

Course, Program and Certificate Descriptions

Phlebotomy Technician Course -1 hour per week supervised study/tutoring included each week-

The **Phlebotomy Technician** course trains students to draw blood so they can work in hospitals, clinics, emergency and extended care facilities, private medical offices, laboratories, or work independently for insurance providers. **Topics:** Veni-puncture Procedures, Specimen Collection, Blood Collection, Quality Assurance, Body Systems, Infection Control, and Skin Puncture Techniques. Upon successful course completion, a 120 hour weekday (Monday-Friday), daytime Internship will be provided. If you take the Medical Assistant Certificate Program, you only do one 160 hour Internship. Phlebotomy and the Practicum must be taken during your first term. Other courses can also be taken during this term.

Length: 98 hours, Tuition: \$1,220, Lab Fee: \$130, Book: \$56 **Total Cost = \$1,406.** Lab coat (\$35) purchased by you. Study hours = 11/wk.

Practicum -Required for Phlebotomy, Cardio/Phlebotomy & Medical Assisting Programs, Recommended for All Other Students-

The **Practicum** (lab) reinforces the skills needed to be successful in our courses and in a professional work environment. We will emphasize good study, note taking, and test preparation skills. You will learn in individual and group modes that will give you extra time to become proficient. No homework is required. If you are taking 2 or more terms to complete the Medical Assistant and Cardio/Phlebotomy programs or just Phlebotomy, you must start with Phlebotomy and Practicum during the first term. Other courses can also be taken during this term.

Length: 42 hours, Tuition: \$495, Book: \$55 **Total Cost = \$550.** Study hours = 0/wk.

Cardio-Phlebotomy Certificate: Most employers prefer to hire staff that is cross-trained in EKG and Phlebotomy. Therefore, we encourage students to pursue both courses either during the same semester or in two semesters. This Certificate is awarded at no additional charge after completion of both courses and the Practicum. EKG can be taken during the first or second term.

EKG Technician Course and CPR*

The **EKG Technician** course trains students to work in hospitals, clinics, emergency and trauma centers, private physician's offices, out-patient centers and extended nursing care facilities. The EKG Technician will be trained to operate and adjust EKG heart monitors and understand the results of the electrocardiograph (EKG) recording. **Topics:** Heart Anatomy and Physiology – Holter Monitors – Interpreting and Reading EKG recordings – Diseases of the Heart – Introduction of EKG Monitors – Communicating with Physicians. ***CPR course required** unless you have a current CPR card for Heartsaver or Red Cross equivalent CPR which covers adult, child and infant CPR.

Length: 39 hours + CPR 4 hours, Tuition: \$677, CPR: \$80, Lab Fee: \$98, Book: \$50 **Total Cost = \$905.** Study hours = 2/wk.

The Medical Assistant Certificate program requires you to take; **Phlebotomy, EKG, Clinical Medical Assisting Techniques and a Practicum (lab).** You will learn the clinical skills needed to work in and around exam rooms in hospitals, doctors' offices, HMOs, nursing homes and clinics. Courses can be taken in 1, 2 or 3 semesters. 3 courses and lab per week = 20 class hours + 26 study hours = 46 hours per week. Upon completion of all 3 required courses and the Practicum (lab), a 160 hour weekday (Monday-Friday), daytime Internship will be provided. **Our Graduates are automatically eligible for Medical Assistant National Registration without further exams. Dept of Labor reports Medical Assisting as the #1 job in demand with a 59% anticipated increase from now to 2014.**

Clinical Medical Assisting Techniques* Course -1 hour per week supervised study/tutoring included each week-

Completion of the **Clinical Medical Assisting Techniques** course provides those with Phlebotomy and EKG skills a choice of more jobs and higher pay than the two courses alone. **Topics:** Physical Exams – Injections - Exam Room Preparation – Pharmacology – Test Procedures – Sterile Techniques – Lab Specimens – Drug Reactions - Medical Terminology – Patient History and Care – Sutures and Dressings – Allergy, Skin, Pregnancy and Other Tests – Charts – Vital Signs – Patient Assessment – Positioning and Draping. ***This course is intended to serve as one in the three course Medical Assistant Certificate program. It is not a stand-alone course that will qualify you for a job in this field.**

Length: 98 hours, Tuition: \$1,262, Lab Fee: \$88, Book: \$95 **Total Cost = \$1,445.** Study hours = 13/wk

Pharmacy Technician Course -Practicum above is also recommended -

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. .

Length: 60 hours, Tuition: \$988, Book: \$107 **Total Cost = \$1,095.**

Study hours = 10/wk.

The Medical Insurance Coding & Billing Certificate program consists of 2 courses: Medical Terminology and Medical Billing. Take in 1 or 2 terms. **We strongly encourage students to take both courses together in 1 semester.** Upon successful completion of both courses, a 120 hour weekday (Monday-Friday), daytime Internship will be provided. 2 courses per week = 10 class hours + 12 study hours = 22 hrs/wk.

Medical Terminology Course -Practicum above is also recommended -

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 medicals orders and records are covered. **We strongly encourage students take both courses together in 1 semester. This course must be taken before or at the same time as the Medical Billing Course.**

Length: 77 hours, Tuition: \$1,222, Book: \$98 **Total Cost = \$1,320.**

Study hours = 10/wk

- No Extra Charge for HTC Payment Plans. See Top of Registration Form -

Course, Program and Certificate Descriptions

Medical Billing Course

At the end of this course, the student 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 forms. Students will also learn how to: trace insurance forms, appeal decisions, follow up, and problem solve. **Our program prepares you to take the national AHIMA Certified Coding Associate exam upon completion of your Internship. Co-requisite: the Medical Terminology course must be taken before this course or in same semester.**

Length: 77 hours, Tuition: \$1653, Lab Fee: \$35, Book: \$82 **Total Cost = \$1,770.**

Study hours = 2/wk

- No Extra Charge for HTC Payment Plans. See Top of Registration Form -