

July - September 2011 **Medical Billing & Coding and Pharmacy Certificate Descriptions**

**Practicum** - All new students in all Programs are required to register for this Lab -

The **Practicum** (lab) is a Success Strategies lab designed for students to reach their potential and re-enforces the skills needed to be successful in our courses and in the professional work environment. Most courses contain extensive lectures and home study. This lab emphasizes good note taking, listening, homework and study skills. The **Practicum** is geared to increase test grades for various test taking types. You will prepare a career portfolio to enhance your job opportunities. The **Practicum** must be taken in your 1st term and must be completed before participation in an Internship. Students who have been out of school for 5 years or more or haven't done well in school in the past will benefit the most. A 12 minute waiver test is offered the first day of Practicum class to students who may already have the skills taught in this Lab. Monies returned if waived.

<b>Practicum Lab</b>	37.5 hrs; 2.5/wk	Study hrs: 1/wk	Tuition: \$470	Book: \$55		<b>Course Cost: \$ 525</b>
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**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 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, Medical Billing & Coding, Patient Care Technician, Cardio-Phlebotomy and Pharmacy Technician Certificates.**

<b>Medical Terminology Course</b>	45 hrs; 3/wk	Study hrs: 1/wk	Tuition: \$ 927	Book: \$68		<b>Course Cost: \$ 995</b>
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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-10 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, Medical Billing/Coding 1 course and the Medical Terminology course must be taken during the first term.**

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

**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 1<sup>st</sup> term.** 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 1<sup>st</sup> semester.** Upon completion of all courses, a 120 hr weekday (Monday-Friday), daytime Internship will be provided (see page 1 for details).

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<b>Medical Billing &amp; Coding-1</b>	67.5 hrs; 4.5/wk	Study hrs: 6/wk	Tuition: \$1,412	Book: \$86		<b>Course Cost: \$1,498</b>
<b>Medical Billing &amp; Coding -2</b>	75 hrs; 5/wk	Study hrs: 7/wk	Tuition: \$1,851	Book: \$82	Lab: \$65	<b>Course Cost: \$1,998</b>
<b>Clinical MA Techniques-2</b>	75 hrs; 5/wk	Study hrs: 6/wk	Tuition: \$1,037	Book: \$95		<b>Course Cost: \$1,132</b>
<b>Practicum Lab</b>	37.5 hrs; 2.5/wk	Study hrs: 1/wk	Tuition: \$470	Book: \$55		<b>Course Cost: \$ 525</b>
<b>Billing Program Total</b>	<b>Total: 300hrs 20/wk</b>	<b>Study hrs: 21/wk</b>	<b>Total: \$5,697</b>	<b>Total: \$386</b>	<b>Total: \$65</b>	<b>Program Cost: \$6,148</b>

**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 and Medical Terminology are required.**

<b>Pharmacy Technician</b>	60 hrs; 4hr/wk	Study hrs: 8.5/wk	Tuition: \$1,088	Book: \$107		<b>Course Cost: \$1,195</b>
<b>Practicum Lab</b>	37.5 hrs; 2.5/wk	Study hrs: 1/wk	Tuition: \$470	Book: \$ 55		<b>Course Cost: \$ 525</b>
<b>Medical Terminology Course</b>	45 hrs; 3/wk	Study hrs: 1/wk	Tuition: \$927	Book: \$68		<b>Course Cost: \$ 995</b>
<b>Pharmacy Program Total</b>	<b>142.5hrs; 9.5/wk</b>	<b>Study hrs: 10.5/wk</b>	<b>Total: \$2,485</b>	<b>Total: \$230</b>		<b>Program Cost: \$2,715</b>

Attend between these hours	<b>Open House Schedules</b>		These are group presentations, interviews by appointment
<b>Attleboro</b>	June 18, Saturday, 10am-noon	July 12, Tuesday, 3:30pm-6:15	August 9, Tuesday, 3:30pm-6:15
<b>Cambridge/Boston</b>	June 22, Wednesday, 10am-12 and 5:30-7	July 20, Wednesday, 4:30pm-6:30	August 16, Tuesday, 11am-1 and 5:30pm-7
<b>Chelmsford/Lowell</b>	June 16, Thursday, 1pm-3 and 3:30pm-6	July 14, Thurs, 12:30-2:30 and 3:30-5:30	August 7, Sunday, 11am-1
<b>Framingham</b>	June 14, Tuesday, 1pm-3 and 3:30pm-6	July 14, Thursday, 1pm-3 and 3:30-6:15	August 1, Monday, 12pm – 2 and August 14, Sunday, 2pm-4
<b>Lynn</b>	June 21, Tuesday, 12:30pm-2:30	July 19, Tuesday, 12:30pm-2:30	August 13, Saturday, 9:30am-11:30
<b>Stoughton/Brockton</b>	June 15, Wednesday, 3:30pm - 6	July 13, Wednesday, 3:30pm-6:15	August 20, Saturday, 9:30am-11:30
<b>Worcester</b>	June 18, Saturday, 2pm-4	July 7, Thursday, 5:30pm-7:30	August 2, Tuesday, 3:30pm-6:15