

**253000**  
**HEALTH CARE OFFICE MANAGEMENT**  
 (Requirements effective Fall Semester 2009)

Students entering the program must demonstrate a fundamental knowledge of computer software and keyboarding by examination (CISBR) or take the following bridge courses prior to enrolling in the program:

2440:105 Introduction to Computers and Application Software  
 2540:290 ST: Keyboarding for Skill Development

<u>C</u> <u>E</u> <u>R</u>	<u>FIRST YEAR</u>	<u>Credit Hours</u>	<u>Prerequisites</u>
	<u>Fall Semester</u>		
— — —	2420:211 Basic Accounting I	3	
— — —	2440:125 Spreadsheet Software	2	Placement by Adviser
— — —	2530:240 Medical Coding I (Diagnostic)*	3	
— — —	2530:241 Health Information Management*	3	
— — —	2540:119 Business English	3	Placement by Adviser
— — —	2740:120 Medical Terminology**	<u>3</u>	
		17	
	<u>Spring Semester</u>		
— — —	2040:240 Human Relations	3	
	or		
— — —	3750:100 Introduction to Psychology	3	
— — —	2530:242 Medical Office Administration*	3	2740:120
— — —	2530:243 Medical Coding II (Procedural)*	3	2740:120; 2530:240
— — —	2740:121 Study of Disease Processes	3	2740:120
— — —	3300:111 English Composition I	<u>4</u>	Placement by Advisor
		16	
	<u>SECOND YEAR</u>		
	<u>Fall Semester</u>		
— — —	2420:103 Essentials of Management Technology	3	
— — —	2530:244 Medical Insurance Billing*	3	2530:243
— — —	2530:255 Health Care Office Management and Medicolegal Issues*	3	2530:241, 242, & 243; 3300:111
— — —	2530:259 Internship Orientation*	1	Permission
— — —	2530:257 Health Care Office Finance*	2	2420:211, 2440:125, 2530:243
— — —	2530:284 Medical Office Techniques *	2	2740:120
— — —	2740:230 Basic Pharmacology	<u>3</u>	2740:120 (recommended)
		17	
	<u>Spring Semester</u>		
— — —	2420:202 Elements of Human Resources Management	3	2420:103
— — —	2530:260 Health Care Office Management Internship*	3	Permission
— — —	2540:263 Professional Communication and Presentations	3	3300:111, or permission
	or		
— — —	7600:106 Effective Oral Communication	3	
— — —	2540:289 Career Development for Business Professionals	3	
— — —	3600:101 Introduction to Philosophy	3	
	or		
— — —	3600:120 Introduction to Ethics	3	
— — —	5550:211 First Aid & CPR	<u>2</u>	
		17	

**TOTAL CREDITS - 67** C = Completed E = Exempt R = Required

\*A grade of "C" or higher is required in all 2530: department courses.

\*\*It is strongly recommended that you take 2740:120, Medical Terminology, prior to taking any of the remaining medical- related courses.

## HEALTH CARE OFFICE MANAGEMENT

Colleen Teague - coordinator

A-105C

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The Health Care Office Management program is designed to meet the needs of current health care office employees and others to develop skills to prepare for technical, supervisory, or management positions in the health care field. Graduates will be trained for the daily operation and general management of the health care office practice. The responsibilities include all administrative, financial, human resources, clerical, and supply functions with a special emphasis on medical coding, insurance billing, and financial analysis.

Typical job titles include:

- Health Care Office Manager
- Medical Office Manager
- Practice Manager
- Practice Administrator

The health care office manager is responsible for the daily operation and general management of the office practice. Areas of responsibility include insurance/managed health care plans, risk management, finance, contract management, data management, human resource management, communication, clinical knowledge administration, marketing, as well as other administrative functions. Because of the vast changes in health care in general and medical office practices in particular, it is necessary to have a well trained and competent health care office manager and staff who, along with the physician(s), are capable of running the business side of the medical office practice.

The starting salary for these positions will depend on the graduate's level of education, skills, experience, the size of the practice, and geographic area. A 2004 survey by the Professional Association of Health Care Office Managers listed an average salary of \$52,497 for experienced health care office managers employed in the Midwest. Entry level salaries for new office managers would be significantly less.

### Certified Medical Manager (CMM)

Certification is available through the Professional Association of Health Care Office Managers (PAHCOM). Qualification for CMM requires active employment as a Health Care Office Manager performing a scope of duties for a minimum of three years, a minimum of twelve acceptable college or university credit hours, and successful completion of a written national exam. For more information on student membership or professional certification, contact PAHCOM at 461 East Ten Mile Road, Pensacola, FL 32534, phone 1-800-451-9311, or visit their web site at [www.pahcom.com](http://www.pahcom.com).

### NOTE:

If you are pursuing an associate degree and have completed twelve or more semester credits, we suggest that you schedule an appointment with an academic adviser to transfer into Summit College and to produce a student degree agreement (contract). The degree agreement is a formal statement of the courses that you must complete to satisfy your degree requirements.