

Student Plan of Study - Health Informatics--Health Information Management/Medical Office



Name _____ Date _____ School _____

Parent/Guardian Signature _____ Date _____ Advisor/Counselor Signature _____ Date _____

Current Area of Interest: Health Science/Health Informatics--Health Information Management/Medical Office - This PLAN OF STUDY should serve as a guide for the next four years. Courses listed in this plan are only recommended coursework and should be individualized to meet each student's educational and career goals. All plans will meet minimum high school graduation requirements. Applicants to the University System of Georgia and the Technical College System of Georgia institutions should be advised that meeting minimum requirements will not guarantee admission. Postsecondary institutions may set additional requirements.

Health Science

Grade Level	I. English/Language Arts Total 4 credits	II. Math Total 4 credits	III. Science Total 4 credits	IV. Social Studies Total 3 credits	V. Health/Personal Fitness Total 1 credit	VII. Possible electives in additional pathways (students should check the local course description catalog for these and other electives) Total 4 credits
9	9 th Literature & Composition or Approved Dual Enrollment Course 1 credit Credit Earned <input type="checkbox"/>	1 CCGPS Cord Algebra 2 CCGPS Analytic Geometry 3 CCGPS Accel Cord Algebra/Analytic Geometry 4 CCGPS Accel Analytic Geometry B/Adv. Algebra 1 credit * Credit Earned <input type="checkbox"/>	Biology or Approved Dual Enrollment Course 1 credit * Credit Earned <input type="checkbox"/>	American Government/Civics or AP Government/ Politics US or Approved Dual Enrollment Course ½ credit Credit Earned <input type="checkbox"/>	Health ½ credit Credit Earned <input type="checkbox"/> Personal Fitness ½ credit Credit Earned <input type="checkbox"/> VI. CTAE Pathway Total 3 credits	Advanced Academic Pathways English/Language Arts, Math, Science, Social Studies An advanced academic pathway may be followed in any one of the content subjects listed above. Upon graduation, students earn an advanced academic pathway when they complete the required coursework to include at least one AP or one IB or one Dual Enrollment course. An advanced academic pathway should also include at least two credits in one world language. AP, Dual Enrollment and Georgia Virtual School courses may be available.
10	10 th Literature & Composition or World Literature & Composition or Approved Dual Enrollment Course 1 credit Credit Earned <input type="checkbox"/>	1 CCGPS Analytic Geometry 2 CCGPS Adv Algebra 3 CCGPS Accel Analytic Geometry/Adv. Algebra 4 CCGPS Pre-Calculus 1 credit * Credit Earned <input type="checkbox"/>	Physical Science or Physics or AP Physics or Approved Dual Enrollment Course 1 credit * Credit Earned <input type="checkbox"/>	World History or AP World History or Approved Dual Enrollment Course 1 credit Credit Earned <input type="checkbox"/>	*25.52100 Intro to Healthcare Science or Approved Dual Enrollment Course 1 credit Credit Earned <input type="checkbox"/>	World Language Pathways **Two credits are required for admissions to University System Institutions. For a listing of world language courses offered at your high school, please check with your advisor, counselor, or local course description catalog. A world language pathway may be followed in any of the world language areas included in the state list of approved courses. Upon graduation, students earn a world language pathway when they complete three credits in one language. The third course may reflect an AP, IB or Dual Enrollment designation. Georgia Virtual School and ACCEL courses may be available.
11	American Literature/Composition or AP English Language & Composition/American Lit or Approved Dual Enrollment Course 1 credit Credit Earned <input type="checkbox"/>	1 CCGPS Adv. Algebra 2 CCGPS Pre-Calculus 3 CCGPS Accel Pre-Cal 4 CCGPS Cal or AP Cal 1 credit * Credit Earned <input type="checkbox"/>	Chemistry or Environmental Science or Earth Systems or AP/IB or Approved Dual Enrollment Course 1 credit * Credit Earned <input type="checkbox"/>	United States History or AP US History or IB History of the Americas or Approved Dual Enrollment Course 1 credit Credit Earned <input type="checkbox"/>	25.44000 Essentials of Healthcare or Approved Dual Enrollment Course 1 credit Credit Earned <input type="checkbox"/>	Fine Arts/Performing Arts Pathways Visual Arts, Dance, Music, Journalism, Theatre A fine arts pathway may be followed in any one of the five areas listed above. Upon graduation, students complete a fine arts/performing arts pathway when three courses have been successfully completed in any one of the five areas. A student should consult a counselor or advisor for related coursework. AP, Dual Enrollment and Georgia Virtual School courses may be available.
At the end of the 11th grade, students planning to enter a University System of Georgia Institution or Technical College System of Georgia Institution should take the appropriate admissions test (SAT, ACT, Compass).						
12	Advanced Composition or British Literature or AP/IB English Literature & Composition or Approved Dual Enrollment Course 1 credit Credit Earned <input type="checkbox"/>	CCGPS Pre-Cal or Calculus or AP Calculus or AP Stats or IB Math or Approved Dual Enrollment Course 1 credit * Credit Earned <input type="checkbox"/>	Microbiology or Human Anatomy & Physiology or Epidemiology or Approved Dual Enrollment Course 1 credit * Credit Earned <input type="checkbox"/>	Econ/Business/Free Enterprise or AP Macro Econ or AP Micro Econ or IB Econ or Approved Dual Enrollment Course ½ credit Credit Earned <input type="checkbox"/>	25.49700 Health Information Management/Medical Office or Approved Dual Enrollment Course 1 credit Credit Earned <input type="checkbox"/>	Legend: *Science: Approved 4th Sciences may be used to meet both the required science and required elective in a Career, Technical and Agriculture Education (CTAE) sequence of courses: see Fourth Science Requirements for more information. Student may take science courses in any sequence. *Math: Select Math sequence 1, 2, 3, 4, based on 9 th grade entry course. **Students must complete two credits of the same world language for admission to University System of Georgia institutions. *** Students should complete a CTAE pathway and take the related end of pathway assessment.
Sample Elective Courses	Other English Elective Courses: Literary Types/Composition Journalism Oral/Written Communication Speech	Other Math Elective Courses: Calculus AP Calculus Math of Finance	Other Science Elective Courses: AP Biology or AP/IB Science or AP Chemistry	Other Social Studies Elective Courses: Current Issues or AP/IB Soc Studies or Psychology or Sociology or Humanities	Other CTAE Elective Courses: Other CTAE courses are available to complete a related pathway	NOTE: Local systems may offer core courses in a different sequence; not all local systems offer every pathway. Students should explore all credit possibilities including Georgia's Virtual School Program , Dual Enrollment , Advanced Placement (AP), International Baccalaureate (IB) and Work-Based Learning (WBL) to reach their educational and career goals.

SAMPLE Pathway OCCUPATIONS			
See * Georgia's HOT Careers to 2020 for more information on high-skilled, high-wage and high-demand occupations.			
<u>Occupation Specialties</u>	<u>Entry Level of Education Needed</u>	<u>2012 Annual Wage</u>	<u>Annual Openings 2012-2020</u>
Medical Records and Health Information Technicians	High School diploma or equivalent	\$30,300	250
Informatics Nurse Specialists	Bachelor's or Master's Degree	\$78,700	National data projects 222,500 job openings
Medical Assistants	Some college, no degree	\$28,200	850

Source: Georgia Department of Labor/ONET

For more information about your education and career planning, including valuable financial aid information that includes grants and scholarships, see your school counselor.			
*** Current Georgia Graduation Rule			
<u>Coursework</u>	<u>Credits</u>	<u>Coursework</u>	<u>Credits</u>
I. English/Language Arts	4	V. Health & Physical Education	1
II. Math	4	VI. **Career, Technical & Agricultural Education and/or ***World Languages, and/or Fine Arts	3
III. *Science	4	VII. Electives	4
IV. Social Studies	3	TOTAL	23
<p>*Selected 4th Science courses may be used to meet both the required science and required elective in a CTAE sequence of courses.</p> <p>**Students must complete three credits to complete a CTAE pathway and take the end of pathway assessment.</p> <p>***Students must complete two credits of the same world language for admission to Georgia Board of Regents colleges/universities.</p> <p>**** Current graduation requirements should be met in all content areas.</p> <p>NOTE: This plan represents minimum graduation requirements. Local systems may require additional coursework.</p>			

<u>Postsecondary Transition:</u>
<ul style="list-style-type: none"> Students who will continue their education in a Program of Study at one of the University System of Georgia institutions should prepare to take the ACT or SAT for admissions. Tests for admissions may vary from institution to institution. Contact the selected institution for specific testing information. Additional admissions information can be found at Staying On Course. (www.usg.edu/student_affairs/documents/Staying_on_Course.pdf) Students who will continue their education in a Program of Study at one of the Technical College System of Georgia institutions should prepare to take the COMPASS test for admissions. Students who will continue their education and training in the US Military should take the ASVAB assessment. Students should utilize electronic college and career databases to select the most appropriate postsecondary opportunities to match their selected career field, including registered apprenticeships. Georgia's dual-credit programs have been combined into one program entitled Move on When Ready, in which high school students may earn their high school course credits while taking college courses.

<u>Possible Student Pathway Credentialing Opportunities:</u>
<p>Students completing a pathway are eligible to take a Credentialing/End of Pathway Assessment (EOPA) upon successful completion of the three required courses in the pathway. For specific assessment information, refer to http://www.gadoe.org/Curriculum-Instruction-and-Assessment/CTAE/Pages/CTAE-Georgia-Assessments.aspx.</p>

<u>*Related Pathway Occupations:</u>	<u>Other Related Health Science Occupations:</u>
Informatics Nurse Specialists Medical Records & Health Information Techs Medical Secretaries Medical Transcriptionists	Billing & Posting Clerks Epidemiologists Medical & Health Services Managers Mental Health Counselors Receptionists & Information Clerks
*ONET Online	

<u>Health Information Management/Medical Office</u>
<p>Those working in health information are skilled professionals who understand both the healthcare and information technology environments. Health information is a broad field that covers areas such as electronic medical records, access to knowledge-based information, digital libraries, digital imaging systems, telemedicine, clinical decision support, and health policy and decision making. Those employed in health informatics work closely with a variety of health professional teams and can find job opportunities in hospitals and other healthcare providers, pharmaceutical companies, medical software companies, consulting companies, public health organizations, government and non-governmental agencies, insurance companies, and academia.</p> <p>People interested in this field should be able to utilize medical information and be able to communicate that information as medical knowledge. Some areas of health information do not require post-graduate training. These areas, such as medical coding and medical transcription do require a strong understanding of medical terminology.</p> <p>Because of the advances in technology, the medical industry is taking full advantage of more efficient and effective ways to maintain enormous amounts of information regarding patient care and procedures. Applicants with strong computer skills, as well as a strong understanding of medical terminology and skills needed in a medical office, will find favorable opportunities in this pathway. In Georgia, medical records and health information jobs will increase by 26% and will have 250 annual job openings.</p>