

## 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 Semeste	edits			
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		
	medical formitology	16		
Second Seme		4		
BIO 164	Anatomy and Physiology II	4		
BUS 252	Human Resource Management	3		
ENG 106	Introduction to Literature			
or ENG 107	Writing in the Workplace	3		
HCO 101	Administrative Strategies for			
	Health Care Professionals	3		
HIT 140	Health Law	3		
		16		
Third Semeste	er			
ACC 160	Principles of Accounting	3		
HCO 102	Health Care Management	0		
1100 102	Practices and Technology	3		
HCO 103	Reimbursement for Health Care	0		
1100 100	Services	3		
HIT 255	CPT Coding and Other	5		
1111 200	Classification Systems	3		
Floative	Humanities	3		
Elective	Humanilies	15		
		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		
	Credit Total	03		
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**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
		(Required for ESL students only.)	

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