



## **Proposal for a Revision to the Health Services Management Program**

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## **I. Abstract**

In the proposed Medical Assisting and Office Management (MAOM) Program revision, there are prerequisite changes that will impact the Health Services Management (HSVM) curriculum and the sequencing of its courses. The prerequisite change to AH 220 – Information Management Systems in Health Care, will require that an additional course (AH 112 – Medical Administrative Procedures) be added to the HSVM curriculum. AH 112 will be helpful to HSVM students because after graduation they will likely be performing, or supervising people who perform, administrative health procedures such as those covered in AH 112.

It is also being proposed that students be given the option of taking MATH 150 – Introduction to Data Analysis or ECON 112 – Statistics I. Either one of these courses will provide students with the foundational knowledge they will need in data analysis/statistics to succeed in upper level management courses. If students choose to take MATH 150, a three-credit course rather than ECON 112, a four-credit course, the number of credits to graduate from the HSVM Program would be reduced from 63 to 62 credits.

As a result of the addition of AH 112 to the curriculum and to keep the total number of credits to graduate in line with other transfer curricula, the deletion of HSVM 220 – Health Care Finance and Economics is also being proposed. Students will likely take a course in Health Care Finance and Economics as part of their baccalaureate degree program.

Finally, eight courses—HIT 105, MA 112, MA 104, MA 120, MA 220, MA 260, HSVM 222 and HSVM 224—within the HSVM curriculum are being redesignated as Allied Health (AH) courses. Below are the old and new designations:

<b>Current Designation</b>	<b>New designation</b>
HIT 105	AH 103
MA 112	AH 112
MA 120	AH 120
MA 104	AH 204
MA 220	AH 220
MA 260	AH 260
HSVM 222	AH 222
HSVM 224	AH 224

## **II. Description of the Program**

The primary purposes of offering a program in Health Services Management are to introduce students to the field of health care management, to prepare students for transfer into a relevant baccalaureate degree program and to enhance employment opportunities for individuals currently employed in health care management. This program will provide students with a broad educational foundation for careers in health care management. Students will graduate with an Associate in Arts degree with the ability to transfer to one of the baccalaureate degree programs in Health Services Management.

The Health Services Management curriculum introduces students to the health care delivery system, reimbursement methodologies, health care policy, computer applications in medical offices, and current issues in health care.

There are employment opportunities for health service managers in a variety of settings that include: hospitals, physicians' offices, public health departments, mental health organizations, rehabilitation centers, nursing homes, consulting firms, health insurance organizations, health care associations, and university and research institutions. Some health service managers become "specialists" in areas such as finance, government relations, human resources, information systems, marketing and public relations, patient care services, and planning and development. "Specialists" are in charge of specific medical departments or services, and many have a Bachelor's degree in Health Services Management. Other health service managers are "generalists," responsible for managing the entire health care organization or system. A Master's degree is the standard credential for most generalists in health care administration.

Because of rapid changes in the allied health fields, many current health service managers need additional courses or credentials (obtained through a combination of an examination and further education) to adapt to developments in the field and to continue to progress in their careers. The HSVM Program is designed to serve the needs of these students already employed in health care management, whether for particular courses/knowledge (related to parts of examinations) or preparation for transfer to institutions offering baccalaureate-level study.

### **III. Description and Rationale of the Proposed Revision**

The Department Head for Allied Health is proposing that AH 112 – Medical Administrative Procedures be added to the curriculum because it will be a prerequisite for the required course AH 220 – Information Management Systems in Health Care. In AH 220, a computer classroom is used and students are introduced to software that simulates financial and scheduling systems commonly utilized in health care facilities today. AH 112, the foundational prerequisite course for AH 220 requires students to perform the manual applications of banking, bookkeeping, and scheduling procedures for a health care delivery system.

Rather than enlarge the HSVM Program to 66 credits with the addition of AH 112 to the curriculum, the simultaneous deletion of HSVM 220 – Health Care Finance and Economics is being proposed. Although students will ultimately be required to take a finance course as part of a health services management baccalaureate degree program, it is not necessary for them to complete this course prior to graduation from the College. Adding the option for students to take MATH 150 – Introduction to Data Analysis as an alternative to ECON 112 provides greater flexibility for students in course selection. If students choose to take MATH 150 instead of ECON 112, the number of credits to graduate from the HSVM Program will be reduced from 63 to 62.

Finally, the course designation for two of the HSVM courses, HSVM 222 – Health Care Policy and Administration and HSVM 224 – Current Issues and Trends in Health Care will change to Allied Health (AH) to provide better visibility of the courses in the catalog to students.

The following table shows the Program in the proposed sequence:

Semester 1 HIST 150 – History of American Health Care AH 103 - Medical Terminology ENGL 101 – English Composition I BIOL 106 – General Biology I AH 112 – Medical Administrative Procedures
Semester 2 AH 120 – Reimbursement Methodologies in Health Care CIS 103 – PC Applications ENGL 102– English Composition II SOC 105 – Health and Society MATH 118 – Intermediate Algebra or higher
Semester 3 AH 204 – Medical Law and Ethics ACCT 101 – Financial Accounting AH 220 – Information Management Systems in Health Care Humanities Elective PSYC 101 – Introduction to Psychology
Semester 4 AH 260 – Supervisory Management in Health Care MATH 150 – Introduction to Data Analysis or ECON 112 – Statistics I AH 222 – Health Care Policy and Administration AH 224 – Current Issues and Trends in Health Care Humanities Elective

#### **IV. Effects of the Revision**

This proposed revision is expected to increase enrollment in two Allied Health courses due to the demand for them by the Health Services Management students. Increased demand for AH 112 and AH 220 for the HSVM curriculum will require that they be offered more than one time a year, possibly in the evening and even developed for online delivery. The proposed revisions will modestly increase the number of students registering for ECON 112 and/or MATH 150.

#### **V. Course Changes**

After careful review of the HSVM Program courses, it has become apparent that the proposed changes can be made without affecting success in students' other courses. A summary of the proposed changes appears below:

##### **AH 112 – Medical Administrative Procedures**

Add this course to the curriculum.

**Rationale:** This course provides students with the foundational knowledge needed to successfully complete AH 220 – Information Management Systems in Health

Care. AH 112 instructs students in scheduling appointments, banking and bookkeeping, and billing and collections----all areas in which students must perform identified competencies. AH 220 – Information Management Systems in Health Care takes the manual skills one step further by having the students develop several databases and simulate the daily patient and financial transactions of a health care facility.

**MATH 150 – Introduction to Data Analysis**

Accept this course as an alternative to taking ECON 112.

**Rationale:** Offering a course in data analysis/statistics as another option for students provides flexibility to them. Students pursuing health care administration as a career choice will need an understanding of data analysis. After careful review of baccalaureate transfer curricula requirements, it is recommended that students take a course in data analysis/statistics while at CCP.

**HSVM 220 – Health Care Finance and Economics**

Delete this course from the curriculum.

**Rationale:** Although students must take a course in health care finance and economics as part of a baccalaureate degree program in Health Services Management, they do not need to take it at the Associate degree level. In contrast, students in the HSVM Program do need to take AH 112 – Medical Administrative Procedures where they will learn about financial aspects of health care. It is more beneficial for students to take MATH 150 or ECON 112 at the Associate degree in order for them to be successful in subsequent courses at the transfer institution.

## Existing Catalog Page

Recommended Course Sequence	Course Number and Name	Prerequisites	Credits
<b>Program Core Courses Health Services Management</b>			
1	HIST 150 – History of American Health Care		3
2	HIT 105 - Basic Medical Terminology		3
6	MA 120 – Reimbursement Methodologies in Health Care	ENGL 101	3
11	MA 104 – Medical Law and Ethics	ENGL 101	3
12	ACCT 101 – Financial Accounting		4
13	MA 260 – Supervisory Management in Health Care	MA 120, MA 104 which may be taken concurrently	3
14	MA 220 – Computer Applications in Health Care	CIS 103, MA 120	3
16	ECON 112 – Statistics I	MATH 118, or higher placement	4
17	HSVM 220 – Health Care Financing and Economics	MA 120, ECON 112 which may be taken concurrently	3
18	HSVM 222 – Health Care Policy and Administration	MA 120, MA 104	3
19	HSVM 224 – Current Issues and Trends in Health Care	MA 120, MA 104	3
<b>General Education Courses</b> (See page 32 for information on disciplines which meet these requirements.)			
3	ENGL 101 – English Composition I		3
4	BIOL 106 – General Biology I		4
5	PSYC 101 – Intro. To Psychology		3
7	CIS 103 – PC Applications		3
8	ENGL 102– English Composition II	ENGL 101	3
9	SOC 105 – Health and Society		3
10	MATH 118 – Intermediate Algebra or higher		3
15, 20	Humanities Electives		3, 3
<b>Total to Graduate: 63 credits</b>			

For More Information Contact:

The Division of Math, Science and Health Careers, room W2-7, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8431; or the College Information Center (215) 751 8010.

## Proposed Catalog Page

Recommended Course Sequence	Course Number and Name	Prerequisites	Credits
<b>Program Core Courses Health Services Management</b>			
1	HIST 150 – History of American Health Care		3
2	AH 103 - Medical Terminology		3
5	AH 112 – Medical Administrative Procedures		3
6	AH 120 – Reimbursement Methodologies in Health Care	ENGL 101	3
11	AH 204 – Medical Law and Ethics	ENGL 101	3
12	ACCT 101 – Financial Accounting		4
13	AH 220 – Information Management Systems in Health Care	CIS 103, AH 112	3
16	AH 260 – Supervisory Management in Health Care	AH 204	3
17	MATH 150 – Introduction to Data Analysis or ECON 112 – Statistics I	MATH 118 or higher	3/4
18	AH 222 – Health Care Policy and Administration	AH 120, AH 204	3
19	AH 224 – Current Issues and Trends in Health Care	AH 120, AH 204	3
<b>General Education Courses</b>			
3	ENGL 101 – English Composition I		3
4	BIOL 106 – General Biology I		4
7	CIS 103 – PC Applications		3
8	ENGL 102– English Composition II	ENGL 101	3
9	SOC 105 – Health and Society		3
10	MATH 118 – Intermediate Algebra or higher		3
15	PSYC 101 – Introduction to Psychology		3
14, 20	Humanities Electives		3, 3
<b>Total to Graduate: 62 credits minimum</b>			

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