HEALTHCARE DOCUMENT MANAGEMENT (BTC)

Basic Technical Certificate

Career-Technical Program
Interest Areas:
  Business Admin. and Management

This certificate program is designed for individuals who desire to update or attain new medical office skills by completing a combination of healthcare operations, revenue cycle, document management, spreadsheets, and law and ethics courses. The curriculum provides students with the updated knowledge and skills necessary to work in various healthcare settings.

Contact Information:
Career & Technical Professional Programs Division
Hedlund Building, Room 101
Phone: (208) 769-3226
Program Website (https://www.nic.edu/programs/healthcare-document-management/)

Program Requirements

Course	Title	Credits
Semester 1		
CAOT-130	Spreadsheets/Excel I	1
CAOT-131	Spreadsheets/Excel II	1
CAOT-140	Database/Access I	1
CAOT-179	Medical Terminology	2
	Credits	**5**
Semester 2		
CAOT-168	Integrated Medical Office Software	3
CAOT-184	Records Systems Management	3
HCIT-180	Medical Law and Ethics	3
	Credits	**9**
	Total Credits	**14**

Course Key

GEM	AAS Institutionally Designated	Gateway	Milestone

Program Outcomes

Upon completion of the program, students will be able to:

1. Apply legal and ethical concepts to real-life dilemmas faced in medical careers.
2. Apply an integrated practice management/electronic health records medical office software program to perform a variety of tasks including appointment scheduling, patient account creation, posting transactions, and electronically billing third-party payers.
3. Apply knowledge of database and spreadsheet software real-life scenarios.
4. Protect patients' health information for confidentiality, authorized access for treatment, and data security.
5. Communicate effectively (in verbal and written forms) including the use of medical terms for anatomy, disease, and diagnostic and therapeutic procedures.