

Medical Practice Management

Associate of Applied Science (A076)

Required Discipline..... 45

MnTC*** 15

Total Credits..... 60

Required Courses

Required Discipline Courses (45 credits)

ACCT 2011	Accounting Principles I	4 cr
BUSN 1132	Workplace Skills and Professionalism	1 cr
BUSN 1166	Business Communications.....	3 cr
BUSN 2104	Project Management Principles	3 cr
BUSN 2106	Marketing Principles	3 cr
COMP 1102	Introduction to Keyboarding.....	1 cr
COMP 1120	Introduction to Computer Applications	3 cr
HINS 1120	Health Information Privacy and Security	1 cr
HINS 1122	Body Structures and Functions for Healthcare Professionals	3 cr
HINS 1144	Pharmacology for Healthcare Admin	1 cr
HINS 1152	Medical Insurance and Billing	2 cr
HINS 1163	Medical Office Procedures	2 cr
HINS 1320	Medical Coding I.....	2 cr
HINS 1322	Medical Coding II.....	3 cr
HINS 1324	Medical Coding III.....	2 cr
HINS 1360	Medical Terminology.....	3 cr
HINS 2144	Legal Aspects of Healthcare	2 cr
HINS 2148	Healthcare Management and Organization.....	3 cr
HINS 2180+	Intro to Healthcare and Global Health	3 cr

Required MnTC Courses (15 credits)

***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 1430	Public Speaking.....	3 cr
ENGL 1410*	Composition I	4 cr
Additional MnTC courses.....		as needed to total 60 credits++

Many courses from Goals 1 – 6 also meet Goals 7 – 10. Credits count only once. Students are advised to select MnTC courses with multiple goal assignments whenever possible.

**Denotes Prerequisites*

+CLC Equivalent Course: Students will enroll in HSAD 218 Introduction to Healthcare and Global Health through Minnesota State University Moorhead (MSUM) and taught by MSUM faculty.

++Students planning to transfer to MSUM should earn 3 additional credits each from Goal Areas 3 and 7.

Description

The Medical Practice Management Associate of Applied Science (A.A.S.) degree prepares students for entry-level administration and leadership support roles in healthcare organizations. Building on the Medical Coding and Billing Diploma, students gain advanced knowledge in healthcare operations, accounting, marketing, communications and project management. Coursework emphasizes leadership, compliance, technology integration, while strengthening coordination of financial and clinical workflows. Graduates are prepared for positions such as lead medical office coordinator, patient access or billing supervisor, and healthcare operations specialist, and may continue their education through transfer to Minnesota State University Moorhead’s B.S. in Healthcare Management and Leadership.

GRADUATION REQUIREMENT - 60 CREDITS

Outcomes

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

- Integrate coding, billing, and administrative competencies to manage healthcare operations and support efficient revenue cycle processes;
- Apply accounting and financial principles to monitor budgets, reimbursement systems, and organizational performance;
- Demonstrate leadership and supervisory skills that promote teamwork, staff development, and quality improvement in healthcare settings;
- Use healthcare information systems and technology to enhance workflow efficiency, data accuracy, and reporting capabilities;
- Apply laws, regulations, and compliance standards including HIPAA, HITECH, and organizational policies to ensure ethical and legal business practices;
- Identify and mitigate risk related to fraud, abuse and noncompliance in healthcare management operations;
- Communicate effectively and professionally with patients, providers, staff, and external agencies in both written and verbal formats;
- Coordinate projects and implement process improvement that enhance organizational effectiveness and patient satisfaction;
- Analyze health record documentation and performance metrics to support decision-making and quality initiatives;
- Demonstrate readiness for continued education and professional advancement through transfer into Healthcare Management and Leadership bachelor's degree program at Minnesota State University Moorhead.

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

Medical Practice Management A.A.S. degree is ideal for individuals interested in healthcare careers but not interested in hands-on patient care. The medical community depends on educated and skilled professionals to manage operations, coordinate services, ensure accuracy, protection, and analysis of medical information for continuity of care, reimbursement, and quality improvement. Medical practice managers and administrative leaders work closely with providers, nurses, and staff to guide efficient office operations, support compliance, and contribute to high-quality patient care behind the scenes.

This stackable degree is designed for seamless transfer to Minnesota State University Moorhead's (MSUM) Bachelor of Science in Healthcare Management and Leadership. Students completing the diploma and enrolling in this program are automatically admitted to MSUM. HINS 2180 Introduction to Healthcare & Global Health course is taught by MSUM faculty for completion of their HSAD 218 Introduction to Healthcare & Global Health.

Students who obtain the A.A.S. degree may be qualified to work in any of the following:

- Lead Patient Access Representative
- Revenue Cycle Lead or Billing Supervisor
- Medical Office Coordinator
- Lead Scheduler
- Small Clinic Operations Supervisor or Practice Manager
- Patient Accounts or Registration Lead
- Team Lead or Department Coordinator

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Academic Plan

Semester One (18 credits)

BUSN 1132	Workplace Skills and Professionalism	1 cr
BUSN 1166	Business Communications.....	3 cr
COMP 1102	Introduction to Keyboarding.....	1 cr

1st Half Semester

HINS 1122	Body Structures and Functions for Healthcare Professionals	3 cr
HINS 1163	Medical Office Procedures	2 cr
HINS 1360	Medical Terminology.....	3 cr

2nd Half Semester

HINS 1120	Health Information Privacy and Security	1 cr
HINS 1152	Medical Insurance and Billing	2 cr
HINS 1320	Medical Coding.....	2 cr

Semester Two (14 credits)

COMP 1120	Introduction to Computer Applications	3 cr
HINS 2148	Healthcare Management and Organization.....	3 cr

1st Half Semester

HINS 1144	Pharmacology for Healthcare Admin	1 cr
HINS 1322	Medical Coding II.....	3 cr
HINS 2144	Legal Aspects of Healthcare	2 cr

2nd Half Semester

HINS 1324	Medical Coding III.....	2 cr
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Semester Three (15 credits)

ACCT 2011	Accounting Principles I	4 cr
BUSN 2106	Marketing Principles	3 cr
COMM 1430	Public Speaking.....	3 cr
Minnesota Transfer Curriculum++	5 cr

Semester Four (13 credits)

BUSN 2104	Project Management Principles	3 cr
HINS 2180+	Intro to Healthcare and Global Health	3 cr
ENGL 1410*	Composition I	4 cr
Minnesota Transfer Curriculum++	3 cr

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**Denotes Prerequisites*

+Placeholder Course: Students will enroll in HSAD 218 Introduction to Healthcare and Global Health through MSUM and taught by MSUM faculty.

++Students planning to transfer to MSUM should earn 3 additional credits each from Goal Areas 3 and 7.

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