

# **PENSACOLA STATE COLLEGE**

## **Health Services Management Admission Packet**

### **Contact Information:**

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**OR**

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850-484-2210  
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## **HEALTH SERVICES MANAGEMENT A.A.S. DEGREE**

### General Information

Health Services Management graduates work in the administrative support areas of the healthcare field. Positions include professional duties in hospitals, clinics, insurance companies, pharmaceutical firms, and doctor's offices. Health services management professionals have minimal patient contact but provide business and administrative services "behind the scenes" by managing insurance, payroll, admissions/discharges, billings, regulatory reports, marketing, auxiliary services, and other similar administrative functions.

### Typical Work Tasks

Graduates will perform duties and manage administrative areas of healthcare facilities that include, but are not limited to, processing insurance (including coding using CPT-4 and ICB-9-CM), legal issues, employee management and supervision, maintaining patient records, billing and collection procedures, and the routine, day-to-day operations of a doctor's office or ancillary department in a hospital or auxiliary setting (e.g. nursing home/assisted care facility, laboratory, etc.).

### Employment Trends

The outlook for competent, management-oriented people for healthcare facilities is good. This trend is expected to continue.

With additional education (such as a B.S. degree in management), graduates can expect a wide variety of career opportunities.

### What are the Entrance Requirements for this Program?

High school diploma or GED is required  
Student must maintain a 2.0 GPA in ALL courses

### Entrance Tests Required

PERT

### Estimated Costs (Florida residents)

62 credits @ \$98.05 each (\$6,071.10)  
Other student fees (such as application fee, laboratory fees, etc.), approximately \$250  
Books, approximately \$1500  
Miscellaneous expenses, approximately \$100

*Tuition rates are subject to change, contact Registrar office for current cost.*

### Estimated Completion Time

Two years (when attending full-time)

### For More Information

Donna Flynn, Program Director  
(850)484-2223 or email: [dflynn@pensacolastate.edu](mailto:dflynn@pensacolastate.edu)

**Q: What is the Recommended Curriculum Sequence?**

**First Year**

<b>Fall Term</b>		<b>Credits</b>
CGS1570	Computer Concepts and Applications	3
HIM1442	Pharmacology	2
HSC1531	Medical Terminology	3
BSC1080	Essentials of Anatomy and Physiology (Category V)	3
BSC1080L	Essentials of Anatomy and Physiology Lab	1
HSC1590W	AIDS/OSHA/Domestic Violence/Medical Errors	<u>1</u>
	<b>Total</b>	<b>13</b>

<b>Spring Term</b>		
ACG2021**	Financial Accounting	3
COM2100**	Business Communications (meets oral communications requirement)	3
LIN1670C	Traditional English Grammar (Category I)	3
HSC2550**	Pathophysiology	4
LIS1004	Introduction to Internet Research	<u>1</u>
	<b>Total</b>	<b>14</b>

<b>Summer</b>		
<hr style="width: 100%; border: 0.5px solid black;"/>	* Humanities/Fine Arts (Category II)	3
<hr style="width: 100%; border: 0.5px solid black;"/>	* Mathematics (Category IV)	<u>3</u>
	<b>Total</b>	<b>6</b>

**Second Year**

<b>Fall</b>		
OST1464	Computerized Medical Office Practice (Fall only)	2
HIM2282C**	Coding and Classification Systems	3
HIM2620**	Medical Statistics & Financial Applications (Fall only)	3
HIM2512	Healthcare Management & Supervision (Fall only)	3
HSC2641	Health Care Law	<u>3</u>
	<b>Total</b>	<b>14</b>

<b>Spring</b>		
HIM2500C	Quality Improvement in Healthcare (Spring only)	2
OST1461	Medical Office Practice (Spring only)	3
HIM2253**	Outpatient Reimbursement Methodologies (Summer/Spring)	4
ACO1806**	Payroll Accounting	3
ECO2023	Economics II (Category III)	<u>3</u>
	<b>Total</b>	<b>15</b>

**Total Program Credits                    62**

The courses with identified categories meet general education requirements.

\*Electives based on general education requirements.

\*\*The course has pre- or co-requisites, check Course Description Section

## Student Checklist for Application Process

Date when completed:

- \_\_\_\_\_ Complete and submit the Pensacola State Collge Application (\$30) for general admission.
- \_\_\_\_\_ Complete the Florida Residency Affidavit (if applicable).
- \_\_\_\_\_ Request high school transcripts or GED
- \_\_\_\_\_ Request all college transcripts
- \_\_\_\_\_ Complete the health-related program application and submit to an Admissions Office at any campus or center. The application will be forwarded to the Health Programs Admissions Office on the Warrington campus.
- \_\_\_\_\_ Take the PERT

# PENSACOLA STATE COLLEGE REQUEST FOR OFFICIAL TRANSCRIPT

TO: REGISTRAR

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Name of High School, College, or University

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Address of School

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City	State	Zip Code
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**Please forward an official transcript of my academic work:**

- \_\_\_\_\_ College transcript
- \_\_\_\_\_ High School Record (showing graduation date or date of withdrawal)
- \_\_\_\_\_ General Education Development Test Scores (GED)
- \_\_\_\_\_ Transient Student Form/Letter of Good Standing (for non-degree transient students)

Mail transcript to: **Admissions Office:  
Pensacola State College  
1000 College Boulevard  
Pensacola, FL 32504-8998**

The following information is furnished to assist you in locating my records:

Name: \_\_\_\_\_

Name used when attending the institution above: \_\_\_\_\_

Birth Date: \_\_\_\_\_ Student Number: \_\_\_\_\_

Date of Graduation: \_\_\_\_\_

Current Address: \_\_\_\_\_

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City	State	Zip Code
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If there is a fee for this service, please bill me at the address above.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_