

Healthcare Management Technology

A25200M (Associate Degree) C25200M (Certificate)

The Healthcare Management Technology curriculum prepares individuals for employment in healthcare business and financial operations in areas such as general healthcare management, entrepreneurship, and long-term care.

Course work includes medical office management, financial management, legal aspects of healthcare, medical insurance and billing analysis, and other topics depending on the subject area selected within this curriculum.

Graduates should qualify for employment opportunities in a variety of healthcare settings including hospitals, medical offices, outpatient clinics, long-term care facilities, and insurance companies. Industry recognized certifications may be available for graduates with work experience.

In addition to the courses listed below, students may be required to take transition/co-requisite classes based on RISE criteria. These classes do not count toward hours required for graduation.

<i>I.</i>	<i>General Education Courses</i>		Class	Lab	Credit	
COM	120	Intro to Interpersonal Communication		3	0	3
ENG	111	Writing and Inquiry		3	0	3
ENG	112	Research & Writing		3	0	3
MAT	152	Statistical Methods I		3	2	4

Select one course each from Humanities/Fine Arts and Social/Behavioral Sciences:

Humanities: HUM-115 Critical Thinking; HUM-122 Southern Culture; or ART-111 Art Appreciation

Social/Behavioral Science: PSY-150 General Psychology or SOC-210 Introduction to Sociology

<i>II.</i>	<i>Major Courses</i>					
ACC	120	Principles of Financial Accounting		3	2	4
ACC	121	Principles of Managerial Accounting		3	2	4
CIS	111	Basic PC Literacy		1	2	2
HMT	110	Intro to Healthcare Management		3	0	3
HMT	210	Medical Insurance		3	0	3
MED	121	Medical Terminology I		3	0	3
MED	122	Medical Terminology II		3	0	3
OST	149	Medical Legal Issues		3	0	3

III. Required Subject Area

BUS	137	Principles of Management		3	0	3
BUS	153	Human Resource Management		3	0	3
BUS	253	Leadership & Management Skills		3	0	3
HMT	212	Management of Healthcare Org		3	0	3

IV. Other Major Courses

HIT	114	Health Data Sys/Standards			2	3	3
HIT	217	Quality & Data Analytics		2	3	3	

HMT	220	Healthcare Financial Management		4	0	4
HMT	225	Practice Mgmt. Simulation		2	2	3
WBL	111	Work-Based Learning I		0	10	1
WBL	121	Work-Based Learning II		0	10	1
WBL	131	Work-Based Learning III		0	10	1

V. Other Required Courses

ACA	115	Success and Study Skills		0	2	1
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Total Credits: 70

Recommended Semester Schedule

First Year Fall

ACA	115	Success and Study Skills		0	2	1
ENG	111	Writing & Inquiry	3	0	3	
HMT	110	Intro to Healthcare Management		3	0	3
MED	121	Medical Terminology I		3	0	3
OST	149	Medical Legal Issues		3	0	3

First Year Spring

CIS	111	Basic PC Literacy		1	2	2
ENG	112	Writing/Research in Disc		3	0	3
HIT	114	Health Data Sys/Standards			2	3
MED	122	Medical Terminology II		3	0	3
MAT	152	Statistical Methods I		3	2	4

First Year Summer

COM	120	Intro to Interpersonal Communication		3	0	3
		Social Science Elective		3	0	3
		Humanities Elective		3	0	3

Second Year Fall

ACC	120	Principles of Financial Accounting		3	2	4
HMT	210	Medical Insurance		3	0	3
HMT	212	Management of Healthcare Organization		3	0	3
BUS	137	Principles of Management		3	0	3
BUS	253	Leadership & Management Skills		3	0	3

Second Year Spring

ACC	122	Principles Managerial Accounting		3	2	4
BUS	153	Human Resource Management		3	0	3
HIT	217	Quality & Data Analytics		2	3	3
HMT	220	Healthcare Financial Management ^(1st 8 weeks)	4	0	0	4

HMT	225	Practice Mgmt. Simulation ^(2nd 8 weeks)	2	2	3
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Healthcare Management Technology Receptionist Certificate - C25200M

I. Major Courses

HMT	110	Intro to Healthcare Management	3	0	3
MED	121	Medical Terminology I	3	0	3
MED	122	Medical Terminology II	3	0	3
OST	149	Medical Legal Issues	3	0	3

II. Concentration

BUS	253	Leadership & Management Skills	3	0	3
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III. Other Major

HIT	114	Health Data Sys/Standards	2	3	3
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Total Credits: 18

Recommended Semester Schedule

First Year Fall

HMT	110	Intro to Healthcare Management	3	0	3
MED	121	Medical Terminology I	3	0	3
OST	149	Medical Legal Issues	3	0	3

First Year Spring

BUS	253	Leadership & Management Skills	3	0	3
HIT	114	Health Data Sys/Standards	2	3	3
MED	122	Medical Terminology II	3	0	3