



Unit of the Technical College System of Georgia - Equal Opportunity Institution

Healthcare Management Degree ~Physician's Practice Management~

Campus Locations:

North Metro

College Admission

Students seeking admission to the Healthcare Management Program must be fully admitted to the college and enroll in the college's *Healthcare Science Certificate* to take pre-admission general education courses.

Students are required to complete all of the pre-admission general education courses listed below before entering the Healthcare Management Degree program.

Pre-Admission Courses

Complete the following classes with a grade of C or higher:

Subject	Course	Credits	Grade
ENGL 1101	Composition and Rhetoric	3	
PSYC 1101	Introduction to Psychology	3	
MATH 1101 or MATH 1111 or MATH 1103	Math Modeling College Algebra Quantitative Skills & Reasoning	3 3	
COMP 1000	Introduction to Computers	3	
BIOL 2113 BIOL 2113L	Anatomy & Physiology I Lecture Anatomy & Physiology I Lab	3 1	
BIOL 2114 BIOL 2114L	Anatomy & Physiology II Lecture Anatomy & Physiology II Lab	3 1	

Academic Advisement:

Students should email a Health Sciences Advisor with questions about admission criteria or to schedule an advisement appointment.

Kayla White - Kayla.White@chattahoocheetech.edu

Marietta and North Metro Campuses

Christine Canyon - Christine.Canyon@chattahoocheetech.edu

Marietta and North Metro Campuses

Phil Librone – Philip.Librone@chattahoocheetehc.edu

North Metro and Canton Campuses

Program Admission

Students may apply to the HCM Degree program while enrolled in the pre-admission courses. Students will complete an application for the desired semester start (fall or spring) and submit it to the **Health Sciences Office on the North Metro Campus (F Building)** by the listed deadline date. This application is available on the Healthcare Management webpage. Students will be required to have all six (6) pre-admission courses completed with a grade of C or higher prior to starting the HCM courses.

Once received, course completion will be verified and the student's program will be changed to Healthcare Management. Students will receive an email from the HS Office indicating that their program of study has been changed.

All students accepted into the Healthcare Management program will be **required** to attend an Orientation Session. If you do not attend the Orientation, you will not be permitted to continue in the program.

Occupational Courses:

Students should complete the following courses with a grade of C or higher. Upon completion, students may petition for graduation to receive an Associate of Applied Science Degree in Healthcare Management.

The Health Care Management program is not cohort program, and students may take courses as their schedule permits. Suggested course sequence:

1st Semester

SPCH1101 or COMM 1109	3
ACCT1100 Financial Accounting I	4
MAST1060 Medical Office Procedures	4
MAST2100 Electronic Medical Office Technology (EMR)	2

2nd Semester

MGMT1100 Principles of Management	3
ACCT1105 Financial Accounting II	3
ALHS 1140 Health Care Communication	3
MAST1110 Admin. Practice Management*	3

*MAST1060 and MAST2100 are pre-requisites to this course

3rd Semester

MGMT2115 Human Resource Management	3
Humanities Elective	3
MAST1010 Legal and Ethical Concerns in the Medical Office	2

4th Semester

MAST2180 Physician Practice Management*** (MAST 2108)	6
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*** All MAST courses should be completed prior to this course. This course is a simulation (hands-on) application of competencies from the prior courses.

Successful completion of the Healthcare Management program will provide foundational concepts and skill sets to sit for a practice manager or medical office manager certification exam. The national exams are offered by several national organizations, such as www.apcc.com or www.pachcom.com. National certification is based on individual preference and certification goals. The national certification is not included in this degree. However, a mock national certification is administered during the capstone course.