Healthcare Management, Certificate
School of Technology

The Healthcare Management Certificate is designed for students who are interested in medical administration. Course work combines medical terminology, medical office procedures and medical billing management software. Courses in this certificate may be applied toward the Healthcare Management Diploma and AAS.

Career Opportunities

Graduates from the Healthcare Management Certificate program may find employment as medical administrative assistants, medical office personnel, medical records assistants and patient access representatives.

Program Learning Outcomes

Upon successful completion of this program, students will be able to:
- Demonstrate skills in electronic processing and claims processing.
- Collect, prepare, file, store and retrieve information using various software programs.
- Demonstrate proficiency with implementing medical insurance and electronic health regulations by using various software programs.

Sugg. Term	Seq #	Course ID	Course Title	Cr	Prereq/Coreq(Co)	Options Available
Fall or Spring	1	PDV 101	First Year Seminar	1		
	2	CPT 150	Microcomputer Concepts	3		
	3	CIS 168	Principles of Information Security	3		
	4	HCM 145	Medical Office Procedures	3		
	5	BUS 245	Principles of Marketing	3		
	6	HCM 150	Introduction to Health Information	3		
	7	HCM 155	Electronic Health Records	3		

Total Program Credits   19   HCMGT