Associate in Applied Science Degree (A.A.S.)
Health Services Administration – Medical Insurance, Billing, and Coding

PROGRAM LEARNING OBJECTIVES

1. Reading and Written Communication: Students will demonstrate competent writing and reading throughout their programs of study.
2. Oral Communication: Students will demonstrate effective oral communication skills in both general and major-specific contexts.
3. Critical Analysis and Reasoning: Students will use critical analysis and reasoning, supported by knowledge and skills learned throughout their degree programs, to enhance personal and professional decision making:
    - Quantitative analysis and reasoning
    - Analysis and reasoning in the humanities, sciences, social sciences, and arts
    - Ethical analysis and reasoning
    - Reasoning in career-related contexts
4. Knowledge and Skills for Living in a Diverse Society: Students will consider multiple perspectives (quantitative and qualitative, among individuals, from different cultural contexts, etc.) when making decisions independently or as part of a team.
5. Information Literacy: Students will define and articulate their needs for information and access this information effectively and efficiently.
6. Integration of Learning: Students will develop the ability to integrate their learning, making connections within their major, between fields, between curricular and co-curricular activities, and between academic knowledge and practice.
7. To provide an understanding of medical terminology anatomy and physiology to apply it to coding physician-documented patients' records.
8. To educate students on the ethical, legal, and professional principles of medical billing and coding.
9. To demonstrate proficiency in the electronic medical record, encoding software, word processing, spreadsheets, database, email, and the Internet.
10. To assign correct ICD, CPT, HCPCS codes in outpatient encounters and to understand compliance to implement and educate coding changes to appropriate office personnel.
11. To prepare students for administrative routines such as medical record keeping, documentation, and to evaluate/respond/resubmit claim denials.
12. To prepare students for successful completion of the national certification exam, administered by AHIMA or AAPC.

For more information about Berkeley College graduation rates, the median debt of students who completed programs, and other important disclosures, please visit BerkeleyCollege.edu/gainful-employment/aas_health_services_administration_medical_insurance_billing_coding_nj_statistics_sem.htm and BerkeleyCollege.edu/gainful-employment/aas_health_services_administration_medical_insurance_billing_coding_ny_statistics_sem.htm.