

Health Care Business Services Certificate

Certificate Number 90-104-1

Description:

The Health Care Business Services Certificate is designed to introduce learners to professional business positions in the growing medical field. Credits earned through this certificate also apply to the associate degree in Health Care Business Services.

Requirements for Certificate Entry:

- Basic math.
- Ability to use a keyboard.

Certificate Completers Will be Able to:

- Provide excellent customer service in health care and insurance.
- Solve basic health insurance reimbursement problems.
- Analyze and explain insurance benefits.
- Schedule and admit patients.
- Analyze and process health insurance claims.

Curriculum

CATALOG #	DESCRIPTION	CREDITS
10-530-172 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	Healthcare Delivery Systems ...examines the organization, financing, regulation, and delivery of health care services. Includes the study of healthcare professionals.	2
10-160-161 <i>Offered in:</i> <i>Fall 2008</i> <i>Spring 2009</i>	Insurance Health Principles ...risk management, private health insurance, dental insurance, worker's compensation, malpractice issues, government plans: Medicare, Medicaid, Champus, TriCare, managed care, benefit plan design, provider contracts and insurance for health care facilities. (Corequisite: 10-530-172, Healthcare Delivery Systems.)	3
10-804-123 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	Math w Business Apps ...real numbers; basic operations; proportions/one variable; percents, simple/compound interest; annuity; apply math concepts to purchasing/buying process, selling process; and basic statistics with business/consumer applications. (Prerequisite: Recommendation: TABE Level A: 9.8 GE Math or Accuplacaer Arithmetic = 55).	3
10-501-101 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	Medical Terminology ...focuses on the component parts of medical terms: Prefixes, suffixes, and root words. Students practice formation, analysis and reconstruction of terms. Emphasis on spelling, definition and pronunciation. Introduction to operative, diagnostic, therapeutic and symptomatic terminology of all body systems, as well as systemic and surgical terminology.	3
10-103-111 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	Micro: Windows-Intro ...Windows desktop elements, help features, document management (create, open, save, print), folder and file management (create, delete, move, find file), Web features, search strategies, shortcuts, screen capture, My Computer/Explorer.	1
10-103-121 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	Micro: Word-Intro ...word processing basics including creating, revising, formatting, and printing; sections, tabs, multiple-page numbering; manipulating text; creating headers/footers; creating and formatting tables, graphics, creating charts; applying styles; and merging documents. Requires Windows experience.	1
10-801-195 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	Written Communication ...the nature and scope of academic and business writing. Develops writing skills which include pre-writing, drafting, revising, and editing. A variety of writing assignments are designed to help the learner analyze audience and purpose, research and organize ideas, and format and design documents based on subject matter and content. Also develops critical reading and thinking skills through the analysis of a variety of written documents.	3

Certificate Total **16**

For more information, please contact: The Health Sciences Division, (920) 498-5543 or (800) 422-NWTC, extension 5543, or contact Donna Meves, Flexible Learning Manager, (920) 498-6872 or (920) 498-5431, donna.meves@nwtc.edu