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Academic Programs

Admissions and
Finances

Administration,
Faculty, and Staff

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Health Services

HEA101 Introduction to Health Services

4 Credit Hours

Students study the American healthcare system, its structure and operations, the forces responsible for shaping it, and the policies influencing its current and future performance.

HEA200 Medical Terminology I

4 Credit Hours

Provides a solid foundation and understanding of the medical language used by healthcare professionals. This is accomplished through the introduction, reinforcement, and combining of medical word parts including prefixes, suffixes, and combining forms. Emphases are on word building, analysis of parts of the word, abbreviations, spelling, and correct pronunciation of various body systems including the musculoskeletal, digestive, nervous, and integumentary, as well as the senses.

HEA201 Medical Terminology II

4 Credit Hours

Students continue to develop their understanding of the medical terms that are used regarding various body systems. There is an emphasis on combining word parts (prefixes, suffixes, and combining forms) to create full medical terms including the cardiovascular, respiratory, urinary, endocrine, lymphatic, and reproductive systems.

Prerequisite: HEA200

HEA203 Ethical and Legal Aspects of Health Services

4 Credit Hours

An introduction to the principles of law as applied to the healthcare field. Students learn ethical standards and issues as related to healthcare.

HEA205 Managed Care and Health Insurance

4 Credit Hours

Provides an overview of the principles and practices of managed care and health insurance. Students analyze and evaluate private- and government-sponsored programs in relation to systems in other countries.

HEA210 Medical Coding I

3 Credit Hours

An introduction to the development of medical nomenclature and classification systems. Topics include coding of diseases and procedures, an overview of coding systems, and basic coding rules and conventions.

Prerequisites: HEA200, SCI223

HEA211 Medical Coding II

3 Credit Hours

Students learn about inpatient coding, the assignment of DRGs, the relationships of coding to reimbursement, and selected nomenclature and classification systems.

Prerequisite: HEA210

HEA212 Medical Coding III

3 Credit Hours

Covers advanced guidelines and coding conventions with procedural and diagnostic coding. This course will focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as the proper use of modifiers and the use of cross coding diagnoses with procedures.

Prerequisite: HEA211

HEA215 Health Communications**4 Credit Hours**

Provides the effective health communication skills that are necessary for employment and success in health services, including writing accurate and concise health reports, familiarization with vocabulary of terms commonly used, and verbal communication.

HEA220 Health Services Management I**4 Credit Hours**

Course provides an introduction to various managerial approaches to the delivery of healthcare services. Students learn how to manage the issues of consumers, providers, and insurers, and explore the organization and structure of the current healthcare system with a view toward options for its future direction.

Prerequisite: HEA101

HEA251 Medical Records**4 Credit Hours**

Offers an introduction to the medical record. This course assists students in developing a thorough understanding of the content of medical records in order to be able to locate information necessary for billing and coding. Students are exposed to patient records typical of acute, outpatient, and alternate care settings. Students also learn about numbering and filing systems, record storage and circulation, and legal aspects of medical records.

Prerequisites: HEA201, SCI224

HEA252 Medical Insurance Procedures**4 Credit Hours**

Provides students with an in-depth look at billing third-party payers (Managed Care, Medicaid, Medicare, Tricare, and Workers' Compensation). The course will cover specific terminology; the rules and regulations; the submission of the correct claim form; the criteria needed for each payer; the federal laws for each payer; identification of benefits or non-benefits for each third-party payer; and how to calculate payment.

HEA253 Electronic Medical Billing**4 Credit Hours**

Covers the administrative billing procedures performed by medical billing and coding professionals. This course will focus on electronic claims preparation and submission utilizing documentation provided in Electronic Health Records (EHR). This class allows students to perform practical applications of the coding skills learned in coding courses.

Prerequisite or Corequisite: HEA252

Prerequisite: HEA210

HEA255 Computer Applications in Health Services**2 Credit Hours**

Explores current and emerging uses of technology in the health services industry. Students learn how to use industry software for medical office management, billing, and coding.

Prerequisites: CIS115, HEA101

HEA260 Customer Service Management in Health Services**4 Credit Hours**

An introduction to the various clients of the health services industry, including patients and their families, practitioners, and healthcare agencies. Students learn various strategies for defining and evaluating standards for customer satisfaction.

Prerequisite: HEA101

HEA261 Medical Reimbursement and Appeals**3 Credit Hours**

An in-depth study of the advanced administrative procedures performed by medical billing and coding professionals. This course will focus on complex claims submission, EOB interpretation, strategies for dealing with insurance carriers, follow-up practices, and the appeal process. The development of an appropriate and effective collection plan will be discussed.

Prerequisite: HEA252

HEA262 Medical Insurance, Billing, and Coding Capstone **4 Credit Hours**

Students focus on integrating the knowledge, skills, and techniques learned throughout the Medical Insurance, Billing, and Coding program. This course reinforces the knowledge and skills needed to sit for the national certification exam.

Prerequisites: BUS226 and departmental approval

HEA270 Special Topics in Health Services **4 Credit Hours**

Involves readings and discussions organized around selected topics in health. Topics will vary each quarter and may include health policy, health services risk management, the politics of health, and professional ethics.

Prerequisite: HEA101

HEA293 Internship **4 Credit Hours**

Allows students to work in a position related to their course of study. Students integrate the skills and knowledge learned through their academic experiences and participate in focused online discussions and special online projects.

Prerequisite: BUS226

HEA310 Health Services Management II **4 Credit Hours**

Students examine and apply the most recent theories and current practices in the healthcare industry. Emphasis is on encouraging students to develop the vision, problem-solving, and analytical skills essential for leadership in the healthcare environment.

Prerequisite: HEA220

HEA320 Community Health and Medical Care **4 Credit Hours**

Explores issues related to the design and delivery of healthcare programs to all segments of the community. Focuses on public health and government-funded programs, as well as private healthcare.

Prerequisite: HEA101

HEA350 Long-Term and Residential Care **4 Credit Hours**

Explores current long-term and residential care services and financing options. Students learn about alternate delivery systems and organizational structures proposed to accommodate an aging population.

Prerequisite: HEA101

HEA409 Health Services Finance **4 Credit Hours**

An introduction to the foundations of financing health services in a dynamically changing environment. Topics include healthcare costs, reimbursement systems, insurance issues, the roles of budgeting and accounts, the multifunctionality of financial services within the health services industry, and trends in health services financing.

Prerequisites: FIN301, HEA101

HEA410 Research Methods for Health Services **4 Credit Hours**

Students gain an awareness of the various frameworks for technical writing and research in the health services field. Emphasizes effective written communication and analytical skills in health services.

Prerequisites: ENG105, HEA101

HEA420 Introduction to Epidemiology**4 Credit Hours**

Familiarizes students with epidemiology concepts, principles, and analyses that students can draw from in the professional work force. Provides working knowledge of how health and illness are distributed among populations, as well as disease patterns, dynamics, and prevention.

HEA430 Behavioral Health**4 Credit Hours**

Overview of behavioral health services utilizing case studies. Explores the awareness and acceptance of, and advances in treatment for, behavioral problems. Develops understanding of behavioral health services' historical, financial, legal, regulatory, societal, and care-delivery issues.

HEA455 Health Information Systems**4 Credit Hours**

Provides managerial training in improving performance by measuring it accurately using the right tools. Health services professionals who understand how to collect, analyze, and discuss data in the context of performance improvement will excel in the field for many years.

HEA460 Business Strategies for Health Services**4 Credit Hours**

Provides an understanding of how to implement corporate strategy in the healthcare market, including how to mobilize resources to maximize the offerings for current customers, while nudging the business outward to capture more, and still be able to address competitive forces.

HEA470 Special Topics in Health Services Management**4 Credit Hours**

Involves reading and discussions organized around selected topics in health. Topics will vary each quarter and may include health policy, health services risk management, the politics of health, and professional ethics.

Prerequisite: HEA101

HEA483 Internship**4 Credit Hours**

Allows students to work in a position related to their course of study. Students integrate the skills and knowledge learned through their academic experiences and participate in focused online discussions and special online projects.

Prerequisites: BUS226 and departmental prior approval