Medical/Healthcare Management, AAS
School of Technology

The Medical/Healthcare Management AAS program combines specific course work in human biology, medical terminology, medical billing and inpatient/outpatient coding. During the last semester, students will have the opportunity to apply their skills by completing an internship. This curriculum is designed to provide the student with the knowledge to enter the medical billing/coding arena.

Career Opportunities

Graduates from the Medical/Healthcare Management AAS program may find employment as medical office personnel, medical registrars, billing specialists, insurance verifiers, schedulers, entry-level coders, claims processors and unit secretaries.

Program Learning Outcomes

Upon successful completion of this program, students will be able to:
- Demonstrate skill in office coordination and administration.
- Analyze and record billing transactions and insurance claims using a computerized medical program.
- Apply correct coding techniques in billing and preparing insurance claims.
- Demonstrate competency in accounting skills and in processing financial records.
- Demonstrate proficiency in word processing, written communication, medical terminology, medical billing, coding and reimbursement.

Sugg. Term	Seq #	Course ID	Course Title	Cr.	Term Offered	Prereq(s)	Options Available
1st Fall	1	PDV 101	First Year Seminar	1	F, Sp, Su		
	2	BIO 107	Human Biology	3	F, Sp, Su		BIO 171 & 172
	3	BUS 140	Introduction to Business	3	F, Sp, Su		BUS 158 or 258
	4	CPT 150	Microcomputer Concepts	3	F, Sp, Su		
	5	CIS 168	Principles of Information Security	3	F		
	6	ENG 161	College Writing	3	F, Sp, Su	ENG 085 or Placement	
1st Spring	7	BUS 245	Principles of Marketing	3	F, Sp, Su		
	8	HCM 130	A&P for Medical Offices	3	F, Sp	BIO 107 or BIO 171 & 172	
	9	HCM 145	Medical Office Procedures	3	F, Sp		
	10	HCM 155	Electronic Health Records	3	F, Sp, Su		
	11	HCM 250	Diagnostic Medical Coding	3	F, Sp, Su	BIO 107 or BIO 171 & 172	
2nd Fall	12	BUS 120	Mathematics of Business	3	F, Sp, Su	MTH 050, 050A or Placement	
	13	HCM 150	Introduction to Health Information	3	F, Sp, Su		
	14	HCM 165	Law & Ethics Healthcare	3	F, Sp, Su		
	15	SPC 156	Interpersonal Communication	3	F, Sp, Su		SPC 155
	16	ENG 163	Business Communication	3	F, Sp, Su	ENG 161	ENG 162 or 164
2nd Spring	17	HCM 260	Procedural Medical Coding	3	Sp	BIO 107	
	18	SOC 155	Principles of Sociology	3	F, Sp, Su		PSY 160
	19	HCM 199 or HCM 299	Internship or Virtual Capstone	3	F, Sp, Su	Major QPA 2.0, See Course Descriptions for Prerequisites	BUS 241
	20	HCM 270	Hospital Billing Coding	3	F, Sp	BIO 107, HCM 130, 250, 260	
	21	HCM 285	Advanced Medical Coding	3	F, Sp	HCM 145,250 & 260 and 20 credit hours of HCM courses	

Total Program Credits 61