

**PURSUE A CAREER IN
HEALTH CARE OFFICE
COORDINATOR**

Northampton Community College
northampton.edu

New & Improved Technology-Enhanced Health Care Degree

IF YOU'RE ORGANIZED AND INTERESTED IN THE HEALTH CARE FIELD, THIS JOB'S FOR YOU!

A health care office coordinator ensures a well-run practice for physicians and patients in strict compliance with health care laws. Office coordinators oversee the business operations of medical offices, clinics, managed care organizations, health agencies, and similar organizations. Their responsibilities are broad in scope and highly dependent on the size of the practice.

Courses for the health care pathways include Basics of Human Anatomy and Physiology, CPT Coding Methodology, and PCS Coding Methodologies.

STUDENT LEARNING OUTCOMES

Graduates of the program will

- Utilize analytical skills and administrative techniques necessary to organize, prioritize, and manage the flow of confidential information in a healthcare setting.
- Display professional behaviors congruent with core values, standards, and ethics in healthcare.
- Exhibit professionally acceptable oral, written, and interpersonal communication skills.
- Employ critical thinking skills for appropriate decision making for healthcare office efficiency and financial health.
- Demonstrate leadership and supervisory skills and an appreciation of diversity to support the organization and its goals.
- Evaluate patient records to maximize reimbursement.
- Apply the patient accounting revenue cycle.
- Perform essential business planning and office management skills in the healthcare office setting.



ENDORSED BY LOCAL EMPLOYERS

Employment for those following this health care career pathway may include:

- Hospitals
- Community Health Centers
- Ambulatory Surgical Units
- Outpatient Laboratory Centers
- Physician's Offices
- Urgent Care Centers
- Elder Care Facilities

FOR MORE INFORMATION, CONTACT:

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Visit northampton.edu and select "Academic Programs" from the home page, or visit pathcareers.org

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