

5/02/2022

The Healthcare Management program has been approved but the New York State Bureau of Proprietary School Supervision and the Council on Occupational Education.

Admission Policy:

All students are required to complete and/or submit the following prior to being considered for enrollment:

- Student interview with the Admissions Department to assess applicant's motivation and expectations.
- All enrollment documents including the Enrollment Agreement (if you are under 18 years of age, the Enrollment Agreement must also be signed by a parent or guardian).
- Payment of registration fee.
- Submit proof of graduation from High school (Copy of High School diploma, certificate, or other official proof of graduation from an institution providing secondary education, or the equivalent of such graduation).
- Financial Aid Forms (if applicable).
- Attend a mandatory orientation session as part of the registration process prior to the first day of class.

Tuition:

Program Name	Healthcare Management
	600 Clock Hours
Tuition	\$11,040
Application Fee	\$100
State Board Fee	n/a
Books and Supplies	\$510
TOTALS	\$11,650



### Health Care Management Title IV Eligibility

For those attending in states that allow measurement in Clock Hours: 1st  
Year 20 Semester Credit Pell Grant \$ 4597



Maximum Annual Loan Limits	Dependent	Independent
Subsidized Direct Loan	\$2,333	\$2,333
Unsubsidized Direct Loan	\$1,333	\$4,000
TOTAL	\$3,666	\$6,333



For those attending in states that allow measurement in Credit Hours: 1st  
Year 20 Semester Credit Pell Grant \$ 5,704

Maximum Annual Loan Limits	Dependent	Independent
Subsidized Direct Loan	\$2,917	\$2,917
Unsubsidized Direct Loan	\$1,667	\$5,000
TOTAL	\$4,584	\$7,917

### Refund

#### Sample Refund Charts for Students Who Attend in New York State

The following chart depicts the refunds by drop week on average for a student who has paid the program in FULL PRIOR to their first day of class. The student should only expect a cash refund if after the refund policy has been applied considering all collected revenue and return of Grants or Loans to their original source, a credit balance still exists.

Healthcare Management- 600 Clock Hour Program			
A student who has paid by term in FULL PRIOR to their first day of class. The student should only expect a cash refund if after the refund policy has been applied considering all collected revenue and return of Grants or Loans to their original source, a credit balance still exists.			
The following chart depicts the refunds by drop week on average for:	TERM 1 Refunds (Consist 15 weeks)	Payment Period 2	TERM 2 Refunds (Consist 15 weeks)
Week 1	\$5,520.00	Week 16	\$4,416.00
Week 2	\$4,416.00	Week 17	\$3,588.00
Week 3	\$3,588.00	Week 18	\$2,760.00
Week 4	\$2,760.00	Week 19	\$1,656.00
Week 5	\$1,656.00	Week 20	\$0.00
Week 6	\$0.00	Week 21	\$0.00
Week 7	\$0.00	Week 22	\$0.00
Week 8	\$0.00	Week 23	\$0.00
Week 9	\$0.00	Week 24	\$0.00
Week 10	\$0.00	Week 25	\$0.00
Week 11	\$0.00	Week 26	\$0.00
Week 12	\$0.00	Week 27	\$0.00
Week 13	\$0.00	Week 28	\$0.00
Week 14	\$0.00	Week 29	\$0.00
Week 15	\$0.00	Week 30	\$0.00

## HealthCare Management

Healthcare Management students complete a total of 12 courses by taking two (2) courses in each of the six (6) modules. The Healthcare Management Certificate Program can be completed in approximately seven (7) months. The Healthcare Management program is taught in a hybrid format. Students attend weekly online and campus sessions while adhering to an established schedule. Students in the Healthcare Management Program are expected to attend a minimum of 10-hours per week per class. Students cannot be enrolled for part-time study.

### Program Objectives

- Explain health information management concepts common to allied health professionals.
- Explain the relationship between health care and the economy.
- Describe the role of the government on the delivery of health care in the United States.
- Concepts, theories, and research which define the discipline of Sociology including but not limited to culture, socialization, and social structure and social interaction.
- Describe past and current healthcare trends and issues relating to technical, economic, political, and social forces effecting change.
- Explain compliance plans, strategic planning, risk management, and crisis management.
- Describe the usability of health informatics applications.
- Describe diagnostic and procedural coding, posting payments and adjustments to patient accounts and understanding the payment process.
- Explain core leadership practices through Change model, which defines five change leadership strategies and ties them to the six predictable stages of concern people have about change.
- Explain Health Insurance origins, the career, and reforms.
- Explain ethical issues that impact healthcare providers and organizations in the electronic age.
- Apply ICD-10-CM conventions, formats, instructional notations, tables, and definitions to select diagnoses, conditions, problems, or other reasons for the encounter.
- Apply CPT guidelines, format, and instructional notes to select services, procedures, and supplies that require coding.
- Apply HCPCS II guidelines and instructional notes to select services, procedures, drugs, and supplies that require coding.
- Append modifiers to CPT and/or HCPCS II codes when applicable.
- Create and maintain forms to assist with insurance reimbursement.
- Apply reimbursement methodologies for billing and/or reporting.
- Link diagnosis code to the associated procedure code for billing or reporting.
- Identify, post, and submit charges for healthcare services based on documentation and payer guidelines.
- Evaluate payer remittance or payment reports for reimbursement and/or denials.
- Differentiate between electronic health record (EHR), electronic medical record (EMR), and personal health record (PHR).
- Describe the role that technology plays in healthcare.

Module	Course #	Clock Course Title	Hours	Credit Hours
Module 1	HM 01	Principles of Health Information Management	50	1.67
	HM 02	Sociology of Healthcare	50	1.67
Module 2	HM 03	Healthcare Trends	50	1.67
	HM 04	Healthcare Policies in the Office	50	1.67
Module 3	HM 05	Healthcare Informatics	50	1.67
	HM 06	Billing and Reimbursement Cycle	50	1.67
Module 4	HM 07	Principles of Procedures Coding	50	1.67
	HM 08	Elements of Healthcare Leadership	50	1.67
Module 5	HM 09	Principles of Diagnosis Coding	50	1.67
	HM 10	Management Principles of HM	50	1.67
Module 6	HM 11	Human Resources Development in Healthcare	50	1.67
	HM 12	Legal and Ethical Sides of Healthcare Management	50	1.67
TOTALS			600	20

*It's a different kind of online education. We use a unique synchronous, interactive classroom, with experienced instructors training you in real-time. You benefit by socializing and connecting with your fellow classmates, and viewing live demonstrations of the healthcare information software and material you are learning.*

