

# Healthcare Management, AAS

## School of Technology

### Program Description

The 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 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:

- Analyze and record billing transactions and insurance claims using a computerized medical program.
- Apply correct coding techniques in billing and preparing insurance claims.
- Demonstrate electronic processing skills using computer software.
- Demonstrate proficiency with implementing medical insurance and electronic health regulations by using various software programs.
- Demonstrate proficiency in word processing, written communication, medical terminology, medical billing, coding, and reimbursement.

Sugg. Term	Seq #	Course ID	Course Title	Cr	Prereq/Coreq(Co)	Options Available
1st Fall	1	PDV 101	First Year Seminar	1		PDV 120
	2	BIO 107	Human Biology	3	Varies	BIO 171 & BIO 172
	3	CPT 150	Microcomputer Concepts	3		
	4	HCM 145	Medical Office Procedures	3		
	5	HCM 150	Introduction to Health Information	3		
	6	HCM 155	Introduction to Electronic Health Record	3		
1st Spring	7	ENG 161	College Writing	3	ENG 085 with Permission of Instructor, ENG 095 or Placement	
	8	HCM 130	A&P for Medical Office	3	BIO 107 or BIO 171 & BIO 172	
	9	HCM 165	Law & Ethics for Healthcare	3		
	10	HCM 250	Diagnostic Medical Coding	3	BIO 107 or BIO 171 & BIO 172	
	11	HCM 260	Procedural Medical Coding	3	BIO 107 or BIO 171 & BIO 172	
2nd Fall	12	BUS 140	Introduction to Business	3		BUS 158
	13	CIS 168	Principles of Information Security	3		
	14	HCM 270	Hospital Billing and Coding	3	BIO 107 or BIO 171 & BIO 172, HCM 130, HCM 250 and HCM 260	
	15	HCM 285	Advanced Medical Coding	3	HCM 145, HCM 250, HCM 260 and 20 credit hours of HCM courses	
	16	HCM 299	Virtual Capstone	3	BIO 107 or BIO 171 and BIO 172, HCM 145, HCM 150, HCM 155, HCM 165, HCM 250, and HCM 260	BUS 241
2nd Spring	17	BUS 120	Mathematics of Business	3	MTH 050 or Placement	MTH 157 or MTH 161
	18	HCM 230	Revenue Cycle for Healthcare	3	HCM 145	
	19	ENG 163	Business Communication	3	ENG 161	ENG 162 or ENG 164
	20	Elective	Social Science	3	Varies	Page 42 Column III
	21	SPC 156	Interpersonal Communication	3		SPC 155

Minimum Program Credits

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HCM2