

Degree Description

The Documentation Specialist Occupational Skills Award provides students with an introduction to the regulatory implications surrounding documentation practices along with hands on training in health record analysis for documentation inconsistencies.

NOTE: This award is available completely online. Ask your advisor or visit www.mclennan.edu/online for more details.

Marketable Skills:

1. Apply policies, regulations, and standards to the management of information. 2. Determine compliance of health record content within the health organization. 3. Identify compliance requirements throughout the health information life cycle.

Summer-1 Session	Hours
BIOL 2404 Anatomy & Physiology (specialized)	4 hours
	4 hours

Summer-2 Session	Hours
HITT 1205 Medical Terminology I	2 hours
HITT 1301 Health Data Content & Structure	3 hours
	5 hours

Total hours: 9 hours

Course Descriptions

BIOL 2404 Anatomy & Physiology (specialized)

Study of the structure and function of human anatomy, including the neuroendocrine, integumentary, musculoskeletal, digestive, urinary, reproductive, respiratory, and circulatory systems. Content may be either integrated or specialized. Semester Hours 4 (3 lec/3 lab)

HITT 1205 Medical Terminology I

Introduces the study of medical terms through word origin and structure. Introduction to abbreviations and symbols, surgical and diagnostic procedures, and medical specialties. Semester Hours 2 (2 lec)

HITT 1301 Health Data Content & Structure

Introduces systems and processes for collecting, maintaining and disseminating primary and secondary health-related information, including content of health record, documentation requirements, registries, indices, licensing, regulatory agencies, forms and screens. Prerequisites: Admission to the Health Information Technology program or approval of the program director. Semester Hours 3 (2 lec/2 lab)
