



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

Healthcare Management Degree (Physician’s Practice Management)

Program Location:
North Metro Campus

HCM Program 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 or Interdisciplinary Studies-Health Track* 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.

Required Pre-Admission Courses:

Complete the following pre-admission courses with a grade of C or higher:

Course	Course Name	Credit	Grade
ENGL 1101	Composition and Rhetoric	3	
PSYC 1101	Introductory Psychology	3	
MATH 1101 or MATH 1111	Math Modeling or College Algebra	3	
COMP 1000	Introduction to Computers	3	
BIOL 2113	Anatomy and Physiology I	3	
BIOL 2113L	Anatomy and Physiology I Lab	1	
BIOL 2114	Anatomy and Physiology II	3	
BIOL 2114L	Anatomy and Physiology II Lab	1	

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 Health Sciences 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:

Semester	Subject	Course	Credits
1 st	SPCH1101 or COMM 1100	Public Speaking or Human Communication	3
1 st	ACCT1100	Financial Accounting I	4
1 st	MAST1060	Medical Office Procedures	4
1 st	MAST2100	Electronic Medical Office Technology (EMR)	2
2 nd	MGMT 1100	Principles of Management	3
2 nd	ACCT 1105	Financial Accounting II	3
2 nd	ALHS 1140	Health Care Communication	3
2 nd	MAST 1110*	Administrative Practice Management*	3
	*MAST 1060 and MAST 2100	These courses are pre-requisites to this course	
3 rd	MGMT 2115	Human Resource Management	3
3 rd		Humanities Elective	3
3 rd	MAST 1010	Legal and Ethical Concerns in Medical Office	2
4 th	MAST 2108**	Physician Practice Management**	6

** 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 <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.

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
Amy Lyle	Amy.Lyle@chattahoocheetech.edu	Marietta, Paulding
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