

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					
<i>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.</i>					
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

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)**

			Work/			
			Class	Lab	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
BUS	137	Principles of Management	3	0	0	3
ENG	111	Writing and Inquiry	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
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
HMT	110	Intro to Healthcare Management	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						

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

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

Program Completion Guide
ASSOCIATE IN APPLIED SCIENCE - HEALTHCARE MANAGEMENT TECHNOLOGY (A25200)
Healthcare Manager

Student Name: _____ ID #: _____ Date of Enrollment: _____

Section I: Developmental Courses (if needed)

Courses	Scores	Cr.	Prerequisites/ Co-requisites	Grade	Notes/Semester
DMA 010 Operations with Integers	<7 on DAP	1	Pre: None		
DMA 020 Fractions and Decimals	<7 on DAP	1	Pre: DMA 010		
DMA 030 Propor/Ratio/Rate/Percent	<7 on DAP	1	Pre: DMA 010-020		
DMA 040 Express/Lin Equat/Inequal	<7 on DAP	1	Pre: DMA 010-030 or MAT 060		
DMA 050 Graphs/Equations of Lines	<7 on DAP	1	Pre: DMA 010-040 or DMA 040 and MAT 060		
DRE 096 Integrated Reading and Writing	104-116	3	Pre: None Co: CIS 070		
DRE 097 Integrated Reading Writing II	117-135	3	Pre: DRE 096 Co: CIS 070		
DRE 098 Integrated Reading Writing III	136-150	3	Pre: DRE 097 Co: CIS 070		

Section II:

A. Healthcare Management Certificate (C25200) Course Requirements 16-17 credit hours: Complete Section I (as required) and Section II, A.

Courses	Cr.	Recommended Semester	Prerequisites/ Co-requisites	Semester Registered/ Planned	Semester Completed/ Grade
MED 118 Medical Law & Ethics*	2	1 st year - fall	Pre: DRE 098 or ENG 090 and RED 090		
MED 121 Medical Terminology I*	3	1 st year - fall	Pre: DRE 098 or ENG 090 and RED 090		
CIS 110 Introduction to Computers* or CIS 111 Basic PC Literacy*	3 2	1 st year - spring	Pre: DRE 097 Co: DRE 098		
HMT 110 Intro to Healthcare Management*	3	1 st year - spring	None		
MED 122 Medical Terminology II*	3	1 st year - spring	Pre: MED 121		
HMT 210 Medical Insurance*	3	2 nd year - fall	Pre: MED 121		

B. Healthcare Management Technology Associate in Applied Science Degree (A25200) Course Requirements 67 credit hours: Complete Sections I (as required) and Section II, A and B.

Courses	Cr.	Recommended Semester	Prerequisites/ Co-requisites	Semester Registered/ Planned	Semester Completed/ Grade
ACA 122 College Transfer Success	1	1 st year - fall	None		
ACC 120 Principles of Financial Accounting*	4	1 st year - fall	Pre: DMA 010-040 or MAT 070, DRE 098 or RED 090 Co: MAT 143		
BUS 137 Principles of Management	3	1 st year - fall	Pre: DRE 098 or ENG 090 and RED 090		
ENG 111 Writing and Inquiry	3	1 st year - fall	Pre: DRE 098 or ENG 090 and RED 090 Co: ACA 122		
MAT 143 Quantitative Literacy	3	1 st year - fall	Pre: DMA 010-050, DRE 098 Co: ACA 122		
ACC 121 Principles of Management Accounting*	4	1 st year - spring	Pre: ACC 120 (min. grade of C)		
OST 131 Keyboarding	2	1 st year - spring	Pre: 25 NWPM on keyboarding placement test		
ENG 112 Writing/Research in the Disciplines	3	1 st year - spring	Pre: ENG 111		
BUS 153 Human Resource Management	3	2 nd year - fall	Pre: DRE 098		
HMT 211 Long-Term Care Administration*	3	2 nd year - fall	Pre: ACC 120, HMT 110		

ACC 225 Cost Accounting	3	2 nd year - spring	Pre: ACC 121		
WBL 111 Work-Based Learning I	1	2 nd year - spring	Pre: 9 SHC in major core courses Co: WBL 115		
WBL 115 Work-Based Learning Seminar I	1	2 nd year - spring	Pre: 9 SHC in major core courses Co: WBL 111 or WBL 112		
CTS 130 Spreadsheet	3	2 nd year - spring	Pre: DMA 010-040 or MAT 070, DRE 097 Co: DRE 098		
HMT 220 Healthcare Financial Management*	4	2 nd year - spring	Pre: ACC 120, HMT 110		
HMT 225 Practice Management Simulation	3	2 nd year - spring	Pre: HMT 210 Co: HMT 220		

Electives: (All degree seeking students must take one Humanities/Fine Arts and one Social/Behavioral Sciences elective from lists below unless a specific course is required above.)

Humanities/Fine Arts Electives (3 credits)** (Courses with the following prefixes will satisfy this requirement: ART, DRA, ENG (literature courses only), HUM, MUS, PHI, REL, and SPA (Intermediate Spanish I only).)			
Courses offered at RCC: ART 111, DRA 111, ENG 131, ENG 231, ENG 232, MUS 110, PHI 240, REL 211, REL 212, SPA 211			
Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
	2 nd year - fall		

Social/Behavioral Sciences Electives (3 credits)** (Courses with the following prefixes will satisfy this requirement: ANT, ECO+, GEO, HIS, POL, PSY, and SOC) +Some business and accounting curricula require economics and do not accept ECO courses as fulfillment of this elective requirement.)			
Courses offered at RCC: ANT 220, HIS 111, HIS 112, HIS 131, HIS 132, PSY 150, PSY 241, SOC 210, SOC 213			
Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
	2 nd year - fall		

NOTES: *All courses must be completed with a grade of "C" or better.
**See course catalog for prerequisite and/or corequisite requirements.

Students please read the following and sign below.

I understand that as an RCC student, I am ultimately responsible for my schedule. I understand that I must complete each course with a grade of "C" or better and follow the established course sequence or my ability to graduate on time may be affected.

My advisor has information regarding other colleges and transfer opportunities that I can investigate after completing my degree/diploma/certificate, and I understand that if I would like more information I can schedule an appointment with him/her.

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____