

HI 9500

Healthcare Administration Professional

25 weeks
DURATION



High School Diploma or GED
REQUIREMENTS



PROGRAM DETAILS

Consider going back to school for healthcare administration. Through a certification as a healthcare admin, you have the ability to cover a wide range of healthcare office procedures, protocols, and speak with many people from all walks of life. You can work behind the office scenes or you can work at the front lines, offering help to those patients who have billing or other paperwork-related questions.

If you choose the healthcare administration professional certification program, you'll learn a wide variety of healthcare information services and protocols. Some courses you can expect to find are medical office procedures and administration, medical billing, Microsoft Office, and other medical-related classes that have a strong backbone foundation in the office sector of these medical facilities.






Healthcare administration continues to be a growing field that so many are proud to work in. The courses that have to be taken are all related to the protocols required in a medical setting to keep everyone's health information safe when they are a part of the medical facility that is providing the help.

Those who are healthcare administration certified are able to take on any jobs within any healthcare setting such as with a hospital or urgent care center, geriatrics, maternity, pediatrics, or physician's offices, as well as other outpatient and inpatient centers.

COURSES

PS 1011	Professionalism in Allied Health
HI 1011	Medical Office Procedures and Administration
HI 1014	Human Anatomy and Medical Terminology
HI 1018	Electronic Health Records
MS 1000	Microsoft Office Basics
HI 1015	Insurance and Billing, and Coding Essentials

AT THE END OF THIS PROGRAM, YOU WILL BE ABLE TO:

-  Understand basic human anatomy and terminology utilized in the medical office
-  Comply with laws, regulations, and guidelines related to the healthcare industry
-  Perform Medical Front Office and other general administrative procedures
-  Appreciate how the use of Electronic Health Records effects patient safety and reimbursement
-  Recognize ICD-10-CM, CPT, HCPCS and modifiers and how to utilize them for billing

ATTAINABLE CAREERS

Patient Service Representative	Insurance Billing Specialist
Medical Receptionist	Medical Records Clerk
Medical Billing Specialist	Health Information Technician



TARGET CERTIFICATIONS

CMAA	Certified Medical Administrative Assistant
MCBC	Medical Coder & Biller Certification
CEHRS	Certified Electronic Health Records Specialist

As a MedCerts Student, you also have the added benefit of Job Search Assistance including guidance with resume building, networking, interviewing, and job search tips.