

# HI 9500

## Healthcare Administration Professional

23 weeks

DURATION



ISSUING AUTHORITY

High School Diploma or GED

REQUIREMENTS



### PROGRAM DETAILS

Consider going back to school for healthcare administration. Through a certification as a healthcare admin, you have the ability to cover a wide range of healthcare office procedures, protocols, and speak with many people from all walks of life. You can work behind the office scenes or you can work at the front lines, offering help to those patients who have billing or other paperwork-related questions.

If you choose the healthcare administration professional certification program, you'll learn a wide variety of healthcare information services and protocols. Some courses you can expect to find are medical office procedures and administration, medical billing, Microsoft Office, and other medical-related classes that have a strong backbone foundation in the office sector of these medical facilities.






Healthcare administration continues to be a growing field that so many are proud to work in. The courses that have to be taken are all related to the protocols required in a medical setting to keep everyone's health information safe when they are a part of the medical facility that is providing the help.

Those who are healthcare administration certified are able to take on any jobs within any healthcare setting such as with a hospital or urgent care center, geriatrics, maternity, pediatrics, or physician's offices, as well as other outpatient and inpatient centers.

### COURSES

- HI 1011 Medical Office Procedures and Administration
- HI 1014 Human Anatomy and Medical Terminology
- HI 1018 Electronic Health Records
- MS 1000 Microsoft Office Basics
- HI 1015 Insurance and Billing, and Coding Essentials

### AT THE END OF THIS PROGRAM, YOU WILL BE ABLE TO:

-  Understand basic human anatomy and terminology utilized in the medical office
-  Comply with laws, regulations, and guidelines related to the healthcare industry
-  Perform Medical Front Office and other general administrative procedures
-  Appreciate how the use of Electronic Health Records effects patient safety and reimbursement
-  Recognize ICD-10-CM, CPT, HCPCS and modifiers and how to utilize them for billing

### ATTAINABLE CAREERS

- |                                |                               |
|--------------------------------|-------------------------------|
| Patient Service Representative | Insurance Billing Specialist  |
| Medical Receptionist           | Medical Records Clerk         |
| Medical Billing Specialist     | Health Information Technician |



### TARGET CERTIFICATIONS

- CMAA** Certified Medical Administrative Assistant
- MCBC** Medical Coder & Biller Certification
- CEHRS** Certified Electronic Health Records Specialist

*As a MedCerts Student, you also have the added benefit of Job Search Assistance including guidance with resume building, networking, interviewing, and job search tips.*