

17 JUL 02

**PATIENT ADMINISTRATION SPECIALIST
COURSE PREREQUISITES
CRS 513-91G10**

EFFECTIVE: 01 MAY 00
LAST UPDATED: 01 MAY 02

Open to Active Army SPC non-promotable and below, Reserve Component SGT and below, and DOD civilians. Active Army and Reserve Component soldiers holding MOS 91A, 91K, 91P, 91V, and 91WM6 will not be considered. First term soldiers cannot apply for reclassification until the end of their first term of service. Minimum **Time-In-Service (TIS) remaining requirement upon completion of the course is 9 months for** Active Army. NGR 351-1 (3 years) and AR 135-200 (2 years) govern TIS remaining requirement for the Reserve Component. Height and weight must be IAW AR 600-9. Soldiers must have a high school diploma or a GED equivalency, a **Clerical (CL) score of 92 or higher**, and a minimum physical profile of 323221. Enlisted women who are pregnant must be processed IAW AR 635-2001.

Prior to the departure from home station, soldiers are required to reenlist or extend their terms of enlistment in order to fulfill the TIS remaining requirement upon completion of the course. When reporting to the AMEDD Center & School for training, and it is determined that the soldiers do not meet the TIS remaining requirement, they will not be accepted into the course unless they reenlist or extend to meet the TIS remaining requirement.

SPECIAL INFORMATION: Reserve Component soldiers will arrive at Fort Sam Houston with the following items MPRJ 201 file, Medical Record, Dental Record and complete basic clothing issue, to include running shoes. Active Army must utilize DA Form 4187 and include ERB, DA Form 2-1, and letters of recommendation from the chain of command evaluating the applicant's potential and ability to complete this course. **SUBMIT ALL REQUESTS FOR WAIVERS TO: CDR, AMEDD Center & School, AMEDD Personnel Proponent Directorate, ATTN: MCCS-DE, 1400 E. Grayson Street, Fort Sam Houston, TX 78234-5052.**

COURSE SCOPE

EFFECTIVE: 01 MAY 00
LAST UPDATED: 19 FEB 02

Provides initial training of basic AMEDD medical records, medical statistical reports and procedures, and the mechanics of basic keyboard and microcomputer skills.

COURSE IS 7 WEEKS.