

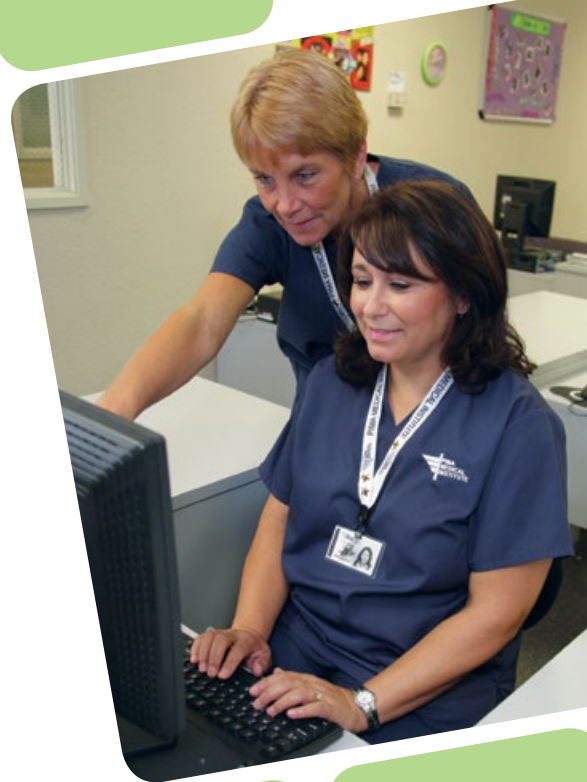
Health Care Administration Certificate

Entry-level professionals in the field of health care administration are efficient, important administrative staff who keep offices running smoothly. They provide vital information to the office staff and to other organizations. They play a key role in patient services by answering phones, greeting patients and triaging appointments.

As a health care administration certificate student at Pima Medical Institute, you will gain classroom and laboratory experience, real-world training at local offices and have interaction with Microsoft Office suite and unique writing skills software technologies. Once you graduate, you will have a strong background in office skills and a working knowledge of the medical field, preparing you for a career in offices in the health care field and in other industries.



Trusted. Respected. Preferred.



Health Care Administration Certificate Course Outline

Career Prep Sequence

Course #	Course	Theory	Lab	Extern	Credits
CSK 100	Study Skills*	15			1.0
CAT 150	Anatomy, Physiology, and Terminology*	55			3.5
CCB 100	Computer Basics*		15		0.5
CMF 95	Math Fundamentals*	20			1.0
CHS 100	CPR & First Aid*	10	5		0.5
Career Prep Sequence Total		100	20		6.5

*Successful completion of CSK 100, CAT 150, CCB 100, CMF 95, and CHS 100 is required prior to externship.

Professional Sequence I**

Course #	Course	Theory	Lab	Extern	Credits
HCA 105	Medical Office Management	30	12		2.0
HCA 110	Insurance, Billing, and Coding Fundamentals	15			1.0
HCA 115	Professional Documentation	15			1.0
HCA 120	Sequence I Administrative Applications		48		1.5
Professional Sequence I Total		60	60		5.5

**Professional Sequence I must be successfully completed prior to entrance into Professional Sequences II & III. Professional Sequences II & III may be completed in any order.

Professional Sequence II

Course #	Course	Theory	Lab	Extern	Credits
HCA 125	Medical Office Communication	15			1.0
HCA 130	Computer Applications	20	12		1.5
HCA 135	Administrative Aspects of Insurance, Billing, and Coding	25			1.5
HCA 140	Sequence II Administrative Applications		48		1.5
Professional Sequence II Total		60	60		5.5

Professional Sequence III

Course #	Course	Theory	Lab	Extern	Credits
HCA 145	Medical Law and Ethics	15			1.0
HCA 150	Electronic Health Records	15	12		1.0
HCA 155	Electronic and Written Communication	30			2.0
HCA 160	Sequence III Administrative Applications		48		1.5
Professional Sequence III Total		60	60		5.5

Externship

Course #	Course	Theory	Lab	Extern	Credits
HCA 165	Externship			240	5.0
Externship Total				240	5.0

Program Totals **280** **200** **240** **28.0**

Outside Hours are a required component in addition to the total program hours for all students. The Health Care Administration Certificate program requires 193.75 outside hours, as recognized by the Accrediting Bureau of Health Education Schools, for a total program hours of 913.75.

What You Will Learn

At Pima Medical, you will be trained in skills needed for working within electronic health records such as, verifying medical insurance, performing basic medical billing and coding, triaging appointments, preparing correspondence, assisting physicians with reports and more.

Job Outlook

According to the U.S. Bureau of Labor Statistics, employment of health care occupations is projected to grow 9 percent from 2020 to 2030, as fast as average for all occupations. Employment of medical secretaries will depend on growth of the health care industry. Aging baby boomers, for example, will require more medical services as they become eligible for Social Security and Medicare.†

Employment

Health care administrative assistants have a variety of employment settings to choose from, allowing the individual to find a work environment that best suits their personality. For example, they can work in physicians' offices, hospitals, research firms, clinics and outpatient medical facilities.

†Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, Secretaries and Administrative Assistants, on the Internet at <https://www.bls.gov/ooh/healthcare/medical-records-and-health-information-technicians.htm> (visited December 21, 2021).

Occupational Employment Statistics: <https://www.bls.gov/oes/current/oes436013.htm>



- Hands-on training
- Financial aid if qualified
- Career planning services

PMI offers FINANCIAL ASSISTANCE to those who qualify. CAREER PLANNING SERVICES and INTERNSHIPS are also provided for eligible students. Check availability on DAY and EVENING classes. Not all programs are offered at all campuses. For consumer info visit pmi.edu/consumerinfo.