

Medical Billing & Coding and Pharmacy Certificate Descriptions

Medical Terminology Course

This course is for healthcare students to acquire a working knowledge of medical vocabulary and will teach how to understand surgical procedures, medical specialties and diagnostic procedures. The class will focus on body systems overview, introduction to word parts and how they create complex words, uses of suffixes, prefixes, combining word forms and singular and plural endings. Medical abbreviations and their uses in interpretation of medical orders and records are covered. **If you are taking the Medical Billing&Coding Certificate Program, this course and the Practicum (see page 3) must be taken at the same time as the Medical Billing 1 Course. If you are enrolling in the Medical Assistant Certificate Program, in multiple semesters, this course may be taken either semester. Recommended for Phlebotomy students. Required for Medical Assisting and Medical Billing & Coding Certificate Programs, Cardio-Phlebotomy and Pharmacy Technician Certificates.**

Medical Terminology Course	45 hrs; 3/wk	Study hrs: 1/wk	Tuition: \$ 927	Book: \$68		Course Cost: \$ 995
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Medical Billing Courses – Medical Billing/Coding 1 and Medical Billing/Coding 2

These two parts of the course are part of the Program requirements (see Medical Billing & Coding Certificate below). Students will be able to obtain Coding and Billing positions in doctor's offices, hospitals, private firms specializing in this field, or insurance firms. Students will become familiar with insurance programs and contracts, including private insurance, managed care, Medicare, Medicaid, Tri-care, diagnostic coding using ICD-9 and CPT coding and HCFA. Students will also learn how to: use electronic records management, trace insurance forms, appeal decisions, follow up, and problem solve. **Our program prepares you to take the national Certified Professional Coder (CPC) exam upon completion of your Internship. At least, The Practicum (see page 3), Medical Billing/Coding 1 course and the Medical Terminology course must be taken during the first term.**

Medical Billing & Coding 1	67.5 hrs; 4.5/wk	Study hrs: 6/wk	Tuition: \$1,412	Book: \$86		Course Cost: \$1,498
Medical Billing & Coding 2	75 hrs; 5/wk	Study hrs: 7/wk	Tuition: \$1,851	Book: \$82	Lab: \$65	Course Cost: \$1,998

Medical Billing & Coding Certificate

Attn: RNs, LPNs and BSNs – some courses may be waived.

This program consists of 5 courses: **Medical Terminology, Medical Billing/Coding 1 + 2, Clinical Medical Assisting Techniques 2** (without Lab) and the **Practicum Lab. Practicum Lab is required 1st term, (see Practicum Lab description on page 3).** Take in 1 or 2 terms. **For this Program we strongly encourage students to take a minimum of Practicum, Medical Terminology and Billing & Coding 1 the 1st semester.** Upon completion of all courses, a 120 hr week day (Monday-Friday), daytime Internship will be provided (see page 1 for details).

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Clinical MA Techniques 2	75 hrs; 5/wk	Study hrs: 6/wk	Tuition: \$1,037	Book: \$95		Course Cost: \$1,132
Practicum Lab	37.5 hrs; 2.5/wk	Study hrs: 1/wk	Tuition: \$470	Book: \$55		Course Cost: \$ 525
Billing Program Total	Total: 300hrs 20/wk	Study hrs: 21/wk	Total: \$5,697	Total: \$386	Total: \$65	Program Cost: \$6,148

Pharmacy Technician Certificate

The *Pharmacy Technician* program trains students to work in hospitals, clinics, nursing homes, home health agencies, retail pharmacies and mail order providers. Technicians assist pharmacists in preparing traditional pill medication and intravenous (IV) solutions, as well as monitoring proper delivery and usage of products. **Topics:** Sterile Techniques – Reading Prescriptions – Hospital Regulations – Intravenous Nutritional Support – Order Filling and Dispensing of Drugs – Dose Calculations – Chemotherapy – Intravenous (IV) Drug Preparations and Basic Pharmaceutical Math. You must be 16 years or older to work as a Pharmacy Technician in Massachusetts. **Practicum Lab (see description on page 3) and Medical Terminology are required.**

Pharmacy Technician	60 hrs; 4hr/wk	Study hrs: 8.5/wk	Tuition: \$1,088	Book: \$107		Course Cost: \$1,195
Practicum Lab	37.5 hrs; 2.5/wk	Study hrs: 1/wk	Tuition: \$470	Book: \$ 55		Course Cost: \$ 525
Medical Terminology Course	45 hrs; 3/wk	Study hrs: 1/wk	Tuition: \$927	Book: \$68		Course Cost: \$ 995
Pharmacy Program Total	142.5hrs; 9.5/wk	Study hrs: 10.5/wk	Total: \$2,485	Total: \$334		Program Cost: \$2,715

Student Financial Aid Loan Programs

- **HTC School Budget Payment Plan** is available with no interest, no financing and no service charges. Requires a down payment. (See page 2).

Attend and leave anytime between these hours

Open House Schedules

These are group presentations; interviews by appointment

Attleboro	Sept 23 Wednesday 12pm - 2	Oct 17 Saturday 9:30am – 11:30	Dec 2 Wednesday 3pm - 6
Boston/Cambridge	Sept 25 Friday 2:30pm - 5	Oct 15 Thursday 12pm – 2 + 3:30pm - 5:30	Dec 6 Sunday 1pm - 3
Lowell/Chelmsford	Sept 24 Thursday 2:30pm - 5	Oct 25 Sunday 1pm - 3	Dec 8 Tuesday 2pm - 3 & 3:30 - 6
Lynn	Sept 21 Monday 11am - 1	Oct 21 Wednesday 1:15pm - 4	Dec 6 Sunday 1pm - 3
Milford	Sept 24 Thursday 2:30pm - 5	Oct 18 Sunday 1pm - 3	Dec 1 Tuesday 2:30pm-3:30 & 4 - 6
Stoughton/Brockton	Sept 22 Tuesday 2pm – 4:30	Oct 24 Saturday 9:30am – 11:30	Dec 3 Thursday 4pm – 6:30
Worcester	Sept 25 Friday 2pm - 5	Oct 17 Saturday 2pm - 4	Dec 10 Thursday 3 – 5:30

HTC Financial Aid Option: No Extra Charge for HTC Budget Payment Plans. Pay only for classes you are taking each term. Call 617.868.2111 for details.