

# CURRICULUM STANDARD

*Effective Term*  
*Fall 2004*  
*[2004\*03]*

Curriculum Program Title

**Healthcare Management Technology**

Code

**A25200**

Concentration

**(not applicable)**

## *Curriculum Description*

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.

## *Curriculum Requirements\**

*[for associate degree, diploma, and certificate programs in accordance with 23 NCAC 02E.0204 (3)]*

- I. General Education.** Degree programs must contain a minimum of 15 semester hours including at least one course from each of the following areas: humanities/fine arts, social/behavioral sciences, and natural sciences/mathematics. Degree programs must contain a minimum of 6 semester hours of communications. Diploma programs must contain a minimum of 6 semester hours of general education; 3 semester hours must be in communications. General education is optional in certificate programs.
- II. Major Hours.** AAS, diploma, and certificate programs must include courses which offer specific job knowledge and skills. Work experience, including cooperative education, practicums, and internships, may be included in associate in applied science degrees up to a maximum of 8 semester hours of credit; in diploma programs up to a maximum of 4 semester hours of credit; and in certificate programs up to a maximum of 2 semester hours of credit. *(See second page for additional information.)*
- III. Other Required Hours.** A college may include courses to meet graduation or local employer requirements in a certificate, diploma, or associate in applied science program. These curriculum courses shall be selected from the Combined Course Library and must be approved by the System Office prior to implementation. Restricted, unique, or free elective courses may not be included as other required hours.

	<b>AAS</b>	<b>Diploma</b>	<b>Certificate</b>
Minimum General Education Hours	15	6	0
Minimum Major Hours	49	30	12
Other Required Hours	0-7	0-4	0-1
<b>Total Semester Hours Credit (SHC)</b>	<b>64-76</b>	<b>36-48</b>	<b>12-18</b>

*\*Within the degree program, the institution shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and basic use of computers.*

## Major Hours

[ref. 23 NCAC 02E.0204 (3)]

- A. Core.** The subject/course core is comprised of subject areas and/or specific courses which are required for each curriculum program. A diploma program offered under an approved AAS program standard or a certificate which is the highest credential level awarded under an approved AAS program standard must include a minimum of 12 semester hours credit derived from the subject/course core of the AAS program.
- B. Concentration** (if applicable). A concentration of study must include a minimum of 12 semester hours credit from required subjects and/or courses. The majority of the course credit hours are unique to the concentration. The required subjects and/or courses that make up the concentration of study are in addition to the required subject/course core.
- C. Other Major Hours.** Other major hours must be selected from prefixes listed on the curriculum standard. A maximum of 9 semester hours of credit may be selected from any prefix listed, with the exception of prefixes listed in the core or concentration. Work experience, including cooperative education, practicums, and internships, may be included in associate in applied science degrees up to a maximum of 8 semester hours of credit; in diploma programs up to a maximum of 4 semester hours of credit; and in certificate programs up to a maximum of 2 semester hours of credit.

### Healthcare Management Technology A25200

	AAS	Diploma	Certificate
<b>Minimum Major Hours Required</b>	<b>49 SHC</b>	<b>30 SHC</b>	<b>12 SHC</b>
<b>A. CORE</b> <i>Courses required for the diploma are designated with *</i>  <b>Required Courses:</b> * ACC 120 Princ of Financial Acct 4 SHC * ACC 121 Princ of Managerial Acct 4 SHC * HMT 110 Intro to Healthcare Mgt 3 SHC * HMT 210 Medical Insurance 3 SHC * HMT 211 Long-Term Care Administration 3 SHC * HMT 220 Healthcare Financial Mgmt 4 SHC  <b>Required Subject Areas:</b> <i>*Medical Terminology. Select one set:</i> MED 121 Medical Terminology I 3 SHC MED 122 Medical Terminology II 3 SHC <i>or</i> OST 141 Medical Terms I-Med Office 3 SHC OST 142 Medical Terms II-Med Office 3 SHC  <i>*Medical Legal. Select one:</i> MED 118 Medical Law and Ethics 2 SHC OST 149 Medical Legal Issues 3 SHC	<b>29-30 SHC</b>	<b>29-30 SHC</b>	
<b>B. CONCENTRATION</b> (Not applicable)			
<b>C. OTHER MAJOR HOURS</b> <i>To be selected from the following prefixes/courses:</i>  ACC, BIO, BUS, CIS, COE, CSC, COM, CTS, DBA, HMT, ISC, MAT, MED, MKT, OMT, OST, and WEB  <i>Foreign language courses (including ASL) that are not designated as approved other major hours may be included in all programs up to a maximum of 3 semester hours of credit.</i>			