

Virginia Western Community College

Regional Academy 2022-2023 SY

Health Professions Support Services

Monday – Friday

8:00 – 10:45 (refer to class schedule for actual times, some classes may only be offered in an on-line format)

Open to 11th – 12th grade students

Program Objectives: Prepare students with the technical knowledge and practical experienced needed for employment in a non-clinical health related career including medical office specialist, health coding, and medical billing,

Admission Requirements: Applicants must meet the requirements for admission to credit-level coursework established by the college. This program is restricted to dual enrollment applicants who have:

- HS GPA of 2.5+ and have completed Algebra I grade of “C” or higher or has passed the Algebra I SOL

Students who complete the CTE programs at the high schools may be able to be awarded credit for some classes based on prior learning or industry certification or competency exams.

Semester 1:

- SDV 101
- AST 101
- AST 141
- HLT 143

Semester 2:

- AST 205
- HLT 144
- HIM 226
- HIM 253

CURRENT COURSES: The semester course schedule may be altered based on faculty and lab space availability at the college.

COURSES	Health Records Coding	Medical Billing	Medical Office Specialist	
AST 101 – Keyboarding (3)	x	x	x	
AST 141-Word Processing* (3)		x	x	
AST 136-Office Record keeping (3)		x		
AST 205- Business Communications* (3)	x	x		
AST 243-Office Administration I* (3)	x			
HLT 143 – Medical Terminology* (3)	x	x	x	
HLT 144-Medical Terminology II* (3)	x	x	x	
HIM 143-Managing Electronic Billing in a Medical Practice		x		
HIM 149-Introducton to Medical Practice Management			x	
HIM 163-Anatomy and Physiology for Administrative Health Professions* (3)	x			
HIM 226 – Legal Aspects of Health Record Documentation (2)	x	x	x	

HIM 253-Health Records Coding* (4)	x	x	x	
HIM 254-Advanced Coding and Reimbursement* (4)	x		x	
SDV 101-Orientation to Business and Professional Services			x	
ENG 111-College Composition I (3) (recommended for DE at the high schools)			x	

SDV 101 - Orientation To (Specify the Discipline)

Introduces students to the skills which are necessary to achieve their academic goals, to services offered at the college and to the discipline in which they are enrolled. Covers topics such as services at the college including the learning resources center; counseling, and advising; listening, test taking, and study skills; and topical areas which are applicable to their particular discipline.

AST 101 - Keyboarding I

Teaches the alpha/numeric keyboard with emphasis on correct techniques, speed, and accuracy. Teaches formatting of basic personal and business correspondence, reports and tabulation

AST 136 - Office Record Keeping

Introduces types of record keeping duties performed in the office, such as financial, tax, payroll, and inventory. Utilizes specialized software where applicable.

AST 141 - Word Processing (Specify Software)

Teaches creating and editing documents, including line and page layouts, columns, fonts, search/replace, cut/paste, spell/thesaurus, and advanced editing and formatting features of word processing software.

AST 205 - Business Communications

Teaches techniques of oral and written communications. Emphasizes writing and presenting business-related materials.

AST 243 - Office Administration I

Develops an understanding of the administrative support role and the skills necessary to provide organizational and technical support in a contemporary office setting. Emphasizes the development of critical-thinking, problem-solving, and job performance skills in a business office environment.

HLT 143 - Medical Terminology

Provides an understanding of medical abbreviations and terms. Includes the study of prefixes, suffixes, word stems and technical terms with emphasis on proper spelling, pronunciation and usage.

HLT 144 - Medical Terminology II

Provides an understanding of medical abbreviations and terms. Includes the study of prefixes, suffixes, word stems, and technical terms with emphasis on proper spelling, pronunciation, and usage. Emphasizes more complex skills and techniques in understanding medical terminology. Part II of II. This course applies to career/technical education (CTE) programs. HLT 143 serves both transfer and CTE programs.

HIM 143 - Managing Electronic Billing in a Medical Practice

Presents practical knowledge on use of computer technology in medical practice management. Develops basic skills in preparation of universal billing claim. Explores insurance claim processing issues.

HIM 149 - Introduction to Medical Practice Management

Introduces principles of administrative practice management. Examines patient scheduling, records management, financial systems and other systems/procedures. Focuses on the development of organizations and decision making skills utilized by the practice manager.

HIM 163 - Anatomy and Physiology for Administrative Health Professionals

Introduces the structure and function of the systems of the human body as applied by administrative health professionals

HIM 226 - Legal Aspects of Health Record Documentation

Presents the legal requirements associated with health record documentation. Emphasizes the policies and procedures concerning the protection of the confidentiality of patient's health records.

HIM 253 - Health Records Coding

Examines the development of coding classification systems. Introduces ICD-9-CM coding classification system, its format and conventions. Stresses basic coding steps and guidelines according to body systems. Provides actual coding exercises in relation to each system covered.

HIM 254 - Advanced Coding and Reimbursement

Focuses on the applications and evaluation of advanced coding skills through practical exercises using actual healthcare data; while examining the components of DRGs, APCs and APGs and other prospective payment in the healthcare environment. Utilizes current coding standards in identifying payment methodologies, revenue cycle management and reimbursement.