

Healthcare Administrative Professional

The Healthcare Administrative Professional Certificate provides students the ability to work in a variety of health care settings including hospitals, clinics, home health agencies, long-term care, insurance companies, consulting firms and software vendors.

Upon completion of the certificate, students will be prepared to work alongside administrative teams in positions including healthcare coding, medical billing/financials, and entry level management.

Graduates will also be eligible for certifications in Medical Coding, Medical Billing, and Medical Administrative Specialist from certification bureaus such as American Academy of Professional Coders (AAPC), American Health Information Management Association (AHIMA), and American Medical Technologists (AMT).

Year 1	Credits	
	Fall	Spring
ACTG 101 - Accounting Procedures I	4	
BIOH 104IN - Basic Human Biology w/lab	0-4	
COMX 106 - Communicating in a Dynamic Workplace	3	
AHMS 144 - Medical Terminology	3	
AHMS 210 Basic Medical Coding	4	
ACTG 102 - Accounting Procedures II		4
AHMS 108 - Health Data Content and Structure		3
AHMS 156 - Medical Billing Fundamentals		3
AHMS 158 - Legal and Regulatory Aspects of Healthcare		2
BMGT 215 - Human Resource Management		3
AHMS 220 - Medical Office Procedures		3
Year Total:	14-18	18
Total Program Credits:		32-36