

Health Services Management

Description: The Health Services Management program teaches students the foundational knowledge and skills needed to become health care managers for advancement in health care disciplines. It prepares students to transfer to a baccalaureate degree program in Health Services Management/Administration, where upon graduation they can hold the position of medical office manager, health care administrator, practice administrator, regional operations director, manager of operations, associate administrator for strategic planning and director of patient access.

Understanding the social, political, economic and financial issues affecting health care will provide students with the knowledge to transfer to a baccalaureate program and become effective health care managers. The components of finance, technology, health care policy and economics that comprise the U.S. health care system and how each element interrelates with one another are emphasized in this curriculum.

Students interested in working in health care but in non-direct patient care environments are encouraged to apply to this program.

Student Learning Outcomes:

Upon completion of this program graduates will be able to:

- Demonstrate effective communication, both orally and in writing.
- Demonstrate critical thinking and problem-solving skills in preparation for a career in health care.
- ~~Demonstrate quantitative reasoning skills, particularly as they apply to the health care setting.~~
- Identify current issues and trends affecting the U.S. health care delivery system and strategies to address them.
- Analyze health care policies and critique their effectiveness in serving the needs of the intended stakeholders.

Program Entry Requirements: This is a select program. Students may apply for admission into the program after they have demonstrated readiness for ENGL 101 and FNMT 118 as determined by the College's placement tests or by successfully completing identified developmental course work. The program requires students to have completed the FNMT 118 course by the time they have earned 12 credits in order to remain in the program. They will also need to complete either MATH 150 or MATH 251; ENGL 102 and CIS 103 by the time they have earned 24 credits.

Program of Study and Graduation Requirements: To qualify for the Associate in Arts (A.A.) degree in Health Services Management, a student must complete 60 credit hours as prescribed, attain a grade point average of 2.0 in all program core courses and no grade below a "C" in any course.

Course Sequence:

Semester 1

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
AH 103 - Medical Terminology		3 credits	
ENGL 101 - English Composition I		3 credits	Writing, Research, Info Lit. 1
CIS 103 - Computer Applications & Concepts		3 credits	Technological Competency
FNMT 118 - Intermediate Algebra or higher	FNMT 017 or FNMT 019 completed or FNMT 118 (or higher) placement	3 credits	Quantitative Reasoning
BIOL 109 - Anatomy and Physiology I		4 credits	Scientific Reasoning

Semester 2

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ENGL 102 - The Research Paper	ENGL 101 with grade of "C" or better	3 credits	Writing, Research, Info Lit. 2
MATH 150 - Introductory Data Analysis or MATH 251 - Statistics for Science	For MATH 150: FNMT 118 ready For MATH 251: FNMT 118 with a grade of "C" or better, or MATH 150 with a	3 or 4 credits	

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
	grade of "C" or better		
BIOL 110 - Anatomy and Physiology II	BIOL 109 with grade of "C" or better	4 credits	
AH 112 - Medical Administrative Procedures		3 credits	
AH 116 - Therapeutic Communication		3 credits	Oral Communication / Creative Expression

Semester 3

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
AH 120 - Reimbursement Methodologies in Health Care		3 credits	
AH 204 - Medical Law and Ethics	ENGL 101 with grade of "C" or better	3 credits	
ACCT 101 - Financial Accounting or ACCT 111 - Business Accounting		4 credits	
PSYC 101 - Introduction to Psychology or ANTH 112 - Cultural Anthropology or GEOG 103 - Introduction to Human Geography		3 credits	Cultural Analysis & Interpretation
ENGL 115 - Public Speaking or ENGL 117 - Group and Team Communication or ENGL 118 - Intercultural Communication or	For ENGL 115, ENGL 117, and HUM 101: ENGL 101, which may be	3 credits	

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
HIST 150 - History of American Health Care or HUM 101 - Cultural Traditions: Ancient to the 13th Century or PHIL 111 - Critical Thinking or PHIL 211 - Ethical Problems or SPAN 111 - Elementary Spanish for Healthcare I	taken concurrently		

Semester 4

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
AH 222 - Health Care Policy and Administration	AH 120 , AH 204 with grade of "C" or better, MATH 150 or MATH 251 with grade of "C" or better	3 credits	
AH 224 - Current Issues and Trends in Health Care	MATH 150 or MATH 251 with grade of "C" or better	3 credits	
AH 260 - Supervisory Management in Health Care	AH 204 with grade of "C" or better	3 credits	
ENGL 115 - Public Speaking or ENGL 117 - Group and Team Communication or ENGL 118 - Intercultural Communication or HIST 150 - History of American Health Care or HUM 101 - Cultural Traditions: Ancient to the 13th Century or PHIL 111 - Critical Thinking or	For ENGL 115, ENGL 117, and HUM 101: ENGL 101, which may be taken concurrently	3 credits	

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
SPAN 111 - Elementary Spanish for Healthcare I			

Minimum Credits Needed to Graduate: 60

Courses and Completion Sequence:

The following courses and sequence of courses is designed for the optimal success and completion of the [Health Services Management](#) degree/certificate. Any alterations should be discussed with your academic advisor.

Semester 1

Course Number and Name	Credits	Advisory Notes
AH 103 - Medical Terminology	3 credits	Required for BIOL 109.
ENGL 101 - English Composition I	3 credits	Writing, Research, Info Lit 1 Required to receive a grade of C or better to register for ENGL 102
CIS 103 - Applied Computer Technology	3 credits	Technological Competency Students must earn a grade of "C" or better
FNMT 118 - Intermediate Algebra	3 credits	Quantitative Reasoning Prerequisite to MATH 150 and MATH 251 that must be completed within first 24 credits of the program.
BIOL 109 - Anatomy and Physiology I	4 credits	Scientific Reasoning Prerequisite for BIOL 110. Must receive a grade of "C" or better to be eligible for transfer to four-year university. Required in transfer programs. Students should visit the science-learning lab for support.

Semester 2

Course Number and Name	Credits	Advisory Notes
ENGL 102 - The Research Paper	3 credits	Writing, Research, Info Lit 2

Course Number and Name	Credits	Advisory Notes
		ENGL 101 with a grade of "C" or better is prerequisite.
<u>MATH 150 - Introductory Data Analysis</u> or <u>MATH 251 - Statistics for Science</u>	3 credits or 4 credits	Must earn a grade of "C" or better. Prerequisite for AH 222 and AH 224. Math placement of FNMT 118 with grade of "C" or better or MATH 161 placement.
<u>BIOL 110 - Anatomy and Physiology II</u>	4 credits	BIOL 109 with a grade of "C" or better is prerequisite.
<u>AH 112 - Medical Administrative Procedures</u>	3 credits	Must earn a grade of "C" or better.
<u>AH 116 - Therapeutic Communication</u>	3 credits	Oral Communication/Creative Expression Must earn a grade of "C" or better.

Semester 3

Course Number and Name	Credits	Advisory Notes
<u>AH 120 - Reimbursement Methodologies in Health Care</u>	3 credits	Must earn a grade of "C" or better. Prerequisite course for AH 222.
<u>AH 204 - Medical Law and Ethics</u>	3 credits	Must earn a grade of "C" or better. Prerequisite for AH 222, AH 224 and AH 260. ENGL 101 is course prerequisite.
<u>ACCT 101 - Financial Accounting</u> or <u>ACCT 111 - Business Accounting</u>	4 credits	Must earn a grade of "C" or better to be eligible for transfer to four-year university.
SOC 101 - Introduction to Sociology or <u>ANTH 112 - Cultural Anthropology</u> or <u>GEOG 103 - Introduction to Human Geography</u>	3 credits	Cultural Analysis & Interpretation
ENGL 115 - Public Speaking or ENGL 117 - Group and Team Communication or ENGL 118 - Intercultural Communication or	3 credits	

Course Number and Name	Credits	Advisory Notes
<u>HIST 150 - History of American Health Care</u> or <u>HUM 101 - Cultural Traditions: Ancient to the 13th Century</u> or <u>PHIL 111 – Critical Thinking</u> or <u>PHIL 211 – Ethical Problems</u> or <u>SPAN 111 – Elementary Spanish for Healthcare I</u>		

Semester 4

Course Number and Name	Credits	Advisory Notes
<u>AH 222 - Health Care Policy and Administration</u>	3 credits	Must receive a grade of "C" or better. Prerequisites: AH 120 and AH 204 with grade of "C" or better; MATH 150 or MATH 251 with grade of "C" or better.
<u>AH 224 - Current Issues and Trends in Health Care</u>	3 credits	Must receive a grade of "C" or better. Prerequisites: MATH 150 or MATH 251 with grade of "C" or better.
<u>AH 260 - Supervisory Management in Health Care</u>	3 credits	Must receive a grade of "C" or better. Prerequisite: AH 204 with grade of "C" or better.
<u>ENGL 115 - Public Speaking</u> or <u>ENGL 117 - Group and Team Communication</u> or <u>ENGL 118 - Intercultural Communication</u> or <u>HIST 150 - History of American Health Care</u> or <u>HUM 101 - Cultural Traditions: Ancient to the 13th Century</u> or <u>PHIL 111 – Critical Thinking</u> or <u>PHIL 211 – Ethical Problems</u> or <u>SPAN 111 – Elementary Spanish for Healthcare I</u>	3 credits	