



Health Care Administration (HCA)



Trusted. Respected. Preferred.



100% Online



20-Month Program*

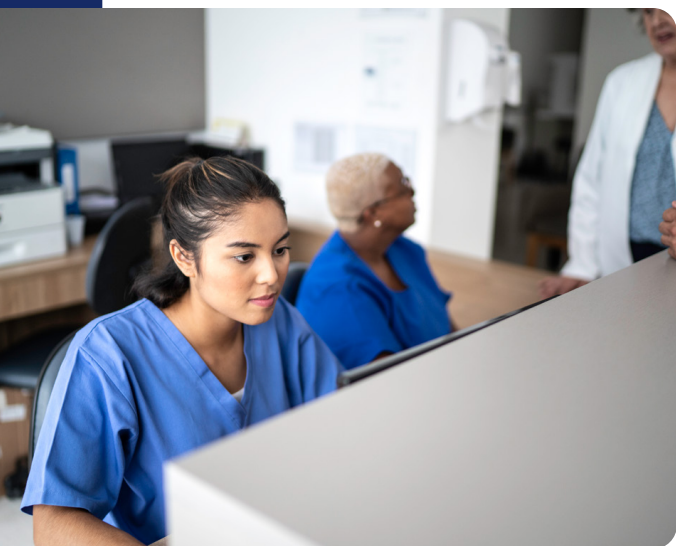


Accredited

Pima Medical Institute's Health Care Administration (HCA) associate degree program is intended to instill in graduates a general knowledge of business, administration and organization necessary to enter an administrative position within the health care field. For those seeking advancement in administrative, managerial or leadership roles, this program also acts as a stepping stone for graduates to further their education in an advanced degree program.

Graduates of health care administration programs work with medical teams to ensure an optimal patient experience and efficient work environment. They offer support on the managerial and administration aspects of a medical office, in roles such as:

- Front desk supervisor
- Office supervisor
- Scheduling coordinator
- Insurance coordinator
- Medical office specialist
- Relations coordinator
- Patient representative
- And much more!
- Medical records clerk



*Students with prior healthcare education may be able to transfer up to 24 credits for an accelerated start. 12 of the 24 transfer credits must be from a healthcare field. Programs that transfer include: Dental Assistant (except Dental Assistant – California campuses), Medical Assistant, Medical Billing and Coding, Pharmacy Technician, and Sterile Processing Technician.

(800) 477-7462 PMI.EDU



Student Outcomes

Program and Professional Outcomes

- Evaluate the effectiveness of health care policies in meeting the needs of stakeholders
- Explain legal and ethical concepts as they apply to the health care industry
- Apply the knowledge and skillsets to perform diverse administrative tasks in the medical office setting
- Utilize basic financial principles and techniques in health care budgeting, economics, and marketing
- Communicate effectively in a diverse health care administrative environment
- Identify relevant factors and resources in decision-making related to personnel and operational strategies
- Explain current practices and future trends applicable to health information systems

Program Curriculum

Course	Credits
Semester I (16 Weeks)	
Computer Literacy	2.0
Medical Terminology	3.0
Communications	3.0
Anatomy, Physiology, and Pathology	4.0
Semester II (16 Weeks)	
Office Management	3.0
Electronic Health Records	3.0
Medical Law and Ethics	3.0
Introduction to Insurance	3.0
Semester III (16 Weeks)	
English Composition I	3.0
Computer Fundamentals	3.0
Math Applications	3.0
Introduction to the Health Care System	3.0
Semester IV (16 Weeks)	
Business Communications	3.0
Health Care Economics	3.0
Health Care Management	3.0
Introduction to Sociology	3.0
Semester V (16 Weeks)	
Psychology	3.0
Accounting for Health Care Management	4.0
Human Resource Management	3.0
Introduction to Project Management	3.0
Program Total	61.0



Why Choose Pima Medical Institute?

Since we opened our doors in Tucson, Ariz. back in 1972, Pima Medical has been focused on our mission to improve the quality of people's lives by providing the best value in medical career education. 50 years later, we remain focused on a student-centered approach to education. Our experienced faculty and staff work to provide for our students, creating a qualified generation of health care employees who make immediate impact in the communities they serve.

As a Pima Medical student, you will have access to resources including:



**Academic
Support**



**Writing
Center**



**Mental Health
Counseling**



**Career
Services**



**Financial
Services**



**Help Desk
Support**

Life as an Online Student

Pima Medical's HCA program is composed exclusively of online classes, allowing you the flexibility to balance your personal and professional commitments while completing your education.

During your time as an online student, you will:

- Receive personalized attention from expert faculty
- Interact with peers and faculty from all over the country in a collaborative format
- Experience learning with a multimedia approach, including videos, podcasts, knowledge checks, instructor experience and artificial intelligence
- Have the flexibility to complete your coursework when convenient, while also relying on a logical course structure with due dates
- Have access to the Pima Medical community when you need assistance



"My life has changed! Five years ago, I was making \$12 an hour working security and now I get paid very well to do a job I love! I dress nice every day, I'm well respected and I am a relatable boss. I am living proof that if you apply yourself, Pima Medical Institute WILL change your life."

**-Stephanie Vega, Health Care
Administration graduate**



Admissions Requirements

Applicants to this degree program must meet the following requirements:

- Possess a high school diploma or recognized equivalency
- Meet a minimum score on the Wonderlic Scholastic Level Exam and the Pima Medical Institute Math Admissions Test

Applicants can apply for a block-transfer option to accelerate into semester three of the five-semester program by transferring 24 semester credits under the following conditions:

- 12 of the 24 transfer credits must be from a health care field.
- Programs that transfer include: Dental Assistant (except Dental Assistant - California campuses), Medical Assistant, Medical Billing and Coding, Pharmacy Technician, and Sterile Processing Technician.
- See additional Admissions and Transfer Credit requirements in the Prospective Students section of the college catalog.

The Enrollment Process

