

**Health Care Services Specialist**

College Credit Certificate | Code: 63021 | 27 Credits

CIP: (0351070102)

Effective Term: Summer 2023 (2235)

The 27-credit hour certificate program includes a series of courses that prepare students to become proficient on the latest software used in medical offices. A medical office manager plays an integral part in the day-to-day operations of a medical practice. Medical office manager responsibilities include, but are not limited to, monitoring the office budget, ordering medical supplies and implementing office policies and procedures. Graduates will also be trained to understand the complexities of healthcare insurance regulations and payment systems. This certificate is upward compatible with the A.S. degree, Health Services Management.

MAJOR CORE REQUIREMENTS (27.00 Credits)

BSC 2085	Human Anatomy and Physiology 1	(3 Credits)	Corequisite: BSC 2085L
BSC 2085L	Human Anatomy and Physiology 1 Laboratory	(1 Credit)	Corequisite: BSC 2085
GEB 1011	Principles of Business	(3 Credits)	
HIM 1300	Health Care Facilities and Delivery System	(2 Credits)	
HIM 2472	Medical Terminology	(3 Credits)	
HIM 2253C	Current Procedural Terminology Coding	(2 Credits)	
HSA 1380	Health Care Quality Management	(3 Credits)	
HSA 2181	Health Services Management Concepts	(3 Credits)	
HSC 2810	Professional Practice Experience	(4 Credits)	
MAN 2021	Principles of Management	(3 Credits)	