

HEALTH CARE SERVICES SPECIALIST COLLEGE CREDIT CERTIFICATE

The Health Care Services Specialist college credit certificate is designed to provide students with the knowledge and skills necessary to support the daily operations of a medical office or healthcare facility. The program prepares students for entry-level employment as health care service professionals who assist with administrative, operational, and organizational functions within healthcare settings. Coursework emphasizes healthcare quality, knowledge and understanding of healthcare systems, and the use of current medical office software.

Students in the program gain an understanding of healthcare insurance regulations, reimbursement processes, and payment systems, as well as foundational knowledge in medical terminology, human anatomy and physiology, and health services management. Health Care Services Specialists may interact with patients, healthcare providers, and insurance representatives to ensure efficient office operations and quality patient care. These skills support effective healthcare delivery, compliance with healthcare regulations, and the overall coordination of services within medical practices.

Graduates of the Health Care Services Specialist certificate program are prepared for entry-level positions in medical offices, clinics, and other healthcare facilities, or may use the certificate as supplemental training for advancement within an existing healthcare role.

The Health Care Services Specialist certificate is upward compatible with the Health Services Management Associate in Science Degree (<https://lssc-public.courseleaf.com/academic-programs/career-technical-education-programs/health-services-management-as/>).

Academic Advising

advising@lssc.edu 352-787-3747

Career Development Services

careers@lssc.edu 352-323-3603

Program Contact Information

- Dr. Christopher Sargent, Associate Vice President of Workforce Programs HSM@lssc.edu 352-323-3635
- Workforce Programs Main Office 352-435-5024

Program Requirements

Code	Title	Hours
College Credit Certificate Core Courses (27 credits):		
CGS 1100	Business Computer Applications	3
HSA 1100	Healthcare Delivery Systems	3
HSC 1531	Medical Terminology	3
HIM 1433	Concepts of Disease	3
HSA 2001	Interprofessional Team-Based Health Care	3
HIM 2012	Legal and Ethical Issues in Healthcare	3
HSA 1102	Issues and Trends in Health Care	3
HIM 1211	Basic Health Information Technology	3

HSA 2182	Health Services Management Concepts	3
Total Hours		27

Students should make an appointment with the program director/dean prior to or immediately after enrolling to discuss the nuances of the program.

Only required courses for an LSSC degree or qualifying certificate program are eligible for federal financial aid. Verify course choices and avoid charges by making an appointment with an academic advisor.

For more information about career options, visit www.lssc.edu/careers (<http://www.lssc.edu/careers>).

Students must complete 25% of each program's total credit hours at LSSC.