

Fall 2012
Patient Admission Coordinator
Information Packet

Career Studies Certificate



Introduction

The Patient Admission Coordinator Career Studies Certificate Program is designed to provide students with the basic academic and technical skills necessary for entry-level jobs in local hospitals and physician offices, primarily in the area of patient registration and admissions. This program of study also gives students a foundation of academic course work that will allow them to continue their education in the area of medical coding and Health Information Management. Almost all of the Patient Admission Coordinator course work will apply toward PVCC's Health Information Management Certificate (see separate Information Packet).

Nondiscrimination Statement

PVCC does not discriminate on the basis of race, color, religion, national origin, political affiliation, disability, veteran status, gender, age or sexual orientation in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Vice President for Instruction and Student Services, 501 College Drive, Charlottesville, VA 22902; 434.961.5206.

Essential Functions and Standards for Successful Performance

To successfully complete the classroom and clinical components of the program, the Patient Admission Coordinator Program student must, either independently or with reasonable accommodation, be able to perform all of the following essential standards and functions.

1. **Speech:** Establish interpersonal rapport and communicate verbally and in writing with clients, physicians, peers, family members and the health-care team from a variety of social, emotional, cultural and intellectual backgrounds.
2. **Hearing and Comprehension:** Auditory acuity sufficient to respond to verbal instruction and use the telephone.
3. **Vision:** Visual acuity sufficient to identify and distinguish colors, read handwritten orders and any other handwritten or printed data such as medical records.
4. **Mobility:** Ability to sit for long periods of time.
5. **Manual Dexterity:** Demonstrate eye/hand coordination sufficient to manipulate equipment and use the computer keyboard efficiently.
6. **Mentation:** Ability to remain focused on multiple details and tasks for at least an eight-hour period of time. Assimilate and apply knowledge acquired through lectures, discussions and readings. Ability to think critically, problem solve and multitask.
7. **Writing:** Ability to organize thoughts and present them clearly and logically in writing.
8. **Reading:** Ability to read and understand written directions, instructions and comments in both classroom and clinical settings.

Curriculum for Patient Admission Coordinator Program

Course Number	Course Title	Credits
HLT 141	Medical Terminology	2
HIM 115	Ambulatory Coding and Classification	3
HIM 131	Health Information Procedures	3
HIM 151	Reimbursement Issues	2
ITE 119	Information Literacy	3
BUS 208	Quality and Productivity Management	3
Total Credits		16

Patient Admission Coordinator

Program Prerequisites

Students must demonstrate academic readiness for successful completion of the program by:

- 1. Demonstrated competency in reading and writing (eligible to enroll in ENG 111)**
 - a. Completion of developmental English courses (ENG 1, 3, 4, 5) OR
 - b. COMPASS placement score demonstrating readiness for ENG 111 OR
 - c. Completion of an acceptable college-level composition course with a grade of “C” or better OR
 - d. SAT verbal and writing score of 520 or an ACT score of 21

- 2. Demonstrated competency in mathematics**
 - a. Completion of developmental math courses (MTH 2 and BSK 6) **within last eight years** OR
 - b. COMPASS placement test score **within last eight years** demonstrating competency in this content OR
 - c. Completion of an acceptable college-level math course with a grade of “C” or better **within the last eight years** OR
 - d. SAT quantitative score of 480 or ACT score of 20 **within last eight years**

- 3. Demonstrate competency in science**
 - a. Completion of high school or college-level biology and chemistry courses OR
 - b. Completion of NAS 2 – Foundations of Life Science

- 4. Experience and competency in computer keyboarding**

A Message from the PVCC Math Department Regarding Placement Tests

Dear Student,

Please keep in mind the following suggestions as you prepare to take your placement exam. Most students place appropriately. On occasion, however, students are not prepared and do not place into the proper level. This letter is written especially to help prevent placing below your true level.

- Take the exam **very** seriously. The exam determines your starting level in mathematics and, therefore, how many mathematics courses you will need to finish your program. **Retakes of the placement test are allowed only every four months or after significant learning has occurred.**
- Give yourself the time you need. The test is not timed! If you are pressed for time, come back early on a different day and take the test when time will not be a factor. Use the time to carefully and seriously answer the questions. *A little time wisely spent on the placement exam can save a semester or more of work!*
- Remember that the correct answer is in front of you, and process of elimination/careful consideration of the choices will help. You want your placement score to reflect what you truly know.
- You are allowed the use of a graphing calculator on this test. If you find yourself without the proper calculator, please ask for assistance at the desk.
- Brush up on your mathematics before the test, but don't try to cram and learn things beyond your knowledge. You can obtain practice problems for the Compass test in mathematics from PVCC's Learning Center and on the Internet at www.act.org/compass. The Jessup Library at PVCC has math texts on reserve for your review. You may also visit the PVCC Math Center for personal assistance prior to taking the math placement test. The Learning and Math Centers are located in PVCC's Main Building, room M617.
- Many students will have to take both mathematics and English placement tests. Consider taking these placement tests on separate days to minimize the effect of test fatigue.
- In summary, do yourself justice and place where you truly are in math by being serious and smart about your time.

Patient Admission Coordinator Program Admission Checklist

Students who are interested in obtaining general information regarding the Patient Admission Coordinator Program may direct their questions to the Health and Life Sciences Division Office (434.961.5445) or the Health Information Management Program Director (434.961.5266).

Admission Requirement	How Met?	Date Completed
Complete PVCC Application www.pvcc.edu and select Patient Admission Coordinator as program of study.	Online Application	
Submit high school transcript or GED to PVCC Office of Admissions and Advising.	Have high school send official transcript to PVCC Office of Admissions and Advising.	
Complete assessment testing in reading, writing and math.	Take tests in PVCC's Testing Center.	