

# Health Care Administration A.S.

## Program Description

Oklahoma's hospitals experience a great deal of turnover among their administrators. The skills and knowledge base of these administrators are critical to the success of any hospital. This program will provide these hospital administrators with the tools they will need to ensure their hospitals will thrive and will meet communities needs. Many of the courses in this program will be offered through distance education to ensure the most effective service to hospitals throughout the state.

## Technical Occupational Specialty

				21 Credit Hours	Date	Institution
<input type="checkbox"/>	HCM	1143	Health Care Systems/Operations	3		
<input type="checkbox"/>	HCM	1153	Medicolegal Principles and Ethical Issues	3		
<input type="checkbox"/>	HCM	1173	Third Party Pay/ Health Issues	3		
<input type="checkbox"/>	HCM	1183	Health Care Coding/Billing	3		
<input type="checkbox"/>	HCM	2163	Health Care Management	3		
<input type="checkbox"/>	HCM	2173	Health Care Human Resource Management	3		
<input type="checkbox"/>	HCM	2193	Health Care Provider Relationships	3		

## Technical Occupational Support and Related Courses

6 Credit Hours

Select a minimum of 6 credit hours from the following:

<input type="checkbox"/>	BUS	2333	Business Law	3		
<input type="checkbox"/>	HCM	2233	Health Care Internship or Project Mgmt	3		
<input type="checkbox"/>	Any ACCT, CIS or MGMT course			3		

## Employment Information

Health care is one of the fastest growing, most dynamic and necessary industries. The field offers energetic, creative and enterprising individuals a host of administrative and service options. Career opportunities continue to expand in hospitals, public health managed care systems and long-term care community health. Health Care Administration majors are in an excellent position to be competitive in the health care marketplace.

## General Education Requirements

37 Credit Hours

<input type="checkbox"/>	ENGL	1113	English Composition I	3		
<input type="checkbox"/>	ENGL	1213	English Composition II	3		
<input type="checkbox"/>	HIST	1483	U.S. History to 1865	3		

or

<input type="checkbox"/>	HIST	1493	U.S. History Since 1865	3		
<input type="checkbox"/>	HUMN	Any 6 credit hours		6		
<input type="checkbox"/>	MATH	1413	General College Math	3		
<input type="checkbox"/>	POLS	1113	American Government	3		
<input type="checkbox"/>	PSYC	1113	Introductory Psychology	3		
<input type="checkbox"/>	SOC	1113	Introductory Sociology	3		
<input type="checkbox"/>	SPCH	2723	Interpersonal Communications	3		
<input type="checkbox"/>	Any college-level science courses (one must be a science lab)			7		

## Degree Awarded

Associate in Applied Science

## For More Information Contact:

Division Advisor

Business Technologies Division

Business Technology Building

Room 300

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Oklahoma City, OK 73107

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Bob Linville

Instructor

Healthcare Administration

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**Total to Graduate**

**64 Credit Hours**

Student Name: \_\_\_\_\_

CWID: \_\_\_\_\_

Counselor: \_\_\_\_\_

Catalog 2009-2010

**BUS 2333 BUSINESS LAW**

An introduction to the principles of law in relation to business. Topics include law of contracts, law of agency, law of property and sales and negotiable instruments. Special attention is given to practical business problems and their legal implications.

**HCM 1143 HEALTH CARE SYSTEMS/OPERATIONS**

An overview of health care delivery systems including different models and components and their applications. A brief historical summary, the interface of public and private organizations and review of the various personnel who comprise these systems, will be examined in relation to their impact on health care delivery.

**HCM 1153 MEDICOLEGAL PRINCIPLES AND ETHICAL ISSUES**

This course will review local, state and federal legislation as they relate to health care systems and delivery, as well as analyze relevant medicolegal principles and concepts. An overview of medical ethics will be presented, and a variety of related ethical issues will be explored.

**HCM 1173 THIRD PARTY PAY/HEALTH ISSUES**

This course covers the role of the health insurance specialist, legal concerns, managed care, the life cycle of a health insurance claim, diagnosis coding procedures, the ICD-9-CM, CPT and HCPCS coding systems, HCFA reimbursement, coding from various source documents, BCBS, Medicare and Medicaid, TRICARE/CHAMPUS and workers' compensation.

**HCM 1183 HEALTH CARE CODING/BILLING**

This course covers procedural coding guidelines for the ICD-9-CM classifications, CPT coding, evaluation and management, primary care, anesthesia/general surgery, the integumentary system, orthopedics, cardiology, OB/GYN, radiology, pathology and laboratory, billing and collections, filing the claim form, handling reimbursement and auditing/appeals.

**HCM 2163 HEALTH CARE MANAGEMENT**

An introduction to Emergency Medical Services and Health Care Management focusing on human resources, organizational structures, medico-legal issues, contracts/agreements, risk management, deployment/staffing and policies and procedures.

**HCM 2173 HEALTH CARE HUMAN RESOURCE MANAGEMENT**

A continuance of HCM 2163, reviewing basic principles and methods of financing, budgeting, accounting, purchasing and inventory control and marketing. A brief overview of research fundamentals and computer applications for health care managers is also included. Prerequisite: HCM 2163.

**HCM 2193 HEALTH CARE PROVIDER RELATIONSHIPS**

This course deals with the problems of management of the small working unit (division, department, section, etc.) within a larger health care agency. Included items will be unit goals, identification of problems, staffing needs, monitoring of work progress, unit communications and interpersonal relations within the unit.

**HCM 2233 INTERNSHIP (PRACTICUM)**

Field experience providing learning through observation and participation in administrative activities, which allows the application of knowledge and skills learned in coursework. (Placements are arranged in an existing health care system/agency to support role development consistent with the student's career goals and work experience.) Prerequisites: HCM 2163 and HCM 2173 and HCM 1143.