



# Healthcare Office Coordinator - Associate in Applied Science (2020-21 Catalog)

## SEMESTER-BY-SEMESTER PROGRAM MAP FOR FULL-TIME STUDENTS

Courses are listed in preferred order of completion

Plans can be modified to fit student needs by adding more semesters

Choose your courses with your Advisor.

Developmental Education Courses (if required)		
<input type="checkbox"/>	ACLS050	Introduction to Academic Literacy
<input type="checkbox"/>	ENGL027	Writing Skills Workshop

Location: B= BETH, M= MROE, S=SBTH, E= ESTN, D= DIST \*subject to change

	complete	Course #	Course Title	Credits	Gen Ed	Fall	Winter	Spring	Summer	Pre-requisites / Co-requisites
Semester 1	<input type="checkbox"/>	COLS101	College Success	1		B, M, D	----	B, M, D	D	
	<input type="checkbox"/>	ENGL101	English I	3	Comm	B, M, D, E	----	B, M, D, E	B, M, D	PRE: ENGL Placement Policy
	<input type="checkbox"/>	CMTH102	Introduction to Communication	3	Comm	B, M, D	----	B, M, D	B, M, D	
	<input type="checkbox"/>	BIOS130	Basics of Human Anatomy & Physiology	4	Science	B, M, D	----	B, M, D	B	
	<input type="checkbox"/>	HCOA154	Medical Terminology	3		B,E,D	----	B,E,D	D	
		Total Semester Credits:		14						
Semester 2	<input type="checkbox"/>	ENGL151L	English II (Literature) (D)	3	Comm	B, M, D	----	B, M, D	B, M, D	PRE: ENGL101
	<input type="checkbox"/>	CISC101	Introduction to Information Technology	3	CL	B, M, D	----	B, M, D	B, M, D	
	<input type="checkbox"/>	HCOA172	Health Insurance Basics	3		B, D	----	B, D	D	PRE: HCOA154
	<input type="checkbox"/>	HCOA175	ICD-10-CM/PCS Coding Methodologies	3		B, D	----	B, D	D	PRE: HCOA154
	<input type="checkbox"/>	HCOA176	CPT Coding Methodology	3		B, D	----	B, D	D	PRE: HCOA154
	<input type="checkbox"/>	PSYC103	Introduction to Psychology	3	SSHB	B, M, D	D	B, M, D	B, M, D	PRE: English I eligibility
		Total Semester Credits:		18						
Semester 3	<input type="checkbox"/>	ACCT100 or ACCT101	Accounting for Non-Accountants or Financial Accounting I	3		B, M, D	----	B, M, D	B, M, D	
	<input type="checkbox"/>	BUSA205	Management Fundamentals	3		B, M, D	----	B, M, D	D	PRE: ENGL101
	<input type="checkbox"/>	BUSA221G	Business Communication	3		B, M, D	----	B, M, D	D	PRE: ENGL151, CMTH102
	<input type="checkbox"/>	HCOA177	Health Information Technology	3		B, M, D	----	B,D	D	
	<input type="checkbox"/>	HCOA240	Medical Office Management Practices	3		B, M, D	----	D	----	PRE: HCOA154
		Total Semester Credits:		15						
Semester 4	<input type="checkbox"/>	BUSA226	Human Resources Management	3		B,D	----	M,D	D	
	<input type="checkbox"/>	PHIL202	Ethics & Moral Problems	3	AH	B,D	----	D	D	
	<input type="checkbox"/>	HCOA250	Internship	3		D/offsite	----	D/Offsite	----	PRE: BUSA221G; PRE or CO: HCOA240
	<input type="checkbox"/>		AH,SIT,SSHB General Education Elective	3	AH,SIT,SSHB	B, M, D	D	B, M, D	B, M, D	
	<input type="checkbox"/>		Elective	3		B, M, D	D	B, M, D	B, M, D	
		Total Semester Credits:		15						
		Total Degree Credits		62						

General Education Requirements		
<input type="checkbox"/>	ENGL151L	Diversity
<input type="checkbox"/>	BUSA221G	Writing Intensive

**Notes:**

-Students should take HCOA154 Medical Terminology in the first semester.

-Students who are planning on transferring to a 4-year institution should take ACCT101 Financial Accounting I in the 3rd semester and ACCT151 Financial Accounting II in the 4th semester as their elective.

**\*It is the student's responsibility to be knowledgeable of NCC graduation requirements and to verify transfer requirements with the 4-year institution. Courses listed on the program map are based upon the assumption that prerequisites and courses taken in previous semesters will be successfully completed**

Arts & Humanities (AH)
ARTA 100 Art and Visual Thinking
ARTA 101 Art History Survey
CMTH 110 Introduction to the Theatre
CMTH 111 Acting I
CMTH 115 Technical Theatre
CMTH 117 Stagecraft
CMTH 126 The Communication Arts
CMTH 189 Stage Voice and Movement
CMTH 190 Stage Production
CMTH 206 Directing
CMTH 211 Plays: Classical to Contemp. (G-WI)
CMTH 212 Acting II
CMTH 218 Theatre Portfolio
CMTH 220 Introduction to Film
DANC 101 Dance History
DANC 110 Ballet I
DANC 120 Modern Dance I
DANC 130 Jazz I
DANC 210 Ballet II
DANC 220 Modern Dance II
DANC 230 Jazz II
ENGL 201 British Literature I (G-WI)
ENGL 203 Shakespeare (G-WI)
ENGL 205 American Literature I (G-WI)
ENGL 211 Plays: Classical to Contemp. (G-WI)
ENGL 215 Multicultural Adolescent Lit (G-WI)
ENGL 250 Latin American Literature (G-WI)
ENGL 251 British Literature II (G-WI)
ENGL 253 Creative Writing
ENGL 255 American Literature II (G-WI)
ENGL 256 Modern Poetry (G-WI)
ENGL 257 20th Century Lit by Women (G-WI)
ENGL258 Fiction Writing
ENGL 260 Contemporary Literature (G-WI)
ENGL 264 Irish Literature (G-WI)
ENGL 265 African-American Literature (G-WI)
ENGL 267 Poetry Writing
HUMA 121 The American Work Experience (G-WI)
HUMA 140 Intro to Women & Gender Studies (G-WI)
HUMA 150 Nature of the Environment
HUMA210 Creativity and the Origin of Ideas
JOUR 101 Journalism and Society
Modern Language - All MDLA Courses
MUSC 101 Introduction to Music
PHIL 111 On Death and Dying (G-WI) <i>recommended</i>
PHIL 121 World Religions
PHIL 201 Introduction to Philosophy
PHIL 202 Ethics and Moral Problems (G-WI)
PHIL 204 Asian Philosophies
PHIL 211 Ancient Philosophy
PHIL 215 Modern Philosophy
PHIL 225 What is Freedom?

Societies & Institutions Over Time (SIT)
CMTH 221 History of Broadcasting
GEOG 101 World Geography
GEOG 151 Geography of the U.S. and Canada (G-WI)
GLBL 130 Intro to Global Studies
GLBL 160 Field Experience & Acad Research in GS
GLBL 230 Global Studies Capstone
HIST 103 Ancient and Medieval History
HIST 113 American History I (G-WI)
HIST 121 The Black Experience (G-WI)
HIST 123 African Civilization
HIST 140 Modern Chinese History
HIST 153 Found of Mod Euro History, 1300-1815 (G-WI)
HIST 163 American History II
HIST 165 The American Experience of Warfare (G-WI)
HIST 166 Civil War and Reconstruction (G-WI)
HIST 168 History of the Middle East (G-WI)
HIST 173 Mod European History, 1815 to Present (G-WI)
HIST 183 Modern American History, 1945-Present
HIST 210 History of Mod Science, 1859 to Present
HIST 211 History of Pennsylvania
INTS 201 Implementing Sustainable Energy System...
INTS 202 The Architecture of the City: Classic to Contemp.
POLS 101 Introduction to Political Science
POLS 105 American Constitutional Law (G-WI)
POLS 110 American National Government (G-WI)
POLS 150 Peace Studies & Conflict Resolution (Study Abroad)
POLS 170 Politics of Modern Turkey (Study Abroad)
POLS 202 International Relations
POLS 205 Women and Politics (G-WI)
POLS 251 State and Local Government (G-WI)
SOCA 102 Cultural Anthropology (G-WI)
SOCA 105 American Ethnicity
SOCA 160 Issues in Contemp.Genocide & Mass Violence

Scientific Study of Human Behavior (SSHB)
ECON 201 Macroeconomics
GEOG 121 Environmental Sustainability (G-WI)
GEOG 140 Investigating Climate Change )
GEOG 271 Intro to Geographic Info Systems
HUMA 250 Research Methods in Social Sciences (G-WI)
INTS 250 Study Abroad
PSYC 103 Introduction to Psychology (G-WI)
PSYC 205 Research Methods
PSYC 230 Introduction to Health Psychology
PSYC 235 Dev Child Psychopathology
PSYC 245 Cognitive Psychology
PSYC 255 Abnormal Psychology
PSYC 258 Developmental Psychology (G-WI)
PSYC 265 Psychology of Sex and Gender
SOCA 103 Principles of Sociology (G-WI)
SOCA 125 Sociology of Families (G-WI)
SOCA 210 Sociology of Gender

Electives for A.A. & A.S. Degrees
All courses except: OXX-level courses; EARL221, 222

Students who are planning on transferring to a 4-year institution should take ACCT101 Financial Accounting I in the 3rd semester and ACCT151 Financial Accounting II in the 4th semester as their elective.

**Notes:**

After the completion of the 3rd semester, students are eligible for the Healthcare Billing & Coding Specialized Diploma or Healthcare Office Specialist Certificate with the addition of HCOA270 – Advanced Coding for Medical Services, HCOA275 – Capstone Simulation for Coding, and HCOA276 – Diversity & Cultural Competency in Healthcare.

**To graduate from the Healthcare Office Coordinator Program, and prior to the start of any internship placement, Healthcare Office Coordinator students enrolling in Internship (HCOA250) are required to submit current documentation to local health networks to include, but not limited to, proof of health insurance, a physical exam, lab tests and immunizations, criminal history record information (CHRI), FBI Clearance, and Child and Elder Abuse History Clearance.** Please contact the Program Coordinator or Division offices should you have questions.

**Program Narrative:**

Northampton's Office Administration degree programs are designed to prepare you for a wide variety of opportunities in a modern office setting. The two degrees offered by the Office Administration department are Office Administrative Assistant, and Healthcare Office Coordinator. Both programs provide course offerings and experiences to prepare the graduate to work as a team player in a specialized office environment.

Your studies will include state-of-the-art office equipment and software. You will learn the marketable skills required to work well with other people in an office environment, and these skills will be applied through a valuable internship experience related to your field of study. We emphasize development of professional attitudes, values, and ethics. As you grow through the program, you will gain critical thinking, priority setting, and decision-making skills needed in today's business environment.

**Features:**

This program prepares you to accept the responsibilities and challenges expected of a skilled healthcare office coordinator in the vast professional medical field. A healthcare office coordinator ensures a well-run practice for physicians and patients in strict compliance with healthcare laws. Office coordinators oversee the business operations of medical offices, clinics, managed care organizations, health agencies, and similar organizations. Their responsibilities are broad in scope and highly dependent on the size of the practice.

Courses for the healthcare pathways include Basics of Human Anatomy and Physiology, CPT Coding Methodology, and PCS Coding Methodologies.

We have an excellent record of employment for our graduates in the full range of medical office settings.

**Program Learning Outcomes:** Graduates of the program will be able to:

- Utilize analytical skills and administrative techniques necessary to organize, prioritize, and manage the flow of confidential information in a healthcare setting.
- Display professional behaviors congruent with core values, standards, and ethics in healthcare.
- Exhibit professionally acceptable oral, written, and interpersonal communication skills.
- Employ critical thinking skills for appropriate decision making for healthcare office efficiency and financial health.
- Demonstrate leadership and supervisory skills and an appreciation of diversity to support the organization and its goals.
- Evaluate patient records to maximize reimbursement.
- Apply the patient accounting revenue cycle.
- Perform essential business planning and office management skills in the healthcare office setting.

**Endorsed by Local Employers:**

Potential employers for those following this healthcare career pathway include:

Hospitals	Community Health Centers
Ambulatory Surgical Units	Outpatient Laboratory Centers
Physician's Offices	Urgent Care Centers
Elder Care Facilities	

This program can be completed on-ground or 85% online, on a full- or part-time basis.

**Transfer Information:**

NCC has a transfer agreement with Franklin University that allows the student upon completion of their AAS Degree to continue their pursuit of a Bachelor of Science degree in Allied Healthcare Management.

**Career Information:**

The Healthcare Office Coordinator degree provides students with a pathway to a variety of healthcare office careers. Healthcare Office Coordinator career paths may include, but are not limited to careers such as health information technician, patient account representative, medical billing specialist, health unit coordinator, medical secretary, patient coordinator or medical office manager. Earning potential within the field may range from \$13-\$24 per hour (source: U.S. Department of Labor: Bureau of Labor Statistics, 2014). For additional information, including the ability to explore local healthcare office employment opportunities in your area visit our Career Coach tool by clicking this link: <https://northampton.emsicc.com/>