

Electronic Health Records Specialist Certificate

Start a New Career

Learn how to use specialized applications to maintain the integrity and protect the privacy and security of health information. Graduates are trained to apply for job positions such as Health Information Technician, Medical Records Technician, Release of Information Coordinator, Data Quality Specialist and more.



What Does an Electronic Health Records Specialist Do?

An entry-level Electronic Health Records Specialist works in the medical office, clinic, or information services/medical records division of a hospital. The primary role of this employee is to maintain, collect, analyze and secure health information.

Program Details

- This hands-on certificate consists of 7-courses, 21 credits, 3 semesters
- Start in Summer session and complete in one year
- Various formats are available: day/evening online/hybrid
- Computer labs and software simulations are strongly utilized

Curriculum

FIRST SEMESTER

BOT 111	Keyboarding for Info Pro I	3
BOT 180	Medical Terminology	3

SECOND SEMESTER

BOT 112	Keyboarding for Info Pro II	3
BOT 181	Medical Coding I	3
BOT 288	Med Pract Mgmt Software Apps	3

THIRD SEMESTER

BOT 282	Medical Admin Procedures	3
BOT 291	Electronic Health Records	3

21 credits

What is the Employment Outlook?

According to the Bureau of Labor Statistics, employment of medical records and health information technicians is expected to increase by 21 percent from 2010 to 2020, faster than the average for all occupations. This growth is a direct result of the HITECH Act of 2009 which was passed to promote and expand the adoption of health information technology. Graduates can elect to take a national credentialing exam to become a Certified Electronic Health Record Specialist (CEHRS) via the National Healthcareer Association (NHA).

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Additional Information

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