

Health Technology Administration

	<u>Weeks</u>	<u>Hours</u>
1 Adult Education and Digital Literacy Fundamentals – Acquire knowledge and experience with computer literacy, business math, and language skills through independent work, group projects, and class presentations.	4	120
2 Healthcare Legislation – Learn about HIPAA, general medical facility safety, OSHA, customer service and the patient experience, and identifying and reporting abuse. Learn about the impact common healthcare laws have on the industry and different stakeholders. Demonstrate understanding through a focused project on healthcare legislation.	1	30
3 Medical Office Administration - Explore administrative health careers, beginning with an examination of the profession, health care industry, and daily responsibilities. Learn front office, billing, medical insurance, and compliance procedures through Sim Chart activities. Understand Human Resources management, business operations, and administrative competencies through medical office management activities.	3	90
4 Electronic Medical Records – Learn Health Information Management and practice workplace-specific skills with electronic medical records. Complete case study-based assignments and develop proficiency with charting and documentation best practices.	3	90
5 Medical Terminology – Learn the language of medicine and healthcare. Understand the origin and the parts used to build medical words. Learn word usage in patient care, medical history, diagnostic testing, treatment, billing and coding, and the charting process.	3	90
6 Anatomy and Physiology – Learn about the human body systems and basic physiology. Develop a practical understanding of medical diagnoses and diagnostic procedures as a foundation to understanding the translation of the condition of the patient to ICD-10 code(s).	3	90
7 Diagnosis Codes – Learn the diagnostic codes used to accurately translate the medical condition of a patient. Learn ICD-10 codes and the role these codes have in the billing process. Practice workplace simulation activities and prepare for the Certified Professional Coder (CPC) certification.	5	160
8 Procedure Codes – Learn the CPT codes used to standardize healthcare procedures and treatments. Practice workplace simulation activities and prepare for the Certified Professional Coder (CPC) certification.	6	180
9 Success Skills – Learn self-presentation, communication, relationship building, and employment skills through daily practice in a simulated workplace environment using hands-on, integrated instruction methods such as web-based applications, project-based education, group exercises, role playing scenarios and other materials as deemed necessary and relevant through industry standards.	3	90
10 Career Coaching and Development – Learn how to complete an employment portfolio focusing on the following items: job applications, resumes, references, cover and thank you letters. Develop a Personalized Career Strategy identifying future goals. Practice effective interviewing techniques in mock interviews.	2	60
Total Course Weeks/Hours	33	1000