

North Carolina Community College System

PROGRAM SERVICES
Collaborative Agreement Plan

Date: **February 12, 1997** Program Code: A25200

Program of Study Title **Healthcare Management Technology**

College Approved to Offer Program of Study **Pitt Community College**

Level of Approval/Credential (Check One)

X AAS

Diploma

Certificate

Proposed Starting Date: **Fall 1997**

Participating College: Pitt Community College

Participating College: Wayne Community College

Signature of Pitt Community College President, Date: 2-17-97

Signature of Wayne Community College
President, Date

Signature of PCC Chair Board of Trustees, Date: 2-17-97

Signature of WCC Chair Board of Trustees
President, Date 3-25-97

SYSTEM OFFICE USE ONLY

Date Received

Reviewer

Recommendations;

Approve

Not Approve

NCCCS President

Healthcare Management Technology Collaborative Agreement

Between

Degree granting college:

Pitt Community College
P.O. Drawer 7007
Greenville NC 27834

Participating college:

Wayne Community College
Caller Box 8002
Goldsboro, NC 27603

This agreement sets forth the conditions agreed upon by Pitt Community College and Wayne Community College whereby students may complete the Healthcare Management Technology program of study. This agreement parallels other Healthcare Management Technology collaborative agreements established between Pitt Community College and other colleges in the North Carolina Community College System.

The conditions of the collaborative agreement between Pitt Community College, (the degree granting institution), and Wayne Community College, (the participating college)

1. All components of the program and this agreement fully comply with the North Carolina Administrative Code.
2. Both colleges meet the standards of and are accredited by the Southern Association of Colleges and Schools.
3. Both colleges have appropriate and adequate resources to support the terms of this agreement.
4. The attachment to this document identifies the Healthcare Management Program requirements for students being served by Wayne Community College. Courses marked "Take at PCC" must be completed through Pitt Community College. The balance of the program or any portion thereof may be completed at Wayne Community College.
5. Wayne Community College will earn the FTE for students served solely by Wayne Community College.

6. Pitt Community College will earn the FTE for students enrolled in a Pitt Community College courses even if the equivalent course is available through Wayne Community College and included on the attachment. Pitt Community College may not earn the FTE for students that are not registered through Pitt Community College and not taught by Pitt Community College faculty.
7. In the event that components of this program are offered over the North Carolina Information Highway (NCIH), the associated costs and FTE will be shared in accordance to the policy set forth by the North Carolina Community College System and in compliance with the policies of the degree granting institution and participating colleges.
8. The degree granting institution and participating colleges, including Wayne Community College, may include details of this agreement in their local publications, including the general catalog.
9. The degree granting institution will assist the participating college in the orientation of staff to program intent and program content.
10. The degree granting institution may communicate and promote the Healthcare Management Program and benefits of participating in this agreement within the service area of participating colleges.
11. The participating college may designate a representative to the Healthcare Management Technology Advisory Committee.
12. The participating institution will designate a Healthcare Management Technology advisor/coordinator to assist students in the program and collaborate with the ^ : degree granting institution on Healthcare Management Technology issues.
13. The degree granting institution will communicate regularly with the designated advisor/coordinator at the participating college on any and all issues related to maintenance of this agreement and promotion of the Healthcare Management Technology program..
14. This agreement is to continue unless terminated, in writing, by either party, 60 days before the beginning of a new semester. The degree granting institution is responsible for submitting notification of termination, signed by both college presidents, to the North Carolina Community College System office.

EQUIVALENT SEMESTER COURSE LISTING

PCC SEMESTER COURSES	WAYNE COMMUNITY COLLEGE
ENG 111 Expository Writing	ENG 111 Expository Writing
ENG 114 Professional Research and Writing	ENG 114 Professional Research and Writing
HUM 1 15 Critical Thinking	Take at PCC
MAT 161 College Algebra	MAT 161 College Algebra
MAT 161A College Algebra Lab	Free Elective 1 Hour
COM 231 Public Speaking	COM 23 1 Public Speaking
PSY 150 General Psychology	PSY 150 General Psychology
ACC 120 Principles of Accounting I	ACC 120 Principles of Accounting I
ACC 121 Principles of Accounting II	ACC 121 Principles of Accounting II
ACC 225 Cost Accounting	ACC 225 Cost Accounting
BUS 137 Principles of Management	BUS 137 Principles of Management
HMT 1 10 Introduction to Healthcare Management	Take at PCC
HMT 2 10 Medical Insurance	Take at PCC
HMT 2 1 1 Long-Term Care Administration	Take at PCC
HMT 220 Healthcare Financial Management	Take at PCC
MED 118 Medical Law & Ethics	MED 118 Medical Law & Ethics
MED 121 Medical Terminology I	MED 121 Medical Terminology I or OST 141 Med Terms I Med Office
BUS 1 10 Introduction to Business	BUS 110 Introduction to Business
BUS 153 Human Resources Management	Take at PCC
BUS 228 Business Statistics	BUS 228 Business Statistics or MAT 155
CIS 111 Basic PC Literacy	CIS 111 Basic PC Literacy
CIS 120-SpreadsheetI	CIS 120 Spreadsheet I
COE 1 12 Co-Op Work Experience I and COE 115 Work Experience Seminar I	COE 112 Co-Op Work Experience I and COE 1 15 Work Experience Seminar I
HMT 2 1 2 Management of Healthcare Organizations	Take at PCC
MED 122 Medical Terminology II	MED 122 Medical Terminology II or OST 142 Med Terms II Med Office
OST 284 Emerging Technologies	OST 284 Emerging Technologies
ACA 111 College Student Success	ACA 111 College Student Success

CONSORTIUM COMPONENTS:

1. Curriculum to be shared: Healthcare Management Technology (T-241)
 127 Credit Hours
 Note: Curriculum Standard (Attached)
2. The college providing the instruction for a course in the program will earn the FTE generated by the students enrolled in that course. Cost and FTE for courses taught via the North Carolina Information Highway will be shared by the participating colleges.
3. There are adequate resources available at each participating college entailing qualified faculty and subsequent number of; there are adequate classrooms available as well as computer capacity and labs; there are adequate part-time faculty to support alternative/flexible scheduling.
4. Colleges involved in this consortium are accredited by the Southern Association of Colleges and Schools. Graduates of the program are eligible to sit for the Certified Patient Account Manager (CPAM) examination administered by the American Guild of Patient Account Management and the Certified Manager of Patient Accounts (CMPA) examination administered by the Healthcare Financial Management Association, upon meeting the requirements established by the respective organizations.

CURRICULUM STANDARD

State Board of Community College
North Carolina Department of Community Colleges
Raleigh, North Carolina

PROGRAM AREA: BUSINESS OCCUPATIONS

CURRICULUM CODE & TITLE Healthcare Management Technology

CURRICULUM DESCRIPTION The Healthcare Management Technology curriculum is designed to prepare students for employment in healthcare business and financial operations. Students will gain a comprehensive understanding of the application of management principles to the healthcare environment.

The curriculum places emphasis on planning, organizing, directing, and controlling tasks related to healthcare organizational objectives including the legal and ethical environment of the healthcare industry; integration of team building skills, critical analysis, and decision making; evaluation and analysis of financial operations associated with third-party billing and reimbursement; and database management. Emphasis is placed on the development of effective communication, managerial, and supervisory skills. Graduates may find employment in healthcare settings including hospitals, medical offices, clinics, long-term care facilities, insurance companies, and healthcare consulting companies

Graduates of the Healthcare Management Technology curriculum are eligible to sit for the Certified Patient Account Manager (CPAM) examination administered by the American Guild of Patient Account Management and the Certified Manager of Patient Accounts (CMPA) examination administered by the Healthcare Financial Management Association, upon meeting the requirements established by the respective organizations.

JOB OPPORTUNITIES

Admitting/Registration Specialist	Patient Financial Services Manager
Cash Management Coordinator	Patient Accounts Supervisor
Patient Financial Counselor	Admissions/Outpatient Supervisor
Patient Accounts Representative	Reimbursement Specialist Managed
Accounts Coordinator Business	Care Coordinator Business Office
Office Coordinator Collections	Supervisor Cash Management
Specialist Insurance Technician	Supervisor

IMPLEMENTATION FALL 1995

INSTITUTION PITT COMMUNITY COLLEGE

DATE:

TITLE: HEALTHCARE MANAGEMENT TECHNOLOGY

CODE: _____

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MAJOR COURSES	CLASS	LAB	SHOP/CLTN	CREDIT
ACC 225 Cost Accounting	3	2	0	4
BUS 123 Business Finance	2	2	0	3
BUS 165 Introduction to Business	5	0	0	5
BUS 235 Business Management	2	2	0	3
BUS 246 Quality Management	3	0	0	3
BUS 247 Human Resource Management	3	0	0	3
BUS 248 Integrated Management	2	2	0	3
C AS 241 Database Management	2	0	3	3
HMT 102 Introduction to Health Services	3	0	0	3
HMT 103 Introduction to Health Organization Structure	3	0	0	3
HMT 204 Issues in Managing Health Care Organizations	0	0	0	3
HMT 206 Long Term Care Administration	3	0	0	3
HMT 226 Health Care Financial Management	5	0	0	5
HMT 247 Field Training in Healthcare Management Techniques	1	0	20	3
OSC 120 Terminology and Vocabulary: Medical I	2	2	0	3
OSC 121 Terminology and Vocabulary: Medical II	2	2	0	3
OSC 215 Medical Law and Ethics	3	0	0	3
OSC 248 Medical Insurance	5	0	0	5
	52	12	23	61

RELATED COURSES

ACC 151 Principles of Accounting	3	2	0	4
ACC 152 Principles of Accounting	3	2	0	4
ACC 153 Principles of Accounting	3	2	0	4
BIO 101 Basic Anatomy and Physiology	5	0	0	5
BIO 101 A Basic Anatomy and Physiology Lab	0	2	0	1
BUS 109 Business Mathematics	5	0	0	5
CAS 100 Introduction to Microcomputer Applications	2	0	3	3
CAS 240 Spreadsheet Applications	2	0	3	3
MAT180 Statistical Analysis	5	0	0	5
MKT239 Marketing	5	0	0	5
	<u>33</u>	<u>8</u>	<u>6</u>	<u>39</u>

GENERAL EDUCATION COURSES

ENG 161 Composition I	5	0	0	5
ENG 163 Professional and Academic Writing	5	0	0	5
MAT 166 Applied Mathematics	5	0	0	5
ORI 100 New Student Seminar	1	0	0	1
SPH 260 Business and Professional Communications	5	0	0	5
Social Science Elective	3	0	0	3
	<u>24</u>	<u>0</u>	<u>0</u>	<u>24</u>

ELECTIVES 3 0 0 3

TOTAL CREDITS 112 20 29 127

PERCENTAGE OF QUARTER HOUR CREDITS 88%

DEGREE AWARDED AAS

This curriculum complies with the standard approved by the State Board of Community Colleges.

Signature: Executive Vice President

Curriculum Program of Study

College: Pitt Community College

Implementation Semester Fall 1997

Title Healthcare Management Technology

Code A25200

Concentration: _____

Highest Level Credential Offered: AAS Diploma Certificate _____

Consortium with _____

Captive/Co-opted Prison Name: _____

Prison Code: _____ Matrix Classification: _____

CURRICULUM DESCRIPTION:

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The curriculum places emphasis on planning, organizing, directing, and controlling tasks related to healthcare organizational objectives including the legal and ethical environment. Emphasis is placed on the development of effective communication, managerial, and supervisor' skills.

Graduates may find employment in healthcare settings including hospitals, medical offices, elites, long-term care facilities, and insurance companies. Graduates are eligible to sit for the Certified Patient Account Manager (CPAM) and the Certified Manager of Patient Accounts (CMPA).

Donnic Lee - Dept. Chair
Karen Mangione - Instructor / HCM

This curriculum complies with the standard approved by the State Board of Community Colleges

Submitting College President

Participating College
President (Consortium)

Participating College
President (Consortium)

Course and Hour Requirements

Title	Class	Lab	Clinic	Work Exp.	Credit
General Education Courses (15 SHC required for an AAS degree and 6 SHC for a diploma)					
English/Communications require 6 SHC for degree and 3 SHC for diploma. Humanities/Fine Arts, Social Behavioral Sciences, and Natural Sciences/Mathematics require 3 SHC from each group for an AAS and a total of 3 SHC for a diploma					
ENG 111 Expository Writing	3	0	0	0	3
ENG 114 Professional Research and Reporting	3	0	0	0	3
HUM 115 Critical Thinking	3	0	0	0	3
MAT 161 College Algebra	3	0	0	0	3
MAT 161A College Algebra Lab	0	2	0	0	1
COM 231 Public Speaking	3	0	0	0	3
PSY 150 General Psychology	3	0	0	0	3
Major Courses (49-54 SHC allowed for an AAS degree, 30-38 for 2 diploma and 12-17 for a certificate)					
<i>Required Core Courses</i>					
ACC 120 Principles of Accounting I	3	2	0	0	4
ACC 121 Principles of Accounting II	3	2	0	0	4
ACC 225 Cost Accounting	3	0	0	0	3
BUS 137 Principles of Management	3	0	0	0	3
HMT 110 Introduction to Healthcare Management	3	0	0	0	3
HMT 210 Medical Insurance	3	0	0	0	3
HMT 211 Long-Term Care Administration	3	0	0	0	3
HMT 220 Healthcare Financial Management	4	0	0	0	4
MED 118 Medical Law and Ethics	2	0	0	0	2
MED 121 Medical Terminology I	3	0	0	0	3
<i>Required Concentration Courses</i>					
N/A					
<i>Required Subject Areas</i>					
None					
Other Major Courses (Must be selected from identified prefixes. Limit of 9 SHC from non-major prefixes.)					
<i>Select 20-21 SHC</i>					
BUS 110 Introduction to Business	3	0	0	0	3
BUS 153 Human Resources Management	3	0	0	0	3
BUS 228 Business Statistics	2	2	0	0	3
CIS 111 Basic PC Literacy	1	2	0	0	2
CIS 120 Spreadsheet I	2	2	0	0	3
COE 112 Co-op Work Experience I	0	0	0	20	2
COE 115 Work Experience Seminar I	1	0	0	0	1
HMT 212 Management of Healthcare Organizations	2	0	0	0	2
MED 122 Medical Terminology II	3	0	0	0	3
OST 284 Emerging Technologies	2	0	0	0	2
Other Required Hours (Maximum of 7 SHC for degree programs, 4 SHC for diploma, and 1 SHC for certificate) These may include electives, orientation, study skills, and other college or departmental graduation requirements.					
ACA 111 College Student Success	1	0	0	0	0
TOTALS 65-66 14 0 20 74-75					

SOCIAL SCIENCE ELECTIVE MAY COME FROM THE FOLLOWING

ANT 160 Introduction to Anthropology	5	0	5
ANT 161 Societies Around the World	5	0	3
GEO 151 Introduction to Geography	5	0	3
HIS 151 American History I	5	0	3
HIS 152 American History II	5	0	5
HIS 160 World History to 1500	5	0	5
HIS 161 World History Since 1500	5	0	3
HIS 170 Current History	3	0	3
POL 102 National Government	3	0	3
POL 103 State and Local Government	3	0	5
POL 151 Introduction to State and Local Government	5	0	3
POL 251 Introduction to U.S. Government	5	0	3
PSY 102 General Psychology	3	0	5
PSY 104 Human Relations	3	0	5
PSY 106 Applied Psychology	3	0	
PSY 155 General Psychology	5	0	
SOC 102 Principles of Sociology	3	0	
SOC 103 Social Problems	3	0	
SOC 151 Sociology	5	0	
SOC 160 Courtship and Marriage	5	0	

HMT 102 Introduction to Health Services	3	0	0	3
Prerequisites:				
An introduction to the functions, practices, and professional issues in the delivery of health services.				
HMT 103 Introduction to Health Organization Structure and Functions	3	0	0	3
Prerequisites: HMT 102				
Basic concepts of organizational structure, functions and designs of health and human services organizations.				
HMT 204 Issues in Managing Healthcare Organizations	3	0	0	3
Prerequisites: HMT 102				
Problems, issues and changes related to the current management of healthcare delivery systems.				
HMT 206 Long-term Care Administration	3	0	0	3
Prerequisites: HMT 102, OSC 215				
Introduction to administration of long-term care facilities with emphasis on nursing home care. Includes state and national standards and regulations.				
HMT 226 Healthcare Financial Management	5	0	0	5
Prerequisites: HMT 102, ACC 153, ACC 225				
Methods and techniques in financial management of healthcare programs including cost determination, pricing of services, financial statement analysis, forecasting/projections, third party billing, reimbursement. Medicare and Medicaid, and budgeting.				
HMT 247 Field Training in Healthcare Management	1	0	20	3
Prerequisites: Must have completed five (5) quarters of course work/permission of program director				
Supervised field experience in approved health agencies.				
MAT 166 Applied Mathematics	5	0	0	5
Prerequisites: MAT 103 or MAT 145 or appropriate score on Elementary Algebra Skills test.				
To provide students the skills needed to understand and interpret business word problems, and to properly translate the English form of the problems into a mathematical model. The student then should be able to provide a clear and complete interpretation of the solution using proper and complete English sentences.				

Healthcare Management Technology

GRADUATION CHECKLIST

EFFECTIVE FALL 1995

TOTAL HOURS 127
(T-241)

NAME _____
SOC SCE # _____
PHONE NUMBER (S)H_ _____
W _____

GRADE	COURSE	NAME OF COURSE *(FIRST QUARTER)
	BUS 109	BUSINESS MATHEMATICS
	BUS 165	INTRODUCTION TO BUSINESS
	ENG 161	COMPOSITION I
	ORI 100	NEW STUDENT ORIENTATION
	COURSE	NAME OF COURSE *(SECOND QUARTER)
GRADE	ACC 151	PRINCIPLES OF ACCOUNTING I
	CAS 100	INTRO TO MICROCOMPUTER APPLICATIONS
	ENG 163	PROFESSIONAL AND ACADEMIC WRITING
	HMT 102	INTRODUCTION TO HEALTH SERVICES
	MAT 166	APPLIED MATHEMATICS
GRADE	COURSE	NAME OF COURSE *(THIRD QUARTER)
	ACC 152	PRINCIPLES OF ACCOUNTING II
	BUS 235	BUSINESS MANAGEMENT
	CAS 240	SPREADSHEET APPLICATIONS
	HMT 103	INTRO TO HLTH ORG STRUCT AND FUNC
	MAT 180	STATISTICAL ANALYSIS
GRADE	COURSE	NAME OF COURSE *(FOURTH QUARTER)
	ACC 153	PRINCIPLES OF ACCOUNTING III
	BUS 123	BUSINESS FINANCE
	BUS 247	HUMAN RESOURCE MANAGEMENT
	HMT 204	ISSUES IN MANAGING HEALTH ORG
	OSC 215	MEDICAL LAW AND ETHICS
GRADE	COURSE	NAME OF COURSE *(FIFTH QUARTER)
	ACC 225	COST ACCOUNTING
	BIO 101	BASIC ANATOMY AND PHYSIOLOGY
	BIO 101A	BASIC ANATOMY AND PHYS LAB
	BUS 248	INTEGRATED MANAGEMENT
	HMT 206	LONG TERM CARE ADMINISTRATION
	OSC 120	TERMINOLOGY I
GRADE	COURSE	NAME OF COURSE *(SIXTH QUARTER)
	HMT 226	HEALTHCARE FINANCIAL MGMT
	MKT 239	MARKETING
	OSC 121	TERMINOLOGY II
	SPH 260	BUS AND PROFESSIONAL COMM
GRADE	COURSE	NAME OF COURSE *(SEVENTH QUARTER)
	BUS 246	QUALITY MANAGEMENT
	CAS 241	DATABASE MANAGEMENT
	HMT 247	FIELD TRAINING
	OSC 248	MEDICAL INSURANCE
		SOCIAL SCIENCE ELECTIVE
		ELECTIVE

SUBSTITUTIONS _____
GENERAL INFO _____

