

COMMUNITY HEALTH WORKER CERTIFICATE

Community Health Workers (CHW) provide frontline health services to the public as case coordinators, community liaisons, family advocates, home health care providers and intake specialists giving guidance on health behaviors. The CHW serves as a liaison/link/intermediary between health/social services and the community to facilitate access to services and improve health knowledge and self-efficiency through a range of activities such as outreach, community education, informal counseling, social support, and advocacy. The CHW certificate program of study prepares individuals with the necessary skills to perform the duties of a community health worker. With additional education and/or work experience, there is opportunity for advancement into supervisory or managerial positions within the field of community and or public health. All of the course work in the certificate will apply toward the Associate of Arts Degree or the Associate of Science Degree with emphasis in Public Health.

Required Program of Study for Certificate (16 weeks)

FALL SEMESTER

Course	Credits
HLTH 1060 Comprehensive Medical Terminology	3
HLTH 1210 Community Health Worker	3
HPER 2310 Community Health	3
HUSR 1010 Introduction to Human Services & Counseling	3
NURA 1110 Nurse Aide	3
COMM 1110 Public Speaking	3
Total Credit Hours	18

MEDICAL BILLING DIPLOMA

The Medical Billing diploma prepares the student for a position as a medical biller in a variety of healthcare settings, such as physician offices, multi-specialty clinics, nursing homes, surgery centers, healthcare systems, and medical billing companies. The accuracy and timeliness of this work will be crucial to providers' financial operations, and the biller role serves as a valuable member of the healthcare team. Students in the HIMS Program will be required to have a 'C' grade or better in the HIMS coursework. Additionally, HIMS students will be required to complete a successful criminal background check, drug screen, and provide immunization history prior to completing the Professional Practice Experiences. All coursework in the Medical Billing Diploma program will apply as full credit towards the Associate of Arts Degree or the Associate of Science Degree.

Required Program of Study for Diploma (32 Weeks)

FALL SEMESTER

Course	Credits
BSAD 1005 Investing in Strengths	1
BSAD 2050 Business Communications	3
HIMS 1000 Introduction to Health Information Management	2
HIMS 1025 Medical Office Procedures	2
HIMS 1220 Structure and Function of the Human Body	3
HLTH 1060 Comprehensive Medical Terminology	3
OFFT 1500 Microsoft Office	3
Total Credit Hours	17

SPRING SEMESTER

Course	Credits
HIMS 1015 Introduction to Billing	1
HIMS 2000 Medical Billing & Reimbursement	3
HIMS 1140 Pathopharmacology	3
HIMS 2015 Principles of Healthcare Insurance	3
HIMS 2025 Medical Coding and Compliance for Billers	3
HIMS 2125 Billing Professional Practice Experience ...	3
Total Credit Hours	33