

Health Sciences Program Admissions Guide

Health Care Management Program

(Physician's Practice Management)

Program: Health Care Management

Credential(s) Awarded: Health Care Management Associate of Applied Science Degree

Program Webpage: <https://www.chattahoocheetech.edu/health-sciences/health-care-management.html>

Program Location: North Metro Campus

Admissions Format: Open enrollment, flexible sequence. Courses have limited seats and are filled on a first come, first served basis. The program does not maintain a waiting list.

Students are encouraged to follow the recommended course sequence which allows for completion of the degree within 5 semesters. Students may register for courses as their schedule permits, however not all courses are available each semester.

Course Schedule: Health Care Management program is primarily online. Only course MAST 2108 Physician's Practice Management is hybrid.

Health Care Management Associate of Applied Science: 5-6 semesters, 60 credits

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Steps to Enroll in the Health Care Management Program

Step 1: Apply to Chattahoochee Tech and be accepted.

Go to the [College Admissions webpage](#) to apply.

Student 900# and email address are required to register for courses.

Step 2: Enroll in the Health Sciences Program courses.

No application is required for this program.

Student must be 18 years or older at time of program enrollment.

Follow the [College Academic Calendar](#) for enrollment dates and deadlines.

For assistance, contact the program [Academic Advisor](#) or email:

Program Director, Tammy Strait, RN, BHA at
tammy.strait@chattahoocheetech.edu

General Admissions: Health Sciences Admission at
HealthSciences.Admission@chattahoocheetech.edu

Health Care Management Program Tracks

Students are recommended to complete the program on one of the Program Tracks to avoid delays in the program of study. Not all program courses are offered each term: see [Annual Course Offerings](#) for details.

Program Tracks are not a substitute for advisement. Please contact program faculty or an Academic Advisor for course planning.

Program Completion and National Certification

Students who complete all of the required Degree coursework may petition to graduate and be awarded a Health Care Management Associate of Applied Science Degree.

Successful completion of the Health Care Management program will provide foundational concepts and skill sets to sit for a practice manager or medical office manager certification exam. National exams are offered by several national organizations, such as <http://www.aapc.com> or www.pahcom.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.

Course Transfer Policy

The program does accept transfer credit for General Core and BUSN Courses taken at another institution. The program does not accept transfer credit for MAST Courses taken at another institution.

Note: Students must complete a minimum of 25% of program coursework at Chatt Tech in order to meet the college's Academic Residency Requirement and be awarded a technical degree or certification.

Tracks Information

****Note:** All Occupational and General Education Coursework must be completed prior to MAST 2108. This course includes hands-on application of all previous coursework, and must be completed in the final term of the program.

Humanities Elective: See College Catalog or an Academic Advisor for course selection.

[Exemption Testing](#) may be available for some Diploma level courses, including COMP 1000.

Track 1: Fall Start, 5 semesters

Semester 1 – Fall	Semester 2 – Spring	Semester 3 – Summer
BIOL 2113 Anatomy and Physiology I 3 Credit Hours	BIOL 2114 Anatomy and Physiology II 3 Credit Hours	BUSN 2800 Practice Management Fundamentals, 3 Credit Hours
BIOL 2113L Anatomy and Physiology I Lab 1 Credit Hour	BIOL 2114L Anatomy and Physiology II Lab, 1 Credit Hour	BUSN 2810 Healthcare Compliance 3 Credit Hours
COMP 1000 Intro to Computer Literacy 3 Credit Hours	PSYC 1101 Introductory Psychology 3 Credit Hours	BUSN 2820 Healthcare Practice Law & Ethics, 3 Credit Hours
ENGL 1101 Composition and Rhetoric 3 Credit Hours	BUSN 2340 Healthcare Administrative Procedures, 4 Credit hours	
BUSN 2300 Medical Terminology 2 Credit Hours	BUSN 2350 Electronic Health Records 3 Credit Hours	
Semester Total Credits: 12	Semester Total Credits: 14	Semester Total Credits: 9
Semester 4 – Fall	Semester 5 – Spring	
MATH 1103 Quantitative Skills/Reasoning or MATH 1111 College Algebra, 3 credits	COMM 1100 Human Communication or SPCH 1101 Public Speaking, 3 Credits	
General Education Area IV: Humanities Elective, 3 credits	BUSN 2440 Healthcare Leadership & Professional Effectiveness, 3 Credit Hours	
ACCT 1100 Financial Accounting I 4 Credit Hours	**MAST 2108 Physician's Practice Management Capstone, 6 Credit Hours	
BUSN 2830 Healthcare Delivery Systems 3 Credit Hours		
Semester Total Credits: 13	Semester Total Credits: 12	

Track 2: Spring Start, 6 semesters

Semester 1 – Spring	Semester 2 – Summer	Semester 3 – Fall
BIOL 2113 Anatomy and Physiology I 3 Credit Hours	BIOL 2114 Anatomy and Physiology II 3 Credit Hours	ACCT 1100 Financial Accounting I 4 Credit Hours
BIOL 2113L Anatomy and Physiology I Lab 1 Credit Hour	BIOL 2114L Anatomy and Physiology II Lab, 1 Credit Hour	General Education Area IV: Humanities Elective, 3 credits
COMP 1000 Intro to Computer Literacy 3 Credit Hours	PSYC 1101 Introductory Psychology 3 Credit Hours	BUSN 2340 Healthcare Administrative Procedures, 4 Credit hours
ENGL 1101 Composition and Rhetoric 3 Credit Hours		BUSN 2830 Healthcare Delivery Systems 3 Credit Hours
BUSN 2300 Medical Terminology 2 Credit Hours		
Semester Total Credits: 12	Semester Total Credits: 7	Semester Total Credits: 14
Semester 4 – Spring	Semester 5 – Summer	Semester 6 – Fall
COMM 1100 Human Communication or SPCH 1101 Public Speaking, 3 Credits	BUSN 2800 Practice Management Fundamentals, 3 Credit Hours	**MAST 2108 Physician's Practice Management Capstone, 6 Credit Hours
MATH 1103 Quantitate Skills/Reasoning or MATH 1111 College Algebra, 3 credits	BUSN 2810 Healthcare Compliance 3 Credit Hours	
BUSN 2350 Electronic Health Records 3 Credit Hours	BUSN 2820 Healthcare Practice Law & Ethics, 3 Credit Hours	
BUSN 2440 Healthcare Leadership & Professional Effectiveness, 3 Credit Hours		
Semester Total Credits: 12	Semester Total Credits: 9	Semester Total Credits: 6

Track 3: Summer Start, 5 semesters

Semester 1 – Summer	Semester 2 – Fall	Semester 3 – Spring
ENGL 1101 Composition and Rhetoric 3 Credit Hours	ACCT 1100 Financial Accounting I 4 Credit Hours	BIOL 2114 Anatomy and Physiology II 3 Credit Hours
MATH 1103 Quantitate Skills/Reasoning or MATH 1111 College Algebra, 3 credits	BIOL 2113 Anatomy and Physiology I 3 Credit Hours	BIOL 2114L Anatomy and Physiology II Lab, 1 Credit Hour
PSYC 1101 Introductory Psychology 3 Credit Hours	BIOL 2113L Anatomy and Physiology I Lab 1 Credit Hour	BUSN 2340 Healthcare Administrative Procedures, 4 Credit hours
	COMP 1000 Intro to Computer Literacy 3 Credit Hours	BUSN 2350 Electronic Health Records 3 Credit Hours
	BUSN 2300 Medical Terminology 2 Credit Hours	BUSN 2440 Healthcare Leadership & Professional Effectiveness, 3 Credit Hours
Semester Total Credits: 9	Semester Total Credits: 13	Semester Total Credits: 14
Semester 4 – Summer	Semester 5 – Fall	
BUSN 2800 Practice Management Fundamentals, 3 Credit Hours	COMM 1100 Human Communication or SPCH 1101 Public Speaking, 3 Credits	
BUSN 2810 Healthcare Compliance 3 Credit Hours	General Education Area IV: Humanities Elective, 3 credits	
BUSN 2820 Healthcare Practice Law & Ethics, 3 Credit Hours	BUSN 2830 Healthcare Delivery Systems 3 Credit Hours	
	**MAST 2108 Physician's Practice Management Capstone, 6 Credit Hours	
Semester Total Credits: 9	Semester Total Credits: 12	

Health Care Management Annual Course Offerings

BUSN/MAST Course	Fall	Spring	Summer
BUSN 2300: Medical Terminology	Yes	Yes	No
BUSN 2340: Healthcare Administrative Procedures	Yes	Yes	No
BUSN 2350: Electronic Health Records	Yes	Yes	Yes
BUSN 2440: Healthcare Leadership & Professional Effectiveness	No	Yes	Yes
BUSN 2800: Practice Management Fundamentals	No	No	Yes
BUSN 2810: Healthcare Compliance	No	No	Yes
BUSN 2820: Healthcare Practice Law & Ethics	No	No	Yes
BUSN 2830: Healthcare Delivery Systems	Yes	No	No
**MAST 2108: Physician's Practice Management Capstone	Yes	Yes	No

Green Box with “Yes” – Course is offered that semester annually, Grey Box with “No” – Course is not offered that semester annually

Use the Annual Course Offerings along with one of the Program Tracks to assist you in planning your program of study. Annual Course Offerings are not a substitute for advisement. Please contact program faculty or an Academic Advisor for course planning.

****Note:** All Occupational and General Education Coursework must be completed prior to MAST 2108. This course includes hands-on application of all previous coursework, and must be completed in the final term of the program.