Change to “The Honors Program” page 40
Old: “Graduating students with a GPA of 3.2 or higher who have earned honors credit in at least three courses plus one honors seminar receive the title “Honors Program Scholar” which is designated on their transcript and diploma.”
Revised: “Graduating students with a GPA of 3.2 or higher who have earned honors credit in at least three courses plus one honors seminar (for a total of at least 10 credits) receive the title “Honors Program Scholar” which is designated on their transcript and diploma.”

Name changes:

Career Studies Certificates (page 129)
Old Name: Sign Communications
Revised Name: American Sign Language

Certificate (pages 97 and 115)
Old Name: Certificate in Medical Secretary/Transcription
Revised Name: Certificate in Medical Administrative Assistant/Transcription

Added: New Career Studies Certificates: Effective Fall 2011
Career Studies Certificate: Central Service Technology
Career Studies Certificate: Hospital Facility Coding

Number of credits required decreased: Effective Fall 2011
Certificate in Office Legal Assistant/Paralegal Studies (page 95)
Certificate in Medical Billing/Coding (pages 96 and 114)
Certificate in Medical Administrative Assistant/Transcription) (pages 97 and 115)

Career Studies Certificate: Information Processing Technician (page 99)
Career Studies Certificate: Central Service Technology

AREA: Central Service Technology

Central Service technicians are trained in principles, methods and control of sterilization processes; and the cleaning, processing, packaging, distributing, storing and inventory of sterile goods, instruments, trays and equipment.

LENGTH: Two semesters (Fall and Spring)

PURPOSE: The central service technology program is designed to prepare students to provide support to all patient care services in the health care facility. They are responsible for decontaminating, cleaning, processing, assembling, sterilizing, storing and distributing the medical devices and supplies needed in patient care, especially during surgery.

Admission Requirements:

1. Application to Lord Fairfax Community College.

2. Take the LFCC placement tests in mathematics, reading, and writing (if required) and any recommended developmental course work.

3. High school diploma, or GED-official transcripts must be forwarded to the Health Careers Office (Room 107 – Tina Putman)

4. Students must have a GPA of 2.5 to be considered for admission.

5. Completion of Hobet test (Health Occupations Basic Entrance Test).

6. Completion of physical examination, including an eye examination and all required immunizations. Applicants must be free from physical or mental conditions which might adversely affect their performance.

7. Current certification in CPR (American Heart Association CPR for Health Care Provider –Adult, infant, and child)

8. Return completed and signed Central Service Technology Career Studies Certificate application to the Health Science Division office.

9. An interview will be scheduled with the Central Service Technology instructor after the May 1 application deadline.

10. Completion of criminal background search, fingerprint, drug screen, and psychological screening as required to the satisfaction of affiliating clinical agencies.

11. All fees charged for required testing, liability insurance, books, uniforms, criminal background search, drug screen, and psychological screen are the responsibility of the student.

PROGRAM REQUIREMENTS:

<table>
<thead>
<tr>
<th>Course#</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Semester (fall)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SUR 93</td>
<td>Intro to Central Services</td>
<td>3</td>
</tr>
<tr>
<td>SUR 293</td>
<td>Infection Control</td>
<td>2</td>
</tr>
<tr>
<td>HIM 111</td>
<td>Medical Terminology I</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
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</tbody>
</table>

| **Second Semester (spring)**                        |         |
| SUR 193  | Fundamentals of Central Services| 3       |
| SUR 260  | Clinical Applications*          | 5       |
| **Total**|                               | **8**   |

*Clinical Applications: 100 clinical hours needed which will be applied to the required 400 clinical hours required to take the certification examination for CRST Certification
Certificate in Medical Administrative Assistant

**AREA:** Medical Administrative Assistant/Transcription Certificate

**LENGTH:** Two semesters (one-year) program

**PURPOSE:** With an increasing demand for medical office assistants in Virginia, this certificate will prepare individuals for full-time employment upon completion of the community college program. The program is beneficial for individuals who are seeking first-time employment, career advancement or national certification.

**OCCUPATIONAL OBJECTIVES:** medical office assistant, medical reception, medical secretary, medical transcription or ward clerk

**PROGRAM REQUIREMENTS:** This program prepares the student to fill medical office assistant, medical secretary and medical transcription positions, and provides fundamental knowledge and skills associated with these medical careers. The curriculum includes courses in transcription, office technology, body structure and function and bio-ethics. Upon satisfactory completion of the program, the graduate is awarded a certificate in medical administrative assistant/transcription.

This certificate can be completed in three semesters (one year) if the following conditions are met:

- Placement tests indicate readiness to enroll in ENG 111 and reading prerequisite classes.
- Students without keyboarding skill (or limited skill below 25 words per minute or computer skill) must enroll in AST 101 prior to entry in the program.
- Students are willing to enroll in day and evening classes.
- Grades of C or better are met in each required course.

Additional courses to enhance employment opportunities may include: (if 12 credits needed each semester)

- ASL 101/102 (American Sign Language I and II)
- AST 107 Editing and Proofreading
- AST 205 Business Communications
- HLT 215 Personal Stress/Stress Management
- ITE 115 Computer Applications & Concepts
- MDA 207 Medical Law & Ethics
- SPA 101/102 Spanish I & II

**Course#** | **Title** | **Credits**
--- | --- | ---
**First Semester (summer)**
BIO 100 | Basic Human Biology | 3
ENG 111 | College Composition I | 3
HIM 111 | Medical Terminology I | 3
SDV 100 | College Success Skills | 1
or
SDV 101 | Orientation to Health Professions | 3
**Total** | **10**

**Second Semester (fall)**
AST 102 | Keyboarding II | 3
or AST 141 | Word Processing I | 3
or AST 215 | Medical Keyboarding | 3
AST 271 | Medical Office Procedures | 3
or AST 243 | Office Administration I | 3
or AST 244 | Office Administration II | 3
HIM 112 | Medical Terminology II | 3
**Total** | **9**

**Third Semester (spring)**
AST 142 | Word Processing II | 3
AST 206 | Professional Development | 3
AST 245 | Medical Machine Transcription | 3
HIM 230 | Information Systems and Technology in Health Care | 3
or
AST 230 | Introduction to Office Technology | 3
**Total** | **12**
**Program Total** | **31**

Note: Internship opportunities and a national CPC certification exam may be available to certificate students/graduates.

1Prerequisite: AST 101 or equivalent skill
2Prerequisite: AST 102 or equivalent skill
3Prerequisite: HIM 111
4Prerequisite: HIM 111, HIM 112, BIO 100
Career Study Certificate: Information Processing Technician

**AREA:** Information Processing Technician

**PURPOSE:** To assist students in developing the basic software skills involved in information processing in the office environment and their applications for a range of office functions

**ADMISSION/COURSE PREREQUISITE REQUIREMENTS:**
1. Most courses in this program require placement tests indicating readiness to enroll in ENG 111 and reading prerequisite courses.
2. Students without keyboarding skill (or limited skill below 25 words per minute) must complete the prerequisite course AST 101 Keyboarding I, prior to enrolling in AST 102 or AST 141.
3. All courses completed require a grade of C or better.

Additional courses to enhance employment opportunities may include: (if 12 credits needed each semester)
AST 205 Business Communications
AST 234 Records and Database Management
ENG 111 College Composition I
ITE 115 Introduction to Computer Applications & Concepts
SPA 101/102 Spanish I and II

**PROGRAM REQUIREMENTS:**

<table>
<thead>
<tr>
<th>Course#</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td><strong>First Semester (fall)</strong></td>
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<tr>
<td>AST 107</td>
<td>Editing and Proofreading Skills(^1)</td>
<td>3</td>
</tr>
<tr>
<td>AST 102</td>
<td>Keyboarding II or AST 141 (^2)</td>
<td>3</td>
</tr>
<tr>
<td>SDV 100</td>
<td>College Success Skills</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total</strong></td>
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</tr>
</tbody>
</table>

| **Second Semester (spring)** | | |
| AST 142 | Word Processing II\(^3\) | 3 |
| AST 206 | Professional Development | 3 |
| AST 243 | Office Administration I\(^2\) or AST 244 Administration II\(^2\) | 3 |
| **Total** | | 9 |

**Program Total** 16

\(^1\)Keyboarding skill is required. Co requisite: AST 101 or equivalent skill. Students may enroll concurrently in ENG 3 and END 4.

\(^2\)Keyboarding skill and computer knowledge are required. Prerequisite: AST 101 or equivalent skill.

\(^3\)Prerequisite: AST 141 or equivalent skill.

Recommendation: Career-seeking students are also encouraged to enroll in the office systems assistant one-year certificate and/or the administrative support technology: administrative assistant specialization associate degree program.
AREA: Hospital Facility Coding

PURPOSE: To prepare individuals for full-time employment upon completion of the community college program. The program is beneficial for individuals seeking career advancement and the Certified Coding Specialist (CSC) national coding certification sponsored by American Health Information Management Association (AHIMA).

PROGRAM REQUIREMENTS: This program prepares the student for inpatient and ambulatory surgery coding positions and provides course preparation for the CCS national certification. Prior to non-clinical internships or student employment, satisfactory completion of criminal background search and drug screen may be required. Upon satisfactory completion of the program, the graduate will be awarded a Career Studies Certificate in Hospital Facility Coding.

ACCEPTANCE PREREQUISITE: Must have completed the Medical Billing/Coding One Year Certificate program* with CPC certification or CPC certification and proof of two years of coding experience.

ACCEPTANCE REQUIREMENTS: Requirements for admissions to the Hospital Facility Coding are specific and admission is selective and competitive. All admission requirements must be completed in order to be considered in the selection process. In all cases, the recommendation of the selection committee is the final determinant for admission to the Hospital Facility Coding program. Current information may be obtained from the Business and Technology Division.

1. Completion of LFCC application for admission.
2. Completion of LFCC placement tests in reading and writing skills (Reading prerequisite and ENG 111 eligibility required) and any recommended developmental course work.
3. Completion of the following:
   - Medical Billing/Coding One Year Certificate (graduate of the program)
   - Active CPC certification (AAPC) or CCA (AHIMA) certification
   - BIO 100 or BIO 141 and BIO 142 with a C grade or better
4. Completion of the required OPAC assessments (Keyboarding, Ten-Key Pad and Computer Competency). If OPAC scores are below required skill levels, students will be required to successfully complete AST 101 Keyboarding I with a minimum of C prior to selection consideration for the program.
5. Completion of application for admission to the Hospital Facility Coding career studies certificate program.
6. Documentation proof of two years' coding work experience, signed by supervisor.
7. Submission to the Admissions and Records Office official transcripts of all postsecondary courses attempter of completed.
8. Completion of criminal background search, fingerprinting and drug screen. Students are responsible for all costs of these requirements.
9. Documentation and proof of immunization record, signed by physician.
10. Upon acceptance to the program, additional fees will be required for membership to AHIMA (approximate $170, subject to change) and CCS examination fee at completion of program (approximate $300, subject to change)
11. Upon admission (Acceptance) to the program, applicant understands that class tuition payments and textbook purchases are due prior to the first day of class each semester. Financial aid is not available for this program

PROGRAM REQUIREMENTS:

<table>
<thead>
<tr>
<th>Course#</th>
<th>Title</th>
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<tbody>
<tr>
<td>HIM 260</td>
<td>Pharmacology for HIT(^1)</td>
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<td>HIM 115</td>
<td>Ambulatory Coding and Classification(^2)</td>
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<tr>
<td>HIM 265</td>
<td>Facility Based Medical Coding(^3)</td>
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<tr>
<td>HIM 290</td>
<td>Coordinated Internship(^4) (or HIM 296/On-Site Training)</td>
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</tbody>
</table>

| Program Total | 9 |

\(^1\)Prerequisite: HIM 254
\(^2\)Prerequisite: HIM 260
\(^3\)Prerequisite: HIM 115
\(^4\)Prerequisite: HIM 260 and HIM and co-requisite HIM 265

*Note: Internship opportunities and a national Certified Coding Specialist (CSC) certification exam may be available to certificate students/graduates.
Certificate in Medical Billing/Coding

**AREA:** Medical Billing/Coding Certificate

**LENGTH:** Three semesters (one-year) program

**PURPOSE:** With an increasing demand for medical insurance billing and coding workers in professional offices in Virginia, this certificate will prepare individuals for full-time employment upon completion of the program. The program is beneficial for individuals who are seeking first-time employment, career advancement, or national coding certification.

**OCCUPATIONAL OBJECTIVES:** Medical billing assistant, medical coder, or medical insurance specialist

**PROGRAM REQUIREMENTS:** The program prepares the student to fill medical billing and coding positions and provides fundamental knowledge and skills associated with insurance billing and coding. The curriculum includes courses in college composition, medical coding and reimbursement, and medical office bookkeeping and insurance. Prior to internships or student employment, satisfactory completion of criminal background search and drug screen may be required. Upon satisfactory completion of the program, the graduate will be awarded a certificate in medical billing/coding.

The certificate may be completed in three semesters (one year) if the following conditions are met:

- Placement tests indicate readiness to enroll in ENG III and reading prerequisite classes.
- Students without keyboarding skill (or limited skill below 25 words per minute) must complete the prerequisite class AST 101 prior to enrolling AST 102 and AST 141.
- Students are willing to enroll in day and evening classes.
- Grades of C or better are met in each course completed.

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<tr>
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<td>Keyboarding II^1</td>
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<tr>
<td>or</td>
<td>AST 141 Word Processing I^2</td>
<td>3</td>
</tr>
<tr>
<td>BIO 100</td>
<td>Basic Human Biology</td>
<td>3</td>
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<tr>
<td>HIM 111</td>
<td>Medical Terminology I</td>
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<tr>
<td>SDV 100/101</td>
<td>Orientation to Health Professions</td>
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<td></td>
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<tr>
<td>HIM 112</td>
<td>Medical Terminology II^3</td>
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<td>HIM 253</td>
<td>Health Records Coding^4</td>
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<tbody>
<tr>
<td>AST 206</td>
<td>Professional Development^2</td>
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<tr>
<td>HIM 143</td>
<td>Managing Electronic Billing^5</td>
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<tr>
<td>HIM 254</td>
<td>Advanced Coding &amp; Reimbursement^6</td>
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<td><strong>Total</strong></td>
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</tbody>
</table>

| **Program Total** | **30** |

^1 Keyboarding skill is required. Prerequisite: AST 101 or equivalent skill
^2 Prerequisite: AST 102 or equivalent skill
^3 Prerequisite: HIM 111
^4 Prerequisite: HIM 111 and BIO 100
^5 Prerequisite: HIM 253
^6 Prerequisite: HIM 112 and HIM 253

Note: Internship opportunities and a national CPC certification exam may be available to certificate students/graduates.

Additional courses to enhance employment opportunities may include:

- AST 142 Word Processing II
- AST 205 Business Communications
- MDA 207 Medical Law & Ethics
- SPA 101/102 Spanish I & II