



Short-Term Certificate

Administrative Office Systems - Healthcare Documentation I

Details

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

Program Coordinator (contact with questions)

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| | |
|------------------------|-----------------------------|
| Student's Name: | Student ID Number: |
| Advisor: | Advisor's Signature: |

Learning Outcomes

1. Define medical terms, abbreviations, prefixes, and suffixes.
2. Apply medical terminology, English grammar, punctuation, and spelling rules to transcription and speech recognition editing.
3. Use critical thinking skills to edit and proofread medical reports without changing the meaning or the originator's style.

| Degree Requirements | Approved Substitutions | Name Of Course | Credits | Credits Completed | In Progress Qtr/Yr |
|--|------------------------|---------------------------------------|-----------|-------------------|--------------------|
| AOS 105 | CAT 130 | Word Processing Applications I | 5 | | |
| AOS 110 | | Medical Terminology I | 5 | | |
| AOS 111 | | Medical Terminology II | 3 | | |
| AOS 285 | | Healthcare Documentation I | 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