

# Healthcare Documentation Specialist (HD51)

## Certificate eMap

This eMap, along with regular meetings with your program advisor and using DegreeWorks, will help you remain on track to finish your program as quickly as possible and graduate from Georgia Northwestern Technical College. This eMap is intended to be used when beginning the program in Fall semester. Starting the program in Spring or Summer semesters may alter the suggested courses or course availability. This eMap is based on the 2024-2025 academic year.



### THIS PROGRAM IS NO LONGER ACCEPTING NEW STUDENTS

1 <sup>st</sup> set of suggested courses			
Course		Hours	Completed
BUSN 1010	Medical Terminology, Anatomy, and Diseases for Business	6	<input type="checkbox"/>
ENGL 1005	Applied Technical Communications	3	<input type="checkbox"/>
COMP 1000	Introduction to Computer Literacy	3	<input type="checkbox"/>

COMP 1000 is the recommended course. Additional courses may be available to meet this requirement. See Course Catalog for more info. BUSN 1010 is a recommended course as it serves as a prerequisite requirement for other BUSN courses. Students should take BUSN 1010 in their first semester (fall term). Refer to the Course Catalog for other courses that may fulfill the BUSN 1010 requirement, but note this may extend program timeframe.

2 <sup>nd</sup> set of suggested courses			
Course		Hours	Completed
BUSN 1440	Document Production	4	<input type="checkbox"/>
BUSN 2320	Medical Document Processing/ Transcription (Prerequisite: BUSN 1440, ENGL 1010, BUSN 1010 only OR must have completed both of the following requirements - (A) BUSN 2300 or ALHS 1090 (B) BUSN 2310 or ALHS 1010 or ALHS 1011)	4	<input type="checkbox"/>
BUSN 2350	Electronic Health Records (Prerequisite: BUSN 1010 only or one of BUSN 2300 or ALHS 1090, and COMP 1000/ Corequisite BUSN 1440)	3	<input type="checkbox"/>

BUSN 2350 is the recommended course. Additional courses may be available to meet this requirement. See Course Catalog for more info.

3 <sup>rd</sup> set of suggested courses			
Course		Hours	Completed
BUSN 2330	Advanced Medical Document Processing/ Transcription (Prerequisite: BUSN 2320)	4	<input type="checkbox"/>
BUSN 2440	Healthcare Leadership and Professional Effectiveness (Prerequisite: BUSN 2340)	3	<input type="checkbox"/>

BUSN 2440 fulfills the Guided Elective requirement for this certificate. Other courses may meet this requirement. Students should see their advisor for more info.

**Total Credit Hours: 30 Minimum Credit Hours Required for Graduation**

### Healthcare Documentation Specialist Certificate Planning Notes:

- Classes for this program are available at all GNTC campuses (schedules may vary) and can be completed 100% online.
- If Learning Support Courses are needed, the timeframe for completion will be longer.

Additional information for the Healthcare Billing and Reimbursement Assistant Certificate and program requirements can be found at [GNTC 2024-2025 Catalog](#).