

Master Course Syllabus

Your College, Your Future



Established 1969

AHS 208 Health Management

Course Number	AHS-208
Course Title	Health Management
Credit Hours	3
Prerequisites	none
Course Description	This course is a study of the principles of management in a health care environment, including supervision, medically ethical decision making, medical team concepts, human resource management, supervision of medical professionals at various levels, & organizational structure in health care settings.
Course Objectives	<p>Describe the health care industry today to include technology</p> <p>Identify purpose of the CPT, HCPCS, and ICD-10-CM</p> <p>Describe the importance that professionalism has within the healthcare industry</p> <p>Understand and explain concept of professionalism</p> <p>Understand the importance of HIPAA and confidentiality of records</p> <p>Understand and identify the organizational structures within the healthcare settings</p> <p>Describe different communication skills</p>
Course Developer	Shounda Gerald, CPC, CPT, CMAA
Means of Instruction	Lecture, written assignments, reading assignments, audio visual
Required Textbook/Written Materials/Supplies	<i>See Booklist online for current book.</i>

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General Education Core Competencies

General Education Core Competencies	Course Methodology, Content and/or Assessment
<p>Communication: Students will be able to communicate effectively through reading, writing, speaking and listening.</p> <ul style="list-style-type: none"> • Prepare written documents in a professional manner. • Develop oral communication skills to present information in a professional and appropriate manner. • Demonstrate appropriate listening skills in one-on-one and small and large group settings. 	<p>Participation in class discussions is recommended and encouraged.</p> <p>The student will have written assignments</p> <p>The student will be encouraged to participate in class</p> <p>The student will be encouraged to communicate with instructor if any help is needed.</p>

General Education Core Competencies	Course Methodology, Content and/or Assessment
<p>Mathematical Reasoning: Students will apply those mathematical skills appropriate to their program of study.</p> <ul style="list-style-type: none"> • Analyze and solve mathematical problems needed in the workplace, daily life and educational environment. • Interpret data using analytical methods. 	<p>The student will be encouraged to participate with interpreting data</p> <p>The student will be encouraged to understand apply data related to ICD codes</p>
<p>Critical Thinking: Students will employ effective processes for resolving problems and making decisions.</p> <ul style="list-style-type: none"> • Identify problems and potential causes. • Solve problems using basic research, analysis and interpretation. • Evaluate results of solutions and revise strategies as indicated by findings. 	<p>The student will be encouraged to seek help problem solving.</p> <p>The student will learn how to do solve basic problems related to the course.</p>

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<p>Technology Utilization: Students will apply knowledge of computers on a level compatible with job and/or educational demands.</p> <ul style="list-style-type: none"> • Demonstrate a basic knowledge of computer applications including word processing, spreadsheets, databases, and presentation software. • Use basic operating system functions competently (e.g. store and retrieve data, load software). • Demonstrate communication and research skills through use of the internet. 	<p>Students will protect the safety and privacy of the individuals work</p> <p>The student will be encouraged to understand the basic process of ICD codes and CPT</p>
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General Education Core Competencies	Course Methodology, Content and/or Assessment
<p>Interpersonal Skills: Students will deal effectively and appropriately with others.</p> <ul style="list-style-type: none"> • Interact well with individuals and groups from diverse backgrounds and cultures. • Work with others in situational analysis, problem solving, and task accomplishment. • Demonstrate respect for the rights, work, and views of others. 	<p>Can work effectively with other students in completing assignments as a project team.</p> <p>Is able and willing to instruct less experienced students in completing work assignments.</p> <p>Demonstrates flexibility in assigned shared responsibilities.</p> <p>Interacts well with individuals from diverse backgrounds and cultures while refraining from discriminatory practices. (ex. Gender)</p>
<p>Professionalism: Students will exhibit professionalism through observances of a code of ethics, a sense of responsibility, good habits, and a positive attitude.</p> <ul style="list-style-type: none"> • Demonstrate personal and business integrity and ethics. • Recognize, manage, and cope with the transitions of change. • Utilize informational resources for lifelong learning. 	<p>Be eager for a lifelong learning career.</p>

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College Policies

Policy Type	Policy Description
Attendance Policy	<p>It is the policy of Williamsburg Technical College that there are no excused student absences. Students are required to attend 90% of the scheduled contact hours of class. If more than 10% of scheduled contact hours are missed, the student will be dropped for excessive absences. Additionally, if a student is absent from every scheduled class of a course during the first two weeks of a term, the student will be dropped as a "no show" from that course. Individual instructors may set higher required attendance and tardy standards but must include those standards in their course syllabus and announce their standards in both the first- and second-class meetings each semester. Class rosters will be final as of the end of the second week of classes. For specific procedures related to this policy, refer to WTC Procedure D-23.1.</p> <p>Students may withdraw from a class at any time by completing a withdrawal form in the Student Services Office. A student can only receive a "WP" grade if withdrawal is completed in the Student Services Office prior to the last date to receive a "WP" grade published in the academic calendar. Students who fail to withdraw by the specified time will receive a letter grade for the course. For specific procedures related to this policy, refer to WTC Procedure D-23.1.</p>
Policy Type	Policy Description
Policy for Students with Disabilities	<p>The Student Affairs Division provides counseling and support services which help students with disabilities to pursue academic programs of their choice and participate fully in campus life.</p> <p>The VP for Student Affairs can arrange counseling, special parking, priority registration, and other reasonable services needed by students with disabilities. Students with disabilities are encouraged to contact the VP for Student Affairs to discuss needs and concerns as they arise.</p>
Policy for Academic Misconduct	<p>All forms of academic dishonesty including, but not limited to, cheating on tests, plagiarism, collusion, and falsification of information will call for discipline. See the Student Code & Grievance Procedure in the Williamsburg Technical College Catalog for details.</p>

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Grading Policy	<p>The College operates on the semester hour system, and the following symbols are used in grading:</p> <p>A-- Excellent B -- Above Average C -- Average D -- Passing F -- Failure I -- Incomplete WF -- Withdrawal while failing WP -- Withdrawal while passing</p>
Policy for Class Safety and Emergencies	<p>Injuries must be reported to the VP for Student Affairs immediately. Insurance claim forms are available in the Student Affairs division. Please refer to the college catalogue for more information on how Williamsburg Technical College addresses safety and emergency issues. For additional information, contact Student Affairs at 843.355.4162.</p> <p>Students taking coursework at off-site locations are responsible for reading and adhering to all safety instructions and guidance at the off-site location.</p> <p style="text-align: center;">Health Services and First Aid</p> <p>Williamsburg Technical College is a commuter institution; therefore, infirmary facilities are not provided. Basic first aid for minor injuries is available, and first aid kits are located in various departments of the College. Major illness or injury will be treated by health professionals. The campus is located adjacent to Williamsburg Regional Hospital.</p> <p>Each student is covered by accident insurance at no additional cost. This group insurance covers the student while on campus and during college-sponsored group travel.</p>