

Healthcare Administrative Specialist

Certificate (C071)

Required Courses

Required Discipline Courses

BIOL 1404++ Human Biology (Goal 3) **OR**

HINS 1122	Body Structures and Functions for Healthcare Professionals	3-4 cr
BUSN 1132	Workplace Skills & Professionalism.....	1 cr
BUSN 1166	Business Communications.....	3 cr
COMP 1102	Introduction to Keyboarding	1 cr
HINS 1120	Intro to Health Info Privacy & Security.....	1 cr
HINS 1144*	Pharmacology for Healthcare Admin	1 cr
HINS 1163	Medical Office Procedures	2 cr
HINS 1360	Medical Terminology.....	3 cr
HINS 2144	Legal Aspects of Healthcare	2 cr

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 BIOL 1404.*

GRADUATION REQUIREMENT – 17 CREDITS

Description

This certificate is specifically designed to help students obtain an entry-level, rewarding position in a healthcare facility assisting patients in scheduling and preregistration. Students may be asked to research medical records and contact patients for follow-up appointments to ensure quality patient care and continuity in their healthcare maintenance plans. The certificate allows for students to complete an onsite practicum with a local healthcare facility.

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;
- Demonstrate professional behavior and communication with patients and their families using compassion and empathy;
- Effectively work with a medical office team in relation to business functions;
- Demonstrate knowledge of electronic health records diagnosis searches;
- Demonstrate initiative by asking for or suggesting work to improve departmental goals, with minimal supervision;
- Maintain patient privacy by implementing HIPAA and HITECH rules and regulations; and
- Maintain privacy with healthcare facilities business information and represent the organization positively and professionally.

Pre-Program Requirements

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

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. Students who obtain this certificate will be qualified to work in any of the following:

- Patient scheduler
- Pre-registration clerk
- Patient care call center

Academic Plan

Semester One (13-14 credits)

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

1st Half Semester

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

2nd Half Semester

HINS 1144*	Pharmacology of Healthcare Admin	1 cr
HINS 2144	Legal Aspects of Healthcare	2 cr

Semester Two (4 credits)

BUSN 1132	Workplace Skills & Professionalism.....	1 cr
BUSN 1166	Business Communications.....	3 cr