

HEALTHCARE OFFICE COORDINATOR, A.A.S.

Major Code: 3051

This program is offered fully online.

The Healthcare Office Coordinator program is designed to give students a background for medical office work in this electronic age. To supplement the regular program of study, special features emphasize medical coding and billing as well as medical transcription, information processing and/or the opportunity to acquire specialized knowledge working within the front end of a medical office. Students in the Healthcare Office Coordinator degree program will have the opportunity to work with up-to-date computers and software, including Electronic Health Records systems. Students are introduced to the various exams that may be required of them upon graduation in relation to the billing and coding occupations. Students are required to participate in an internship program their second year where they combine their education and interpersonal skills. Various required courses listed in the proposed curriculum structure below may be earned through articulation agreements with various high schools and BOCES programs.. No previous business education is required. Scheduling is flexible with students being placed in courses according to the level of proficiency achieved in high school. Students are placed in the curriculum with the appropriate courses that challenge their skills and enhance their learning experience. Graduates of the two-year Healthcare Office Coordinator program receive the associate in applied science (AAS) degree. Credits may be transferred into either of the following four-year degree programs: Business Administration or Technology Management. This program is fully accredited by the Accreditation Council for Business Schools and Programs (ACBSP).

Student Learning Outcomes

Upon successful completion of this program, students will be able to:

- Use electronic health records systems to register new patients, maintain doctors' schedules, update records, including vitals, medication orders, family history, insurance information, medical encounters, and more;
- Apply appropriate critical thinking skills and identify human relation skills in structured case settings;
- Analyze medical language using prefixes, suffixes, root words, and combining forms;
- Identify and practice legal and ethical responsibilities of an administrative medical specialist, (i.e. HIPAA mandates, medical records, health information, and consents and disclosures as well as telephone etiquette);
- Identify the coding diagnoses and procedures using ICD-10, HCPS and CPT coding systems;
- Transcribe a dictated letter or report into a mail-ready document using a computer and transcribing equipment;
- Identify and apply technological skills including: operating systems, spreadsheets, database management

Curriculum Requirements

A minimum of 62 credits is required for degree completion. A minimum average of C is required in all Healthcare Office Coordinator courses.

Code	Title	Credits
BSAD Elective as advised		3
BSAD 140	Business Communications	3
HCOC 116	Medical Keyboarding	2
HCOC 117	Healthcare Office Orientation	1
OFFT 120	Introduction to MS Office I (Word, PowerPoint, and Outlook)	3
OFFT 130	Data Entry	1
OFFT 135	Machine Transcription	2
HCOC 200	Medical Coding	3
HCOC 201	Outpatient Billing	2
HCOC 202	Inpatient Billing	2
HCOC 216	Healthcare Office Simulation	3
HCOC 218	Electronic Health Records Mgmt	3
OFFT 220	Introduction to MS Office II (Excel and Access)	3
HCOC 235	Medical Transcription	3
HCOC 250	Medical Terminology	3
HCOC 291	Healthcare Office Internship I	1
HCOC 292	Healthcare Office Intern II	1
COMM 105	Research & Communication	3
SUNY General Education MATH or Science as advised		3
BIOL 105	Human Biology (additional 1 credit lab is optional)	3
SUNY General Education Diversity, Equity, Inclusion and Social Justice as advised		3
General Elective as advised		3
SUNY General Education as advised		8
Total Credits		62

Suggested Course Sequence

Course	Title	Credits
Year 1		
Fall		
COMM 105	Research & Communication	3
HCOC 116	Medical Keyboarding	2
HCOC 117	Healthcare Office Orientation	1
OFFT 120	Introduction to MS Office I (Word, PowerPoint, and Outlook)	3
HCOC 250	Medical Terminology	3
OFFT 130	Data Entry	1
SUNY General Education as advised		3
Credits		16
Spring		
BSAD Elective as advised		3
HCOC 218	Electronic Health Records Mgmt	3
OFFT 220	Introduction to MS Office II (Excel and Access)	3
SUNY General Education as advised		6
Credits		15
Year 2		
Fall		
BIOL 105	Human Biology	3
OFFT 135	Machine Transcription	2
HCOC 200	Medical Coding	3
SUNY General Education Mathematics as advised		3
BSAD 140	Business Communications	3
SUNY General Education as advised		2
Credits		16

Spring

General Elective as advised		3
HCOC 201	Outpatient Billing	2
HCOC 202	Inpatient Billing	2
HCOC 216	Healthcare Office Simulation	3
HCOC 235	Medical Transcription	3
HCOC 291	Healthcare Office Internship I	1
HCOC 292	Healthcare Office Intern II	1
Credits		15
Total Credits		62