

# MEDICAL RECORDS TECHNOLOGIES 51.0707.00

## Program Description, Industry Credential, Coherent Sequence, and Teacher Certification

### PROGRAM DESCRIPTION

A **Medical Records Technologies** program prepares individuals to construct, read and analyze medical records. The student will learn accurate medical billing and coding procedures as well as medical business and financial operations. They will also learn the importance of maintaining patient confidentiality as they explore medical law and ethics. This program also covers processes to ensure the accuracy, integrity, and security of medical records in various medical settings such as medical offices and hospitals.

The **Medical Records Technologies** program is designed and delivered as a coherent sequence of school-based and work-based supervised learning. The Professional Skills developed by business and industry leaders across Arizona are integrated throughout the program. The **Medical Records Technologies** students develop leadership, social, civic, and career skills through participation in the Career and Technical Student Organization HOSA (Future Health Professionals).

The **Medical Records Technologies** instructional program prepares students for entry-level employment, further training, and/or post-secondary education for these and other occupations: Medical Record Technician, Medical Records Clerk, and Health Information Clerk or Medical Records Analyst

### INDUSTRY CREDENTIALS

The following credentials have been approved for the A-F CCR and are CTED eligible for the **Medical Records Technologies** instructional program:

- Certified Electronic Health Records Specialist

### COHERENT SEQUENCE

51.0707.10 - Medical Records Technologies I, **and**

51.0707.20 - Medical Records Technologies II, **and program may elect to add:**

51.0707.30- Medical Records Technologies III, **or**

51.0707.40 - Medical Records Technologies IV, **or**

51.0707.70 - Medical Records Technologies – DCE (Diversified Cooperative Education) **or**

51.0707.75 - Medical Records Technologies – Internship **or**

51.0707.80 - Medical Records Technologies – Cooperative Education

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### **TEACHER CERTIFICATION REQUIREMENTS**

The instructor must be ADE/CTE certified in one of the following Certificates: PCTHC, SCTHC, or SSCTEHC

Note:

- Medical Records Technologies 51.0707.70 may be a part of the sequence and the teacher must hold a Cooperative Education Endorsement (CEN).
- Medical Records Technologies 51.0707.75 is not required to have a Cooperative Education Endorsement (CEN).
- Medical Records Technologies 51.0707.80 is required to have a Cooperative Education Endorsement (CEN).

### **CERTIFICATE TYPES**

<b>PCTHC</b>	Provisional Career and Technical Education Health Careers
<b>SCTHC</b>	Standard Career and Technical Education Health Careers
<b>SSCTEHC</b>	Standard Specialized Career and Technical Education Health Careers