



Health Sciences Career and Academic Pathways (CAPs)

Program Map: Certificate of Achievement for Health Information Coding and Statistics Clerk

Total number of units: 34 units

Top Code/Academic Plan: 1223.01

Updated on September 13, 2021

Semester 1	Course Code	Course	Units	Notes	Advising Notes
Program Course	PHYSIOL 006	Anatomy and Physiology	6		
Program Course	HTHTEK 133	Medical Terminology	3		
Program Course	HTHTEK 100	Introduction Health Information Technology	3		
Program Course	CAOT 082	Microcomputer Software Survey in the Office	3		

Total Units 15

Intersession	Course Code	Course	Units	Notes	Advising Notes
Program Course	HTHTEK 106	Hospital Ethics and Law	2	Has a prerequisite.	
Program Course	HTHTEK 134	Introduction to Pathology	3	Has a corequisite.	
Program Course	HTHTEK 108	Introduction to Pharmacology	1	Has a corequisite.	

Total Units 6

Semester 2	Course Code	Course	Units	Notes	Advising Notes
Program Course	HTHTEK 103	Introduction to Basic Coding	3	Has a prerequisite	
Program Course	HTHTEK 215	Advanced Inpatient Coding and Abstracting	3	Has a prerequisite	

Total Units 6

Intersession	Course Code	Course	Units	Notes	Advising Notes
Program Course	HTHTEK 110	Ambulatory Care Coding	3	Has a prerequisite	

Total Units 3

Semester 3	Course Code	Course	Units	Notes	Advising Notes
Program Course	HTHTEK 202	Directed Practice for Coding Specialists	1	Has a prerequisite	
Program Course	HTHTEK 207	Introduction to Health Care Statistics	3	Has a prerequisite	

Total Units 4

Degree Path and Requirements:

This map is a suggested term-by-term sequence of courses to complete the program in a recommended time frame. This is an efficient and recommended plan, but actual plans may vary by individual student need. This map cannot replace a meeting with [counselors](#). Students can apply for certificates as soon as the necessary courses are completed. Meet with a counselor and the financial aid office to ensure continued financial aid. Check with [financial aid](#) for eligibility.

Department Advising Notes:

The department recommends that students meet with an Academic Counselor during the course of this program, to plan for course and program completion.

Program Description

This program is designed to prepare students to work in a statistical clerical unit or independently in the collection, compilation, verification, and presentation of statistical data where a highly-specialized knowledge of patient data using the international classification of diseases and procedural codes is required. Students learn to compile and compute data according to statistical formulas for use in statistical studies and perform actuarial computations and compile charts and graphs for use by actuaries.

Career and Transfer Opportunities

Visit the [Transfer Center](#) for transfer information, which varies based on transfer college. Make an appointment with a [counselor](#). Students can visit [Career and Job Services](#) for career counseling and further exploration. For additional resources, students pursuing a certificate can visit the [American Job Center of California](#) on ELAC main campus.

Youtube Videos

[You Belong at East Los Angeles College](#)

Program Map

A suggested sequence of classes to complete a degree, certificate, or program of study. Students should consult an academic counselor for variations to this plan based on part-time or full-time status, transfer plans, pre-requisites needed, etc.

Prerequisite Course

A specific course that must be completed before advancing to the next course.

Check the online catalog at elac.edu for the latest and most accurate information.

Contact

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