RCTC PROGRAM PLAN

HEALTHCARE DOCUMENTATION SPECIALIST
Certificate

I. PROGRAM CORE REQUIREMENTS ................................................................. 22 CREDITS
   BTEC 1620, Medical Terminology for Health Professions, 3 cr
   BTEC 1650, Quality Assurance for Healthcare Documentation, 2 cr
   BTEC 1670, Medical Transcription, 3 cr
   BTEC 2616, Professionalism in the Workplace, 2 cr
   BTEC 2870, Employment Strategies, 1 cr
   ENGL 1630, English Grammar for Careers, 3 cr
   HIMC 1850, Computerized Health Information, 3 cr
   HIMC 2600, Human Diseases for Health Professionals, 3 cr
   HIMC 2610, Pharmacology, 2 cr

   TOTAL ............................................................................................................. 22 CREDITS

ADDITIONAL NOTES
PURPOSE: This certificate program will train students for careers as a medical transcriptionist,
healthcare documentation editor, or medical scribe. Students should have an entrance level
keyboarding skill of at least 45 words per minute, current office technology skills, and college level
English reading and writing skills.

PROGRAM ENTRANCE REQUIREMENTS:
KEYBOARDING PREREQUISITE: Students entering this program must be proficient in
keyboarding skills at a minimum of 45 net wpm. Students not meeting this requirement should
enroll in BTEC 1020, Keyboarding. This class will not count toward the required credits for the
program.

Revised: 03/01/2015
Implementation: Fall 2015