ADDENDUM TO

ULTIMATE MEDICAL ACADEMY CATALOG VOLUME 6.0

(Published April 28, 2017)

Addendum Date: July 14, 2017

(This addendum is an integral part of the catalog. Any data stated in the addendum supersedes any contradictory information contained in the catalog.)

ADDENDUM
TABLE OF CONTENTS
(New addenda indicated in blue font)

Addendum for General Information
(History/Ownership, Corporate Officer and Association Memberships)
Effective June 7, 2017

Page 8 (Replacement)
HISTORY/OWNERSHIP
Ultimate Medical Academy was founded in 1994 as Ultimate Learning Center, Inc., a non-profit educational institution serving the local Tampa community's need for trained Nursing Assistants and other healthcare professionals. The school's name was later changed to Ultimate Medical Academy (UMA). Over time, recognizing the growing need in Florida for trained professionals in other healthcare specialties and employers' needs for multi-skilled staff, UMA began to offer a wide range of programs focused on developing allied healthcare professionals. In January of 2005, the school was acquired by Ultimate Medical Academy, LLC. The school expanded its program offerings, opened a new campus in Tampa, launched online programs to students throughout the US, and added three continuing medical education divisions. In March 2015, Clinical and Patient Educators Association (CPEA), a 501(c)(3) nonprofit organization, acquired UMA. CPEA focuses on developing quality, innovative education for healthcare practitioners and the patient communities they serve. The board of directors now governing UMA consists of: Richard Friedman (Chairman of the Board); Theodore Polin (Chief Governance Officer); Matthew Wootten, Christopher Hawk, MD, Steve Burghardt, Sheila McDevitt, Jane Swift and Darlyne Bailey. Ultimate Medical Academy continues to focus on its mission of serving as a dynamic educational institution committed to equipping and empowering students to excel in healthcare careers.

CORPORATE OFFICER
Derek Apanovitch, President

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ASSOCIATION MEMBERSHIPS
Ultimate Medical Academy is a member of the following associations:

- American Association of Collegiate Registrars and Admissions Officers (AACRAO)
- Clearwater Regional Chamber of Commerce
- Florida Association of Postsecondary Schools and Colleges (FAPSC)
- Florida Association of Veterans' Education Specialists (FAVES)
- Greater Tampa Chamber of Commerce
- Hillsborough County Medical Association (HCMA)
- National Association of Student Financial Aid Administrators (NASFAA)
- Online Learning Consortium (OLC)
- Pinellas County Medical Association (PCMA)
- University Professional and Continuing Education Association (UPCEA)

Addendum for Admissions
(External Transfer Credit for Previous Education)
Effective July 14, 2017

Page 28 (Insertion for Bellevue University)
Bellevue University: This agreement is designed to allow UMA graduates to transfer credits earned at UMA and accepted by Bellevue University with minimal delay and disruption in their educational process. Bellevue University will admit graduates of UMA's associate degree programs with a minimum CGPA of 2.0 into Bellevue degree programs listed in Bellevue University's undergraduate catalog, subject to the university policies and procedures. UMA graduates applying for the Bachelor of Science in Nursing program at Bellevue University must hold an active RN license.

Addendum for Admissions
(External Transfer Credit for Previous Education and State/Territory Specific Information for Online Students)
Effective June 7, 2017

Page 28 (Replacement for Excelsior College and National American University Articulation Agreements; Insertion for Southern New Hampshire University Articulation Agreement)

Excelsior College: This agreement is designed to allow UMA graduates of select programs to transfer credits earned at UMA and accepted by Excelsior College with minimal delay and disruption in their educational process. Excelsior College may admit graduates of select UMA associate degree programs with a minimum CGPA of 2.0 into select bachelor degree programs, subject to college policies and procedures. Excelsior College will individually evaluate credits earned at UMA to determine the applicability to the Excelsior programs and the eligibility for transfer credit acceptance. UMA graduates applying for the Bachelor of Science in Nursing program at Excelsior College must hold an active RN license.

National American University: This agreement is designed to allow UMA graduates to transfer credits earned at UMA and accepted by National American University (NAU) with minimal delay and disruption in their educational process. National American University may admit graduates of UMA's associate degree programs into select Bachelor of Science degree programs listed in National American University's undergraduate catalog, subject to university policies and procedures. UMA graduates enrolling in select NAU programs may be eligible for block transfer of credits earned at UMA. For other programs, NAU will individually evaluate credits earned at UMA to determine the applicability to the NAU programs and the eligibility for transfer credit acceptance.

Southern New Hampshire University: This agreement is designed to allow UMA graduates of select programs to transfer credits earned at UMA and accepted by Southern New Hampshire University (SNHU) with minimal delay and disruption in their educational process. Southern New Hampshire University may admit graduates of select UMA associate degree programs with a minimum CGPA of 2.0 into select SNHU bachelor degree programs, subject to university policies and procedures. SNHU will individually evaluate credits earned at UMA to determine the applicability to the SNHU programs and the eligibility for transfer credit acceptance.

Page 38 (Replacement for Minnesota)
Minnesota
- Ultimate Medical Academy is registered with the Minnesota Office of Higher Education pursuant to Minnesota Statutes sections 136A.61 to 136A.71. Registration is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.
- Minnesota students will not be able to use the following courses to satisfy program requirements: AC2760 - Accounting for Managers; PS2100 - Working with People; or PS2150 - Patient Relations.

Addendum for Academic Standards
(Satisfactory Academic Progress and Externship Extension)
Effective June 7, 2017

Pages 90 - 91 (Replacement for Maximum Time Frame Table)
MAXIMUM TIME FRAME (MTF)
The maximum number of credit hours a student is allowed to attempt to successfully complete a program is defined as 150% of the required credit hours for the program. Transfer credits are treated as attempted and completed in the calculation.

Maximum Time Frame

Diploma Programs	Credit Hours Required	Maximum Credit Hours Attempted
Basic X-Ray Technician with Medical Office Procedures	41.50 Credits	62.25 Credits
Dental Assistant with Expanded Functions	26.00 Credits	39.00 Credits
Medical Administrative Assistant (Effective April 17, 2017, for new starts)	38.00 Credits	57.00 Credits

Medical Administrative Assistant	36.00 Credits	54.00 Credits
Medical Assistant	42.50 Credits	63.75 Credits
Medical Billing and Coding	39.00 Credits	58.50 Credits
Medical Office and Billing Specialist	38.00 Credits	57.00 Credits
Nursing Assistant	6.00 Credits	9.00 Credits
Patient Care Technician	31.50 Credits	47.25 Credits
Pharmacy Technician	37.50 Credits	56.25 Credits
Phlebotomy Technician	8.00 Credits	12.00 Credits
Associate Degree Programs	**Credit Hours Required**	**Maximum Credit Hours Attempted**
Health and Human Services	64.00 Credits	96.00 Credits
Health Information Technology	63.50 Credits	95.25 Credits
	66.50 Credits (Arkansas) (No longer enrolling students)	99.75 Credits (Arkansas) (No longer enrolling students)
Healthcare Management	66.00 Credits	99.00 Credits
	69.00 Credits (Arkansas) (No longer enrolling students)	103.50 Credits (Arkansas) (No longer enrolling students)
Medical Billing and Coding	63.00 Credits	94.50 Credits
Nursing	75.00 Credits	112.50 Credits
Health Sciences – Associate Degree Program Concentrations	**Credit Hours Required**	**Maximum Credit Hours Attempted**
Dental Assistant with Expanded Functions	62.00 Credits	93.00 Credits
Healthcare Technology & Systems	61.00 Credits	91.50 Credits
Medical Administrative Assistant (Effective April 17, 2017, for new starts)	62.00 Credits	93.00 Credits
Medical Administrative Assistant	60.00 Credits	90.00 Credits
Medical Assistant	60.50 Credits	90.75 Credits
Medical Office and Billing Specialist	62.00 Credits	93.00 Credits
Patient Care Technician	61.50 Credits	92.25 Credits
Pharmacy Technician	61.50 Credits	92.25 Credits

Pages 103 - 104 (Replacement for Externship Extension, Fourth Paragraph)
Students who do not complete the required externship hours after all allowable extensions within the same program enrollment (one extension and one appeal) will receive an "F" grade in the final grading period and will be required to repeat the course in its entirety.

Addendum for Programs
(Health and Human Services, Health Information Technology, Healthcare Management, Health Sciences – Healthcare Technology & Systems, Health Sciences – Medical Administrative Assistant, Medical Billing and Coding (Associate Degree), Health Sciences – Medical Office and Billing Specialist, and Health Sciences – Pharmacy Technician)
Effective June 7, 2017

Pages 111 - 114 (Replacement)
HEALTH AND HUMAN SERVICES
(Except Arkansas, Kansas and Minnesota Residents)

Program Type: Associate of Science/Associate of Applied Science (Arkansas Residents Only – No Longer Enrolling Arkansas Students in This Version)
Location: Online

PROGRAM DESCRIPTION
The Health and Human Services program prepares students to assist, support, and advocate for individuals and families. Through theoretical and practical approaches, students learn how to secure community resources, provide assistance and referrals, and support those seeking public and private services. Health and human services assistant

graduates may work in entry-level positions in public and private healthcare settings. This instruction occurs in a distance learning setting. Out-of-class work is required.

The objective of the Health and Human Services program is to prepare students with the theoretical knowledge and practical skills to secure entry-level positions in support and advocacy roles in healthcare settings. Students learn about the organization, discipline, and ethics of the health and human services field; how to communicate and think critically to resolve needs for those in the community; and various types of public and community policies, services, and programs. Students demonstrate and apply the knowledge and skills learned in a human services capstone. A balance of general education courses is included to enhance the student's education.

Employment in a healthcare setting may require a CPR certification from an American Red Cross or American Heart Association authorized training site. If required for employment, the student/graduate should obtain the certification independently of this program. Upon successful completion of this program, the graduate will be awarded a Health and Human Services Associate of Science/Associate of Applied Science (Arkansas residents only) degree. Total program: 960 clock hours/64.0 semester credits.

Instructional time: 70 weeks
Normal time: 74 weeks

Required Courses

Course #	Course Title	Semester Credits
	Core Courses (46.0 Credits*)	
CI2000**	Computer Fundamentals	3.0
EN2150	Interpersonal Professional Communications	3.0
HS1000	Introduction to Health and Human Services	3.0
HS1200	Introduction to Counseling	3.0
HS1300	Public and Community Health	3.0
HS2100	Family Dynamics	3.0
HS2200	Social Welfare	3.0
HS2305	Legal and Ethical Issues in Human Services	2.0
HS2500	Health and Human Services Capstone	3.0
HT1000	Introduction to U.S. Healthcare Delivery	3.0
ME1160	Medical Terminology	4.0
SC2020	Human Growth and Development	3.0
SC2110	Anatomy, Physiology and Pathophysiology I	4.0
SO1100	Human Behavior in the Social Environment	3.0
SS1000	Student Success	1.0
SS2000	Career Success	2.0
	General Education Courses (18.0 Credits*)	
EN1150	English Composition	3.0
EN2100***	English Composition II	3.0
HU2000	Critical Thinking and Problem Solving	3.0
MA1015	College Math	3.0
PS1000	Psychology	3.0
SC1040	General Biology	3.0
SO1050****	Sociology	3.0
Total Program		**64.0**

*The Arkansas Higher Education Coordinating Board has requirements for coursework that are not contained in programs for other states. Therefore, Arkansas residents must meet program requirements that are slightly different.

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**CI2000 satisfies the general education computer applications/fundamentals course requirement for Arkansas residents as indicated by the Arkansas Higher Education Coordinating Board. CI2000 is also a core requirement for the Health and Human Services Associate Degree program.

***EN2100 satisfies the additional general education English/writing course requirement, Composition II, for Arkansas residents as indicated by the Arkansas Higher Education Coordinating Board. EN2100 is not a general education requirement for the Health and Human Services Associate Degree program.

****SO1050 is not included in the Health and Human Services Associate Degree program for Arkansas residents.

HEALTH AND HUMAN SERVICES
(Arkansas, Kansas and Minnesota Residents Only)
(EFFECTIVE JUNE 26, 2017, FOR ARKANSAS STARTS)

Program Type: **Associate of Applied Science**
Location: **Online**

PROGRAM DESCRIPTION
The Health and Human Services program prepares students to assist, support, and advocate for individuals and families. Through theoretical and practical approaches, students learn how to secure community resources, provide assistance and referrals, and support those seeking public and private services. Health and human services assistant graduates may work in entry-level positions in public and private healthcare settings. This instruction occurs in a distance learning setting. Out-of-class work is required.

The objective of the Health and Human Services program is to prepare students with the theoretical knowledge and practical skills to secure entry-level positions in support and advocacy roles in healthcare settings. Students learn about the organization, discipline, and ethics of the health and human services field; how to communicate and think critically to resolve needs for those in the community; and various types of public and community policies, services, and programs. Students demonstrate and apply the knowledge and skills learned in a human services capstone. A balance of general education courses is included to enhance the student's education.

Employment in a healthcare setting may require a CPR certification from an American Red Cross or American Heart Association authorized training site. If required for employment, the student/graduate should obtain the certification independently of this program. Upon successful completion of this program, the graduate will be awarded a Health and Human Services Associate of Applied Science degree. Total program: 960 clock hours/64.0 semester credits.

Instructional Time: 70 weeks
Normal Time: 74 weeks

Required Courses

Course #	Course Title	Semester Credits
	Core Courses (40.0 Credits)	
HS1000	Introduction to Health and Human Services	3.0
HS1200	Introduction to Counseling	3.0
HS1300	Public and Community Health	3.0
HS2100	Family Dynamics	3.0
HS2200	Social Welfare	3.0
HS2305	Legal and Ethical Issues in Human Services	2.0
HS2500	Health and Human Services Capstone	3.0
HT1000	Introduction to U.S. Healthcare Delivery	3.0
ME1160	Medical Terminology	4.0
SC2020	Human Growth and Development	3.0
SC2110	Anatomy, Physiology and Pathophysiology I	4.0
SO1100	Human Behavior in the Social Environment	3.0

SS1000	Student Success	1.0
SS2000	Career Success	2.0
Additional Degree Requirements (Arkansas Residents 6.0 Credits)		
CI2000*	Computer Fundamentals	3.0
EN2150**	Interpersonal Professional Communications	3.0
Additional Degree Requirements (Kansas Residents 6.0 Credits)		
CI2000	Computer Fundamentals	3.0
EN2150	Interpersonal Professional Communications	3.0
Additional Degree Requirements (Minnesota Residents 6.0 Credits)		
CI2000	Computer Fundamentals	3.0
EN2150**	Interpersonal Professional Communications	3.0
General Education Courses (18.0 Credits)		
EN1150	English Composition	3.0
HU2000	Critical Thinking and Problem Solving	3.0
MA1015	College Math	3.0
PS1000	Psychology	3.0
SC1040	General Biology	3.0
SO1050	Sociology	3.0
Total Program		**64.0**

*CI2000 satisfies the general education computer applications/fundamentals course requirement from the Arkansas Higher Education Coordinating Board.

**EN2150 satisfies the technical writing general education requirement from the Arkansas Higher Education Coordinating Board as well as the general education communications requirement from the Minnesota Office of Higher Education.

Pages 115 - 118 (Replacement)
HEALTH INFORMATION TECHNOLOGY
(Except Arkansas, Kansas and Minnesota Residents)

Program Type: Associate of Science/Associate of Applied Science (Arkansas Residents Only - No Longer Enrolling Arkansas Students in This Version)
Location: Online

PROGRAM DESCRIPTION

The objective of the Health Information Technology program is to prepare students with a foundation in analytical, technical and management skills associated with health information. Through practical approaches and professional domains, students acquire essential entry-level competencies to support the principles and management of health information and technologies. This instruction occurs in a distance learning setting with 180 hours of practicum. Out-of-class work is required.

Health information professionals provide reliable and valid information that drives healthcare. Health information technicians are specialists in managing medical records, coding and reimbursement and possess the skills to think critically and problem solve. These professionals play a key role in preparing, analyzing and maintaining health records and are considered experts in assuring the privacy and security of health data.

Electronic patient records, database management, and information privacy and security are a focus of this profession. Health Information Technicians play a critical role in ensuring the quality of medical records by utilizing systems that manage and store patient data. The Health Information Technician trains future health information professionals in the use of computer information systems used in health care settings as well as reimbursement procedures. In addition to courses focused on these abilities, students develop practical skills in the management and supervision of medical records and healthcare reimbursement processes. Critical thinking and problem solving

abilities are a critical component of this profession. A combination of general education and core curriculum provides students with the opportunity to become proficient in demonstrating these skills. Upon successful completion of this program, the graduate will be awarded a Health Information Technology Associate of Science/Associate of Applied Science (Arkansas residents only) degree. Total Program: 1140 clock hours/63.5 semester credits (1185 clock hours/66.5 semester credits for Arkansas residents)*

The Health Information Technology – Associate of Science program is programmatically accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM), cahiim.org. Please refer to the School Licensure, Accreditation and Approvals section of this catalog for more information.

Instruction Time: 70 weeks/75 weeks for Arkansas Residents*
Normal Time: 73 weeks

Required Courses

Course #	Course Title	Semester Credits
	Core Courses (48.5 Credits)	
AC2760	Accounting for Managers	3.0
CI1154	Introduction to Healthcare Computer Information Systems	3.0
EN2150	Interpersonal Professional Communications	3.0
HT1000	Introduction to U.S. Healthcare Delivery	3.0
HT1100	Introduction to Health Information Management and Medical Law & Ethics	5.5
HT2125	International Classifications of Disease (ICD) Coding	4.0
HT2135	Current Procedural Terminology (CPT) Coding	3.0
HT2245	Health Information Systems and Data Quality & Management	6.0
HT2400	Healthcare Reimbursement and Management & Supervision	5.0
HT2500	Health Information Technology Practicum	4.0
ME1150	Medical Terminology	3.0
ME2515	Pathophysiology & Pharmacology	6.0
	General Education Courses (15.0 Credits/Arkansas Residents 18.0 Credits*)	
EN1150	English Composition	3.0
EN2100**	English Composition II	3.0
HU2000	Critical Thinking and Problem Solving	3.0
MA1015	College Math	3.0
SC1225	Essentials of Anatomy & Physiology	3.0
SO1050	Sociology	3.0
	Total Program	**63.5**
	Total Program for Arkansas Residents*	**66.5**

*Arkansas Residents - The Arkansas Higher Education Coordinating Board has requirements for coursework that are not contained in UMA programs for other states. Therefore, Arkansas residents must meet program requirements that are slightly different.   These courses are required for residents of Arkansas.
**Required course for Arkansas residents

HEALTH INFORMATION TECHNOLOGY
(Arkansas, Kansas and Minnesota Residents Only)
(EFFECTIVE JUNE 26, 2017, FOR ARKANSAS STARTS)

Program Type: Associate of Applied Science

Location: Online

PROGRAM DESCRIPTION

The objective of the Health Information Technology program is to prepare students with a foundation in analytical, technical and management skills associated with health information. Through practical approaches and professional domains, students acquire essential entry-level competencies to support the principles and management of health information and technologies. This instruction occurs in a distance learning setting with 45 hours of practicum. Out-of-class work is required.

Health information professionals provide reliable and valid information that drives healthcare. Health information technicians are specialists in managing medical records, coding and reimbursement and possess the skills to think critically and problem solve. These professionals play a key role in preparing, analyzing and maintaining health records and are considered experts in assuring the privacy and security of health data.

Electronic patient records, database management, and information privacy and security are a focus of this profession. Health Information Technicians play a critical role in ensuring the quality of medical records by utilizing systems that manage and store patient data. The Health Information Technician trains future health information professionals in the use of computer information systems used in health care settings as well as reimbursement procedures. In addition to courses focused on these abilities, students develop practical skills in the management and supervision of medical records and healthcare reimbursement processes. Critical thinking and problem solving abilities are a critical component of this profession. A combination of general education and core curriculum provides students with the opportunity to become proficient in demonstrating these skills. Upon successful completion of this program, the graduate will be awarded a Health Information Technology Associate of Applied Science degree. Total Program: 1140 clock hours/63.5 semester credits.

The Associate of Applied Science in Health Information Technology program is programmatically accredited by the Commission on accreditation for Health Informatics and Information Management Education (CAHIIM), cahiim.org. Please refer to the School Licensure, Accreditation and Approvals section of this catalog for more information.

Instructional Time: 70 weeks
Normal Time: 74 weeks

Required Courses

Course #	Course Title	Semester Credits
	Core Courses (39.5 Credits)	
HT1000	Introduction to U.S. Healthcare Delivery	3.0
HT1100	Introduction to Health Information Management and Medical Law & Ethics	5.5
HT2125	International Classifications of Disease (ICD) Coding	4.0
HT2135	Current Procedural Terminology (CPT) Coding	3.0
HT2245	Health Information Systems and Data Quality & Management	6.0
HT2400	Healthcare Reimbursement and Management & Supervision	5.0
HT2500	Health Information Technology Practicum	4.0
ME1150	Medical Terminology	3.0
ME2515	Pathophysiology & Pharmacology	6.0
	Additional Degree Requirements (Arkansas Residents 9.0 Credits)	
AC2760	Accounting for Managers	3.0
CI1154*	Introduction to Healthcare Computer Information Systems	3.0
EN2150**	Interpersonal Professional Communications	3.0
	Additional Degree Requirements (Kansas Residents 9.0 Credits)	
AC2760	Accounting for Managers	3.0
CI1154	Introduction to Healthcare Computer Information Systems	3.0

EN2150	Interpersonal Professional Communications	3.0
Additional Degree Requirements (Minnesota Residents 9.0 Credits)		
CI1154	Introduction to Healthcare Computer Information Systems	3.0
EN2150**	Interpersonal Professional Communications	3.0
EN2100***	English Composition II	3.0
General Education Courses (15.0 Credits)		
EN1150	English Composition	3.0
HU2000	Critical Thinking and Problem Solving	3.0
MA1015	College Math	3.0
SC1225	Essentials of Anatomy and Physiology	3.0
SO1050	Sociology	3.0
Total Program		**63.5**

 *CI1154 satisfies the general education computer applications/fundamentals course requirement for Arkansas residents as indicated by the Arkansas Higher Education Coordinating Board.

 **EN2150 satisfies the technical writing general education requirement for the Arkansas Higher Education Coordinating Board as well as the general education communications requirement as indicated by the Minnesota Office of Higher Education.

***EN2100 satisfies general education requirements for the Minnesota Office of Higher Education.

Pages 119 - 122 (Replacement)
HEALTHCARE MANAGEMENT
(Except Arkansas, Kansas and Minnesota Residents)

Program Type: Associate of Science/Associate of Applied Science (Arkansas Residents Only - No Longer Enrolling Arkansas Students in This Version)
Location: Online

PROGRAM DESCRIPTION

The objective of the Healthcare Management program is to prepare students with sufficient knowledge and skills needed for entry-level allied health administrative positions in physicians' offices, medical clinics and other types of allied health organizations.   Graduates of this program may become generalists and/or administrators in an allied healthcare setting where they are advisors to physicians, nurses, and other office staff. Duties may include medical billing, collections, supervision of direct care and other general allied health office duties. This instruction occurs in a distance learning setting. Out-of-class work is required.

The Healthcare Management program provides students with an overview of concepts and issues related to the management and security of electronic medical and health records. Students who pursue a degree in this area may begin their career in entry-level positions as application support specialists, health information technicians, medical records technicians, or software support specialists. Through the various courses offered in this program, students are offered a varied learning experience that focuses on information technology, computer office applications, healthcare delivery systems, and health records management. The development of proficient skills in customer service and communication is emphasized as well as the ability to use critical thinking skills in efforts to succeed in working in a diverse environment. General education curriculum further provides students the opportunity to become proficient in interpersonal communication, English composition, and mathematics.   Upon successful completion of this program, the graduate will be awarded a Healthcare Management Associate of Science/Associate of Applied Science (Arkansas residents only) degree. Total Program: 1080 clock hours/66.0 semester credits (1125 clock hours/69.0 semester credits for Arkansas residents)

Instructional Time: 70 weeks/75 weeks for Arkansas Residents*
Normal Time: 73 weeks

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Required Courses

Course #	Course Title	Semester Credits
	Core Courses (51.0 Credits)	
CI1154	Introduction to Healthcare Computer Information Systems	3.0
EN2150	Interpersonal Professional Communications	3.0
HM1015	Medical Terminology & the Healthcare Claim Cycle I	5.0
HM1020	Medical Terminology & the Healthcare Claim Cycle II	5.0
HM1025	Medical Practice Management Systems	4.5
HM1030	Accounting, Payroll, Banking & Accounting Systems	5.0
HM2010	Business Office Operations for the Manager	5.0
HM2015	Healthcare Law, Compliance, Ethics & Medical Record Management	6.0
HM2020	Human Resource Management	6.0
HM2030	Practice Structure and Enhancement	5.5
MG2150	Introduction to Leadership & Management	3.0
	General Education Courses (15.0 Credits/Arkansas Residents 18.0 Credits*)	
EN1150	English Composition	3.0
EN2100**	English Composition II	3.0
HU2000	Critical Thinking and Problem Solving	3.0
MA1015	College Math	3.0
SC1040	General Biology	3.0
SO1050	Sociology	3.0
Total Program		**66.0**
Total Program for Arkansas Residents*		**69.0**

*Arkansas Residents - The Arkansas Higher Education Coordinating Board has requirements for coursework that are not contained in UMA programs for other states. Therefore, Arkansas residents must meet program requirements that are slightly different.   These courses are required for residents of Arkansas.

**Required course for Arkansas residents

HEALTHCARE MANAGEMENT
(Arkansas, Kansas and Minnesota Residents Only)
(EFFECTIVE JUNE 26, 2017, FOR ARKANSAS STARTS)

Program Type: Associate of Applied Science
Location: Online

PROGRAM DESCRIPTION

The objective of the Healthcare Management program is to prepare students with sufficient knowledge and skills needed for entry-level allied health administrative positions in physicians' offices, medical clinics and other types of allied health organizations.   Graduates of this program may become generalists and/or administrators in an allied healthcare setting where they are advisors to physicians, nurses, and other office staff. Duties may include medical billing, collections, supervision of direct care and other general allied health office duties. This instruction occurs in a distance learning setting. Out-of-class work is required.

The Healthcare Management program provides students with an overview of concepts and issues related to the management and security of electronic medical and health records. Students who pursue a degree in this area may begin their career in entry-level positions as application support specialists, health information technicians, medical records technicians, or software support specialists. Through the various courses offered in this program, students are offered a varied learning experience that focuses on information technology, computer office applications, healthcare delivery systems, and health records management. The development of proficient skills in customer service and communication is emphasized as well as the ability to use critical thinking skills in efforts to succeed in working in a diverse environment. General education curriculum further provides students the opportunity to

become proficient in interpersonal communication, English composition, and mathematics. Upon successful completion of this program, the graduate will be awarded a Healthcare Management Associate of Applied Science degree. Total Program: 1080 clock hours/66.0 semester credits

Instructional Time: 70 weeks
Normal Time: 74 weeks

Required Courses

Course #	Course Title	Semester Credits
Core Courses (45.0 Credits)		
HM1015	Medical Terminology & the Healthcare Claim Cycle I	5.0
HM1020	Medical Terminology & the Healthcare Claim Cycle II	5.0
HM1025	Medical Practice Management Systems	4.5
HM1030	Accounting, Payroll, Banking & Accounting Systems	5.0
HM2010	Business Office Operations for the Manager	5.0
HM2015	Healthcare Law, Compliance, Ethics & Medical Record Management	6.0
HM2020	Human Resource Management	6.0
HM2030	Practice Structure and Enhancement	5.5
MG2150	Introduction to Leadership & Management	3.0
Additional Degree Requirements (Arkansas Residents 6.0 Credits)		
CI1154*	Introduction to Healthcare Computer Information Systems	3.0
EN2150**	Interpersonal Professional Communications	3.0
Additional Degree Requirements (Kansas Residents 6.0 Credits)		
CI1154	Introduction to Healthcare Computer Information Systems	3.0
EN2150	Interpersonal Professional Communications	3.0
Additional Degree Requirements (Minnesota Residents 6.0 Credits)		
EN2100***	English Composition II	3.0
EN2150**	Interpersonal Professional Communications	3.0
General Education Courses (15.0 Credits)		
EN1150	English Composition	3.0
HU2000	Critical Thinking and Problem Solving	3.0
MA1015	College Math	3.0
SC1040	General Biology	3.0
SO1050	Sociology	3.0
Total Program		**66.0**

 *CI1154 satisfies the general education computer applications/fundamentals course requirement for Arkansas residents as indicated by the Arkansas Higher Education Coordinating Board.
 **EN2150 satisfies the technical writing general education requirement for the Arkansas Higher Education Coordinating Board as well as the general education communications requirement as indicated by the Minnesota Office of Higher Education.
***EN2100 satisfies general education requirements for the Minnesota Office of Higher Education.

Pages 123 - 126 (Replacement)
HEALTH SCIENCES - HEALTHCARE TECHNOLOGY & SYSTEMS
(Except Arkansas, Kansas and Minnesota Residents)

Program Type: Associate of Science/Associate of Applied Science (Arkansas Residents Only - No Longer Enrolling Arkansas Students in This Version)
Location: Online

PROGRAM DESCRIPTION

The Health Sciences - Healthcare Technology & Systems program provides students with an overview of concepts and issues related to the management and security of electronic medical and health records plus general education and elective courses to enhance their knowledge base. Students who pursue an Associate Degree in this area will begin their career in entry-level positions as application support specialists, health information technicians, medical records technicians, or software support specialists. Through the various courses in this program, students are offered a varied learning experience that focuses on information technology, computer office applications, healthcare delivery systems, and health records management. A base of general education courses in English, mathematics, critical thinking, and natural and applied sciences as well elective courses complement and complete their education. The development of proficient skills in customer service and communication is emphasized as well as the ability to use critical thinking skills in efforts to succeed in working in a diverse environment. This instruction occurs in a distance learning setting. Out-of-class work is required.

The objective of the Health Sciences - Healthcare Technology & Systems program is to introduce the application of concepts and provide the knowledge required to work with healthcare technology and systems. This includes effective communications skills attained by using Standard English (written and oral) in a professional environment; employing computational strategies and quantitative analytical skills to evaluate and process numerical data through the application of mathematical concepts to real world situations; examining how natural and human systems function and recognizing the impact of humans on the environment by applying logical reasoning and the scientific method; and, how to apply technology skills and adopt emerging technologies and software to improve productivity and service in a professional environment. Upon successful completion of this program, the graduate will be awarded a Health Sciences - Healthcare Technology & Systems Associate of Science/Associate of Applied Science (Arkansas residents only) degree. Total program: 1050 clock hours/61.0 semester credits.

Instruction Time: 70 weeks
Normal Time: 74 weeks

Required Courses

Course #	Course Title	Semester Credits
	Core Courses (46.0 Credits*)	
CI1165	Introduction to Information Technology	4.0
CI1170**	Introduction to Computer Office Applications	3.0
CI1200	Desktop Support	4.0
CS1100	Customer Service and Communications in Healthcare Settings	3.0
EN1000	Introduction to Communication	3.0
EN2150	Interpersonal Professional Communications	3.0
HT1000	Introduction to U.S. Healthcare Delivery	3.0
HT1155	Health Records Management	3.0
HT1200	Configuring EHR	3.0
ME1160	Medical Terminology	4.0
ME1410	Medical Law, Ethics and Records Management	4.0
PS2100***	Working with People	3.0
SO2100	Diversity in the Workplace	3.0
SS1000	Student Success	1.0
SS2000	Career Success	2.0
	General Education Courses (15.0 Credits*)	
EN1150	English Composition	3.0
EN2100****	English Composition II	3.0
HU2000	Critical Thinking and Problem Solving	3.0
MA1015	College Math	3.0
SC1040	General Biology	3.0
SO1050	Sociology	3.0
Total Program		**61.0**

*The Arkansas Higher Education Coordinating Board has requirements for coursework that are not contained in programs for other states. Therefore, Arkansas residents must meet program requirements that are slightly different.

**CI1170 satisfies the general education computer applications/fundamentals course requirement for Arkansas residents as indicated by the Arkansas Higher Education Coordinating Board. CI1170 is also a core requirement of the Health Sciences – Healthcare Technology & Systems Associate Degree program.

***PS2100 is not included in the Health Sciences – Healthcare Technology & Systems Associate Degree program for Arkansas residents.

****EN2100 satisfies the additional general education English/writing course requirement, Composition II, for Arkansas residents as indicated by the Arkansas Higher Education Coordinating Board. EN2100 is not a general education requirement for the Health Sciences – Healthcare Technology & Systems Associate Degree program.

HEALTH SCIENCES - HEALTHCARE TECHNOLOGY & SYSTEMS
(Arkansas, Kansas and Minnesota Residents Only)
(EFFECTIVE JUNE 26, 2017, FOR ARKANSAS STARTS)

Program Type: Associate of Applied Science
Location: Online

PROGRAM DESCRIPTION
The Health Sciences - Healthcare Technology & Systems program provides students with an overview of concepts and issues related to the management and security of electronic medical and health records plus general education and elective courses to enhance their knowledge base. Students who pursue an Associate Degree in this area will begin their career in entry-level positions as application support specialists, health information technicians, medical records technicians, or software support specialists. Through the various courses in this program, students are offered a varied learning experience that focuses on information technology, computer office applications, healthcare delivery systems, and health records management. A base of general education courses in English, mathematics, critical thinking, and natural and applied sciences as well elective courses complement and complete their education. The development of proficient skills in customer service and communication is emphasized as well as the ability to use critical thinking skills in efforts to succeed in working in a diverse environment. This instruction occurs in a distance learning setting. Out-of-class work is required.

The objective of the Health Sciences - Healthcare Technology & Systems program is to introduce the application of concepts and provide the knowledge required to work with healthcare technology and systems. This includes effective communications skills attained by using Standard English (written and oral) in a professional environment; employing computational strategies and quantitative analytical skills to evaluate and process numerical data through the application of mathematical concepts to real world situations; examining how natural and human systems function and recognizing the impact of humans on the environment by applying logical reasoning and the scientific method; and, how to apply technology skills and adopt emerging technologies and software to improve productivity and service in a professional environment. Upon successful completion of this program, the graduate will be awarded a Health Sciences - Healthcare Technology & Systems Associate of Applied Science degree. Total program: 1050 clock hours/61.0 semester credits.

Instruction Time: 70 weeks
Normal Time: 74 weeks

Required Courses

Course #	Course Title	Semester Credits
	Core Courses (34.0 Credits)	
CI1165	Introduction to Information Technology	4.0
CI1200	Desktop Support	4.0
CS1100	Customer Service and Communications in Healthcare Settings	3.0

HT1000	Introduction to U.S. Healthcare Delivery	3.0
HT1155	Health Records Management	3.0
HT1200	Configuring EHR	3.0
ME1160	Medical Terminology	4.0
ME1410	Medical Law, Ethics and Records Management	4.0
SO2100	Diversity in the Workplace	3.0
SS1000	Student Success	1.0
SS2000	Career Success	2.0
Additional Degree Requirements (Arkansas Residents 12.0 Credits)		
CI1170*	Introduction to Computer Office Applications	3.0
PS2100	Working with People	3.0
EN1000	Introduction to Communication	3.0
EN2150**	Interpersonal Professional Communications	3.0
Additional Degree Requirements (Kansas Residents 12.0 Credits)		
CI1170	Introduction to Computer Office Applications	3.0
PS2100	Working with People	3.0
EN1000	Introduction to Communication	3.0
EN2150	Interpersonal Professional Communications	3.0
Additional Degree Requirements (Minnesota Residents 12.0 Credits)		
CI1170	Introduction to Computer Office Applications	3.0
PS2100	Working with People	3.0
EN1000***	Introduction to Communication	3.0
EN2150**	Interpersonal Professional Communications	3.0
General Education Courses (15.0 Credits)		
EN1150	English Composition	3.0
HU2000	Critical Thinking and Problem Solving	3.0
MA1015	College Math	3.0
SC1040	General Biology	3.0
SO1050	Sociology	3.0
Total Program		**61.0**

*CI1170 satisfies the general education computer applications/fundamentals course requirement for Arkansas residents as indicated by the Arkansas Higher Education Coordinating Board.

**EN2150 satisfies the technical writing general education requirement for the Arkansas Higher Education Coordinating Board as well as the general education communications requirement as indicated by the Minnesota Office of Higher Education.

***EN1000 satisfies the general education communications requirement as indicated by the Minnesota Office of Higher Education.

Pages 129 - 134 (Replacement)
HEALTH SCIENCES - MEDICAL ADMINISTRATIVE ASSISTANT
(Except Arkansas, Kansas and Minnesota Residents)
(EFFECTIVE APRIL 17, 2017, FOR NEW STARTS)

Program Type: Associate of Science
Location: Online

PROGRAM DESCRIPTION
The objective of the Health Sciences – Medical Administrative Assistant program is to prepare students for entry-level employment as medical office receptionists, medical billing clerks, medical records clerks and other administrative positions in a variety of settings. Through the program, students gain knowledge of medical

terminology, general medical office procedures and acquire the skills necessary to deliver effective customer service and perform important administrative duties. Courses are designed to equip students with the skills needed to perform medical transcription and develop and maintain patient files and records. Additionally, students become familiar with basic procedural and diagnostic coding systems and processes, medical records management, coding applications, reimbursement, medical ethics and compliance and HIPAA rules and regulations related to the privacy and security of patient information. A combination of general education with core program coursework provides students with the opportunity to gain key industry competencies and acumen while enhancing their knowledge and skills in areas of learning. Specifically, UMA courses contribute to the development of students' interpersonal communication, English composition, critical thinking, problem solving, basic computer, and mathematical fluency skills and knowledge of natural and applied sciences. Student and Career Success courses are offered to foster the skills necessary for success within the school and medical billing and coding professional settings. Upon successful completion of this program, the graduate will be awarded a Health Sciences-Medical Administrative Assistant Associate of Science degree. Instruction occurs within a distance learning setting. Out-of-class work is required. Total Program: 1080 clock hours/62.0 semester credits.

Students will receive course preparation to sit for the Certified Medical Administrative Assistant (CMAA) examination offered through the National Healthcare Association (NHA). Graduates must meet eligibility requirements to sit for the examination.

Instructional Time: 70 weeks
Normal Time: 74 weeks

Required Courses

Course #	Course Title	Semester Credits
Core Courses (38.0 Credits)		
CI1000	Introduction to Computers	2.5
ME1000	Introduction to Healthcare Communication	3.0
ME1120	Introduction to Medical Administrative Assisting	4.0
ME1160	Medical Terminology	4.0
ME1410	Medical Law, Ethics, and Records Management	4.0
ME1750	Medical Transcription	3.0
ME2530	Diagnostic Coding for MAA/MOBS	4.0
ME2535	Procedural Coding for MAA/MOBS	4.0
ME2540	Healthcare Reimbursement and Claim Cycle	2.5
SC2110	Anatomy, Physiology, and Pathophysiology I	4.0
SS1000	Student Success	1.0
SS2000	Career Success	2.0
Additional Degree Requirements (9.0 Credits)		
CI2000	Computer Fundamentals	3.0
EN2150	Interpersonal Professional Communications	3.0
PS2150	Patient Relations	3.0
General Education Courses (15.0 Credits)		
EN1150	English Composition	3.0
HU2000	Critical Thinking and Problem Solving	3.0
MA1015	College Math	3.0
SC1040	General Biology	3.0
SO1050	Sociology	3.0
Total Program		**62.0**

HEALTH SCIENCES - MEDICAL ADMINISTRATIVE ASSISTANT
(Arkansas, Kansas and Minnesota Residents Only)
(EFFECTIVE APRIL 17, 2017, FOR NEW STARTS/EFFECTIVE JUNE 26, 2017, FOR ARKANSAS NEW STARTS)

Program Type: Associate of Applied Science
Location: Online

PROGRAM DESCRIPTION

The objective of the Health Sciences – Medical Administrative Assistant program is to prepare students for entry-level employment as medical office receptionists, medical billing clerks, medical records clerks and other administrative positions in a variety of settings. Through the program, students gain knowledge of medical terminology, general medical office procedures and acquire the skills necessary to deliver effective customer service and perform important administrative duties. Courses are designed to equip students with the skills needed to perform medical transcription and develop and maintain patient files and records. Additionally, students become familiar with basic procedural and diagnostic coding systems and processes, medical records management, coding applications, reimbursement, medical ethics and compliance and HIPAA rules and regulations related to the privacy and security of patient information. A combination of general education with core program coursework provides students with the opportunity to gain key industry competencies and acumen while enhancing their knowledge and skills in areas of learning. Specifically, UMA courses contribute to the development of students' interpersonal communication, English composition, critical thinking, problem solving, basic computer, and mathematical fluency skills and knowledge of natural and applied sciences. Student and Career Success courses are offered to foster the skills necessary for success within the school and medical billing and coding professional settings. Upon successful completion of this program, the graduate will be awarded a Health Sciences-Medical Administrative Assistant Associate of Applied Science degree. Instruction occurs within a distance learning setting. Out-of-class work is required. Total Program: 1080 clock hours/62.0 semester credits.

Students will receive course preparation to sit for the Certified Medical Administrative Assistant (CMAA) examination offered through the National Healthcare Association (NHA). Graduates must meet eligibility requirements to sit for the examination.

Instructional Time: 70 weeks
Normal Time: 74 weeks

Required Courses

Course #	Course Title	Semester Credits
Core Courses (34.0 Credits)		
CI1000	Introduction to Computers	2.5
ME1000	Introduction to Healthcare Communication	3.0
ME1120	Introduction to Medical Administrative Assisting	4.0
ME1160	Medical Terminology	4.0
ME1410	Medical Law, Ethics, and Records Management	4.0
ME1750	Medical Transcription	3.0
ME2530	Diagnostic Coding for MAA/MOBS	4.0
ME2535	Procedural Coding for MAA/MOBS	4.0
ME2540	Healthcare Reimbursement and Claim Cycle	2.5
SS1000	Student Success	1.0
SS2000	Career Success	2.0
Additional Degree Requirements (13.0 Credits – Arkansas Residents Only)		
CI2000*	Computer Fundamentals	3.0
EN2150**	Interpersonal Professional Communications	3.0
PS2150	Patient Relations	3.0
SC2110	Anatomy, Physiology, and Pathophysiology I	4.0
Additional Degree Requirements (13.0 Credits – Kansas Residents Only)		

CI2000	Computer Fundamentals	3.0
EN2150	Interpersonal Professional Communications	3.0
PS2150	Patient Relations	3.0
SC2110	Anatomy, Physiology, and Pathophysiology I	4.0
Additional Degree Requirements (13.0 Credits – Minnesota Residents Only)		
CI2000	Computer Fundamentals	3.0
EN2150**	Interpersonal Professional Communications	3.0
PS2150	Patient Relations	3.0
SC2110***	Anatomy, Physiology, and Pathophysiology I	4.0
General Education Courses (15.0 Credits)		
EN1150	English Composition	3.0
HU2000	Critical Thinking and Problem Solving	3.0
MA1015	College Math	3.0
SC1040	General Biology	3.0
SO1050	Sociology	3.0
Total Program		**62.0**

*CI2000 satisfies the general education computer applications/fundamentals course requirement for Arkansas residents as indicated by the Arkansas Higher Education Coordinating Board.

**EN2150 satisfies the technical writing general education requirement for the Arkansas Higher Education Coordinating Board as well as the general education communications requirement as indicated by the Minnesota Office of Higher Education.

***SC2110 satisfies general education requirements for the Minnesota Office of Higher Education.

HEALTH SCIENCES - MEDICAL ADMINISTRATIVE ASSISTANT
(Except Kansas and Minnesota Residents)
(UMA is Not Enrolling New Students)

Program Type: Associate of Science/Associate of Applied Science (Arkansas Residents Only)
Location: Online

PROGRAM DESCRIPTION
The objective of the Health Sciences – Medical Administrative Assistant program is to prepare students for entry-level employment as medical administrative assistants, medical office receptionists, medical billing clerks, medical records clerks and other administrative positions in a variety of allied health settings. This instruction occurs in a distance learning setting. Out-of-class work is required.

The associate degree program in medical administrative assistant provides training in general office procedures and prepares students for entry-level administrative positions in various healthcare settings. Students in this program will acquire the skills necessary to perform administrative duties including medical transcription, medical billing, medical collections and general medical office procedures. Additional offerings include medical records management, coding applications, reimbursement methodologies including revenue cycle management, medical ethics and compliance and customer service concepts. Students in the medical administrative assistant program will also receive a complimentary curriculum of general education as well as the opportunity to become proficient in utilizing critical thinking and problem solving techniques. Upon successful completion of this program, the graduate will be awarded a Health Sciences - Medical Administrative Assistant Associate of Science/Associate of Applied Science (Arkansas residents only) degree. Total Program: 1080 clock hours/60.0 semester credits.

Students will receive course preparation to sit for the Certified Medical Administrative Assistant (CMAA) examination offered through the National Healthcareer Association (NHA). Graduates must meet eligibility requirements to sit for the examination.

Instructional Time: 60 weeks
Normal Time: 73 weeks

Required Courses

Course #	Course Title	Semester Credits
	Core Courses (36.0 Credits)	
ME1115	Introduction to Medical Administrative Assisting	4.5
ME1155	Principles of Management and Information Systems	4.5
ME1415	Medical Law & Ethics and Records Management	4.5
ME1600	Accounting and Medical Practice Management Systems	4.5
ME2220	Medical Terminology and Transcription	4.5
ME2400	Pathophysiology, Pharmacology, and Medical Coding I	5.5
ME2410	Medical Coding II	4.5
SC2100	Anatomy & Physiology for Allied Health Profession	3.5
	General Education Courses (15.0 Credits/Arkansas Residents 18.0 Credits*)	
EN1150	English Composition	3.0
EN2100**	English Composition II	3.0
HU2000	Critical Thinking and Problem Solving	3.0
MA1015	College Math	3.0
SC1040	General Biology	3.0
SO1050	Sociology	3.0
	Elective Courses (9.0 Credits/Arkansas Residents 6.0 Credits*)	
AC2760	Accounting for Managers	3.0
CI1154**	Introduction to Healthcare Computer Information Systems	3.0
EN2150	Interpersonal Professional Communications	3.0
HI1050	Local, National & International Events	3.0
PS1000	Psychology	3.0
PS2100	Working with People	3.0
PS2150	Patient Relations	3.0
SC1050	Ecology	3.0
SO2100	Diversity in the Workplace	3.0
Total Program		**60.0**

*Arkansas Residents - The Arkansas Higher Education Coordinating Board has requirements for coursework that are not contained in UMA programs for other states. Therefore, Arkansas residents must meet program requirements that are slightly different. These courses are required for residents of Arkansas.

 **Required course for Arkansas residents

Pages 140 - 143 (Replacement)
MEDICAL BILLING AND CODING
(Except Arkansas, Kansas and Minnesota Residents)

Program Type: Associate of Science
Location: Online

PROGRAM DESCRIPTION

The Associate of Science in Medical Billing and Coding program prepares students for entry-level employment in medical billing and coding, patient encounters, scheduling appointments, handling patient files and other medical office business procedures in physicians' offices, hospitals, insurance companies and a variety of settings. Program courses provide training in medical terminology, medical billing and coding concepts, and healthcare computer information systems. Students are introduced to coding healthcare services, electronic health records systems and processes for preparing and submitting of healthcare claims. Students learn to code diseases, surgeries and medical

procedures for billing and collection utilizing ICD-10, CPT and HCPCS coding systems, organize, analyze, and technically examine health insurance claims for reimbursement and rejected claims for resubmission. Students will explore HIPAA rules and regulations related to the privacy and security of patient information. Course offerings include medical terminology, anatomy and physiology, claims processing, and procedural and diagnosis coding procedures. A combination of general education with core program coursework provides students with the opportunity to gain key industry competencies and acumen while enhancing their knowledge and skills in areas of learning. Specifically, UMA courses contribute to the development of students' interpersonal communication, English composition, critical thinking, problem solving, basic computer, and mathematical fluency skills and knowledge of natural and applied sciences. Student and Career Success courses are offered to foster the skills necessary for success within the school and medical billing and coding professional settings. Upon successful completion of this program, the graduate will be awarded a Medical Billing and Coding Associate of Science degree. Instruction occurs in a distance learning setting. Out-of-class work is required. Total Program: 1080 clock hours/63.0 semester credits.

Students will receive course preparation to sit for the Certified Professional Coder (CPC) examination offered through the American Academy of Professional Coders (AAPC). Graduates must meet eligibility requirements to sit for the examination.

Instructional Time: 70 weeks
Normal Time: 73 weeks

Required Courses

Course #	Course Title	Semester Credits
Core Courses (39.0 Credits)		
BC2025	Diagnostic Coding for MBC	4.0
BC2530	Procedural Coding I for MBC	4.0
BC2535	Procedural Coding II for MBC	3.5
BC3035	Billing and Coding Application with Simulation	3.0
CI1000	Introduction to Computers	2.5
ME1000	Introduction to Healthcare Communication	3.0
ME1160	Medical Terminology	4.0
ME1410	Medical Law, Ethics, and Records Management	4.0
ME2550	Healthcare Settings, Claim Cycle, and Claims Processing	4.0
SC2110	Anatomy, Physiology, and Pathophysiology I	4.0
SS1000	Student Success	1.0
SS2000	Career Success	2.0
Additional Degree Requirements (9.0 Credits)		
CI2000	Computer Fundamentals	3.0
EN2150	Interpersonal Professional Communications	3.0
PS2100	Working with People	3.0
General Education Courses (15.0 Credits)		
EN1150	English Composition	3.0
HU2000	Critical Thinking and Problem Solving	3.0
MA1015	College Math	3.0
SC1040	General Biology	3.0
SO1050	Sociology	3.0
Total Program		**63.0**

MEDICAL BILLING AND CODING
(Arkansas, Kansas and Minnesota Residents Only)
(EFFECTIVE JUNE 26, 2017, FOR ARKANSAS STARTS)

Program Type: Associate of Applied Science
Location: Online

PROGRAM DESCRIPTION

The Associate of Applied Science in Medical Billing and Coding program prepares students for entry-level employment in medical billing and coding, patient encounters, scheduling appointments, handling patient files and other medical office business procedures in physicians' offices, hospitals, insurance companies and a variety of settings. Program courses provide training in medical terminology, medical billing and coding concepts, and healthcare computer information systems. Students are introduced to coding healthcare services, electronic health records systems and processes for preparing and submitting of healthcare claims. Students learn to code diseases, surgeries and medical procedures for billing and collection utilizing ICD-10, CPT and HCPCS coding systems, organize, analyze, and technically examine health insurance claims for reimbursement and rejected claims for resubmission. Students will explore HIPAA rules and regulations related to the privacy and security of patient information. Course offerings include medical terminology, anatomy and physiology, claims processing, and procedural and diagnosis coding procedures. A combination of general education with core program coursework provides students with the opportunity to gain key industry competencies and acumen while enhancing their knowledge and skills in areas of learning. Specifically, UMA courses contribute to the development of students' interpersonal communication, English composition, critical thinking, problem solving, basic computer, and mathematical fluency skills and knowledge of natural and applied sciences. Student and Career Success courses are offered to foster the skills necessary for success within the school and medical billing and coding professional settings. Upon successful completion of this program, the graduate will be awarded a Medical Billing and Coding Associate of Applied Science degree. Instruction occurs in a distance learning setting. Out-of-class work is required. Total Program: 1080 clock hours/63.0 semester credits.

Students will receive course preparation to sit for the Certified Professional Coder (CPC) examination offered through the American Academy of Professional Coders (AAPC). Graduates must meet eligibility requirements to sit for the examination.

Instructional Time: 70 weeks
Normal Time: 74 weeks

Required Courses

Course #	Course Title	Semester Credits
	Core Course (35.0 Credits)	**Semester Credits**
BC2025	Diagnostic Coding for MBC	4.0
BC2530	Procedural Coding I for MBC	4.0
BC2535	Procedural Coding II for MBC	3.5
BC3035	Billing and Coding Application with Simulation	3.0
CI1000	Introduction to Computers	2.5
ME1000	Introduction to Healthcare Communication	3.0
ME1160	Medical Terminology	4.0
ME1410	Medical Law, Ethics, and Records Management	4.0
ME2550	Healthcare Settings, Claim Cycle, and Claims Processing	4.0
SS1000	Student Success	1.0
SS2000	Career Success	2.0
	Additional Degree Requirements (Arkansas Residents 13.0 Credits)	
CI2000*	Computer Fundamentals	3.0
EN2150**	Interpersonal Professional Communications	3.0
PS2100	Working with People	3.0
SC2110	Anatomy, Physiology, and Pathophysiology I	4.0
	Additional Degree Requirements (Kansas Residents 13.0 Credits)	
CI2000	Computer Fundamentals	3.0
EN2150	Interpersonal Professional Communications	3.0

PS2100	Working with People	3.0
SC2110	Anatomy, Physiology, and Pathophysiology I	4.0
Additional Degree Requirements (Minnesota Residents 13.0 Credits)		
CI2000	Computer Fundamentals	3.0
EN2150**	Interpersonal Professional Communications	3.0
PS2100	Working with People	3.0
SC2110***	Anatomy, Physiology, and Pathophysiology I	4.0
General Education Courses (15.0 Credits)		
EN1150	English Composition	3.0
HU2000	Critical Thinking and Problem Solving	3.0
MA1015	College Math	3.0
SC1040	General Biology	3.0
SO1050	Sociology	3.0
Total Program		**63.0**

*CI2000 satisfied the general education computer applications/fundamentals course requirement for Arkansas residents as indicated by the Arkansas Higher Education Coordinating Board.

**EN2150 satisfies the technical writing general education requirement for the Arkansas Higher Education Coordinating Board as well as the general education communications requirement as indicated by the Minnesota Office of Higher Education.

***SC2110 satisfies general education requirements for the Minnesota Office of Higher Education.

Pages 148 - 151 (Replacement)
HEALTH SCIENCES - MEDICAL OFFICE AND BILLING SPECIALIST
(Except Arkansas, Kansas and Minnesota)

Program Type: Associate of Science
Location: Online

PROGRAM DESCRIPTION

The Health Sciences—Medical Office and Billing Specialist program prepares students for entry-level employment in administrative or billing positions in a variety of settings. The program addresses a range of important medical administrative skills with a focus on insurance and patient billing functions and the processing of healthcare claims. Core program courses emphasize practical skills related to handling patient encounters, scheduling appointments, managing filing systems and records, processing insurance claims, implementing billing processes, managing general medical office procedures, managing patient files, information processing, electronic data entry of patient information, preparing financial reports, and working within Electronic Medical Record Systems. Through their preparation, students gain knowledge of various types of insurance, billing regulations, HIPAA, billing compliance, medical terminology, anatomy and physiology, law and ethics, reimbursement methodologies and revenue cycle management. A combination of general education with core program coursework provides students with the opportunity to gain key industry competencies and acumen while enhancing their knowledge and skills in areas of learning. Specifically, UMA courses contribute to the development of students' interpersonal communication, English composition, critical thinking, problem solving, and mathematical fluency skills and knowledge of natural and applied sciences. Student and Career Success courses foster the skills necessary for success within the school and professional settings. Upon successful completion of this program, the graduate will be awarded a Health Science—Medical Office and Billing Specialist Associate of Science degree. Instruction occurs in a distance learning setting. Out-of-class work is required. Total Program: 1080clock hours/62.0 semester credits.

Students receive course preparation to sit for the Certified Billing and Coding Specialist (CBCS) examination offered through the National Healthcareer Association (NHA). Graduates must meet eligibility requirements to sit for the examination.

Instructional Time: 70 weeks
Normal Time: 78 weeks

Required Courses

Course #	Course Title	Semester Credits
	Core Courses (38.0 Credits)	
CI1000	Introduction to Computers	2.5
ME1000	Introduction to Healthcare Communication	3.0
ME1125	Introduction to Medical Billing	4.0
ME1160	Medical Terminology	4.0
ME1410	Medical Law, Ethics, and Records Management	4.0
ME2530	Diagnostic Coding for MAA/MOBS	4.0
ME2535	Procedural Coding for MAA/MOBS	4.0
ME2540	Healthcare Reimbursement and Claim Cycle	2.5
SC2110	Anatomy, Physiology, and Pathophysiology I	4.0
SO2050	Diversity in Healthcare Settings	3.0
SS1000	Student Success	1.0
SS2000	Career Success	2.0
	Additional Degree Requirements (9.0 Credits)	
CI2000	Computer Fundamentals	3.0
EN2150	Interpersonal Professional Communications	3.0
PS2150	Patient Relations	3.0
	General Education Courses (15.0 Credits)	
EN1150	English Composition	3.0
HU2000	Critical Thinking and Problem Solving	3.0
MA1015	College Math	3.0
SC1040	General Biology	3.0
SO1050	Sociology	3.0
	Total Program	**62.0**

HEALTH SCIENCES - MEDICAL OFFICE AND BILLING SPECIALIST
(Arkansas, Kansas and Minnesota Residents Only)
(EFFECTIVE JUNE 26, 2017, FOR ARKANSAS STARTS)

Program Type: Associate of Applied Science
Location: Online

PROGRAM DESCRIPTION

The Health Sciences—Medical Office and Billing Specialist program prepares students for entry-level employment in administrative or billing positions in a variety of settings. The program addresses a range of important medical administrative skills with a focus on insurance and patient billing functions and the processing of healthcare claims. Core program courses emphasize practical skills related to handling patient encounters, scheduling appointments, managing filing systems and records, processing insurance claims, implementing billing processes, managing general medical office procedures, managing patient files, information processing, electronic data entry of patient information, preparing financial reports, and working within Electronic Medical Record Systems. Through their preparation, students gain knowledge of various types of insurance, billing regulations, HIPAA, billing compliance, medical terminology, anatomy and physiology, law and ethics, reimbursement methodologies and revenue cycle management. A combination of general education with core program coursework provides students with the opportunity to gain key industry competencies and acumen while enhancing their knowledge and skills in areas of learning. Specifically, UMA courses contribute to the development of students' interpersonal communication, English composition, critical thinking, problem solving, and mathematical fluency skills and knowledge of natural and applied sciences. Student and Career Success courses foster the skills necessary for success within the school and

professional settings. Upon successful completion of this program, the graduate will be awarded a Health Science—Medical Office and Billing Specialist Associate of Applied Science degree. Instruction occurs in a distance learning setting. Out-of-class work is required. Total Program: 1080clock hours/62.0 semester credits.

Students receive course preparation to sit for the Certified Billing and Coding Specialist (CBCS) examination offered through the National Healthcareer Association (NHA). Graduates must meet eligibility requirements to sit for the examination.

Instructional Time: 70 weeks
Normal Time: 74 weeks

Required Courses

Course #	Course Title	Semester Credits
Core Courses (34.0 Credits)		
CI1000	Introduction to Computers	2.5
ME1000	Introduction to Healthcare Communication	3.0
ME1125	Introduction to Medical Billing	4.0
ME1160	Medical Terminology	4.0
ME1410	Medical Law, Ethics, and Records Management	4.0
ME2530	Diagnostic Coding for MAA/MOBS	4.0
ME2535	Procedural Coding for MAA/MOBS	4.0
ME2540	Healthcare Reimbursement and Claim Cycle	2.5
SO2050	Diversity in Healthcare Settings	3.0
SS1000	Student Success	1.0
SS2000	Career Success	2.0
Additional Degree Requirements (Arkansas Residents 13.0 Credits)		
CI2000*	Computer Fundamentals	3.0
EN2150**	Interpersonal Professional Communications	3.0
PS2150	Patient Relations	3.0
SC2110	Anatomy, Physiology, and Pathophysiology I	4.0
Additional Degree Requirements (Kansas Residents 13.0 Credits)		
CI2000	Computer Fundamentals	3.0
EN2150	Interpersonal Professional Communications	3.0
PS2150	Patient Relations	3.0
SC2110	Anatomy, Physiology, and Pathophysiology I	4.0
Additional Degree Requirements (Minnesota Residents 13.0 Credits)		
CI2000	Computer Fundamentals	3.0
EN2150**	Interpersonal Professional Communications	3.0
PS2150	Patient Relations	3.0
SC2110***	Anatomy, Physiology, and Pathophysiology I	4.0
General Education Courses (15.0 Credits)		
EN1150	English Composition	3.0
HU2000	Critical Thinking and Problem Solving	3.0
MA1015	College Math	3.0
SC1040	General Biology	3.0
SO1050	Sociology	3.0
Total Program		**62.0**

*CI2000 satisfies the general education computer applications/fundamentals course requirement for Arkansas residents as indicated by the Arkansas Higher Education Coordinating Board.

**EN2150 satisfies the technical writing general education requirement for the Arkansas Higher Education Coordinating Board as well as the general education communications requirement as indicated by the Minnesota Office of Higher Education.

***SC2110 satisfies general education requirements for the Minnesota Office of Higher Education.

Pages 161 - 164 (Replacement)
HEALTH SCIENCES - PHARMACY TECHNICIAN
(Except Arkansas, Kansas and Minnesota)

Program Type: **Associate of Science/Associate of Applied Science (Arkansas Residents Only - No Longer Enrolling Arkansas Students in This Version)**
Location: **Online**

PROGRAM DESCRIPTION

The objective of the Health Sciences - Pharmacy Technician program is to prepare students for entry-level employment as pharmacy technicians through the study of theoretical and practical skills consistent with the pharmaceutical industry's expectations of the technician position. Instruction is offered in a distance learning setting with externship conducted in a health care setting. Out-of-class work is required.

A well-qualified Pharmacy Technician must be proficient in assisting the pharmacist in medication dispensing operations and prescription preparation. In the pharmacy technician associates degree program, students will gain knowledge in the technical aspects of pharmaceutical techniques as well as the skills needed to professionally interact with patients. Technical skills specifically developed include medication dispensing, maintenance of written and computerized patient medication record, billing and insurance processes, and maintaining patient profiles. Students in this program will also receive a complementary curriculum of general education courses. Special emphasis is placed on the development of critical thinking and problem solving skills required of pharmacy technicians. Upon successful completion of this program, the graduate will be awarded a Health Sciences - Pharmacy Technician Associate of Science/Associate of Applied Science (Arkansas residents only) degree. Total Program: 1080 clock hours/61.5 semester credits.

The State of Florida requires all Pharmacy Technicians to register with the State Board of Pharmacy. In some states, professional certification examinations must be taken and passed to be eligible to work as a Pharmacy Technician. Students will receive course preparation to sit for the Pharmacy Technician Certification Examination (PTCE) offered through the Pharmacy Technician Certification Board (PTCB). Graduates must meet eligibility requirements to sit for the examination.

Additional Information: The Pharmacy Technician program has multiple state-specific requirements. Refer to the *Enrollment Classifications and State Disclosures for Pharmacy Technician Programs* section in this catalog for a listing of states in which UMA is currently enrolling or speak with an Admissions Representative to ensure that all applicable state requirements are met.

Instructional Time: 72 weeks
Normal Time: 76 weeks

Required Courses

Course #	Course Title	Semester Credits
	Core Courses (37.5 Credits)	
RX1010	Pharmacy Technician Fundamentals & Computer Applications	5.5
RX1020	Pharmacology and Sterile Products & HIV/AIDS	5.0
RX1030	Anatomy & Physiology and Pathophysiology I	6.0
RX2010	Pharmaceutical Calculations and Pathophysiology II	6.0
RX2020	Drug/Dosage Interaction and Pharmacy Law & Ethics	6.0
RX2030	Community & Institutional Pharmacy	3.0
RX2999	Certification Review	2.0
RX3400	Pharmacy Technician Externship	4.0

General Education Courses (15.0 Credits/Arkansas Residents 18.0 Credits*)		
EN1150	English Composition	3.0
EN2100**	English Composition II	3.0
HU2000	Critical Thinking and Problem Solving	3.0
MA1015	College Math	3.0
SC1040	General Biology	3.0
SO1050	Sociology	3.0
Elective Courses (9.0 Credits/Arkansas Residents 6.0 Credits)		
AC2760	Accounting for Managers	3.0
CI1154**	Introduction to Healthcare Computer Information Systems	3.0
EN2150	Interpersonal Professional Communications	3.0
HI1050	Local, National & International Events	3.0
PS1000	Psychology	3.0
PS2100	Working with People	3.0
PS2150	Patient Relations	3.0
SC1050	Ecology	3.0
SO2100	Diversity in the Workplace	3.0
Total Program		**61.5**

*The Arkansas Higher Education Coordinating Board has requirements for coursework that are not contained in UMA programs for other states. Therefore, Arkansas residents must meet program requirements that are slightly different. These courses are required for residents of Arkansas.

**Required course for Arkansas residents

HEALTH SCIENCES - PHARMACY TECHNICIAN
(Arkansas and Kansas Residents Only)
(EFFECTIVE JUNE 26, 2017, FOR ARKANSAS STARTS)

Program Type: Associate of Applied Science
Location: Online

PROGRAM DESCRIPTION

The objective of the Health Sciences - Pharmacy Technician program is to prepare students for entry-level employment as pharmacy technicians through the study of theoretical and practical skills consistent with the pharmaceutical industry's expectations of the technician position. Instruction occurs at our residential campus in a combination of lecture and lab settings. Externship is conducted in a health care setting. Instruction is also offered in a distance learning setting with externship conducted in a health care setting. Out-of-class work is required.

A well-qualified Pharmacy Technician must be proficient in assisting the pharmacist in medication dispensing operations and prescription preparation. In the pharmacy technician associates degree program, students will gain knowledge in the technical aspects of pharmaceutical techniques as well as the skills needed to professionally interact with patients. Technical skills specifically developed include medication dispensing, maintenance of written and computerized patient medication record, billing and insurance processes, and maintaining patient profiles. Students in this program will also receive a complementary curriculum of general education courses. Special emphasis is placed on the development of critical thinking and problem solving skills required of pharmacy technicians. Upon successful completion of this program, the graduate will be awarded a Health Sciences - Pharmacy Technician Associate of Applied Science degree. Total Program: 1080 clock hours/61.5 semester credits.

The State of Florida requires all Pharmacy Technicians to register with the State Board of Pharmacy. In some states, professional certification examinations must be taken and passed to be eligible to work as a Pharmacy Technician. Students will receive course preparation to sit for the Pharmacy Technician Certification Examination (PTCE) offered

through the Pharmacy Technician Certification Board (PTCB). Graduates must meet eligibility requirements to sit for the examination.

Additional Information: The Pharmacy Technician program has multiple state-specific requirements. Refer to the *Enrollment Classifications and State Disclosures for Pharmacy Technician Programs* section in this catalog for a listing of states in which UMA is currently enrolling or speak with an Admissions Representative to ensure that all applicable state requirements are met.

Instructional Time: 72 weeks
Normal Time: 76 weeks

Required Courses

Course #	Course Title	Semester Credits
Core Courses (37.5 Credits)		
RX1010	Pharmacy Technician Fundamentals & Computer Applications	5.5
RX1020	Pharmacology and Sterile Products & HIV/AIDS	5.0
RX1030	Anatomy & Physiology and Pathophysiology I	6.0
RX2010	Pharmaceutical Calculations and Pathophysiology II	6.0
RX2020	Drug/Dosage Interaction and Pharmacy Law & Ethics	6.0
RX2030	Community & Institutional Pharmacy	3.0
RX2999	Certification Review	2.0
RX3400	Pharmacy Technician Externship	4.0
General Education Courses (15.0 Credits)		
EN1150	English Composition	3.0
HU2000	Critical Thinking and Problem Solving	3.0
MA1015	College Math	3.0
SC1040	General Biology	3.0
SO1050	Sociology	3.0
Elective Courses (Arkansas Residents 9.0 Credits)		
AC2760	Accounting for Managers	3.0
CI1154*	Introduction to Healthcare Computer Information Systems	3.0
EN2150**	Interpersonal Professional Communications	3.0
HI1050	Local, National & International Events	3.0
PS1000	Psychology	3.0
PS2100	Working with People	3.0
PS2150	Patient Relations	3.0
SC1050	Ecology	3.0
SO2100	Diversity in the Workplace	3.0
Elective Courses (Kansas Residents 9.0 Credits)		
AC2760	Accounting for Managers	3.0
CI1154	Introduction to Healthcare Computer Information Systems	3.0
EN2150	Interpersonal Professional Communications	3.0
HI1050	Local, National & International Events	3.0
PS1000	Psychology	3.0
PS2100	Working with People	3.0
PS2150	Patient Relations	3.0
SC1050	Ecology	3.0
SO2100	Diversity in the Workplace	3.0
Total Program		**61.5**

*CI1154 is a required course for Arkansas residents and satisfies the general education computer applications/fundamentals course requirement for Arkansas residents as indicated by the Arkansas Higher Education Coordinating Board.

**EN2150 is a required course for Arkansas residents and satisfies the technical writing general education requirement for the Arkansas Higher Education Coordinating Board.