

Medical/Healthcare Management, AAS

School of Health Professions

This option 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 of the Medical/Healthcare Management AAS degree 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

This curriculum is designed to prepare students 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
- develop skills in word processing, written communication, medical terminology, medical billing, coding and reimbursement
- transcribe written, printed and voice-recorded dictation as well as edit copy with a high degree of accuracy and speed

Seq #	Course	Course Title	Credits	Type	Term Offered	Pre-Req	Options Available
1	BIO 107	Human Biology	3	Other	F, Sp, Su		
2	BUS 140	Intro to Business	3	Other	F, Sp, Su		
3	CPT 150	Microcomputer Concepts	3	Gen Ed	F, Sp, Su		
4	CPT 248	PC Hardware	3	Major	F		
5	ENG 161	College Writing	3	Gen Ed	F, Sp, Su	ENG 085 or Test	
6	CPT 259	User Support Operations	3	Other	Sp		
7	HCM 130	A&P for Medical Offices	3	Major	F, Sp,	BIO107	
8	HCM 145	Medical Office Procedures	3	Major	F, Sp,		
9	HCM 155	Electronic Health Records	3	Major	F, Sp,		
10	HCM 250	Diagnostic Medical Coding	3	Major	F	BIO107	
11	BUS 120	Math of Business	3	Gen Ed	F, Sp, Su	MT 052, O52A or Test	
12	HCM 150	Medical Billing Management	3	Major	F,Sp		
13	HCM 165	Law & Ethics Healthcare	3	Major	F, Sp		
14	HCM 260	Procedural Medical Coding	3	Major	Sp	BIO107	
15	SPC 156	Interpersonl Communication	3	Gen Ed	F, Sp, Su		
16	ENG 163	Business Communication	3	Gen Ed	F, Sp, Su	ENG 161	
17	SOC 155	Principles of Sociology	3	Gen Ed	F, Sp, Su		
18	HCM 199	Internship	3	Major	F, Sp, Su	HCM 145, 250, or 260 QPA 2.0 in Major	
19	HCM 270	Hospital Billing Coding	3	Major	F, Sp	BIO 107 & HCM 130, 250 & 260	
20	HCM 285	Advanced Medical Coding	3	Major	F,Sp	HCM 145, 250 & 260 & 20 credit hours of HCM courses	

Total Program Credits 60

Total Pathway Credits 60

PDV 101 - First-Year Seminar is required for all first-time credential-seeking students.