HEALTHCARE MANAGER
Healthcare Management Technology (A25200)

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.

COURSE REQUIREMENTS

Richmond Community College provides day and evening course sequences for selected programs to enable students to better plan what courses to take to reach their educational goals. However, given the continued increase in the use of technology in instruction and increasing student demand for distance learning courses, the College may offer hybrid, online, web-based and information highway courses in place of traditional courses in any course sequence that is listed. Therefore, students should be aware of this possibility and prepare themselves to successfully function in a hybrid, online, web-based, or information highway course.

				Class	Lab	Work/ Clinical	Credit
A. General Education Courses							
1. Required Courses							
ENG	111	Writing and Inquiry		3	0	0	3
ENG	112	Writing/Research in the Disciplines		3	0	0	3
MAT	143	Quantitative Literacy		2	2	0	3
		Humanities/Fine Arts Elective*		3	0	0	3
		Social/Behavioral Sciences Elective*		3	0	0	3
B. Major Courses							
1. Core Courses							
To receive a degree, diploma or certificate from RCC, a student must have a grade of "C" or better in all core courses for the program of study.							
ACC	120	Principles of Financial Accounting		3	2	0	4
ACC	121	Principles of Managerial Accounting		3	2	0	4
CIS	110	Introduction to Computers		2	2	0	3
or							
CIS	111	Basic PC Literacy		1	2	0	2
HMT	110	Intro to Healthcare Management		3	0	0	3
HMT	210	Medical Insurance		3	0	0	3

			Class	Lab	Clinical	Credit
HMT	211	Long-Term Care Administration	3	0	0	3
HMT	220	Healthcare Financial Management	4	0	0	4
MED	118	Medical Law and Ethics	2	0	0	2
MED	121	Medical Terminology I	3	0	0	3
MED	122	Medical Terminology II	3	0	0	3

2. Other Major Courses

ACC	225	Cost Accounting	3	0	0	3
BUS	137	Principles of Management	3	0	0	3
BUS	153	Human Resource Management	3	0	0	3
CTS	130	Spreadsheet	2	2	0	3
HMT	225	Practice Mgmt Simulation	2	2	0	3
OST	131	Keyboarding	1	2	0	2
WBL	111	Work-Based Learning I	0	0	10	1
WBL	115	Work-Based Learning Seminar I	1	0	0	1

C. Other Required Courses

ACA	122	College Transfer Success	0	2	0	1

Total Credit Hours   **66-67**

*Approved Electives are listed on the page before the Course Descriptions.

SEMESTER SCHEDULE
HEALTHCARE MANAGEMENT TECHNOLOGY (DAY)

			Class	Lab	Work/ Clinical	Credit
First Year – Fall Semester						
ACA	122	College Transfer Success	0	2	0	1
ACC	120	Principles of Financial Accounting	3	2	0	4
ENG	111	Writing and Inquiry	3	0	0	3
HMT	110	Intro to Healthcare Management	3	0	0	3
MAT	143	Quantitative Literacy	2	2	0	3
MED	121	Medical Terminology I	3	0	0	3
			14	6	0	17
First Year – Spring Semester						
ACC	121	Principles of Managerial Accounting	3	2	0	4
BUS	137	Principles of Management	3	0	0	3
CIS	110	Introduction to Computers	2	2	0	3
or						
CIS	111	Basic PC Literacy	1	2	0	2
ENG	112	Writing/Research in the Disciplines	3	0	0	3
MED	122	Medical Terminology II	3	0	0	3
OST	131	Keyboarding	1	2	0	2
			14-15	6	0	17-18

Second Year – Fall Semester

			Class	Lab	Work/Clinical	Credit
BUS	153	Human Resource Management	3	0	0	3
HMT	210	Medical Insurance	3	0	0	3
HMT	211	Long-Term Care Administration	3	0	0	3
MED	118	Medical Law and Ethics	2	0	0	2
		Humanities/Fine Arts Elective*	3	0	0	3
		Social/Behavioral Sciences Elective*	3	0	0	3
			17	0	0	17

Second Year – Spring Semester

			Class	Lab	Work/Clinical	Credit
ACC	225	Cost Accounting	3	0	0	3
CTS	130	Spreadsheet	2	2	0	3
HMT	220	Healthcare Financial Management	4	0	0	4
HMT	225	Practice Mgmt Simulation	2	2	0	3
WBL	111	Work-Based Learning I	0	0	10	1
WBL	115	Work-Based Learning Seminar I	1	0	0	1
			12	4	10	15

Total Credit Hours   **66-67**

*Approved Electives are listed on the page before the Course Descriptions.

HEALTHCARE MANAGEMENT TECHNOLOGY (CERTIFICATE) (C25200)
COURSE REQUIREMENTS

			Class	Lab	Work/Clinical	Credit
CIS	110	Introduction to Computers	2	2	0	3
or						
CIS	111	Basic PC Literacy	1	2	0	2
HMT	110	Introduction to Healthcare Management	3	0	0	3
HMT	210	Medical Insurance	3	0	0	3
MED	118	Medical Law and Ethics	2	0	0	2
MED	121	Medical Terminology I	3	0	0	3
MED	122	Medical Terminology II	3	0	0	3
			15-16	2	0	16-17

Total Credit Hours   **16-17**

HEALTHCARE MANAGEMENT TECHNOLOGY (A25200) (ONLINE)
COURSE REQUIREMENTS

				Class	Lab	Work/ Clinical	Credit

A. General Education Courses
  1. Required Courses

				Class	Lab	Work/Clinical	Credit
ENG	111	Writing and Inquiry		3	0	0	3
ENG	112	Writing/Research in the Disciplines		3	0	0	3
MAT	143	Quantitative Literacy		2	2	0	3
		Humanities/Fine Arts Elective*		3	0	0	3
		Social/Behavioral Sciences Elective*		3	0	0	3

B. Major Courses
  1. Core Courses

To receive a degree, diploma or certificate from RCC, a student must have a grade of "C" or better in all core courses for the program of study.

			Class	Lab	Work/Clinical	Credit
ACC	120	Principles of Financial Accounting	3	2	0	4
ACC	121	Principles of Managerial Accounting	3	2	0	4
CIS	110	Introduction to Computers	2	2	0	3
HMT	110	Intro to Healthcare Management	3	0	0	3
HMT	210	Medical Insurance	3	0	0	3
HMT	211	Long-Term Care Administration	3	0	0	3
HMT	220	Healthcare Financial Management	4	0	0	4
MED	118	Medical Law and Ethics	2	0	0	2
MED	121	Medical Terminology I	3	0	0	3
MED	122	Medical Terminology II	3	0	0	3

  2. Other Major Courses

			Class	Lab	Work/Clinical	Credit
ACC	225	Cost Accounting	3	0	0	3
BUS	137	Principles of Management	3	0	0	3
BUS	153	Human Resource Management	3	0	0	3
CTS	130	Spreadsheet	2	2	0	3
HMT	225	Practice Mgmt Simulation	2	2	0	3
OST	131	Keyboarding	1	2	0	2
WBL	111	Work-Based Learning I	0	0	10	1
WBL	115	Work-Based Learning Seminar I	1	0	0	1

C. Other Required Courses

			Class	Lab	Work/Clinical	Credit
ACA	122	College Transfer Success	0	2	0	1

Total Credit Hours   **67**

*Approved Electives offered online:
Humanities/Fine Arts Electives are: ART 111, ENG 131, ENG 231, MUS 110, PHI 240, REL 211, and REL 212.
Social/Behavioral Sciences Electives are: ANT 220, HIS 111, HIS 112, HIS 131, HIS 132 PSY 150, PSY 241, SOC 210, and SOC 213.

SEMESTER SCHEDULE
HEALTHCARE MANAGEMENT TECHNOLOGY (ONLINE)

			Class	Lab	Work/ Clinical	Credit
First Year – Fall Semester						
ACA	122	College Transfer Success	0	2	0	1
ACC	120	Principles of Financial Accounting	3	2	0	4
ENG	111	Writing and Inquiry	3	0	0	3
HMT	110	Intro to Healthcare Management	3	0	0	3
MAT	143	Quantitative Literacy	2	2	0	3
MED	121	Medical Terminology I	3	0	0	3
			14	6	0	17
First Year – Spring Semester						
ACC	121	Principles of Managerial Accounting	3	2	0	4
BUS	137	Principles of Management	3	0	0	3
CIS	110	Introduction to Computers	2	2	0	3
ENG	112	Writing/Research in the Disciplines	3	0	0	3
MED	122	Medical Terminology II	3	0	0	3
OST	131	Keyboarding	1	2	0	2
			15	6	0	18
Second Year – Fall Semester						
BUS	153	Human Resource Management	3	0	0	3
HMT	210	Medical Insurance	3	0	0	3
HMT	211	Long-Term Care Administration	3	0	0	3
MED	118	Medical Law and Ethics	2	0	0	2
		Humanities/Fine Arts Elective*	3	0	0	3
		Social/Behavioral Sciences Elective*	3	0	0	3
			17	0	0	17
Second Year – Spring Semester						
ACC	225	Cost Accounting	3	0	0	3
CTS	130	Spreadsheet	2	2	0	3
HMT	220	Healthcare Financial Management	4	0	0	4
HMT	225	Practice Mgmt Simulation	2	2	0	3
WBL	111	Work-Based Learning I	0	0	10	1
WBL	115	Work-Based Learning Seminar I	1	0	0	1
			12	4	10	15

Total Credit Hours   67

*Approved Electives offered online:
Humanities/Fine Arts Electives are: ART 111, ENG 131, ENG 231, MUS 110, PHI 240, REL 211, and REL 212.

Social/Behavioral Sciences Electives are: ANT 220, HIS 111, HIS 112, HIS 131, HIS 132 PSY 150, PSY 241, SOC 210, and SOC 213.

HEALTHCARE MANAGEMENT TECHNOLOGY (CERTIFICATE) (C25200)
(ONLINE)
COURSE REQUIREMENTS

			Class	Lab	Work/ Clinical	Credit
CIS	110	Introduction to Computers	2	2	0	3
HMT	110	Introduction to Healthcare Management	3	0	0	3
HMT	210	Medical Insurance	3	0	0	3
MED	118	Medical Law and Ethics	2	0	0	2
MED	121	Medical Terminology I	3	0	0	3
MED	122	Medical Terminology II	3	0	0	3
			16	2	0	17

Total Credit Hours **17**