allowed in Groups I-III (General Education Component; GECC) of the curriculum guide (see the Associate in Applied Science general degree requirements worksheet in the John A. Logan College Catalog).

Students planning to transfer and pursue a baccalaureate degree should, when given a choice, enroll in the general education course that is IAI GECC approved and articulated with participating Illinois institutions.

*John A. Logan College reserves the right to modify this curriculum guide as needed.
Please verify with your academic advisor the accuracy and time lines of this document.*

Effective Date: Fall 2011

Additional Information: This is a two-year program leading to an Associate in Applied Science degree. The Electronic Health Records Office Assistant Program prepares students for office support positions in a doctor's office, clinic, hospital, or other health care-related organizations. Besides exposure to office technology courses, participants gain experience with computer applications, medical terminology, CPR, medical office procedures, and medical records software.

Career Opportunities: Positions as a medical office electronic records assistant, medical office assistant, medical transcriptionist, and medical receptionist are available in hospitals, clinics, doctors' offices, health care organizations, insurance companies, health foundations, local industries, and state and federal government agencies.