

Physician Practice Management Certificate

The certificate is designed for adult learners who already have an Associate's degree but are looking for a specialized certificate to increase their opportunities for employment (or pursuing an associate's degree concurrently with the certificate). The certificate can be completed 100% online with faculty who are experts in the field. This can be a pathway to either the Bachelor of Science in Health Information Management or Healthcare Administration.

The Physician Practice Management Certificate is designed to prepare students to sit for one of two credential exams. The CPPM (Certified Physician Practice Manager) is offered by the AAPC and students are responsible for reviewing the [exam requirements](#). The CPME (Certified Practice Management Executive - Bachelor's Degree required) is offered by the MGMA and students are responsible for reviewing the [exam requirements](#).

This Certificate is 21 credits and 9 of these credits must be completed at Charter Oak. All courses must be completed with a grade of 'C' or better.

Certificate Core Courses

HCA 201: Healthcare Quality, Concepts and Principles	3cr
HCA 211: Healthcare Finance	3cr
HCA 401: Regulatory & Accrediting Agencies Requirements for Health Care Organization	3cr
HIM 320: Electronic Health Records and Health Information Exchange	3cr
HIM 405: Health Information Law, Privacy, and Security	3cr
HCA 261: Physician Practice Management I	3cr
HCA 263: Physician Practice Management II	3cr
Total	21cr

The Physician Practice Management Certificate Program is in Candidacy Status, pending accreditation review by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

Student Learning Outcomes

Students who complete a Physician Practice Management certificate will be able to:

1. explain the various types of insurance plans and reimbursement methods;
2. prepare healthcare business processes, workflow, and best practices;
3. execute fraud, abuse, and corporate compliance policies;
4. describe quality initiatives and healthcare risk management;
5. perform medical office accounting, physician reimbursement, and revenue cycle processes;
6. perform human resource management responsibilities;
7. create a marketing plan and communication plan for business relationships;
8. explain HIPAA regulations and data privacy and security measures;
9. apply health information technology, electronic health records, and health information exchange concepts to practice management;
10. use practice management software to successfully direct and organize staff and processes; and
11. describe ethical considerations common to the healthcare environment.