

# Administrative Health Care Management

This program is offered at **Hanford, Hesperia, Modesto, Rancho Cucamonga** and **Temecula**.

## Program Description

This 30 school week program provides specialized training for employment in physician offices, medical specialty clinics and hospitals. The curriculum includes medical terminology, computerized office organization, records management, bookkeeping and accounting, professional communications, insurance claims preparation, standardized medical coding and the professional operation of the health care facility.

## Program Student Learning Outcomes

Upon completion of this program, the graduate will be able to:

1. Perform administrative skills such as scheduling and receiving patients as well as charting and maintaining patient records.
2. Operate and manage a computerized medical office and handle bookkeeping and accounting tasks.
3. Code, submit, and manage insurance claims accurately.
4. Communicate effectively orally and in writing using correct medical terminology and demonstrate the skills required to be prepared for professional certification exams.
5. Relate and apply concepts of communication, reasoning, critical analysis, ethical behavior and appropriate interpersonal interaction to situations in his or her career and personal life.
6. Demonstrate the social skills, professional appearance, attitudes and behavior that employers expect of all SJVC graduates.



The following courses are offered at **Hanford, Modesto, Rancho Cucamonga** and **Temecula** and are required to obtain a certificate in this field:

Course ID	Course Name	Credit Units
BCS 1	Basic Computer Skills 1	2.0
BCS 2	Basic Computer Skills 2	2.0
HCA 110	ICD-9-CM Coding	3.0
HCA 210	CPT and HCPCS Coding	3.0
HCA 502	Externship and Work Experience	3.0
HCA 503	Externship Seminar	1.0
HCM 40	Medical Insurance Principles	5.0
HCM 204*	Health Care Management & Computer Applications	3.0
HCM 210	Medical Terminology 1	3.0
HCM 304	Hospital Billing	2.0
HCM 310	Medical Terminology 2	3.0
<b>Certificate Program Total</b>		<b>30.0</b>

\*This course satisfies the CSS100 graduation requirement.

## Program Graduation Requirements:

*Students must reach minimum keyboarding speed requirements of 35 net wpm and the minimum requirement of the HIPAA component in order to be eligible for graduation.*