

**HEALTHCARE MANAGEMENT TECHNOLOGY**

**A.A.S. Program (A25200)**

**Core courses, those specific to Healthcare Management Technology, are offered during day hours, as well as distance learning opportunities. Most other courses required to meet graduation requirements are offered by the above methods and evening hours. Minimum time for completion: Day -- five semesters full-time attendance. The Associate in Applied Science Degree is awarded graduates of this curriculum.**

The Healthcare Management Technology curriculum is designed to prepare students for employment in healthcare business and financial operations. Students will gain a comprehensive understanding of the application of management principles to the healthcare environment. The curriculum places emphasis on planning, organizing, directing, and controlling tasks related to healthcare organizational objectives including the legal and ethical environment. Emphasis is placed on the development of effective communication, managerial, and supervisory skills. Graduates may find employment in healthcare settings including hospitals, medical offices, clinics, long-term care facilities, and insurance companies. Graduates are eligible to sit for several certification examinations offered by healthcare management professional organizations.

**GENERAL EDUCATION COURSES: SHC**

English/Communications:		
ENG 111	Expository Writing .....	3
ENG 114	Prof Research & Reporting.....	3
OR	ENG 112 Argument Based Research.....	3
OR	ENG 113 Literature Based Research.....	3
Humanities/Fine Arts:		
Elective	.....	3
Natural Sciences/Mathematics:		
MAT 115	Mathematical Models .....	3
Social/Behavioral Sciences:		
Elective	.....	3

**MAJOR COURSES:**

ACC 120	Prin of Financial Accounting.....	4
ACC 121	Prin of Managerial Accounting.....	4
CIS 110	Introduction to Computers.....	3
COE XXX	Co-op Work Experience.....	2
HMT 110	Intro to Healthcare Mgt .....	3
HMT 210	Medical Insurance .....	3
HMT 211	Long-Term Care Admin .....	3
HMT 212	Mgt of Healthcare Org .....	3
HMT 220	Healthcare Financial Mgmt .....	4
MED 114	Prof Interac in Heal Care .....	1
MED 121	Medical Terminology I .....	3
MED 122	Medical Terminology II .....	3
OST 148	Med Coding Billing & Insu .....	3
OST 149	Medical Legal Issues .....	3
OST 243	Med Office Simulation .....	3
OST 248	Diagnostic Coding.....	2
OST 281	Emer Issues in Med Ofc .....	3

**OTHER REQUIRED COURSES:**

ACA 111	College Student Success .....	1
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**Total Credit Hours Required .....66**

**DEVELOPMENTAL COURSE REQUIREMENTS\***

CTS 080	Computing Fundamentals.....	3
ENG 090	Composition Strategies.....	3
MAT DMA 010, DMA 020, DMA 030, DMA 040, DMA 050	.....	5
RED 090	Improved College Reading.....	4

\*Developmental coursework (including all prerequisites) will be required of students whose placement test scores indicate a need for greater proficiency in the areas of reading, English, mathematics, and computers. Please refer to the Course Descriptions section for prerequisite course information

# 2012-2013

## Health Care Management Technology • (A25200) Suggested Program Sequence Day

			Class	Lab	Clin/WkExp	Credit
Fall - 1st year						
ACA 111	College Student Success	None	1	0	0	1
ACC 120	Prin of Financial Accounting		3	2	0	4
HMT 110	Intro to Healthcare Mgt		3	0	0	3
MED 121	Medical Terminology I (1st Eight Weeks)		3	0	0	3
MED 122	Medical Terminology II (2nd Eight Weeks)		3	0	0	3
<b>Total</b>			<b>13</b>	<b>2</b>	<b>0</b>	<b>14</b>
Spring - 1st year						
ACC 121	Prin of Managerial Accounting		3	2	0	4
CIS 110	Intro to Computers		2	2	0	3
HMT 210	Medical Insurance		3	0	0	3
OST 149	Medical Legal Issues		3	0	0	3
OST 281	Emer Issues in Med Ofc		3	0	0	3
<b>Total</b>			<b>14</b>	<b>4</b>	<b>0</b>	<b>16</b>
Summer - 1st year						
ENG 111	Expository Writing		3	0	0	3
	Humanities/Fine Arts Elective		3	0	0	3
	Social/Behavioral Science Elective		3	0	0	3
<b>Total</b>			<b>9</b>	<b>0</b>	<b>0</b>	<b>9</b>
Fall - 2nd year						
ENG 112	Argument-Based Research (Preferred)		3	0	0	3
OR	ENG 113 Literature-Based Research		3	0	0	3
OR	ENG 114 Pro Research & Reporting		3	0	0	3
(Students are highly encouraged to take ENG 114)						
HMT 211	Long-Term Care Admin		3	0	0	3
HMT 212	Mgt. of Healthcare Org.		3	0	0	3
MAT 115	Mathematical Models		2	2	0	3
OST 148	Med Coding Billing & Insu		3	0	0	3
<b>Total</b>			<b>14</b>	<b>2</b>	<b>0</b>	<b>15</b>
Spring - 2nd year						
HMT 220	Healthcare Financial Mgmt		4	0	0	4
MED 114	Prof Interac in Heal Care		1	0	0	1
OST 243	Med Office Simulation		2	2	0	3
OST 248	Diagnostic Coding		1	2	0	2
COE ***	Co-op Work Experience		0	0	20	2
<b>Total</b>			<b>8</b>	<b>4</b>	<b>20</b>	<b>12</b>
<b>Grand Total</b>			<b>58</b>	<b>12</b>	<b>20</b>	<b>66</b>

## HEALTHCARE MANAGEMENT TECHNOLOGY

### Healthcare Receptionist Certificate Program (C2520005)

MAJOR COURSES:		SHC
HMT 110	Intro to Healthcare Mgt .....	3
HMT 210	Medical Insurance.....	3
MED 114	Prof Interac in Heal Care.....	1
MED 121	Medical Terminology I.....	3
MED 122	Medical Terminology II.....	3
OST 149	Medical Legal Issues.....	3

**Total Credit Hours Required .....16**

#### DEVELOPMENTAL COURSE REQUIREMENTS\*

RED 080	Intro to College Reading.....	4
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\*Developmental coursework (including all prerequisites) will be required of students whose placement test scores indicate a need for greater proficiency in the areas of reading, English, mathematics, and computers. Please refer to the Course Descriptions section for prerequisite course information

### Healthcare Management Technology Healthcare Receptionist (C2520005) Certificate Program Suggested Sequence

Fall - 1st year						
HMT 110	Intro to Healthcare Mgt		3	0	0	3
MED 121	Medical Terminology I		3	0	0	3
MED 122	Medical Terminology II		3	0	0	3
<b>Total</b>			<b>9</b>	<b>0</b>	<b>0</b>	<b>9</b>
Spring - 1st year						
MED 114	Prof Interac in Heal Care		1	0	0	1
HMT 210	Medical Insurance		3	0	0	3
OST 149	Medical Legal Issues		3	0	0	3
<b>Total</b>			<b>7</b>	<b>0</b>	<b>0</b>	<b>7</b>
<b>Grand Total</b>			<b>16</b>	<b>0</b>	<b>0</b>	<b>16</b>

## HEALTHCARE MANAGEMENT TECHNOLOGY

### Insurance Certificate Program (C2520004)

MAJOR COURSES:		SHC
HMT 110	Intro to Healthcare Mgt .....	3
HMT 210	Medical Insurance.....	3
MED 114	Prof Interac in Heal Care.....	1
MED 121	Medical Terminology I.....	3
MED 122	Medical Terminology II.....	3
OST 148	Med Coding Billing & Insu.....	3
OST 248	Diagnostic Coding.....	2

**Total Credit Hours Required .....18**

#### DEVELOPMENTAL COURSE REQUIREMENTS\*

RED 080	Intro to College Reading.....	4
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\*Developmental coursework (including all prerequisites) will be required of students whose placement test scores indicate a need for greater proficiency in the areas of reading, English, mathematics, and computers. Please refer to the Course Descriptions section for prerequisite course information.

### HealthCare Management Technology Insurance (C2520004) Certificate Program Suggested Sequence

Fall - 1st year						
HMT 110	Intro to Healthcare Mgt		3	0	0	3
MED 121	Medical Terminology I		3	0	0	3
MED 122	Medical Terminology II		3	0	0	3
OST 148	Med Coding Billing & Insu		3	0	0	3
<b>Total</b>			<b>12</b>	<b>0</b>	<b>0</b>	<b>12</b>
Spring - 1st year						
MED 114	Prof Interac In Heal Care		1	0	0	1
HMT 210	Medical Insurance		3	0	0	3
OST 248	Diagnostic Coding		1	2	0	2
<b>Total</b>			<b>5</b>	<b>2</b>	<b>0</b>	<b>6</b>
<b>Grand Total</b>			<b>17</b>	<b>2</b>	<b>0</b>	<b>18</b>

## HEALTHCARE MANAGEMENT TECHNOLOGY

### Healthcare Management Certificate Program (C25200)

MAJOR COURSES:		SHC
HMT 110	Intro to Healthcare Mgt .....	3
HMT 210	Medical Insurance.....	3
HMT 211	Long-Term Care Admin.....	3
HMT 212	Mgt of Healthcare Org.....	3
MED 121	Medical Terminology I.....	3
MED 122	Medical Terminology II.....	3

**Total Credit Hours Required .....18**

#### DEVELOPMENTAL COURSE REQUIREMENTS\*

RED 080	Intro to College Reading.....	4
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\*Developmental coursework (including all prerequisites) will be required of students whose placement test scores indicate a need for greater proficiency in the areas of reading, English, mathematics, and computers. Please refer to the Course Descriptions.

### HealthCare Management Technology Cert. Prog. (C25200) Suggested Sequence

Fall - 1st year						
HMT 110	Intro to Healthcare Mgt		3	0	0	3
MED 121	Medical Terminology I		3	0	0	3
MED 122	Medical Terminology II		3	0	0	3
<b>Total</b>			<b>9</b>	<b>0</b>	<b>0</b>	<b>9</b>
Spring - 1st year						
HMT 210	Medical Insurance		3	0	0	3
HMT 211	Long-Term Care Admin		3	0	0	3
HMT 212	Mgt of Healthcare Org		3	0	0	3
<b>Total</b>			<b>9</b>	<b>0</b>	<b>0</b>	<b>9</b>
<b>Grand Total</b>			<b>18</b>	<b>0</b>	<b>0</b>	<b>18</b>