PENINSULA COLLEGE

Short-Term Certificate

Administrative Office Systems - Healthcare Documentation II

Details

Completion Award:	Short-Term Proficiency Certificate
Program Code (EPC):	574D

Program Coordinator (contact with questions)

Sherry Sparrowk (360) 417-6375
Office: M-210 ssparrowk@pencol.edu

Student's Name:	**Student ID Number:**
Advisor:	**Advisor's Signature:**

Learning Outcomes

1. Apply prior knowledge of medical terminology, English grammar, punctuation, and spelling rules to transcription and speech recognition editing.
2. Format reports according to Association for Healthcare Documentation Integrity (AHDI) guidelines.
3. Identify, evaluate, and revise inconsistencies and inaccuracies in dictation without changing the medical meaning.

Degree Requirements	Approved Substitutions	Name Of Course	Credits	Credits Completed	In Progress Qtr/Yr
AOS 105	CAT 130	**Word Processing Applications I**	5		
AOS 111		**Medical Terminology II**	3		
AOS 285		**Healthcare Documentation I**	5		
AOS 286		**Healthcare Documentation II**	5		
		CREDITS REQUIRED FOR CERTIFICATE:	**18**		

The following information is needed to produce your certificate:

Quarter and Year Certificate was completed: ☐ Fall ☐ Winter ☐ Spring ☐ Summer **20___**

Name to be printed on Certificate: _____
 First *Middle* *Last*

Mailing Address: _____
 Street/P.O. Box *City* *State* *Zip*

If no mailing address is provided, Certificate may be picked up at the Reception desk in the Student Services Bldg.

For Office Use:

☐ Grades verified Date Certificate Posted: _____ Processed By: _____

☐ Certificate Mailed *or* ☐ Forwarded to Program Advisor