

2014-2015 Academic Year PROPOSED CURRICULUM CHANGES 253000 HEALTH CARE OFFICE MANAGEMENT	Semester 1					Semester 2					Semester 3					Semester 4				
	2420:211 Basic Accounting	2530:240 Medical Coding	2530:241 Health Info. Mgmt.	2740:120 Medical Terminology	3300:111 English Comp. I	2420:125 Spreadsheet Software	3740:250 Statistics	2530:243 Med. Office Admin.	2530:243 Medical Coding II	2740:121 Disease Processes	2420:103 Management Tech.	2530:244 Med. Insurance Billing	2530:255 Health Care Off. Mgmt.	2530:259 Internship Orientation	3750:100 Basic Psychology	2420:202 H.R. Management	2530:255 Health Care Off. Finance.	2530:260 HCOM Internship	2530:284 Medical Off. Techniques	7600:106 Oral Communication
CORE COMPETENCIES																				
(adopted by the University)																				
HCOM PROGRAM OUTCOMES																				
1. Use logical thinking skills and appropriate office technology to produce effective written and oral communications in professional situations.					*			I	*			F	*	*		*	M		*	
2. Use office management skills to maintain health information, business records, and accounting systems; demonstrate appropriate mail and telecommunications techniques appropriate to the medical office.	I		*					F				*	*		*	*	M			
3. Demonstrate skill in operating standard word processing, spreadsheet, database, and desktop publishing software to produce quality documents and reports.			*		*	I	*	*	*			*	*		*	F	M		*	
4. Demonstrate knowledge of medical terminology, anatomy & physiology, disease processes, first aid/CPR, pharmacology, and medical office procedures. Use medical references including internet searches to obtain information.		*	*	I				*	*	F		*						M	*	
5. Demonstrate a thorough knowledge of diagnostic and procedural coding; reimbursement systems including managed care; contract evaluation, negotiation, and management; and financial reporting.		I							F		*	*				*	*	M		
6. Demonstrate knowledge of regulations and procedures in health information management and be able to manage data through the use of computerized patient records.			I					E										M		

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253000 HEALTH CARE OFFICE MANAGEMENT																				
7. Demonstrate knowledge of human resource management including employment law, hiring and training personnel, conducting performance evaluations counseling employees, and discharging employees.																I	E	M		
8. Demonstrate knowledge of medical ethics and medical practice law including confidentiality, release of information, and consent for treatment.			I										E					M		
9. Demonstrate competence and time management skills in following directions, prioritizing, and organizing data, meeting deadlines, business and career planning.											I			E				M		
10. Demonstrate human relations skills in confidentiality, diplomacy, flexibility, initiative, teamwork, stress management, professional image, and maintaining ethical and legal standards.											I		*	E	*			M		

*Program Outcome covered in course

Program Review Assessment Measurements

I = Introduced E = Emerging M = Mastered