

Health Training Center



Welcome

- Attleboro/Providence
- Boston/Cambridge
- Brockton/Stoughton
- Lowell/Lawrence
- Lynn
- Milford/Woonsocket
- Worcester

Our Career Training Centers offer a variety of sessions to fit everyone's schedule

Why HTC classes cost *less*...

- We are not part of a National Chain that spends significant amounts of money on TV ads, radio and print. **(Who do you think pays for these ads?)**
- We operate from 1 central administrative office in Cambridge.
- We offer only classes needed to achieve the standards of the course.
- We do not offer unnecessary classes that increase the cost of the program.

What is the HTC Advantage ?

Our courses* and programs* are offered in:

Several Semester Starts

- January
- March
- May
- July
- September
- November

Variety of Sessions

- Morning
- Afternoon
- Evening
- Weekends

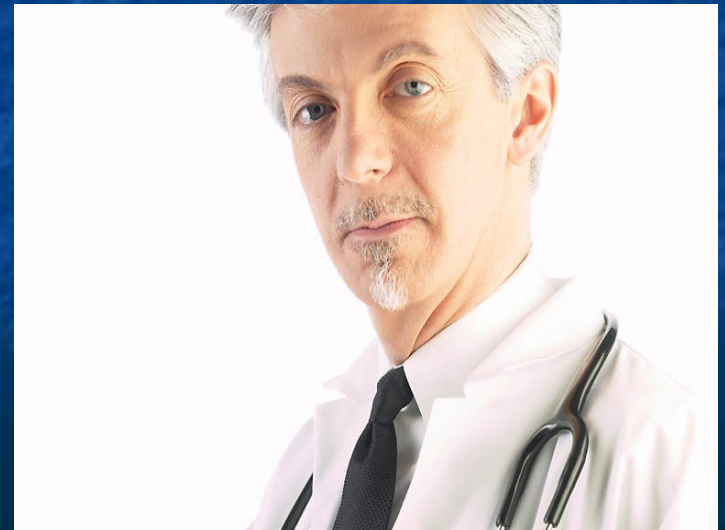
*At most campuses



All semesters and courses are 15 weeks of classroom

Who are HTC Instructors ?

- **Our Faculty includes:**
 - **Doctors**
 - **Pharmacists and Pharmacy Technicians**
 - **Medical Assistants**
 - **Medical Billers and Coders**
 - **RNs and LPNs**
 - **Phlebotomists; as well as many others.**



Requirements to Attend

- Students must be able to read, speak and comprehend English at the 10th grade level.
- Educational requirements include one (1) of the following:
 - High School Diploma
 - G.E.D.
 - CNA License
 - or Equivalent
- Phlebotomy and Medical Assisting require medical pre-requisites. See flyer or ask at information desk.

- Select campus you are planning on attending on left
- Courses listed across top
- Build your schedule based on class days and times

Example

	Pharmacy	Phleb	EKG+CPR	ClinicalMA	Practicum	Terms	Billing 1	Billing 2
A	Monday	Tues+Thurs	Friday	Mon+Wed	Tuesday	Friday	Tuesday	Friday
T	<u>8/31-12/4</u>	<u>9/1-12/15</u>	<u>9/4-12/11</u>	<u>8/31-12/16</u>	<u>9/1-12/8</u>	<u>9/4-12/18</u>	<u>9/1-12/8</u>	<u>9/4-12/18</u>
T	9am-1	T 11:30am-2+	12pm-2:30+	M 9-2 Lec	9am-11:30	9am-12	9am-1	12pm-5:30*
L	<u>or</u>	Th 9am-2	CPR 12/18	W 9-11 Lab	<u>or</u>	<u>or</u>	<u>or</u>	<u>or</u>
E	Thursday	<u>or</u>	12:30pm-4:30	<u>or</u>	Wednesday	Tuesday	Friday	Tuesday
B	<u>9/3-12/17</u>	Tues+Thurs	<u>or</u>	Mon+Wed	<u>9/2-12/16</u>	<u>9/1-12/8</u>	<u>9/3-12/17</u>	<u>9/1-12/8</u>
O	6pm-10	<u>9/1-12/15</u>	Friday	<u>8/31-12/16</u>	6:30pm-10	6pm-9	5:30pm-10	6pm-10
R	<u>or</u>	6pm-9:45	<u>9/4-12/11</u>	M 6-10 Lec	<u>or</u>	<u>or</u>	<u>or</u>	<u>or</u>
O	Saturday	<u>or</u>	6:30pm-9+	W 6-7 Lec	Saturday	Saturday	Saturday	Sunday
	<u>8/29-12/19</u>	Saturday	CPR 12/18	W 7-10 Lab	<u>8/29-12/19</u>	<u>8/29-12/19</u>	<u>8/29-12/19</u>	<u>8/20-12/20</u>
	11:30am-3:30	<u>8/29-12/19</u>	6pm-10	<u>or</u>	4pm-6:30	8am-11	11am-4*	<u>1:30pm-6:30</u>
		8am-4pm*	<u>or</u>	Sunday				
			Sunday	<u>8/30-12/20</u>				
			<u>8/30-12/13</u>	8-1:30 Lec				
			4pm-6:30 +	1:30-4 Lab				
			CPR 12/20					
			12:30-4:30					

Practicum Lab

Success Strategies

Practicum lab is required for all new students enrolling in HTC.

- Study skills and techniques
- Test taking and preparation skills
- Listening skills
- Note taking
- Text book reading
- Resume writing
- Job Search Skills
- Job Interview skills

And other success strategies



Classroom Time = 2.5 hours/week

Study Time = 1 hour/week

Medical Billing & Coding Certificate Program

Required Courses:

Medical Billing-1

Medical Billing-2

Clinical Medical Assisting Techniques-2

Medical Terminology

Practicum



Medical Coding & Billing Certificate

Medical Biller and Coders are responsible for getting their employer reimbursed by Blue Cross and other insurance companies for the services provided at a medical facility.

Salary Projections

- **Medical Biller & Coder:** starting salary is \$13 to \$17 per hour.
- Salaries are \$30,000 to \$40,000 after a few years.



Medical Billing 1 & 2 Course

Topics:

- Insurance Programs
- Medicare/Medicaid/Tricare
- Billing Issues & Forms
- CPT & ICD-9 Coding
- Electronic Medical Records
- Re-imburement Requirements
- Insurance Contracts
- HMO/PPO Care
- Problem Solving
- Appeal Decisions
- Reading Medical Charts

Billing 1 Classroom time = 4.5 hrs/wk

Billing 1 Study time = 6 hrs/wk

Billing 2 Classroom time = 5 hrs/wk

Billing 2 Study time = 7 hrs/wk

Clinical Medical Assisting Techniques 2

This course is required for **Medical Billing & Coding students.**

Students will learn Medical Assisting Techniques in the classroom without lab to familiarize themselves within the clinical environment.

This course includes 2 hours per week of Instructor supervised study and/or tutoring.

Medical Terminology

■ Topics:

- Body System Overview
- Creating Complex Words
- Prefixes/Suffixes/Roots
- Introduction to Word Parts
- Basic Anatomy
- Combining Word Forms

Classroom time = 3 hours/week
Study time = 1 hour/week

**Other courses may be taken
in the same semester.**



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Medical Billing Program

Upon successful completion of the course, a daytime, weekday Internship will be **provided** to all graduates.

Internship is a minimum of 120 hours.

National Medical Billing & Coding Certification

- Students who do well may take the **Certified Professional Coder (CPC)** exam before Internship.
- Or, students can do an Internship provided by the school first.