

# HEALTHCARE PROFESSIONAL PROGRAMS

In partnership with Condensed Curriculum International, Inc. (CCI), the Community College Workforce Alliance is offering two Health Care Professional training programs: Medical Billing and Coding and Pharmacy Technician. With the demand for health care professionals remaining strong, adults looking for a new career can receive high quality training in a condensed timeframe. These convenient programs will prepare you for professional certification in your new career!

## **HLTH 2157 Medical Billing and Coding Program NEW**

This combined 70 hour billing and coding course offers the skills needed to solve insurance billing problems, how to manually file claims (using the CPT and ICD-9 manual), complete common insurance forms, trace delinquent claims, appeal denied claims and use generic forms to streamline billing procedures. The course covers the following areas: CPT (Introduction, Guidelines, Evaluation and Management), specialty fields (such as surgery, radiology and laboratory), ICD-9 (Introduction and Guidelines) and basic claims processes for medical insurance and third party reimbursements. Students will learn how to find the service and codes using manuals, (CPT, ICD-9 and HCPCS). After obtaining the practical work experience (6months to 2 years), students who complete this course could be qualified to sit for the American Academy of Professional Coders (AAPC) - Certified Professional Coder Exam (CPC or CPC-H Apprentice); the American Health Information Association (AHIMA) Certified Coding Associate (CCA) exam; and/or other National Certification Exams.

**Course Contact/Clock Hours - 70 hrs.**

**Fee: \$1,499**

**Textbook/materials included.**

67597 TuTh Oct 6 – Dec 17 6:00 PM – 9:30 PM Featherstone, F113

## **HLTH 2160 Pharmacy Technician Program NEW**

This comprehensive 50 hour course will prepare students to enter the pharmacy field and take the Pharmacy Technician Certification Board's PTCB exam. Pharmacy Technicians may work in hospitals, home infusion pharmacies, community pharmacies and other health care settings – working under the supervision of a registered pharmacist. Course content includes medical terminology specific to the pharmacy, reading and interpreting prescriptions and defining drugs by generic and brand names. Students will learn dosage calculations, I.V. flow rates, drug compounding, dose conversions, dispensing of prescriptions, inventory control and billing and reimbursement. Exam registration and fees are separate.

**Course Contact/Clock Hours - 50 hrs.**

**Fee: \$999**

**Textbook/materials included.**

74050 MW Oct 5 – Nov 23 6:00 PM – 9:30 PM Featherstone, F11

## **GATLIN EDUCATION Advanced Coding for the Physician's Office**

This nationally recognized Advanced Medical Coding for the physician's office online course and training program prepares students to learn CPT, ICD-9-CM (Volumes I and II), and HCPCS Level II coding. This advanced online medical coding program is designed for students with previous medical coding experience. A basic coding education or the GES Administrative Medical Specialist course is required. Preparation for the Certified Professional Coder (CPC) certification exam is included. This online certificate program is only offered in partnership with major accredited colleges and universities.

**Course Contact/Clock Hours – 80 hrs.**

**Fee: \$1,395**

**Textbook/materials included.**

Gatlin Education <http://www.gatlineducation.com/ccwa>

## **GATLIN EDUCATION Advanced Hospital Coding and CCS Prep**

This nationally recognized Advanced Hospital Medical Coding online course and CCS test prep training program prepares medical coding students to take the American Health Information Management Association's (AHIMA) official certification exam to become a Certified Coding Specialist (CCS). This program covers advanced ICD-9 medical coding procedures and is designed to help students meet the challenge of today's changing standards while learning and improving their coding skills. This online certificate program is only offered in partnership with major accredited colleges and universities.

**Course Contact/Clock Hours – 80 hrs.**

**Fee: \$1,695**

**Textbook/materials included.**

Gatlin Education <http://www.gatlineducation.com/ccwa>

## **DENT 2000 Dental Radiation Safety**

This one-day class will cover the topics required by the Virginia State Board of Dentistry to prepare students to pass the approved dental radiation safety exam which will be given at the end of the class. Successful completion of the class and the exam results in the awarding of a certificate which conveys to the person named the right to legally operate a dental x-ray machine on patients under the direction and supervision of a dentist licensed by the Virginia Board of Dentistry to practice dentistry in Virginia. This certificate is usually not recognized by states other than Virginia. The emphasis in the class is on the safe use of x-ray equipment. Instructional methods used include a PowerPoint presentation, lecture, question and answer, use of handouts and demonstrations. No one will be exposed to x-ray radiation during the class. Clinical competence by students in making dental radiographs is not an expected outcome of the class.

**Course Contact/Clock Hours - 7 hrs.**

**Fee: \$192**

**The class will have short breaks only. Students should bring lunch as there is no time to leave campus. Textbook/materials included.**

18488	S	Jul 11	9:00 AM – 4:00 PM	North Run, 134
10040	S	Sep 19	9:00 AM – 4:00 PM	Chester, B124
10041	S	Nov 21	9:00 AM – 4:00 PM	Featherstone, F111

## **JER Dental Office Professional Certificate Program**

This comprehensive program allows you to work at your own pace under the guidance of an online dentist instructor. Dental Office Professionals are in high demand across the country. They hold clerical positions in dental offices and answer telephones, greet patients, update and file patient medical records, fill out insurance forms, handle correspondence and schedule appointments. This course is scheduled for 6 weeks duration. However, the student can complete sooner if they care to.

**Course Contact/Clock Hours – 72 hrs.**

**Fee: \$899**

**Textbook/materials included.**

**Class starts the first of each month.**

JER Online [www.coursecatalog.com/ccwa](http://www.coursecatalog.com/ccwa)

## HLTH 2095 Optician Reinstatement

Self-paced prep course for those interested in being reinstated in the opticianry field.

Course Contact/Clock Hours - 12 hrs.

Fee: \$250

The self-paced packet of materials will be mailed to you with return envelopes included. Textbook/materials included.

## HLTH 2111 Medical Transcription Online Course

A medical transcriptionist is truly a medical language specialist. Medical transcription requires a practical knowledge of medical language, anatomy, physiology, disease processes, pharmacology, laboratory medicine, and the application of the correct format of medical reports. Reports transcribed include histories and physicals, progress notes, emergency room notes, consultations, operative reports, discharge summaries, clinic notes, referral letters, radiology reports, pathology reports, and an array of documentation spanning a multitude of medical specialties and subspecialties. Medical transcriptionists listen to and transcribe dictated recordings made by physicians and other medical professionals. These voice recordings come from digital voice technology allowing the medical transcriptionist to work from home or in an office setting. This course requires specific software, textbooks and footpedal that are not included in the tuition. This 10-month online course is designed with not only the present, but also the future in mind. This curriculum provides you with a quality education by:

- training you to create and maintain a successful working environment (e.g., office space, time management, deadlines, resource library, etc.)
- training you on current industry standard technology (e.g., Internet-based, digital voice, current medical treatments and procedures, resources etc.)
- training you on actual physician dictation that is kept up-to-date with current medications and procedures.
- training you to proofread and edit medical information translated from voice recognition software
- allowing you the flexibility of 24/7 access
- establishing the parameters for success requiring a commitment of time and participation, and meeting deadlines.
- allowing you the opportunity to learn with a group of motivated classmates.

Course Contact/Clock Hours – 905 hrs.

Fee: \$1,999

Textbooks, software and footpedal not included.

31780	Virtual	Jul 13, 2009 – May 31, 2010
74617	Virtual	Sep 14, 2009 – Jul 31, 2010
74618	Virtual	Nov 9, 2009 – Sep 30, 2010
23765	Virtual	Jan 11, 2010 – Nov 30, 2010

## FREQUENTLY ASKED QUESTIONS

### 1. What is medical transcription?

Medical transcription is creation of patient healthcare documents from dictated recordings made by physicians and other medical professionals. Medical transcription is one of the fastest growing careers, and government statistics show that this will remain true through 2014. See the U.S. Department of Labor, Bureau of Labor Statistics detailed description at <http://www.bls.gov/oco/ocos271.htm>.

### 2. What does a medical transcriptionist do?

The MT creates the documents stored in the patient healthcare record to include medical reports, correspondence, and other administrative information. Transcribed reports include histories and physicals, progress notes, emergency room notes, consultations, operative reports, discharge summaries, clinic notes, referral letters, radiology reports, pathology reports, and an array of documentation spanning more than 60 medical specialties and subspecialties.

### 3. What are the job opportunities?

Medical transcriptionists (MTs) are employed by doctors' offices, public and private hospitals, teaching hospitals, medical transcription businesses, clinics, laboratories, radiology and pathology departments, insurance companies, medical libraries, government medical facilities, rehabilitation centers, legal offices, research centers, veterinary medical facilities and associations representing the healthcare industry. The majority of MTs work from home, in their home office, over the Internet. Work schedules are arranged with their employers who may be located anywhere in the United States. Some employers offer benefits.

### 4. What do I need to become a medical transcriptionist through this program?

Medical transcription requires a practical knowledge of medical language, anatomy, physiology, disease processes, pharmacology, laboratory medicine, and the internal organization of medical reports. This program is instructor led distance learning using high speed internet access. The student must have the textbook, an up-to-date computer, a headset and foot pedal for transcription work, and software necessary for all working MTs. The successful student will type 45 words per minute upon entering the program and remain organized and focused in completing the class work per the schedule and within the deadlines established for each class.

### 5. How long is the medical transcription course?

The program is 10 months long and requires 25 -35 hours of study per week. Although the learning is self-directed, there will be deadlines for assignments and tests.

### 6. Is there a certificate or credential required to become employed?

Graduates of the program receive a certificate of completion from the college. Upon successful completion, the graduate is eligible to sit for a credentialing examination through the Association for Healthcare Documentation Integrity (AHDl). The credential that a new graduate may earn is the Registered Medical Transcriptionist (RMT) credential. A higher credential may be earned after two years of experience in Acute Care transcription and sitting for the Certified Medical Transcriptionist (CMT) examination. A person must obtain approved continuing education credits to maintain the CMT designation. Testing fees are not included in course tuition.

## GATLIN EDUCATION Veterinary Assistant

This nationally recognized Administrative Veterinary Assistant online course and training program prepares students for an exciting new career as an administrative veterinary assistant. Students in the program learn about the care of animals as well as how to recognize signs of illness and disease. This online program also covers interpersonal communication, interaction with clients and their animals, as well as how to assist the veterinarian during examinations. Administrative duties, such as fee collection, banking, and accounts payable are emphasized, and the program contains basic information about pet insurance. Textbooks are included. This online certificate program is offered only in partnership with major accredited colleges and universities.

Course Contact/Clock Hours – 240 hrs.

Fee: \$1,795

Textbook/materials included.

Gatlin Education <http://www.gatlineducation.com/ccwa>