

Healthcare Management Technology

FALL 2009

[A25200] Associate in Applied Science Degree (Day, Evening/Online/Hybrid)

[C25200] Certificate (Day, Evening/Online/Hybrid)

The Healthcare Management Technology curriculum is designed to prepare students for employment in healthcare business and financial operations. Students will gain a comprehensive understanding of the application of management principles to the healthcare environment.

The curriculum places emphasis on planning, organizing, directing, and controlling tasks related to healthcare organizational objectives including the legal and ethical environment. Emphasis is placed on the development of effective communication, managerial, and supervisory skills.

Graduates may find employment in healthcare settings including hospitals, medical offices, clinics, long-term care facilities, and insurance companies. Graduates are eligible to sit for various certification exams upon completion of the degree with a combination of a minimum of two years administrative experience. Eligible certifications include, but are not limited to, the Professional Association of Healthcare Office Managers (PAHCOM), the Healthcare Financial Management Association (HFMA), the Certified Patient Account Manager (CPAM) and the Certified Manager of Patient Accounts (CMPA) examinations.

COMPETENCIES

Randolph Community College is committed to continuous improvement through program evaluation. One part of the evaluation is to assess program competencies. While our program contains many competencies for students to achieve, each year a select few are chosen for assessment purposes. This year, program competency assessment will focus on these:

1. Demonstrate ability to use clinical information to understand and solve operational and financial problems (content, organization and purpose of the medical record, and flow of other clinical/medical information).
2. Demonstrate proficiency in using the following PC software (Word Processing, Graphics, Spreadsheet, and Database).
3. Demonstrate an understanding of HIPAA.
4. Demonstrate management actions or recommendations that show understanding of the cultural complexity of diversity in the workforce and patient population.

GENERAL ADMISSIONS REQUIREMENTS FOR CURRICULUM PROGRAMS

Applicants for admission to Randolph Community College must be 18 years of age or high school graduates. The College will accept students with a high school equivalency diploma. A high school diploma or the equivalent is required of all applicants enrolling in curriculum courses. Persons intending to enroll in a specific curriculum are encouraged to submit their applications at least two months prior to the term in which they wish to enroll. Applicants are not admitted into specific curriculum programs, and thus, not eligible for financial aid until admission requirements are met (i.e. transcripts, testing, etc.). Applications can be obtained from high school counselors and from Student Services.

IN ORDER TO ENROLL, THE STUDENT SHOULD

- complete an RCC application,
- provide official copies of high school transcript and/or GED test scores and all college transcripts,*
- call (336) 633-0224 to discuss placement testing,
- meet with someone in RCC's financial aid office if necessary, (336) 633-0205,
- meet with your faculty advisor (during specified registration period),
- register and pay for classes (during specified registration period).

*Applicants who are high school graduates should request a copy of their high school transcript. In cases where the last six weeks' work is not completed, a supplemental transcript should be forwarded to the College after the student's graduation. GED graduates must submit official copies of their GED test scores. Students transferring from other colleges or post-high school institutions must submit official transcripts from all such institutions attended. For transcript release forms, call Student Services, (336) 633-0224. Transcripts are not official unless they are sent directly from the high school or college attended.

FACULTY ADVISOR

The faculty advisor for Healthcare Management Technology is Kalora Temple, (336) 633-0329, kctemple@randolph.edu.



DAY

	Hours/Week			Sem. Hrs
	Class	Lab	Wk. Exp.	Credit
First Year: Fall Semester				
ACC 120 Prin of Financial Acct	3	2	0	4
BUS 110 Introduction to Business	3	0	0	3
CIS 110 Introduction to Computers	2	2	0	3
HMT 110 Intro to Healthcare Mgt	3	0	0	3
OST 141 Medical Terms I - Med Office	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
	14	4	0	16
First Year: Spring Semester				
ACC 121 Prin of Managerial Acct	3	2	0	4
BUS 153 Human Resource Mgmt.	3	0	0	3
CTS 130 Spreadsheet	2	2	0	3
OST 142 Medical Terms II - Med Office	3	0	0	3
OST 149 Medical Legal Issues	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
	14	4	0	16
First Year: Summer Session				
ACC 140 Payroll Accounting	1	2	0	2
BUS 255 Org Behavior in Business	3	0	0	3
MKT 120 Principles of Marketing	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
	7	2	0	8
Second Year: Fall Semester				
ENG 111 Expository Writing	3	0	0	3
HMT 211 Long-Term Care Admin	3	0	0	3
MAT 140 Survey of Mathematics	3	0	0	3
HMT 210 Medical Insurance	3	0	0	3
--- Humanities/Fine Arts	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
	15	0	0	15
Second Year: Spring Semester				
ENG 114 Prof Research & Reporting	3	0	0	3
HMT 220 Healthcare Financial Mgmt	4	0	0	4
MED 232 Medical Insurance Coding	1	3	0	2
--- Social/Behavioral Science	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
	11	3	0	12
TOTAL SEMESTER HOURS CREDIT:				67

EVENING/ONLINE/HYBRID

	Hours/Week			Sem. Hrs
	Class	Lab	Wk. Exp.	Credit
First Year: Fall Semester				
BUS 110 Introduction to Business	3	0	0	3
CIS 110 Introduction to Computers	2	2	0	3
OST 141 Medical Terms I - Med Office	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
	8	2	0	9
First Year: Spring Semester				
BUS 153 Human Resource Mgmt.	3	0	0	3
HMT 110 Intro to Healthcare Mgt	3	0	0	3
OST 142 Medical Terms II - Med Office	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
	9	0	0	9
First Year: Summer Session				
BUS 255 Org Behavior in Business	3	0	0	3
ENG 111 Expository Writing	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
	6	0	0	6
Second Year: Fall Semester				
ACC 120 Prin of Financial Acct	3	2	0	4
HMT 210 Medical Insurance	3	0	0	3
MED 232 Medical Insurance Coding	<u>1</u>	<u>3</u>	<u>0</u>	<u>2</u>
	7	5	0	9
Second Year: Spring Semester				
ACC 121 Prin of Managerial Acct	3	2	0	4
ENG 114 Prof Research & Reporting	3	0	0	3
CTS 130 Spreadsheet	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
	8	4	0	10
Second Year: Summer Session				
ACC 140 Payroll Accounting	1	2	0	2
MKT 120 Principles of Marketing	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
	4	2	0	5
Third Year: Fall Semester				
HMT 211 Long-Term Care Admin	3	0	0	3
MAT 140 Survey of Mathematics	3	0	0	3
--- Humanities/Fine Arts	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
	9	0	0	9
Third Year: Spring Semester				
HMT 220 Healthcare Financial Mgmt	4	0	0	4
OST 149 Medical Legal Issues	3	0	0	3
--- Social/Behavioral Science	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
	10	0	0	10
TOTAL SEMESTER HOURS CREDIT:				67

Visit RCC's website: www.randolph.edu

An application for admission is available to be downloaded from the web

**HEALTHCARE MANAGEMENT TECHNOLOGY
CURRICULUM BY SEMESTERS
Certificate (Hybrid)**

	Hours/Week			Sem. Hrs Credit
	Class	Lab	Wk. Exp.	
First Year: Fall Semester				
ACC 120 Prin of Acct	3	2	0	4
HMT 110 Intro to Healthcare Mgt	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
	6	2	0	7
First Year: Spring Semester				
BUS 153 Human Resource Mgmt.	3	0	0	3
PSY 150 General Psychology	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
	6	0	0	6
First Year: Summer Session				
ACC 140 Payroll Accounting	1	2	0	2
BUS 255 Org Behavior in Business	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
	4	2	0	5
TOTAL SEMESTER HOURS CREDIT FOR CERTIFICATE:				18