

HEALTH INFORMATION SERVICES

DIPLOMA

Become proficient in working with computerized health systems, scheduling, insurance, billing and coding for reimbursement and medical records management. This diploma is a Bring Your Own Laptop (BYOL) program, meaning students may purchase a laptop on their own or from the Southeast Tech Support Center.

CAREER OPPORTUNITIES

Your career opportunities include working for hospitals, specialized health facilities, clinics, chiropractors, outpatient care centers or physician's offices. The region's leading employers are seeking out our graduates!

CURRICULUM

SEMESTER	COURSE TITLE	CREDITS
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Fall			*Requires satisfactory completion of all required coursework and approval of Program Chair.
SSS 100	Student Success Seminar	2	
ENGL 101T	Composition <i>(Prereq Placement Assessment)</i>	3	**You can choose any courses from the suggested Tech Electives below. Please see your Program Advisor for other technical elective options.
CIS 101	Computer Essentials	2	
HC 110	Basic Anatomy	3	
HC 113	Medical Terminology	2	BUS 212 Human Resource Management 3
HC 114	Health Care/Human Relations	3	BUS 210 Supervisory Management 3
HIS 101	Intro to HIS	3	BUS 218 Project Management 3
		18	BUS 217 Customer Service 3
Spring			BUS 256 Ethical Decision Making 3
HIS 119	Computerized Health Systems	3	A "C" or higher is required for all HC & HIS courses.
HIS 121	Insurance/Billing/Coding	3	Students entering a program in any semester other than outlined may not graduate in the expected amount of time.
HIS 122	Techniques and Transcription	3	
HIS 124	Patient Flow and Patient Services	2	
HIS 130	Clinical Preceptorship* (preferred) <i>(Prereq all first semester courses)</i>	6	
or			
TECH ELEC	Technical Elective**	3	
TECH ELEC	Technical Elective**	3	
		17	
TOTAL CREDITS: 35			

 **AVERAGE SALARY**
\$33,530 A YEAR*

ESTIMATED TOTAL PROGRAM FEES

Tuition & Fees	\$7,700
Books & Supplies	\$1,250
Physical & Immunizations	\$100
Background Check & Drug Screen	\$110
TOTAL	\$9,160