

## Program Description

The 60-credit Healthcare Administrative Specialist Associate of Applied Science (A.A.S.) program graduate is prepared to assume duties in the field including basics of ICD and CPT coding, reimbursement methodologies, quality assessment, legal, accreditation, and electronic health record systems. In addition to the diploma skills, graduates of the A.A.S. program will be able to use and maintain electronic applications and work processes to support healthcare business procedures, workflow, and reform; identify and prevent fraud and abuse while maintaining corporate compliance including HIPAA and HITECH; conduct analysis to ensure the documentation in the health record supports the diagnosis and reflects the patient's progress, clinical findings, and discharge status; and to support physician reimbursement and revenue cycle management.

## Program Outcomes

By completing this program, students will achieve the following learning outcomes:

- Demonstrate understanding of how their role fits into and affects their department, other departments, and the organization;
- Identify and utilize appropriate technologies used to capture, retrieve, and maintain information from internal and external sources;
- Apply knowledge of human structure and function, diseases and disorders, and medical terminology as it relates to their healthcare role;
- Apply policies, procedures, and regulation standards surrounding issues of access and disclosure of protected health information and organizational compliance;
- Evaluate the revenue cycle management process (emphasis on billing procedures);
- Analyze documentation in the health record to ensure it supports the diagnosis and reflects the patient's progress, clinical findings, and discharge status;
- Demonstrate effective verbal and written communication within the healthcare environment;
- Describe positive work behaviors, personal traits and attitudes desirable in members of a healthcare team;
- Understand accepted ethical practices with respect to cultural, social, religious and ethnic differences within the healthcare environment.

## Program Course Requirements

HINS 1122**	Body Structures and Functions for Healthcare Professionals	<b>OR</b>
BIOL 1404**	Human Biology (Goal 3)	.....3 cr
BUSN 1166	Business Communications	.....3 cr
COMP 1101	Computer Fundamentals	.....3 cr
COMP 1102	Introduction to Keyboard	.....1 cr
COMP 1120	Introduction to Computer Applications	.....3 cr
HINS 1120	Introduction to Health Information Privacy and Security	.....1 cr
HINS 1144*	Pharmacology for Healthcare Admin.	.....1 cr
HINS 1150*	Introduction to DX and Procedure Coding	..3 cr
HINS 1152*	Medical Insurance and Billing	.....2 cr
HINS 1154	Introduction to Health Data Analysis	.....3 cr
HINS 1156	Interpersonal Skills for Healthcare Professionals	.....1 cr
HINS 1163	Medical Office Procedures	.....2 cr
HINS 1165	Medical Records Management	.....3 cr
HINS 1360	Medical Terminology	.....3 cr
HINS 2144	Legal Aspects of Healthcare	.....2 cr
HINS 2148	Healthcare Management and Organization	.....3 cr
HINS 2172*	Reimbursement Methodologies	.....2 cr

Students must select a minimum of six (6) credits from the following courses:

COMP 1135	Microsoft Excel Comprehensive	.....4 cr
HINS 1164*	Applied Medical Terminology	.....3 cr
HINS 1167*	Medical Scribe I	.....3 cr
HINS 1168*	Medical Scribe II	.....2 cr
HINS 2140*	Advanced Medical Coding	.....4 cr
HINS 2142*	Medical Certification Prep	.....3 cr
HINS 2190	Professional Practicum	.....2 cr

An A.A.S. degree requires a minimum of 15 credits selected from at least three of the ten goal areas of the Minnesota Transfer Curriculum (MnTC). Students must one of the include the following courses:

COMM 2420	Intercultural Communication	<b>OR</b>
COMM 2422*	Honors Intercultural Comm (Goals 1,7)	..... 3 cr
Additional Minnesota Transfer Curriculum courses** .... 12 cr		

### GRADUATION REQUIREMENT - 60 CREDITS

\*Denotes Prerequisites

\*\*Students intending to transfer or pursue medical coding certification should take BIOL 1404. Students taking BIOL 1404 need 9 additional MnTC credits and 3 elective credits.

## Semester Course Requirements

### Semester One (16 credits)

COMP 1101	Computer Fundamentals.....	3 cr
COMP 1102	Introduction to Keyboard .....	1 cr
HINS 1122**	Body Structures and Functions for Healthcare Professionals <b>OR</b>	
BIOL 1404**	Human Biology (Goal 3).....	3 cr

#### 1st Half Semester

HINS 1120	Intro to Health Info Privacy and Security ...	1 cr
HINS 1163	Medical Office Procedures .....	2 cr
HINS 1360	Medical Terminology .....	3 cr

#### 2nd Half Semester

HINS 1152*	Medical Insurance and Billing.....	2 cr
HINS 1156	Interpersonal Skills for Healthcare Professionals.....	1 cr

### Semester Two (15 credits)

BUSN 1166	Business Communications.....	3 cr
COMP 1120	Introduction to Computer Applications .....	3 cr

#### 1st Half Semester

HINS 1144*	Pharmacology for Healthcare Admin. ....	1 cr
HINS 1165	Medical Records Management.....	3 cr
HINS 2144	Legal Aspects of Healthcare .....	2 cr

#### 2nd Half Semester

HINS 1150*	Intro to DX and Procedure Coding.....	3 cr
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### Semester Three (15 credits)

Minnesota Transfer Curriculum courses.....	6 cr
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#### 1st Half Semester

Additional required core course from list.....	3 cr
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#### 2nd Half Semester

HINS 1154	Introduction to Health Data Analysis .....	3 cr
Additional required core course from list.....	3 cr	

### Semester Four (14 credits)

HINS 2148	Healthcare Management and Organization .....	3 cr
Minnesota Transfer Curriculum courses.....	9 cr	

#### 2nd Half Semester

HINS 2172*	Reimbursement Methodologies.....	2 cr
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## Course Prerequisites

Some courses may require appropriate test scores or completion of basic math, basic English and/or reading courses with a "C" or better. CLC utilizes a multiple measure approach for placement which may include high school MCA, SAT, ACT scores in addition to high school GPAs. For insurance purposes, internships may require that students be 18 years old.

## Career Opportunities

Healthcare Administrative Specialist is ideal for individuals interested in healthcare careers, but are not interested in hands-on patient care. The medical community depends on educated staff to collect, interpret, analyze, protect and organize medical information so that it may be used for continuity of care, reimbursement, and quality improvement. Health administrative professionals work closely with providers, nurses, and other healthcare staff to contribute to quality patient care behind the scenes. Opportunities exist in hospitals, clinics, long-term care facilities, nursing homes, behavioral health facilities, insurance agencies, home health agencies, consulting firms, government agencies, and medical supply organizations.

## Admissions Requirements

The A.A.S. degree and diploma are offered as full-time programs. Students can start at the beginning of fall or spring. This program is a combination of in-classroom, hybrid (both in-class, LiveOnline and online), and online formats. Students pursuing the A.A.S. degree will find the second year courses are offered in an online format to allow for employment while completing the degree.

## Graduation Requirements

In addition to the program requirements, students must meet the following conditions in order to graduate:

1. College Cumulative GPA Requirement: cumulative grade point average (GPA) of credits attempted and completed at CLC must be at least 2.0;
2. College Technical Core GPA Requirement: cumulative GPA of credits attempted and completed towards the technical core of the diploma or degree must be at least 2.0;
3. Residency Requirement: students must complete 25% of their credits at Central Lakes College.