

# HEALTHCARE MANAGEMENT TECHNOLOGY

Associate of Applied Science

The Healthcare Management Technology curriculum is designed to prepare students for employment in healthcare business and financial operations. Students will gain a comprehensive understanding of the application of management principles to the healthcare environment.

To learn more visit [www.piedmontcc.edu/healthcaremt](http://www.piedmontcc.edu/healthcaremt)

## More about HEALTHCARE MANAGEMENT TECHNOLOGY

The Healthcare Management Technology curriculum is designed to prepare students for employment in healthcare business and financial operations. Students will gain a comprehensive understanding of the application of management principles to the healthcare environment.

The curriculum places emphasis on planning, organizing, directing, and controlling tasks related to healthcare organizational objectives including the legal and ethical environment. Emphasis is placed on the development of effective communication, managerial, and supervisory skills.

## Outlook for EMPLOYMENT

Graduates may find employment in healthcare settings including hospitals, medical offices, clinics, long-term care facilities, and insurance companies. Graduates are eligible to sit for various certification exams upon completion of the degree with a combination of a minimum of two years administrative experience. Eligible certifications include, but are not limited to, the Professional Association of Healthcare Office Managers (PAHCOM), the Healthcare Financial Management Association (HFMA), the Certified Patient Account Manager (CPAM) and the Certified Manager of Patient Accounts (CMPA) examinations.

## COURSES

### Required Courses for Program

ACA	111	College Student Success *
ACA	122	College Transfer Success *
ACC	120	Prin of Financial Acct
ACC	121	Prin of Managerial Accounting
CIS	110	Introduction to Computers
COM	231	Public Speaking
ENG	111	Writing and Inquiry
GRO	120	Gerontology
HMT	110	Intro to Healthcare Mgt
HMT	211	Long-Term Care Admin
HMT	212	Mgmt of Healthcare Organizations
MAT	143	Quantitative Literacy
MED	121	Medical Terminology I (1st 8 wks)
MED	118	Medical Law and Ethics
MED	122	Medical Terminology II
OST	148	Medical Insurance & Billing
OST	247	Procedure Coding (2nd 8 wks)
OST	248	Diagnostic Coding (1st 8 wks)
OST	280	Electronic Health Records
OST	249	CPC Certification
OST	250	Long Term Care Coding
PSY	150	General Psychology
WBL	111	Work-Based Learning
WBL	115	Work-Based Learning Seminar
XXX		Humanities/Fine Arts Elective

### Required Courses for Program - 68

*Courses with matching symbols indicate OR/AND requirements. Review back page or contact Student Development for more information.*

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## Requirements for ADMISSIONS

- Submit a complete Application for Admission to the Office of Admissions.
- Submit official transcript(s) of high school education and all post-high school course work to the Office of Admissions if requested. Office GED scores or transcript of courses for the Adult High School Diploma may be submitted in lieu of the high school transcript.
- Complete the Admission Placement Test.
- Diploma and certificate admission requirements may vary. Contact the Admissions Office for details.

## Program CONTACTS

Paula Eubanks  
(336) 322-2158  
paula.eubanks@piedmontcc.edu  
Person County Campus - L112

Alisa Montgomery, Dean  
(336) 322-2213  
alisa.montgomery@piedmontcc.edu  
Person County Campus - L111

## ASSOCIATE OF APPLIED SCIENCE Suggested Course Sequence Full-time Student

Course#	Course Name	CL.	LB.	CLIN.	CR.
<b>FALL SEMESTER</b>					
ACA 111	College Student Success <b>OR</b>	1	0	0	1
ACA 122	College Transfer Success	0	2	0	1
ACC 120	Prin of Financial Acct	3	2	0	4
CIS 110	Introduction to Computers	2	2	0	3
HMT 110	Intro to Healthcare Mgt	3	0	0	3
MED 121	Medical Terminology I (1st 8 wks)	3	0	0	3
MED 122	Medical Terminology II (2nd 8 wks)	3	0	0	3
		<b>14-15</b>	<b>4-6</b>	<b>0</b>	<b>17</b>

<b>SPRING SEMESTER</b>					
ACC 121	Prin of Managerial Accounting	3	2	0	4
ENG 111	Writing and Inquiry	3	0	0	3
GRO 120	Gerontology	3	0	0	3
OST 247	Procedure Coding (1st 8 wks)	2	2	0	3
OST 248	Diagnostic Coding (2nd 8 wks)	2	2	0	3
		<b>13</b>	<b>6</b>	<b>0</b>	<b>16</b>

<b>FALL SEMESTER</b>					
OST 250	Long Term Care Coding	2	2	0	3
MAT 143	Quantitative Literacy	2	2	0	3
MED 118	Medical Law & Ethics	2	0	0	2
PSY 150	General Psychology	3	0	0	3
OST 148	Medical Insurance & Billing	3	0	0	3
OST 280	Electronic Health Records	3	0	0	3
		<b>15</b>	<b>4</b>	<b>0</b>	<b>17</b>

<b>SPRING SEMESTER</b>					
COM 231	Public Speaking	3	0	0	3
HMT 211	Long-Term Care Admin	3	0	0	3
HMT 212	Mgmt of Healthcare Organizations	3	0	0	3
OST 249	CPC Certification (2nd 8 wks)	3	2	0	4
WBL 111	Work-Based Learning	0	0	10	1
WBL 115	Work-Based Learning Seminar	1	0	0	1
XXX	Humanities / Fine Arts	3	0	0	3
		<b>16</b>	<b>2</b>	<b>10</b>	<b>18</b>
		<b>58-59</b>	<b>16-18</b>	<b>0</b>	<b>68</b>

**TOTAL SEMESTER HOURS REQUIRED FOR ASSOCIATE DEGREE: 68**



**Person County Campus**  
1715 College Drive  
Roxboro, NC 27573  
(336) 599-1181

**Caswell County Campus**  
331 Piedmont Drive  
Yanceyville, NC 27379  
(336) 694-5707