

Healthcare Administrative Specialist

Diploma (D070)

Required Courses

Required Discipline Courses

BIOL 1404+	Human Biology (Goal 3) OR	
HINS 1122	Body Structures and Functions for Healthcare Professionals	3 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 & 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

**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 - 31 CREDITS

Description

The 31-credit Healthcare Administrative Specialist Diploma program prepares students to assume duties in the healthcare field including patient service representative, registration, scheduling, and release of information. Graduates of the diploma program will be able maintain accuracy and completeness of the patient record as defined by organizational policy and external regulations and standards, apply policies and procedures for access and disclosure of personal health information, and apply confidentiality and security measures to protect electronic health information.

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;
- 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 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 organization

Academic Plan

Semester One (15 credits)

BIOL 1404+	Human Biology (Goal 3) OR	
HINS 1122	Body Structures and Functions for Healthcare Professionals.....	3 cr
COMP 1102	Introduction to Keyboarding.....	1 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 for Healthcare Admin	1 cr
HINS 1152*	Medical Insurance and Billing	2 cr
HINS 2144	Legal Aspects of Healthcare	2 cr

Semester Two (16 credits)

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

1st Half Semester

HINS 1150*	Intro to DX and Procedure Coding	3 cr
HINS 1165	Medical Records Management	3 cr