

PATIENT SERVICES COORDINATOR PROGRAM

6 Credit Hours

Effective January 2009

This college program prepares students to work in hospitals, clinics, home health agencies, nursing homes and rehabilitations centers where basic administrative medical office procedures are required. This program prepares students to work with medical records, billing, coding, insurance claims and other front office procedures.

Course	Content	Credit hours
HCCS 1115	Introduction to Computers	2
HCMT 1115	Clinical Application of Medical Terminology	1
HCPS 1710	Intro. to Admin. Med. Assisting	3

Students participate in classroom and medical office activities under supervision of the instructor. Upon successful completion of this program students receive a certificate of completion for Patient Services Coordinator.

Admissions Requirements:

- Completed Application
- High school transcript or GED
- Completed letter of application (attached) describing the students unique attributes and reasons for seeking this educational program.

Our Lady of the Lake College values diversity and recognizes the impact of life experiences in setting educational goals. Information about the individuality of the applicant will be considered by the Admissions Committee as well as past academic performance. The college may also consider program demand and availability of clinical resources when making admission decisions.

This program is WIA approved.

Please contact the Bursar's Office at 225-768-1770 for an information packet.

Information on financial assistance is available through the Office of Financial Aid at 225-768-0701 and the Bursar's office at 225-768-1770.

College Tuition and fees

Application Fee	\$35.00	
Administrative Fee	\$25.00	
Tuition	\$1,680.00	
Technology Fee	\$72.00	
St. Francis Fund	\$1.50	
General Fees	\$200.00	approx.
Books	\$100.00	approx.
Subtotal	\$2,113.50	approx.

Fees are subject to change without notice.

Following admission to the college, but before classes begin, student must meet all Health and Safety Requirements of the College and make an initial payment of \$50.00 toward tuition fees.

**Submit program
application and letter to:** OLOLC Health Career Institute
5220 Essen Lane
Baton Rouge, LA 70809

This is a 15 week evening program. Uniform is white shirt, black skirt or pants and black shoes. Thirty-two (32) hours of clinical experience in a hospital and physician office included in program.

For more information, please call 768-1762