

Healthcare Administrative Specialist

Associate in Applied Science (A071)

Required Discipline 45

MnTC*** 15

Total Credits 60

Required Courses**Required Discipline Courses (45 credits)**

| | | |
|-------------|---|--------|
| BIOL 1404++ | Human Biology (Goal 3) OR | |
| HINS 1122 | Body Structures & Functions for Healthcare Professionals..... | 3-4 cr |
| BUSN 1132 | Workplace Skills & Professionalism | 1 cr |
| BUSN 1162 | Customer Relations..... | 3 cr |
| BUSN 1166 | Business Communications | 3 cr |
| COMP 1102 | Introduction to Keyboarding..... | 1 cr |
| COMP 1120 | Introduction to Computer Applications..... | 3 cr |
| HINS 1120 | Intro to Health Info Privacy & 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 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 & Organization | 3 cr |
| HINS 2172* | Reimbursement Methodology | 2 cr |

Students must select a minimum of nine (9) credits from the following courses:

| | | |
|--------------|---|------|
| BUSN 1102 | Introduction to Accounting..... | 3 cr |
| BUSN 2128 | Business Finance | 3 cr |
| COMP 1134 | Microsoft Outlook Comprehensive..... | 1 cr |
| COMP 1135 | Microsoft Excel Comprehensive | 4 cr |
| HINS 2140*++ | Advanced Medical Coding..... | 4 cr |
| HINS 2142* | Medical Coding Certification Prep | 1 cr |
| HINS 2190 | Professional Practicum | 2 cr |

Required MnTC Courses

***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).

| | | |
|------------|---|------|
| COMM 1420 | Interpersonal Communications (Goal 1) OR | |
| COMM 1422* | Honors Interpersonal Comm (Goal 1) | 3 cr |
| COMM 2420 | Intercultural Communication (Goals 1,7A,7B) OR | |
| COMM 2422* | Honors Intercultural Comm (Goals 1,7A,7B)..... | 3 cr |

+The following MnTC courses are recommended:

| | | |
|-------------|------------------------------------|------|
| BIOL 1404++ | Human Biology (Goal 3) | 4 cr |
| ECON 2402 | Microeconomics (Goal 5)..... | 3 cr |
| ENGL 1410* | Composition I (Goal 1) OR | |
| ENGL 1420* | Honors Composition I (Goal 1)..... | 4 cr |

Additional MnTC courses..... as needed to complete 60 credits

*Denotes Prerequisites

+Students intending to transfer please meet with the program instructor to discuss MN Transfer suggested courses.

++Students intending to pursue the medical coding certification should take HINS 2140 and BIOL 1404.

GRADUATION REQUIREMENT - 60 CREDITS**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.

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.

Pre-Program 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 majority of second year courses are offered in an online format to allow for employment while completing the degree.

Some courses may require students to meet College Placement Levels in reading, writing, and/or math. See an advisor for more information.

Graduation Requirements

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

- College Cumulative GPA Requirement: cumulative grade point average (GPA) of credits attempted and completed at CLC must be at least 2.0.
- 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.
- Residency Requirement: students must complete 25% of their credits at Central Lakes College.

Career & Transfer

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
- Medical supply organizations

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Website: <http://www.clcmn.edu> **Email:** askclc@clcmn.edu **Phone:** 800-933-0346

Academic Plan

Semester One (15-16 credits)

COMP 1102 Introduction to Keyboarding.....1 cr
BIOL 1404++ Human Biology (Goal 3) **OR**
HINS 1122 Body Structures and Functions for
Healthcare Professionals 3-4 cr

1st Half Semester

HINS 1120 Intro to Health Info Privacy & Security.....1 cr
HINS 1163 Medical Office Procedures2 cr
HINS 1360 Medical Terminology.....3 cr

2nd Half Semester

HINS 1144* Pharmacology for Healthcare Admin1 cr
HINS 1152* Medical Insurance and Billing2 cr
HINS 2144 Legal Aspects of Healthcare2 cr

Semester Two (16 credits)

BUSN 1132 Workplace Skills & Professionalism.....1 cr
BUSN 1162 Customer Relations3 cr
BUSN 1166 Business Communications.....3 cr
COMP 1120 Introduction to Computer Applications3 cr

1st Half Semester

HINS 1150 Introduction to DX & Procedure Coding3 cr
HINS 1165 Medical Records Management3 cr

Semester Three (15 credits)

COMM 1420 Interpersonal Communications (Goal 1) **OR**
COMM 1422*Honors Interpersonal Comm (Goal 1)3 cr
Additional required core course from list6 cr
Minnesota Transfer Curriculum courses6 cr

Semester Four (14 credits)

COMM 2420 Intercultural Communication (Goals 1,7A,7B) **OR**
COMM 2422*Hnrs Intercultural Comm (Goals 1,7A,7B) ..3 cr
HINS 2148 Healthcare Management & Organization ...3 cr
Additional required core course from list3 cr
Minnesota Transfer Curriculum courses3 cr

2nd Half Semester

HINS 2172* Reimbursement Methodology2 cr