

Health Care Office Coordinator A.A.S. (HCO)

This program provides the foundation for a health care coordinator to be able to effectively organize and oversee medical office workflow and processes in any health care setting. It addresses the principles of planning and management, documentation, revenue cycle functions, and health laws as it relates to privacy and confidentiality, budgeting and data analysis. The student will also acquire the skills necessary for analytical and critical thinking as well as problem solving.

Upon successful completion of this program, graduates will be able to:

- apply effective communication and critical thinking skills.
- demonstrate an understanding of the revenue cycle as it impacts workflow and reimbursement.
- demonstrate an understanding of documentation requirements as it relates to maintain the accuracy and integrity of health data.
- demonstrate an understanding with all laws and regulations related to coding and reimbursement.
- demonstrate an understanding of privacy, confidentiality and security of protected health information.

First Semester		Credits
BIO 163	Anatomy and Physiology I	4
ENG 105	Research & Composition	3
CIS 105	Introduction to Computers and Applications	3
HIT 110	Introduction to Health Information Science	3
HIT 120	Medical Terminology	3
		16
Second Semester		
BIO 164	Anatomy and Physiology II	4
BUS 252	Human Resource Management	3
ENG 106 or ENG 107	Introduction to Literature Writing in the Workplace	3
HCO 101	Administrative Strategies for Health Care Professionals	3
HIT 140	Health Law	3
		16
Third Semester		
ACC 160	Principles of Accounting	3
HCO 102	Health Care Management Practices and Technology	3
HCO 103	Reimbursement for Health Care Services	3
HIT 255	CPT Coding and Other Classification Systems	3
Elective	Humanities	3
		15
Fourth Semester		
BUS 262	Recruiting, Training and Evaluating Employees	3
HCO 104	Revenue Cycle Management	3
HIT 130	Health Information in Alternate Settings	4
HIT 250	ICD 10 CM/PCS Coding Systems	3
Elective	Social Science	3
		16
Credit Total		63

Prior Learning Assessment: Previous job training, certificates and work experience that may qualify for college credit (*see academic advisor*).

Gateway Courses: Based on placement testing in reading, writing and math, these prerequisite courses may have to be taken before placement in College English or Mathematics beginning the first semester and concurrently.

RSS 099	Basic Skills Reading	3
RSS 100	Critical Reading	3
ENG 099	Basic Skills Writing	3
ENG 100	Fundamentals of Writing	3
MAT 090	Mathematical Literacy	6
ESL 251	English for Academic Purpose	6
<i>(Required for ESL students only.)</i>		

Please note, taking gateway courses will increase your time for completion.

