

Associate of Applied Science in Healthcare Management **(Program ID #AASHCM)**

Program Description:

The Associate of Applied Science in Healthcare Management is a comprehensive program specifically designed to meet the demands of the healthcare industry. This program equips students with the foundational skills necessary for a successful career in healthcare management, focusing on industry standards in medical coding and auditing.

A key aspect of the program is the in-depth coverage of legal and ethical aspects of health information management, including compliance with the Health Insurance Portability and Accountability Act (HIPAA). Students will develop a deep understanding of the complex laws and critical ethical principles that govern health information management, ensuring they are well-equipped to handle sensitive patient data and maintain compliance within healthcare organizations. The program places a strong emphasis on developing professional medical coding skills, including proficiency in CPT®, HCPCS Level II, and ICD-10-CM coding systems. Students will learn to evaluate physician and non-physician provider documentation accurately and comply with regulatory requirements. This skill set improves the revenue cycle of healthcare practices and ensures accurate coding and billing processes. Furthermore, the program focuses on developing expertise in medical record auditing. Students will learn how to apply coding and documentation guidelines to enhance the financial performance of healthcare organizations, ensuring accurate billing and reimbursement processes.

Recognizing the ever-changing environment of healthcare organizations, the program emphasizes crucial skills such as communication, technology, teamwork, decision-making processes, and leadership. Effective communication strategies specific to the healthcare industry are emphasized, enabling students to excel in their interactions with patients, colleagues, and other healthcare professionals.

Technology plays a significant role in healthcare management, and the program explores its applications in various healthcare settings. Students will gain knowledge of electronic health records and learn how to effectively manage patient health records digitally. Additionally, they will develop proficiency in essential software applications like Microsoft Windows, Word, OneNote, Outlook, and PowerPoint. They will also learn to utilize spreadsheet software to analyze real-world business data, enabling them to organize and present information effectively.

By completing the Associate of Applied Science in Healthcare Management program, students will be equipped with the necessary knowledge and skills to become competent and knowledgeable healthcare management professionals. They will be well-prepared to pursue rewarding careers in various healthcare settings. Students will also have the foundation for certifications like the American Academy of Professional Coders (AAPC) Certified Professional Coder (CPC) and AAPC Certified Professional Medical Auditor (CPMA). Graduates of the program will be qualified for a range of job opportunities, including roles such as Medical Auditor, Patient Billing Auditor, Patient Services Representative, Division Program Manager, Program Manager, Client Relationship Manager, Clinical Administrative Assistant, and Medical Office Assistant. These roles are critical in supporting the efficient and effective operation of healthcare organizations, ultimately contributing to the delivery of high-quality patient care.

Program Objectives:

1. Utilize common business software applications including Microsoft Windows, Word, OneNote, Outlook, and PowerPoint.
2. Utilize spreadsheet software and data from real-world business situations to organize, analyze and present information.
3. Assess impacts in the ever-changing environment of organizations related to communication, technology, teams, decision making processes, and leadership.
4. Develop knowledge medical terminology, essential for effective communication in the healthcare field.
5. Explores the use of technology in healthcare management.
6. Familiarizes students with the electronic management of patient health records.
7. Equips students with effective communication strategies specific to the healthcare industry.
8. Develops students' understanding of legal and ethical aspects of Health Information Management. Focusing on the complex laws and critical ethical principles that govern health information management (HIM) today and Health Insurance Portability and Accountability Act (HIPPA) compliance.
9. Develop skills of a professional medical coder for services performed by physicians and non-physician providers (e.g., nurse practitioners and physician assistants). Evaluate physician/non-physician provider documentation with proficiency with CPT®, HCPCS Level II, ICD-10-CM, and compliance and regulatory requirements for physician services.
10. Utilize medical record auditing knowledge of coding and documentation guidelines to improve the revenue cycle of nearly all types of healthcare practices.
11. Apply public speaking, critical thinking, problem solving, technical writing, and working knowledge of organizational ethics to facilitate a career in the Healthcare Management field.
12. Develop logical reasoning and mathematical analysis skills needed for general Healthcare Management applications like simulation, mapping, programming, science and research.
13. Apply the general introduction to micro- and macroeconomics to a career in the business field. Economics concepts include the principles of economics, comparative advantage, opportunity costs, demand and supply, incentives, public sector economics, international trade, GDP, costs of production, money, unemployment, growth and inflation, and monetary and fiscal policy.

List of Courses:

Course Code	Course Name
BAM101	Introduction to Computer Applications
BAM102	Introduction to Spreadsheets and Understanding Data
HCM101	Medical Terminology for Health Care Professionals
HCM102	Healthcare Information Systems
HCM103	Fundamentals of Electronic Health Records
HCM104	Business Communication Skills for Health Care Professionals
BAM105	Change Management
HCM106	Legal Aspects of Health Information Management
HCM100A	Medical Coding, Part 1
HCM100B	Medical Coding, Part 2
HCM105A	Medical Record Auditing, Part 1
HCM105B	Medical Record Auditing, Part 2

List of General Education Courses:

Course Code	Course Name
ENG	Technical Writing, or Public Speaking
MTH	College Algebra or Statistics
MTH	Pre-Calculus, Calculus 1, or Calculus 2
SBS	Psychology, Sociology, or Economics
SCI	Chemistry, Biology, or Physics