

### Program Information

The Anoka Technical College Medical Scribe Specialist certificate is a 30-credit program prepares student to perform real-time recording of patient-doctor interaction at the point of service and input of other physician-communicated information into the electronic health record while under the constant supervision of the medical provider. This program includes curriculum that teaches the skills required to entry-level employment as a medical scribe, which includes medical terminology, anatomy, electronic health records software, medical records documentation, privacy and ethics standards, diagnosis and procedure coding, and healthcare reimbursement practices.

### Prerequisites

Some courses may require an Accuplacer/ACT score or completion of basic math, basic English, and/or reading courses with a “C” or better.

Some courses may required a keyboarding test out.

### Graduation Requirements

All Anoka Technical College students seeking an Associate in Applied Science (AAS) degree, diploma, or certification must meet the grade-point average (GPA) of 2.0 or higher. Please contact your advisor for any further program graduation requirements.

### Transfer Opportunities

To see how credits from this program may transfer into other Anoka Technical College programs or into a program at another college, visit:

- [Minnesota Transfer](http://www.mntransfer.org/students/plan/s_agreements.php?numResults=25&archive=false&from_inst=70&from_prog=&to_inst=&Search=Search): (www.mntransfer.org/students/plan/s\_agreements.php?numResults=25&archive=false&from\_inst=70&from\_prog=&to\_inst=&Search=Search)
- [Anoka Technical College transfer student](http://www.anokatech.edu/BecomeStudent/Transfers.aspx): (www.anokatech.edu/BecomeStudent/Transfers.aspx)

### Program Goals

1. Graduates will demonstrate the ability to accurately and thoroughly document medical visits and procedures as they are being performed by the physician.
2. Graduates will demonstrate proficiency in keyboarding speed and accuracy.
3. Graduates will demonstrate an understanding of medical terminology, anatomy, diagnostic procedures, pharmacology, and treatment assessments to the extent required to understand and accurately scribe doctor-patient encounters in real-time.
4. Graduates will demonstrate the ability to translate medical abbreviations into their expanded forms.
5. Graduates will demonstrate the ability to be able to use all functions of the electronic health records software.
6. Graduates will have a thorough knowledge of and understand the significance of complying with the Health Insurance Portability and Accountability Act (HIPPA) when accessing or communicating patient information.
7. Graduates will demonstrate professionalism in all communications.

### Wage/Outlook/Advancement

Wage information is available from the [Minnesota Department of Employment and Economic Development](http://mn.gov/deed/job-seekers/job-outlook/index.jsp) (http://mn.gov/deed/job-seekers/job-outlook/index.jsp).

### Industry Information

The mandatory implementation of the electronic health record has created this specific job in the health care industry. Providing this type of education preparation prepares students for employment at the forefront of the growth and changes that are happening in the health care industry as it adapts to changes cause by technology. Scribes free up the physicians’ time from clerical entry into the electronic health record which increases their productivity. The physician’s increase in productivity then increases revenue for the hospital/clinic/practice. From the quality of life perspective, scribes allow physicians to focus on quality patient care instead of the demands of paperwork, documentation and record keeping. This is a STEM career.

### Gainful Employment

Follow this link for [Gainful Employment Report](#).

### Technical Education: 30 Credits

- ADSC 1003 Introduction to Keyboarding and Speedbuilding. 2
- ADSC 1025 Keyboarding Skillbuilding ..... 2
- ADSC 1042 Applied Medical Terminology for Scribing..... 2
- ADSC 1055 Electronic Health Records ..... 2
- ADSC 1283 Medical Office Procedures ..... 4
- HITM 1030 Medical Coding for Scribing ..... 3
- HITM 1110 Medical Terminology in Health Information ..... 3
- HITM 1200 Billing and Rembursement ..... 2
- HITM 1210 Supervision of Health Information ..... 3
- HITM 1221 Intro to Health Information Management ..... 3
- HITM 1244 Law and Ethics ..... 2
- HLTH 1050 Body Structures ..... 2

*Also see: Health Information Technology (HIT) AAS, Medical Coding Specialist diploma, Medical Administrative Specialist AAS and Medical Receptionist diploma*

### Start Dates

Fall Semester.....August  
Spring Semester.....January

### Faculty Contact

[Darla Cullen](#)..... 763-576-4018

For information on how to apply, to schedule a tour, or for service during summer hours, contact Enrollment Services at 763-576-7710 or [EnrollmentServices@anokatech.edu](mailto:EnrollmentServices@anokatech.edu)



(continued)

2016-2017

# Medical Scribe Specialist

Certificate

## Sample Program Sequence:

Full Time

1 <sup>st</sup> YEAR	Fall Semester	Spring Semester
	ADSC 1003 ..... 2	ADSC 1025 ..... 2
ADSC 1055 ..... 2	ADSC 1042 ..... 2	
HITM 1110 ..... 3	HITM 1200 ..... 2	
HITM 1030 ..... 3	ADSC 1283 ..... 4	
HLTH 1050 ..... 2	HITM 1210 ..... 3	
HITM 1221 ..... 3	HITM 1244 ..... 2	
<b>TOTAL ..... 15</b>	<b>TOTAL ..... 15</b>	