

Fall 2016

Patient Admission Coordinator

Career Studies Certificate

PROGRAM INFORMATION



Accredited by:
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Hard copies of the Admission Requirements and Program Information booklets may be obtained in the Admissions and Advising Center and in the lower-level of the Keats Science Building.

Nondiscrimination Statement

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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).

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	Prerequisite
General Education Courses			
HLT 141	Medical Terminology	2	none
ITE 119	Information Literacy	3	none
BUS 208	Quality and Productivity Management	3	none
Fall Semester			
HIM 115	Ambulatory Coding and Classification	3	none
HIM 131	Health Information Procedures	3	none
Spring Semester			
HIM 151	Reimbursement Issues	2	Successful completion of developmental math courses (MTH 2, BSK 6 OR MTE 1-4) (within last 8 years) OR COMPASS placement score demonstrating competency through BSK 6 (within last 8 years) OR Virginia Placement* math score showing proficiency in MTE 1-4 (within last 2 years) OR Completion of an acceptable college-level math course (within last 8 years) with a grade of "C" or better (Official transcript required.) AND HIM 131.

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.
- 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 Testing 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 First Quadrant Math Center for personal assistance prior to taking the math placement test. The Testing Center is located in PVCC's Main Building, room M607. The First Quadrant Math Center is located in M253.
- 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.
- Test scores are valid for two (2) years after the date of the test. Students who take the placement test and who do not enroll in developmental math are allowed to take one (1) retest within twelve (12) months. Students who attempt developmental mathematics will be ineligible for a retest.
- In summary, do yourself justice and place where you truly are in math by being serious and smart about your time.