

III.B. Certificate Programs

◆ Healthcare Specialist Certificate

CIP Code: 11.0101

Program Title:	Healthcare Specialist Certificate	
Completion Award:	Certificate of Healthcare Specialization	
Contact Hours:	270	Outside Study Hours: 540
Semester Credits:	18 hours	
Program Duration:	36 weeks	Cost per credit hour: \$249
Tuition:	\$4,482	Course Materials: \$750**
Total Cost:	\$5,232 (including books, software, and shipping)	

Program Description

The Healthcare Specialist Certificate program provides opportunities for students to enter into the healthcare field or to add additional skills and credentials to students already working in the healthcare field. With courses aligned with the American Medical Certification Association (AMCA), students are able to obtain credentials required or preferred by employers in several health care sectors. All courses are transferrable to American Business & Technology Technical Diploma and Associate of Applied Science degrees in health care. The Healthcare Specialist Certificate allows students to function as a productive and valuable member of the health care team. Students are stressed the importance of contributing to the well-being of the patient by demonstrating professional competency in their chosen specialty. Graduates may find employment in the health care field based on their program specialization.

Program Outcomes

Upon successful completion of the program, the student should be able to:

- Demonstrate general office duties relating to communication, supply and equipment maintenance, financial management, mail handling, employment laws
- Meet outcomes defined for recommended tracks (listed below), or;
- Meet outcomes defined for individual courses (listed below).

Potential Employment

Upon successfully completing this program the graduate should qualify to fill entry-level positions in the corporate office structure and other positions requiring utilization of the concepts and skills of Information Technology.

Graduation Requirements

In order for students to successfully complete their program, all required materials must be completed, submitted, and within the maximum program duration. Students who fail to complete the program at this level may appeal to the Director of Education for an extension. Students can complete a course with a grade of "D" or 1.0, however, in order to meet SAP requirements and be able to graduate, the student has to have an overall average of "C" or (2.0 out of 4.0) for all courses and be able to complete all work required within 150% of the program duration or an additional year of the published length whichever is less.

Recommended Track Outcomes

Medical Administrative Assistant

Selecting the Medical Administrative Assistant track prepares students for the following AMCA

Certification Exam: [Medical Administrative Assistant](#)

- Construct a spreadsheet that tracks and reports medical information given a set of conditions.
- Describe all types of insurance plans, filing guidelines, precertification and authorization procedures, and perform basic procedure and diagnostic coding for reimbursement.
- Prepare reports utilizing medical software application for scheduling, documenting, and billing purposes within a medical office.
- Demonstrate compliance with HIPAA standards in relationship to administrative, physical, and technical safeguards; ensure adherence to medical, legal, and ethical standards; and penalties associated with HIPAA.

Medical Billing and Coding

Selecting the Medical Billing and Coding track prepares students for the following AMCA Certification

Exam: [Billing and Coding Specialist](#)

- Define medical terms related to common diseases and pathology by utilizing the learned foundations of medical word structure and abbreviations.
- Describe all types of insurance plans, filing guidelines, precertification and authorization procedures, and perform basic procedure and diagnostic coding for reimbursement.
- Classify code and billing for medical services for insurance reimbursement in alignment with the ICD-9 and similar standards.
- Demonstrate compliance with HIPAA standards in relationship to administrative, physical, and technical safeguards; ensure adherence to medical, legal, and ethical standards; and penalties associated with HIPAA.

Electronic Health Records

Selecting the Electronic Health Records track prepares students for the following AMCA Certification

Exam: [Electronic Health Records](#)

- Construct a spreadsheet that tracks and reports medical information given a set of conditions.
- Demonstrate compliance with HIPAA standards in relationship to administrative, physical, and technical safeguards; ensure adherence to medical, legal, and ethical standards; and penalties associated with HIPAA.
- Discuss the operations of the health information department detailing legal requirements, operational safeguards and ethical constraints placed on health information.
- Produce legally compliant electronic health records from a given set of criteria.

The course listing below represents the required (R) and elective (E) courses available to students in the Healthcare Specialist Certificate program. Students are not obligated to select their courses in correspondence to one of the 3 recommended tracks outlined below. HIT-100 is the only required course. The remaining 5 courses to complete the program are selected by the student to best fit their educational end vocational needs.

Healthcare Specialist Courses					
Course Code	Course Name	Medical Administrative Assistant	Medical Billing & Coding	Electronic Health Records	Credits
HIT-100	Introduction to Healthcare (R)	✓	✓	✓	3
HIT-110	Medical Terminology I (E)	✓	✓		3
HIT-120	Medical Terminology II (E)		✓		3
HIT-130	Medical Transcription / Editing I (E)				3
HIT-135	Anatomy & Physiology with Pathophysiology (E)				3
HIT-140	Medical Transcription / Editing I (E)				3
HIT-145	Pharmacology for Medical Support Professionals (E)				3
HIT-150	Health Insurance Billing and Coding I (E)	✓	✓		3
HIT-160	Health Insurance Billing and Coding II (E)		✓		3
HIT-205	Administrative Healthcare (E)	✓			3
HIT-220	Medical Law and HIPAA Compliance (E)	✓	✓	✓	3
HIT-230	Health Information Management I (E)			✓	3
HIT-240	Health Information Management I (E)			✓	3
HIT-250	Electronic Health Records (E)			✓	3
CIS-120	Microsoft Excel (E)	✓		✓	3
Total Program Credits					18

*Please carefully read the course descriptions on the following pages prior to selecting your preferred elective courses or recommended track, to ensure you tailor the program to best meet your educational and vocational needs.

Required Course

► HIT-100 Introduction to Healthcare

Course Description

This course is designed to teach the students about various health care delivery systems and the importance of patients as a customer. Topics of discussion include careers available in the health care field, the roles of the CDC and OSHA, the importance of lifestyle and stress management, professionalism and lifelong learning, the use of computers in health care, and the role of effective communication in healthcare settings.

Course Outcomes

Upon completion of this course, the student will be able to:

- Understand and differentiate between the various healthcare settings and how healthcare differs in each
- Know and describe the difference between the CDC and OSHA and explain their roles in healthcare safety
- Recognize stress triggers and common defense mechanisms encountered in healthcare situations
- Describe characteristics and behaviors of workers who display professionalism
- Explain the importance of effective communication in health care and recognize the common barriers that can prevent effective communication
- Know how to use computers and their components in the healthcare setting
- Create a professional resume and portfolio and utilize these effectively during an interview
- Recognize career opportunities in the health care field

Elective Courses (select 5 courses from the pool of electives below)

► HIT-110 Medical Terminology I

Course Description

This course is intended to instruct the student in word parts used to form medical terms, the structural organization of the body, body systems, common abbreviations, pathologic conditions, and diagnostic procedures related to specific body systems.

Course Outcomes

Upon completion of this course, the student will be able to:

- Correctly spell and pronounce basic medical terms
- Determine meaning of terms by breaking down into component parts
- Identify major structures and structural organization of the human body
- Use and identify medical abbreviations as they apply to the medical field
- Use medical terms in context while communicating with other health professionals regarding medical conditions and information about patients

► HIT-120 Medical Terminology II

Course Description

This course is intended to build on HIT 110 and instruct the student in word parts used to form medical terms, the structural organization of the body, body systems, common abbreviations, pathologic conditions, and diagnostic procedures related to specific body systems. This course will also instruct the students in general diagnostic procedures and terminology related pharmacology.

Course Outcomes

Upon completion of this course, the student will be able to:

- Correctly spell and pronounce basic medical terms
- Determine meaning of terms by breaking down into component parts
- Identify major structures and structural organization of the human body
- Use and identify medical abbreviations as they apply to the medical field
- Use medical terms in context while communicating with other health professionals regarding medical conditions and information about patients
- Relate diagnostic procedures to body systems and their use in differential diagnosis
- Understand proper routes of drug administration
- Differentiate between Over-the-Counter, Brand Name, and Generic Drugs

► HIT-130 Medical Transcription / Editing I

Course Description

This course is designed to provide a working knowledge of commonly dictated reports in the hospital setting. Students will also learn ambulatory (office) reports and the format of general medical correspondence. They will also be introduced to the electronic medical record, voice recognition, and editing.

Course Outcomes

Upon completion of this course the student will be able to:

- Transcribe dictated history and physical exams, consultations, operative reports, discharge summaries, radiology reports, and emergency room reports
- Transcribe general medical correspondence and identify ambulatory report formats
- Correctly construct medical terms needed for the transcription of medical reports
- Recognize the importance of always spelling medical terms correctly
- Describe and relate the confidentiality issues regarding the transcribed medical record
- Proofread and edit transcribed reports

► HIT-135 Anatomy & Physiology with Pathophysiology

Course Description

Students are reviewed in basic concepts of biology biochemistry (cell theory, cell structure, cell metabolism, and cell reproduction) before proceeding to a detailed study of the normal histology, gross anatomy, and physiology of each body system within the human organism. Emphasis is placed on homeostatic mechanisms as they relate to health and disease.

Course Outcomes

Upon completion of this course the student will be able to:

- Identify and describe the levels of organization of the human body.
- Identify, describe, and explain cell structures and their functions.
- Identify, describe, and explain tissue structures and functions.
- Identify, describe, and explain the structures and functions of the human body systems.
- Describe the causes, signs and symptoms, and treatments of various diseases and disorders of the human body systems.
- Use medical and anatomical terminology correctly.

► **HIT-145 Pharmacology for Medical Support Professionals**

Course Description

Introduces medication therapy with emphasis on safety; classification of medications; their actions; side effects; medication and food interactions and adverse reactions. Also introduces basic methods of arithmetic used in the administration of medications. Topics include: introductory pharmacology; dosage calculation; sources and forms of medications; medication classification; and medication effects on the body systems.

Course Outcomes

Upon completion of this course the student will be able to:

- Accurately and quickly calculate appropriate medication doses and rates for oral and parenteral forms of medication.
- Describe the basic principles of pharmacology, including the parts of a prescription, drug regulations, and legal classifications.
- Apply major medication classifications and the body system affected by those medications.
- List the major drug classifications of an example drug and its general indication.
- Describe the major vitamins and minerals and their general function in the body.

► **HIT-140 Medical Transcription/Editing II**

Course Description

This course is designed to provide an advanced working knowledge of commonly dictated reports in the hospital setting. Students will also learn ambulatory (office) reports and the format of general medical correspondence. They will also be introduced to the electronic medical record, voice recognition, and editing.

Course Outcomes

Upon completion of this course, the student will be able to:

- Transcribe dictated history and physical exams, consultations, operative reports, discharge summaries, radiology reports, and emergency room reports
- Transcribe general medical correspondence and identify ambulatory report formats
- Correctly construct medical terms needed for the transcription of medical reports
- Recognize the importance of always spelling medical terms correctly
- Describe and relate the confidentiality issues regarding the transcribed medical record
- Proofread and edit transcribed reports

► **HIT-150 Health Insurance Billing and Coding I**

Course Description

This course is intended to instruct the student in the history of health insurance, legal aspects, managed care organization, and terminology associated with health insurance. This course will familiarize the students with Electronic Data Interchange, Medicare, Medicaid, and private insurance plans, and developing insurance claims.

Course Outcomes

Upon completion of this course, the student will be able to:

- Identify personal and technical qualifications associated with the insurance billing specialist
- Understand the differences between fraud and abuse relating to insurance billing

- Understand managed care
- Complete the steps in developing an insurance claim and know the methods of submission
- Explain the differences between Medicare, Medicaid, and private insurance.

► **HIT-160 Health Insurance Billing and Coding II**

Course Description

This course is intended to instruct the student in the difference between ICD -10 and CPT coding and the use of the ICD-10 and CPT code books. ICD-10 will be introduced and discussed. The students will also be instructed in the completion of the CMS-1500 and the UB-92 claim forms.

Course Outcomes

Upon completion of this course, the student will be able to:

- Follow the ICD-10 and CPT coding conventions for assigning diagnostic and procedure codes
- List the diagnostic and procedure coding steps in order to accurately code
- Interpret the meaning of the symbols used in CPT coding
- Assign ICD-10 and CPT codes
- Recognize the difference between ICD-9 and ICD-10
- Complete the CMS-1500 and UB-92 data fields

► **HIT-205 Administrative Healthcare**

Course Description

The Administrative Healthcare course is intended to instruct the student in the administrative functions of a medical setting. It will expose the student to the medicolegal and ethical responsibilities associated with the position of a Medical Assistant. The student will become familiar with various forms of scheduling appointments and various systems of filing medical and business records. This course also covers record management, scheduling, drug laws, and the role of an office manager. Students will be instructed in composing, formatting, and proofreading business correspondence and will also become familiar with processing incoming and outgoing mail as well as telecommunications.

Course Outcomes

Upon completion of this course, the student will be able to:

- Understand the differences in medical practice settings
- Relate medicolegal and ethical responsibilities to the everyday functions of a medical practice
- Perform duties as they relate to a medical receptionist
- Understand the importance of proper verbal and written communications
- Define and understand the terms related to medical record management
- Describe credit laws
- Define credit and collection terminology and use collection abbreviations
- Identify interview questions that are illegal

► **HIT-220 Medical Law and HIPAA Compliance**

Course Description

This course covers medical law, liability, and ethics which will familiarize the students with how the medicolegal system functions, what constitutes malpractice, and ethics as it relates to births and deaths. The course also instructs the student in understanding the reasoning behind the Health Insurance Portability and Privacy Accountability Act of 1996, appreciate the need to protect the privacy and security of health information, and know the areas in the delivery of health care that are affected by HIPAA.

Course Outcomes

Upon completion of this course, the student will be able to:

- Distinguish between negligence and malpractice
- Understand the processes of the medicolegal system
- Understand the role ethics play in the healthcare environment
- Differentiate between and civil law
- Know what health information is protected
- Apply policies and procedures for protecting patient confidentially
- Differentiate between civil and criminal penalties under HIPAA
- Locate the latest Title II rules and changes

► HIT-230 Health Information Management I

Course Description

The first semester of this course is designed to introduce the student to the basic services of the health information department, the purpose of the patient health record, general documentation issues that impact all patient records and accreditation standards and federal and state laws and regulations that impact patient record content.

Course Outcomes

Upon completion of this course, the student will be able to:

- Recognize the basic services of the health information department
- Describe types of patient records, including documentation associated with each
- Explain general documentation for patient records
- Identify accreditation standards and laws that affect patient record content

► HIT-240 Health Information Management II

Course Description

The second semester of this course is designed to teach the student how health care workers apply ethics on the job, explain the purpose of managed care systems and describe methods used to control costs, identify the major categories of health record filing, understand uses of indexes, registers and health data collection, and maintain confidentiality of the patient health record.

Course Outcomes

Upon completion of this course, the student will be able to:

- Describe the relationship between ethics and law
- Explain the areas of expenditures in a health care delivery system
- Describe numbering and filing systems and record storage and circulation methods
- Understand the purpose of the master patient index and registers and registries maintained in the United States
- Introduce legal aspects of health information professionals

► HIT-250 Electronic Health Records

Course Description

This course provides fundamental components, terminology and functions associated with electronic health record (EHR) systems in the health care provider practice. The role of the EHR in facilitating complete documentation, efficient workflow and timely communications among clinicians, staff and patients. Strategies and action steps required for successful EHR implementations. Includes practice exercises to provide hands-on experience using EHR software to complete common work tasks in the health care provider office setting.

Course Outcomes

Upon completion of this course, the student will be able to:

- Identify the core functions/capabilities of an electronic health record (EHR)
- Identify the primary sources for important standards and guidelines associated with health record systems
- Use EHR tools for customizing the EHR system; e.g. developing “pick lists” and “templates” to improve and facilitate documentation
- Explain how the accuracy, completeness and currency of summary lists (e.g. problem, medication and allergy) is best maintained in the EHR
- Use an EHR system to attach documents/images to a patient’s record
- Explain the benefits associated with a provider’s use of customized “templates”
- Use an EHR system to generate and document a prescription order and a patient referral
- Explain how an EHR system can address some of the root causes of medication errors
- Use an EHR system to facilitate secure and confidential communication with a patient and document the content of communications with a patient
- Explain how participation in research projects and registries, as well as requirements for external reporting impact the use of an EHR system

► CIS-120 Microsoft Excel

Course Description

This course is designed to teach and acquaint students with the proper procedures to create Excel 2013 workbooks and worksheets suitable for coursework, professional purposes, and personal use. Course focus will include the utilization of many functions and features that make Excel a valuable software tool and will also focus on the discovery of underlying functionality of Excel 2013 so students can become more productive in the workplace.

Course Outcomes

Upon completion of this course, the student will be able to:

- Demonstrate the use and navigation of the Excel 2013 graphical user interface
- Create and maintain multiple workbook solutions in Excel 2013
- Use Excel Functions and Formulas to calculate financial data
- Create and Integrate charts and graphics into Excel 2013 documents
- Access and search the Excel Help and Office Online system for specific information as needed
- Demonstrate the use of advanced Excel 2013 techniques such as What-If Analysis and Pivot Tables
- Use Microsoft Excel 2013 as a tool to provide business financial solutions