

CERTIFICATE

HEALTH CARE ADMINISTRATION

Run The Whole Operation Stat.

Few environments are as busy and complicated as medical offices or facilities, and health care administrators are crucial to keep them running smoothly. They are involved in the planning, coordinating, directing and supervising of health care delivery. They are often specialists in charge of clinical departments or generalists in charge of entire facilities or systems.

The Carrington College® Health Care Administration program concentrates on two areas. The first encompasses administrative assistant skills and includes medical law and ethics, medical terminology and essential office skills. The second emphasizes billing systems, medical coding, bookkeeping and office-management responsibilities.

Upon finishing classroom instruction and practical training, students complete a 180-hour externship in a physician's office, clinic or other approved medical or healthcare facility. The program culminates in a Certificate of Achievement.

According to the U.S. Bureau of Labor Statistics, employment for graduates in this field is expected to grow 36% from 2012-2022.†



Duties May Include:

- Planning, directing, coordinating and supervising the delivery of health care
- Establishing and implementing policies, objectives and procedures
- Evaluating personnel and work quality
- Developing reports and budgets
- Coordinating activities
- Billing and collection
- Directing patient flow

Possible Employment Opportunities:

- Physicians offices
- Dental offices
- Residential care facilities
- Nursing homes
- Chiropractic offices
- Optometrists offices
- Podiatrists offices
- Public and private hospitals
- Outpatient facilities

For comprehensive consumer information visit carrington.edu/ccc/hca

* Program availability varies by location. Carrington College reserves the right to update information as it becomes available. Information is current at the time of printing. For the most updated information, visit carrington.edu.

† Occupations with the most growth, Table 5. U.S. Bureau of Labor Statistics, Office of Occupational Statistics and Employment Projections. December 2013.



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CERTIFICATE - HEALTH CARE ADMINISTRATION

Student Learning Outcomes

Upon completion of the Health Care Administration program, graduates will be able to:

- Demonstrate the skills and knowledge required to perform medical office procedures and administration and medical records management within the health care setting.
- Communicate with patients and other professionals and visitors in the health care setting.
- Provide patient and client information and instructions.
- Maintain supplies and equipment as it relates to a medical setting.
- Demonstrate proficiency in critical thinking, information management, personal and professional development, communication skills, respect and responsibility.

PROGRAM REQUIREMENTS – Las Vegas, Reno

Health Care Administration Courses		Lecture Hours	Lab Hours	Practical Hours	Semester Credit Hours
HCA 1	Anatomy, Physiology and Terminology	54	0	0	3.5
HCA 101	Health Care Clinical Applications	23	31	0	2.5
HCA 2	Computer Operations	54	0	0	3.5
HCA 102	Computer Office Applications	23	31	0	2.5
HCA 3	Medical and Dental Insurance	54	0	0	3.5
HCA 103	Insurance Applications	23	31	0	2.5
HCA 4	Health Care Office Procedures 1	54	0	0	3.5
HCA 104	Health Care Office Procedures Applications 1	23	31	0	2.5
HCA 5	Health Care Office Procedures 2	54	0	0	3.5
HCA 105	Health Care Office Procedures Applications 2	23	31	0	2.5
CDV 198.2	Career Development Seminar	30	0	0	2
HCA 501	Externship	0	0	180	4
Total for Certificate		415	155	180	36

Approximate time to complete the certificate program: 36 weeks