

Administrative Health Care Management

Provide administrative support in the medical industry



SJVC's Administrative Health Care Management (AHCM) program provides in-depth training for the front office position of a busy medical practice or facility. Hands-on experience and classroom instruction include the study of office management, patient record-keeping, bookkeeping and accounting, and professional communication.

Students Learn

- Medical insurance principles
- Medical office operations
- Human relations
- Medical law and regulations

Professional Certifications

Graduates may earn an Associate of Science degree or Certificate, are student members of the Academy of Professional Coders and are eligible for certification as a Medical Records Coder after one year of practice in the field.

Graduates are eligible to take several national certification and credentialing examinations including the National Center for Competency Testing (NCCT) exam. Graduates also earn Health Insurance Portability and Accountability Act (HIPAA), AHA-Adult & Infant CPR, and First Aid Certification.

Career Information

Well-trained front-office personnel can work in medical and dental offices, hospitals, clinics, and insurance companies. These administrators perform the following job duties:

- Assign ICD-9 and CPT codes to claims
- Process patient insurance claims
- General bookkeeping
- Schedule patient appointments
- Manage medical records

Admission Requirements

Admission to the AHCM program requires:

- High school diploma or equivalent
- Wonderlic SLE assessment score of 12 or higher

Applicants must have reliable plans for transportation, child care and time to devote to academic work outside of scheduled class hours.



Course Listing		
Course ID	Course Name	Credit Units
BCS 1	Basic Computer Skills 1	2.0
BCS 2	Basic Computer Skills 2	2.0
ECON 1	Economics	3.0
ENG 121	Composition and Reading - Part A	3.0
ENG 122	Composition and Reading - Part B	3.0
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
HEA 10	Health and Wellness	3.0
MGT 104	Office Supervision and Organization	3.0
MTH 121	College Algebra - Part A	3.0
MTH 122	College Algebra - Part B	3.0
NSC 1	Introduction to the Natural Sciences	3.0
PHIL 1C	Ethics	3.0
PSY 1	General Psychology	3.0
SOC1	Introduction to Sociology	3.0
SPC 1A	Introduction to Public Speaking	3.0
A.S. Degree Program Total		66.0

Classes for this program are offered in the morning Monday through Thursday.

Class Schedule
Monday - Thursday
Morning Session: 7:15am-12:00pm

NOTE: Class times subject to change based on seat availability.

Rancho Cucamonga Campus
10641 Church Street
866.483.1797

Consumer Information	
Occupations*	
Billing Clerk (43-3031.00) [†]	
Medical Records Clerk (29-2071.00) [†]	
Administrative Assistant (43-6013.00) [†]	
On-time Completion Rate**	
Certificate	68%
A.S. Degree	61%
Graduate Placement Rate	
Certificate	41%
A.S. Degree	58%
Tuition and Fees	
Certificate	\$16,650
A.S. Degree	\$31,950
Graduate Median Loan Debt	
Certificate	
Title IV HEA Loans	\$9,500
Private Loans	\$0
Institutional Loans	\$0
A.S. Degree	
Title IV HEA Loans	\$19,065
Private Loans	\$0
Institutional Loans	\$0

Statistics for graduate cohort of July 2010 - June 2011

*Visit <http://www.onetcodeconnector.org/ccreport> and enter the reference number[†] from the Consumer Information table for complete details.

**Percentage of graduates who completed the program in the scheduled period (30 weeks-Certificate, 60 weeks-AS Degree).

The AHCM program is offered in:

MODESTO
HANFORD
HESPERIA
RANCHO CUCAMONGA
TEMECULA

Other SJVC Campus locations:

RANCHO CORDOVA
FRESNO
VISALIA
BAKERSFIELD

