

HEALTH CARE MANAGEMENT AAS DEGREE PROGRAM

Offered at HNL Online

Objective: The Online Health Care Management AAS program prepares students to become entry-level employees in a variety of medical facilities. This is achieved within a comprehensive online learning environment geared toward high-end professional development throughout their program. Graduates possess computer skills, managerial communication abilities, coding/billing proficiencies, project management training and some fundamental clinical competencies, which enable them to perform a wide array of office procedures in a physician's private practice, group medical practice, or long-term medical care facilities. This program provides up-to-date preparation for entry-level medical office personnel who are on the fast track to become Health Care Office Managers.

Program Requirements: Applicants to the Health Care Management AAS Program are required to have a High School Diploma or GED. Students will take the Scholastic Level Exam and be required to pass with a minimum score of 17. The participant should also be able to read and write English, have good coordination and be professional at all times. This program is provided in an entirely online format.

Program Length: The length of the program is 80 weeks.

		LECTURE HOURS	LAB HOURS	EXTERN HOURS	TOTAL HOURS	SEMESTER CREDITS
MODULE I						
POFT101	Computer Applications in Health Care	48	0	0	48	3.0
POFT103	Interpersonal and Communication Skills	48	0	0	48	3.0
MODULE II						
HPRS101	Medical Terminology	48	0	0	48	3.0
BUSG101	Introduction to Business	48	0	0	48	3.0
MODULE III						
LTCA105	Principles of Management and Leadership	48	0	0	48	3.0
SCIT103	Anatomy and Physiology	48	0	0	48	3.0
MODULE IV						
LTCA106	Medical Office Procedures/Management	48	0	0	48	3.0
PSYT101	Introduction to Psychology	48	0	0	48	3.0
MODULE V						
HRPO106	Human Resources Management	48	0	0	48	3.0
POFM114	College Mathematics	48	0	0	48	3.0
MODULE VI						
HITT208	Business Law and Legal Aspects in Health Care	48	0	0	48	3.0
ENGL101	English Composition	48	0	0	48	3.0
MODULE VII						
POFT201	Business Communications and Report Writing	48	0	0	48	3.0
POFM201	Medical Coding I	48	0	0	48	3.0
MODULE VIII						
LTCA205	Administrative Procedures and Customer Service Principles	48	0	0	48	3.0
POFM202	Medical Coding II	48	0	0	48	3.0
MODULE IX						
HITT205	Electronic Health Records Management	48	0	0	48	3.0
ACNT203	Principles of Accounting	48	0	0	48	3.0
MODULE X						
LTCA206	Health Care Delivery Systems, Organization and Administration	48	0	0	48	3.0
BMGT206	Project Management I	48	0	0	48	3.0
Total Hours/Credits		960	0	0	960	60.0

Total Program Hours = 960 / 60.0 Semester Credits

COURSE DESCRIPTIONS:

Course descriptions include the course number, title, and synopsis, a listing of lecture, laboratory, externship hours, total clock hours and academic credits. For example, the listing "15/30/0/45/2.0" indicates that the course consists of 15 hours of lecture, 30 hours of laboratory, 0 externship hours, 45 total clock hours and 2.0 academic credits.

Note: Students must successfully complete all prerequisite courses in sequence before advancing. Other courses may not be offered in the sequence listed below.

POFT101	COMPUTER APPLICATIONS IN HEALTH CARE	48/0/0/48/3.0
This course introduces the student to the essential concepts necessary to make effective use of the computer for Web-based research and its application in health care. In addition to gaining an understanding of what a computer can do and how it works, students will learn how to prepare documents working with Windows and Microsoft Office applications, including Word, Excel, PowerPoint, and Access. Prerequisites: None		
POFT103	INTERPERSONAL AND COMMUNICATION SKILLS	48/0/0/48/3.0
Emphasis on the application of basic psychological principles and the study of behavior as they apply to special populations. Topics include procedures for self-understanding and social adaptability in interpersonal communication with patients, teachers and co-workers. Prerequisites: None		
HPRS101	MEDICAL TERMINOLOGY	48/0/0/48/3.0
This course is an introduction to medical terminology and covers terminology associated with the structure of the body, the integumentary, muscular and skeletal systems, the lymphatic, immune, and cardiovascular systems, the urinary, respiratory, digestive, and nervous systems, the eyes and ears, the reproductive and endocrine systems, diagnostic and imaging procedures, and pharmacology. Prerequisites: None		
BUSG101	INTRODUCTION TO BUSINESS	48/0/0/48/3.0
Course includes delving into economic systems, competition, and legal, ethical, and financial issues found in business. Also covered are forms of business ownership, labor relations, organizational structure, marketing management, technology and information, and managing personal and business finances. Prerequisites: None		
LCTA105	PRINCIPLES OF MANAGEMENT AND LEADERSHIP	48/0/0/48/3.0
This course is designed to provide the student with information required to work as a manager. Included in the course is strategic planning, managing decision-making, entrepreneurship, new ventures, human resources, groups, and teams. Also covered is organizational structure and design, change and innovation, motivating employee performance, leadership processes, and communication in organizations. Prerequisites: None		
SCIT103	ANATOMY AND PHYSIOLOGY	48/0/0/48/3.0
This course is an introduction to the human body and includes chemistry and the human body, the structure and function of membranes, cells, tissues, organs and organ systems. Additionally, mechanisms of disease, human development, inheritance, weights and measures, and normal physiological values are studied. Prerequisites: None		
LTCA106	MEDICAL OFFICE PROCEDURES/MANAGEMENT	48/0/0/48/3.0
This course introduces the student to the workings of the medical office. Included in the course is medical ethics and liability, oral, written, and interpersonal communications, managing medical records, collecting fees, indexing and filing claims, finances, working with a database, and identifying and demonstrating an understanding of clinical duties, including lab and minor surgical procedures, diagnostic tests, and emergencies. Prerequisites: None		
PSYT101	INTRODUCTION TO PSYCHOLOGY	48/0/0/48/3.0
This course covers the interrelationship between biology and human behavior. Included in the course are theories involved in sensation and perception, consciousness, learning, memory, thought, language, mental abilities, motivation and emotion, effects of stress, personality traits, social psychology, and psychological disorders and their treatments. Prerequisites: None		
HRPO106	HUMAN RESOURCES MANAGEMENT	48/0/0/48/3.0
This course covers the strategic, legal, and global human resources environment. Included in the course is human resource planning and job analysis, recruiting, performance management, training and development, career planning, compensation, payroll, incentives and rewards, employee benefits, and managing labor relations. Prerequisites: None		
POFM114	COLLEGE MATHEMATICS	48/0/0/48/3.0
This course covers basic mathematics including addition, subtraction, multiplication, and division. Also covered is fraction notation and mixed numerals, decimals, ratios, rates and unit prices, proportions, solving various problems using percent equations and proportions, sales tax, commissions and discounts, interest, data, graphs, and statistics, measurements, geometry, real numbers, algebra, and equations. Prerequisites: None		

HITT208	BUSINESS LAW AND LEGAL ASPECTS IN HEALTH CARE	48/0/0/48/3.0
This course covers the legal system and legal environment of business today. It is designed to provide the student with information on the essentials of the nature of law and the functions of the judicial system in the business environment. Covered in the course is an overview of legal characteristics of a sole proprietorship, partnerships, and corporations, as well as those concepts related to the law and the health care industry, including patients' rights, negligence and malpractice, licensure, privacy and confidentiality, and decision making. Prerequisites: None		
ENGL101	ENGLISH COMPOSITION	48/0/0/48/3.0
This course provides the student with instruction and practice in expository writing and emphasizes grammatical and mechanical accuracy and proper essay form. Emphasis is placed on clarity, logical organization, unity and coherence of central idea and supporting material. Prerequisites: None		
POFT201	BUSINESS COMMUNICATIONS AND REPORT WRITING	48/0/0/48/3.0
Course includes those concepts and information required to develop business communications, including spelling, proofreading, sentence structure and the parts of speech. Also covered in this course is developing effective oral and written communications that are used in business. Prerequisites: None		
POFM201	MEDICAL CODING I	48/0/0/48/3.0
This course covers the role of the health insurance specialist and includes legal concerns, managed care, the life cycle of a health insurance claim, diagnosis coding procedures, the ICD-9-CM, CPT, and HCPCS coding systems, HCFA reimbursement, coding from various source documents, BC/BS, Medicare and Medicaid, TRICARE/CHAMPUS, and workers' compensation. Prerequisites: None		
LTCA205	ADMINISTRATIVE PROCEDURES AND CUSTOMER SERVICE PRINCIPLES	48/0/0/48/3.0
Medical office procedures including appointment scheduling, medical records creation and maintenance, interpersonal communications, bookkeeping tasks, coding, billing, collecting, third party reimbursement, credit arrangements, and computer use in the medical office. Additionally, this course introduces students to the principles of customer service including determining customer expectations; provide quality customer service, as well as researching customer satisfaction. Prerequisites: None		
POFM202	MEDICAL CODING II	48/0/0/48/3.0
This course is a continuation of Medical Coding I and covers procedural coding guidelines for use with the ICD-9-CM classifications, CPT coding, evaluation and management, primary care, anesthesia/general surgery, integumentary system, orthopedics, cardiology, OB/GYN, radiology, pathology and laboratory, billing and collections, filing the claim form, handling reimbursement and auditing and appeals. Prerequisites: Medical Coding I		
HITT205	ELECTRONIC HEALTH RECORDS MANAGEMENT	48/0/0/48/3.0
This course covers the functions of the medical records clerk and the health information management department. Concepts covered include processing electronic medical records, assembly of medical records, analysis of the record, physician incomplete data, confidentiality issues and release of information. Prerequisites: None		
ACNT203	PRINCIPLES OF ACCOUNTING	48/0/0/48/3.0
This course covers the purposes and uses of accounting systems, including how to analyze accounting transactions, accounting equations, the framework of the double-entry system, journalizing and posting transactions, adjusting entries, updating the worksheet, and preparing financial statements, and the closing process. Prerequisites: None		
LTCA206	HEALTH CARE DELIVERY SYSTEMS, ORGANIZATION AND ADMINISTRATION	48/0/0/48/3.0
This course covers those concepts involved in health care delivery systems, organization and administration, planning and evaluation. Included in the course is a survey of the programs, services, and facilities in the continuum of health care, analysis of organizational patterns of various types of health care institutions, including roles and responsibilities, and models for planning and program evaluation in the health care setting, including methods for identifying, gathering, and utilizing data as information for decision making. Prerequisites: None		
BMGT206	PROJECT MANAGEMENT I	48/0/0/48/3.0
This course will assist students in preparation for the Project Management Professional (PMP) exam. Students will learn the terminology, tools, and techniques that are required to take a project from the initiating process to planning, executing, controlling, and closing. In addition to providing students with an overview of key concepts from PMI's <i>A Guide to the Project Management Body of Knowledge, Fourth Edition</i> (PMBOK), this course is designed to build confidence and raise the students' chances of passing the PMP Exam. Prerequisites: Principles of Management and Leadership, or comparable		