Pellissippi State is offering two high-quality, short-term training certificates in Medical Insurance Coding & Reimbursement and Electronic Health Records.

**Medical Insurance Coding & Reimbursement Certificate**

The Medical Insurance Coding and Reimbursement curriculum prepares individuals for employment in medical insurance and health-care claim processing. Classroom instruction includes use of CPT and ICD as well as the processing of medical insurance claims and medical billing procedures. Students completing the curriculum may wish to take the professional certification exam offered through the American Academy of Professional Coders (AAPC), the American Health Information Management Association (AHIMA), or the Certification for Coding and Billing Specialist from the National Healthcareer Association.

**Electronic Health Records Specialist Certificate**

The Electronic Health Records Specialist curriculum provides the knowledge, skills and experience required for entry-level employment in medical offices. Upon completion of the certificate, students will be able to convert, implement and manage electronic records. Upon completion of the certificate, students may wish to take the Certified Electronic Health Records Specialist exam from the National Healthcareer Association.

Credits earned in both certificates may be applied toward the Associate of Applied Science degree in Administrative Professional Technology/Health Care Office Administration concentration.

A student can complete both certificates in two semesters (fall 2017/spring 2018) by going two nights per week (Tuesday/Thursday) at the Hardin Valley Campus.

**Curriculum (24 credit hours)**

- ADMN 1311 Word Processing I
- ADMN 1306 Medical Terminology I
- ADMN 1313 Spreadsheet Applications
- ADMN 2325 Medical Terminology II
- ADMN 2303 CPT Coding
- ADMN 2311 ICD/PCS Coding
- ADMN 2313 Health Care Insurance Survey
- ADMN 2304 Intro to Electronic Records

**Contact:** Celeste Evans, clevans@pstcc.edu, 865-539-7381
## Fall 2017 Semester (12.0 credit hours)

| 1st 10 weeks | ADMN 1306  Medical Terminology I  
(hybrid) | 3.0 Hrs. **Tuesday**  5:45-8:45 pm | 8/29/17 Tues | 9/5/17 Tues | 9/12/17 Tues | 9/19/17 Tues | 9/26/17 Tues | 10/3/17 Tues | 10/10/17 Tues | 10/24/17 Tues |
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| 1st five weeks | ADMN 1311  Word Processing I  
(hybrid) | 3.0 Hrs. **Thursday**  5:45-9:45 pm | 8/31/17 Thurs | 9/7/17 Thurs | 9/14/17 Thurs | 9/21/17 Thurs | 9/28/17 Thurs |             |             |             |
| 2nd 10 weeks  | ADMN 2304   Intro to Electronic Records  
3.0 Hrs. **Thursday**  (hybrid) 5:45-8:45 pm | 10/5/17 Thurs | 10/12/17 Thurs | 10/19/17 Thurs | 10/26/17 Thurs | 11/2/17 Thurs | 11/9/17 Thurs | 11/16/17 Thurs | 11/30/17 Thurs |
|              |                                  |                             | 12/7/17 Thurs | 12/14/17 Thurs |             |             |             |             |             |             |
| 3rd five weeks | ADMN 2325   Medical Terminology II  
(hybrid) | 3.0 Hrs. **Tuesday**  5:45-9:45 pm | 11/14/17 Tues | 11/21/17 Tues | 11/27/17 Tues | 12/5/17 Tues | 12/12/17 Tues |             |             |             |

## Spring 2018 Semester:  (12.0 credit hours)

| 1st ten weeks | ADMN 2303   CPT Coding  
(hybrid) | 3.0 Hrs. **Thursday**  5:45-8:45 pm | 1/18/18 Thurs | 1/25/18 Thurs | 2/1/18 Thurs | 2/8/18 Thurs | 2/15/18 Thurs | 2/22/18 Thurs | 3/1/18 Thurs | 3/8/18 Thurs |
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|              | ADMN 1313  Spreadsheet Applications  
(hybrid) | 3.0 Hrs. **Tuesday**  5:45-8:45 pm | 1/16/18 Tues | 1/23/18 Tues | 1/30/18 Tues | 2/6/18 Tues | 2/13/18 Thurs | 2/20/18 Thurs | 2/27/18 Thurs | 3/6/18 Tues |
|              |                                  |                             | 3/20/18 Tues | 3/27/18 Tues |             |             |             |             |             |             |
| 3rd five weeks | ADMN 2311  ICD/PCS Coding  
(hybrid) | 3.0 Hrs. **Tuesday**  5:45-9:45 pm | 4/3/18 Tues | 4/10/18 Tues | 4/17/18 Tues | 4/24/18 Tues | 5/1/18 Tues |             |             |             |
|              |                                  |                             | 4/5/18 Thurs | 4/12/18 Thurs | 4/19/18 Thurs | 4/26/18 Thurs | 5/3/18 Thurs |             |             |             |
|              | ADMN 2313  Health Care Insurance Survey  
(hybrid) | 3.0 Hrs. **Thursday**  5:45-9:45 pm |             |             |             |             |             |             |             |             |