



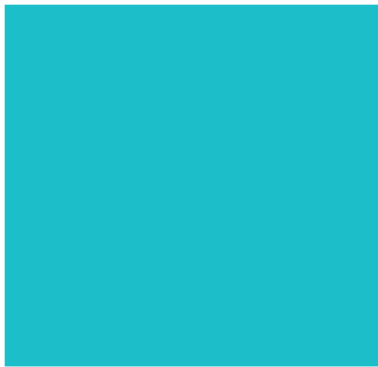
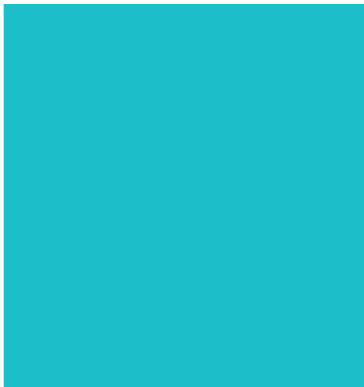
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Center for Continuing Studies
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Trenton, NJ 08690
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for other program
information in our
Spring 2010 catalog!

THE CENTER
CONTINUING STUDIES
www.mccc.edu/ccs



Health Careers

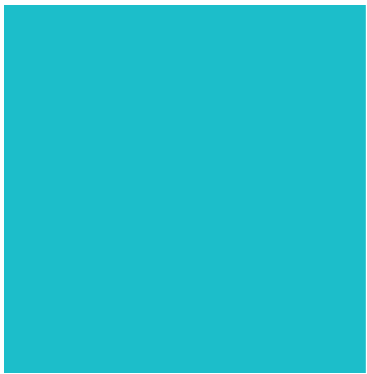
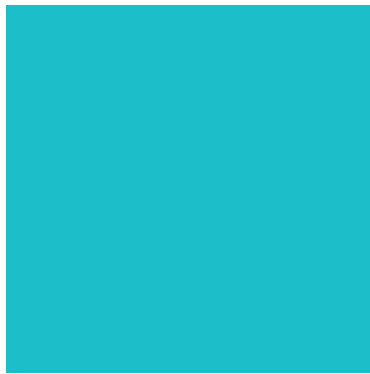




THE CENTER

CONTINUING STUDIES

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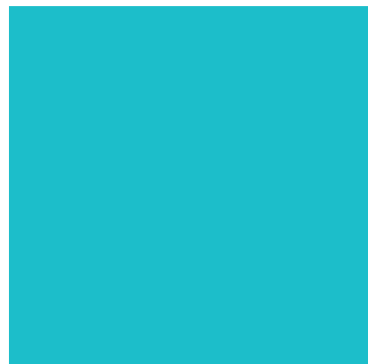


- + Animal Control Officer
- + Certified Nursing Aide (CNA)
- + Dental Radiologic Technician
- + Cardio-Pulmonary Resuscitation
- + Drug Development & Clinical Research Certificate
- + EKG Technician Certificate
- + Gerontology Certificate
- + Intravenous Therapy Program
- + Medical Billing and Coding Certificate
- + Pharmacy Technician Program

Health Careers

Spring 2010

MERCER
County Community College
www.mccc.edu



Certificate in Drug Development & Clinical Research

In response to the continuing need for trained professionals in the pharmaceutical industry, the Center for Continuing Studies at Mercer offers a certificate program in Drug Development and Clinical Research. All courses are taught by instructors who are highly experienced in their field, as well as guest speakers who bring special expertise to the program. **To earn a certificate, you must complete all three courses.**

You will learn to:

- Apply principles of Good Clinical Practices in helping to conduct and manage a clinical trial suitable for regulatory (FDA) submission
- Interpret the laws and guidelines necessary to develop an audit plan and interpret the FDA 483 and how to implement corrective actions
- Apply the fundamental concepts to the design of a clinical trial and the development of a study protocol
- Understand the differences and relative merit of efficacy and effectiveness studies
- Understand the steps involved in managing data obtained from clinical trials
- Apply the concepts of quality control to the data review process

Who should attend:

Those with a BA or BS in:

- Nursing
- Pharmacy
- Chemistry
- Biology
- Medical Technology
- Other fields of study may be appropriate

To gain a realistic understanding of this program, career opportunities and the transfer agreement with Drexel University College of Medicine, students are strongly encouraged to attend a free information session:

Thursday, January 7, 2009, promptly at 5:30pm • Call 609-570-3311 for further details

Earn Graduate Credits

MCCC now has an articulation agreement with Drexel University College of Medicine.

Students who successfully complete Mercer's Certificate in Drug Development & Clinical Research, and apply and gain acceptance to Drexel, will be awarded 9 credits toward their Master's Degree in Clinical Research Organization and Management.

Foundations of Clinical Research and Study Design

Do you know what it takes to get a new drug to market? In this course you will learn the fundamentals of new pharmaceutical research and clinical trial methodology. Students will learn to design a clinical trial, develop a study protocol, understand the assessment and reporting of adverse events, and establish guidelines for reporting study results. **Textbooks are included and may be collected at the registration desk in the Conference Center. (Note: Please bring a lunch — cafeteria closed on Saturday.)**

3.6 CEU. Tuition and fees: \$972

XAH144-086531

Jan 27-Mar 13

5 sessions W* 6:30-9:30pm

4 sessions Sa** 9am-3:15pm

*Wed classes: Jan 27, Feb 3, 17, 24, Mar 3

**Sat. classes: Jan 30, Feb 6, 27, Mar 13

Barbara Novak

Regulatory and Legal Issues in Drug Development

Prerequisite: Foundations of Clinical Research and Study Design

Examine historical and legal cases as part of the evolution of new pharmaceutical compound development and investigate specific ethical principles and issues surrounding clinical research operations and the management of clinical trials. Included will be exercises for practical understanding of regulatory interactions concerning drug development, such as advisory committee meetings and regulatory inspections.

3.6 CEU. Tuition: \$972

XAH145-0

Dates TBA

Lourdes Frau

Data Management

Prerequisite: Foundations of Clinical Research and Study Design

The objective of this course is to provide a general overview of the steps involved in managing data in clinical trials. Traditional aspects of data management will be discussed including the development of a trial protocol and the design and completion of case report forms. In addition, the course will cover: trial planning and resource assessment, eligibility checking and patient registration, data collection and data entry, and quality control systems and interaction with statistics. The course is intended for any healthcare professional involved in a clinical trial.

4.0 CEU Tuition: \$1080

XAH147-0

Dates TBA

Denise Tsilionis/Stephen Duprez



Clinical Research Coordinator/ Clinical Research Associate (CRC/CRA)

NEW!

Prerequisite: Foundations of Clinical Research and Study Design

The clinical trials industry is growing, and demand for qualified trained professionals continues to grow as well. Learn what it takes to pursue a career in coordinating or monitoring clinical trials in a clinical research setting. This course is designed to provide details on how to coordinate and monitor clinical trials activities including study protocol, regulatory documents, IRB review/informed consent, handling of patient data, data cleaning/queries, and compliance with Good Clinical Practices. Learn the importance of pre-study, initiation, monitoring and close-out visits.

3.6 CEU. Tuition and fees: \$972

XAH

Dates TBA

Certified Nurse Aide (CNA)

Prerequisites: High school diploma or GED; a clear understanding of written and spoken English; background check; finger printing; proof of the following immunizations: Mantoux, HBV, MMR & Varicella; and 2-step PPD. Costs of the uniform, professional liability insurance, other material fees (approximately \$300) and the state exam fee are additional.

All applicants are required to attend a free Information Session at the Conference Center (XAH253-086377) on Wednesday, December 9 at 6pm. Please e-mail ComEd@mccc.edu or call (609) 570-3311 to reserve a seat at least one week prior to the Information Session.

Certified Nurse Aides (CNAs) are greatly increasing in demand in response to the need for senior care in long-term care facilities, rehabilitation centers, and senior housing. This 90-hour course is approved by the NJ Department of Health and Senior Services. It is designed to meet the challenge by providing 50 hours of classroom and 40 hours of clinical instruction to prepare you for the New Jersey State Certified Nursing Assistant Certification Exam. As a CNA, you will be eligible for employment in a long-term care facility, assisted living facility, adult medical day care, or some hospitals.

Textbook required. Available in college bookstore.

9.0 CEU. Tuition and fees: \$1195 (tuition: \$720; lab fees: \$375; non-refundable registration fee: \$100)

XAH251-086376

Feb 6-May 1*

12 sessions
(1/2 hour for break)

Sa

7:30am-3:30pm*

*Clinical sessions begin at 7:30am and are held at Lawrenceville Nursing & Rehabilitation Center, 112 Franklin Corner Rd., Lawrenceville, NJ 08648.

*Class will not meet Apr 3

EKG Technician Certification Program

NEW!

This comprehensive 50-hour EKG Technician Certification Program prepares students to function as EKG Technicians and to take the ASPT – Electrocardiograph (EKG) Technician exam and other National Certification Exams. This course will include important practice and background information on anatomy of the heart, physiology, medical disease processes, medical terminology, medical ethics, legal aspects of patient contact, laboratory assisting, electrocardiography and echocardiography. Additionally, students will practice with equipment and perform hands-on labs including introduction to the function and proper use of the EKG machine, the normal anatomy of the chest wall for proper lead placement, 12-lead placement and other clinical practices. **Textbooks included. A great way to begin a new career!**

5.2 CEU. Tuition and fees: \$1049 (tuition: \$263; lab fees: \$786)

XAH110-084574

Mar 8-Apr 28*

15 sessions

M,W

6-9:30pm

*Class will not meet Mar 29

Intravenous (IV) Therapy Program

NEW!

This 8-hour program provides healthcare professionals an update on the necessary skills to safely provide IV therapy. Students will receive instruction on performing IV therapy with a focus on anatomy and physiology, sepsis, the latest equipment and necessary supplies, a review of drug calculations, pharmacology as it relates to IV therapy and the practice of starting and running an IV. **This course is available to RN's, LPN's and other skilled workers previously trained in IV therapy.**

0.8 CEU. Tuition and fees: \$329 (tuition: \$82; lab fees: \$247)

XAH109-084576

Mar 13-Mar 20

2 sessions

Sa

9am-1pm



Basic Dental Office Skills

NEW!

Would you like to apply for an entry level position in a dental office? We offer an introduction to dental terminology, anatomy and procedures. Successful completion of this course will enable you to apply for our Dental Radiologic Technician course and advance your career.

Textbook required. Available in college bookstore.

0.8 CEU. Tuition and fees: \$160 (tuition: \$75; lab fees: \$85)

XAH112-084577

Jan 20-Feb 10

4 sessions

W

6-8pm

Charlene Fenster, BSDH, MA

Preparation Course for Dental Radiologic Technologists

Enjoy a rewarding career in a dental environment. In this 73-hour course, students will experience 25.5 hours of lecture, 17.5 hours of laboratory practice and a minimum of 30 hours in an approved clinical site.

Course requirements:

- Attendance is mandatory – students are responsible for all work and assignments
- Employment in a clinical setting or arrangements to volunteer in a clinical setting is required
- Students must show evidence of good moral character
- A high school diploma or equivalency is required and must be submitted at time of application
- Students who are homeschooled or possess online diplomas will need to have passed a GED exam
- Foreign diplomas must be translated and evaluated for US equivalency prior to registration

This course is approved by the New Jersey Radiologic Technology Board of Examiners. **Textbook required: Dental Radiography: Principles and Techniques, 3rd edition, Philadelphia: W.B Saunders/Elsevier 2006, ISBN 9780721615752. Available in college bookstore. Students must bring book to first day of class.**

7.3 CEU. Tuition and fees: \$889 (tuition: \$640; lab fees: \$249)

XAH116-086503

Feb 24-May 26*

14 sessions

W

5-8:30pm (includes break time)

XAH123-086504 - 30-hour approved off-site internship – no fees attached

*Laboratory classes (Mar 17, 31, Apr 14, 28, May 12) will meet at Hamilton Dental Associates,

2501 Kuser Road, Hamilton, NJ 08691

*Didactic classes (Feb 24, Mar 3, 10, 24, Apr 7, 21, May 5, 19, 26) will meet at Mercer County Community College, West Windsor Campus

Charlene Fenster, BSDH, MA

Certificate in Gerontology

Explore the issues and challenges impacting aging adults. This gerontology program is designed for healthcare practitioners as well as individuals who provide services for the aging. The program may also be beneficial for personal caregivers.

A Certificate in Gerontology will be awarded after completion of six required courses, two electives and a Capstone Project. **Courses can be taken on an individual basis.**

The required textbook is used for all courses: *Social Forces & Aging: An Introduction to Social Gerontology* (10th ed) by Robert C. Atchley & Amanda S. Barusch; published by Thomson Wadsworth; ISBN: 0-534-53694-8. Please acquire the text before the class. Textbook available in college bookstore.

Who should attend:

- Nurses
- Licensed clinical social workers
- Psychologists/Counselors
- Nursing Home Administrators
- Clergy
- Personal caregivers

Required courses:

- Introduction - Process of Aging
- Introduction to Aging and Society
- The Adult Lifespan: Maturity to Old Age
- A Holistic Approach to Aging: Nutrition, Exercise, Spirituality & Wellness
- Dealing with Functional Loss and Change
- Cognitive Impairment / Memory Loss

Electives:

- Case Management and Navigating the Healthcare System for the Elderly
- Strategies for Counseling and Working with the Elderly
- Pharmacologic Issues in the Elderly
- Senior Housing Options for the Elderly
- Aging and Family Care Giving
- Aging, Public Policy and Societal Impact

Capstone Project:

Put your newly acquired knowledge into action. You will select a project based on your professional work environment and needs. The project will be clearly defined and implemented under the direction of a faculty advisor. **Requirements for certificate should be completed prior to registration of Capstone Project.**

Introduction to Aging and Society

Explore the issues impacting the individual as he or she ages in contemporary American society. Topics include social roles and age norms, family and social networks, lifestyle choices, employment and retirement, spirituality and bereavement.

1.0 CEU. Tuition and fees: \$120 (tuition: \$80; fees: \$40)

XCP107-086083 **Feb 13-Feb 20**
2 sessions Sa 9am-2:30pm

Robert Cabnet, Director, JK Eldercare, LLC

A Holistic Approach to Aging: Nutrition, Exercise, Spirituality & Wellness

The connection between healthy living and positive aging is well recognized. This course will expand your knowledge regarding lifestyle choices that promote healthy behaviors regarding physical activity, nutrition, and maintaining a healthy mind and spirit.

1.0 CEU. Tuition and fees: \$120 (tuition: \$80; fees: \$40)

XCP112-086084 **Mar 13-Mar 27***
2 sessions Sa 9am-2:30pm

*Class will not meet Mar 20

Robin E. Mockenhaupt, Ph.D., Robert Wood Johnson Foundation

Senior Housing Options for the Elderly

Should a loved one continue to live at home? What are the options in the greater Mercer County area for senior living? Come hear representatives from different housing options share their insights on housing choices. Later, you will have the opportunity to discuss what you've heard in more detail.

0.5 CEU. Tuition and fees: \$60 (tuition: \$40; fees: \$20)

XCP113-086085 **Apr 10**
1 session Sa 9am-2:30pm

Eileen E. Doremus, Executive Director,
Mercer County Office on Aging

Strategies for Counseling and Working with the Elderly

NEW!

Older adults need access to and availability of counseling services that may involve a range of issues that includes day-to-day concerns about aging to more serious long-term psychological problems, like loneliness or depression. This session will highlight and demonstrate counseling techniques and offer resources to enhance successful counseling outcomes.

0.5 CEU. Tuition and fees: \$60 (tuition: \$40; fees: \$20)

XCP128-086166 **Apr 24**
1 session Sa 9am-2:30pm

Eileen E. Doremus, Executive Director,
Mercer County Office on Aging

New Jersey State Certified Animal Control Officer

Successful completion of both the classroom component and a 20-hour field experience is required to be appointed as an Animal Control Officer by a New Jersey Municipality and is often required to work in shelters and other animal welfare agencies.

Tuition: \$749

XCP340-084491 **Jan 30-Mar 13**
7 sessions Sa 9am-5pm

John C. Saccenti, Career Development Institute

Animal Cruelty Investigator

NEW!

Successful completion of this course and the Animal Control Officer Course is required in order to be appointed as an Animal Cruelty Investigator by a New Jersey Municipality.

Tuition: \$699

XCP123-086156 **Mar 27-May 15***
7 sessions Sa 9am-5pm

*Class will not meet Apr 3

John C. Saccenti, Career Development Institute

Pharmacy Technician

Pharmacy Technician Program

This program is dedicated to the student interested in becoming a Certified Pharmacy Technician, ultimately acquiring the skills to be able to sit for the National Exam. The student is offered seven classes in the field of pharmacy practice to help them master the skills of both retail and hospital settings. **Textbooks available in college bookstore and are used for all courses in this program.**

To earn the Certificate, you must complete the following core courses:

Core Courses:

- Pharmacy Law & Ethics
- Pharmacy Billing & Insurance Practices (Summer 2010)
- Terminology for Pharmacy Technicians
- Pharmacy Technician Dosages & Calculations
- Therapeutic Response to Medication I
- Therapeutic Response to Medication II
- Retail & Hospital Practices

Terminology for Pharmacy Technicians

This course will provide an introduction to pharmaceutical terminology, including: common prescription drugs, therapeutic indications, drug classifications, medical abbreviations, and symbols. The students will also learn about and decipher the various parts of a prescription and hospital medical chart.

1.8 CEU. Tuition and fees: \$180

XAH153-084591 Jan 13-Feb 17

6 sessions W 6-9pm

Neil Mohamed, Certified Pharmacy Technician

Pharmacy Technician Dosages & Calculations

Introduction to this course includes simple mathematical operations, systems of measurement, basic conversions, and calculating drug dosages. As the course progresses, more intricate calculations will be required, including IV flow rates, infusion times, and pediatric dosing. The student should be proficient using the basic functions of a calculator before registering for this course.

2.4 CEU. Tuition and fees: \$240

XAH154-084593 Jan 23-Mar 13

8 sessions Sa 9am-12pm

Jonathan Marbach, CPhT, CPC, CCS-P

Therapeutic Response to Medication Parts I & II

These two courses are directed to helping the students understand how various medical disorders affect the human body. Numerous common diseases will be introduced according to their respective body systems by their description, causative agents, signs & symptoms, diagnostic procedures, treatment, and prognosis. Each of the two courses will focus on separate body systems, including: respiratory system, cardiovascular system, endocrine system, etc.

Part I:

Prerequisite: Terminology for Pharmacy Technicians

2.4 CEU. Tuition and fees: \$240

XAH155-084594 Mar 3-Apr 21

8 sessions W 6-9pm

Neil Mohamad, MCCC Instructor

Part II:

Prerequisite: Terminology for Pharmacy Technicians; Therapeutic Response to Medication Part I.

Please bring the text used in Terminology for Pharmacy Technicians to class.

2.4 CEU. Tuition and fees: \$240

XAH156-084595 May 1-June 26

8 sessions Sa 9am-12pm

*Class will not meet May 29

Neil Mohamed, Certified Pharmacy Technician

Pharmacy Law & Ethics

This course will introduce the student to medical practices, professionalism, and communication. The history of healthcare will also be discussed, including the derivation of pharmacy practices from Greek & Latin origins. Pharmacy-related government agencies, such as the FDA, DEA, and OSHA will also be discussed. Waste management, infectious-agent control, and proper sanitation management are also included in this course.

1.5 CEU. Tuition and fees: \$150

XAH150-084596 Mar 20-Apr 24*

5 sessions Sa 9am-12pm

*Class will not meet Apr 3

Michelle Miller, MS, CPhT

Retail & Hospital Practices

Prerequisite: Terminology for Pharmacy Technicians; Dosages & Calculations

Learn the difference between retail and hospital pharmacy technician responsibilities. The retail perspective includes; prescription intake, renewals and transfers, inventory control, labeling and packaging medications, compounding of creams and ointments and common retail prescription drugs. The hospital segment covers the creation of suspensions, elixirs and IV medications. An overview of pharmacy equipment will be included. **Please bring the text used in Terminology for Pharmacy Technicians to class.**

1.8 CEU. Tuition and fees: \$180

XAH157-084597 Apr 28-June 2

6 sessions W 6-9pm

Michelle Miller, MS, CPhT

Pharmacy Technician Certification **NEW!** Board Exam Preparation

Prerequisite: Five courses in our Pharmacy Technician Program or industry experience

Pharmacy technicians and students will soon be expected to pass the National Pharmacy Technician Certification Board Exam. This credential will enhance a student's resume and add value to a current pharmacy technician's credentials. This 9-hour review course will prepare you to take the exam. **Textbook is optional. Available in college bookstore.**

0.9 CEU. Tuition and fees: \$90

XAH105-084598 May 4-May 18

3 sessions Tu 6-9pm

Jonathan Marbach, CPhT, CPC, CCS-P

Certificate in Medical Billing/Coding Specialist

Accurate medical billing/coding is necessary to secure maximum reimbursement for the healthcare provider and to ensure legal compliance on claims. The Certificate in Medical Billing/Coding is designed to prepare participants for an entry level position in one of the fastest growing industries. This administrative position assists medical research and reimbursement in a medical office, hospital, or other health care settings. This program prepares you for a career change, advancement, or independent contracting out-of-your-home office.

To earn the certificate, participants must successfully complete the following nine core courses. Medical Terminology: A Short Course is the prerequisite for all other courses and needs to be taken first. Upon completion of the requirements for the certificate, notify our office at www.ComEd@mccc.edu/ccs for a certificate. Individual courses may be taken on a non-certificate basis.

Core Courses

- Medical Terminology: A Short Course
- Advanced Medical Terminology
- Basic Anatomy
- CPT-4 Medical Coding I & II
- ICD-9 Coding
- Medical Billing
- Medisoft
- Medical Insurance, Law and Ethics

Medical Terminology: A Short Course

This is a basic introductory "jump-start" course that covers everyday terminology used in all medical areas: physicians' offices, hospitals, clinics, insurance and pharmaceutical firms. Includes word analysis, word structure, pronunciation of terms, and case studies. A medical or scientific background is not necessary. Self-evaluation quizzes will be used. **Textbooks required at first class session (*Medical Terminology the Basics* by Corinne Linton, ISBN 9781572225381; and *Medical Terminology: A Short Course* by Davi Ellen Chabner, ISBN 9781416055181). Available in college bookstore.**

1.8 CEU. Tuition: \$198

XAH114-084581

Jan 11-Feb 1*

6 sessions M,W 6:30-9:30pm

*Class will not meet Jan 18

Eileen Streight, MCCC Instructor

Advanced Medical Terminology

Prerequisite: Medical Terminology: A Short Course

This advanced course uses a body system approach to medical terminology. Terms relating to diseases, disorders, diagnostic and surgical procedures of the organ systems of the body will be presented. Medical terms built from word parts and other sources are included. Ongoing self-evaluation quizzes will be used. **Textbook required at first class session (*Exploring Medical Language* by Myrna LaFleur Brooks, ISBN 9780323049504). Available in college bookstore.**

3.0 CEU. Tuition and fees: \$295

XAH115-084582

Feb 8-Apr 19*

10 sessions M 6:30-9:30pm

*Class will not meet Mar 29

Eileen Streight, MCCC Instructor



Basic Anatomy

Prerequisite: Medical Terminology: A Short Course

This is an introductory course covering basic anatomy by developing an understanding of functions and structures of parts of the body.

Textbook required (*Introduction to Human Anatomy and Physiology* by Eldra Pearl Solomon, ISBN 1416044051).

2.1 CEU. Tuition and fees: \$231

XAH207-084583

Jan 28-Mar 11

7 sessions Th 6:30-9:30pm

Eileen Streight, MCCC Instructor

ICD-9 CM Introduction to Medical Coding

Prerequisite: Medical Terminology:

A Short Course

ICD-9-CM coding is required to bill for medical services and procedures in medical practices, emergency rooms, ambulatory surgery centers and many other facilities. ICD-9-CM is a standardized coding system which correlates disease and diagnosis. It is essential to assign the appropriate diagnosis from a legal perspective and from a reimbursement prospective. **Textbooks required. Available in college bookstore.**

3.0 CEU. Tuition: \$330

XAH111-084584

Feb 6-Mar 27

8 sessions Sa 10am-1:45pm

Mark Kneece, CPC

Medisoft

Prerequisite: *Medical Terminology: Short and Advanced, Anatomy & computer literate*

Note: Students may enroll for this course while completing the prerequisites.

This 18-hour "hands-on" class helps to pre-prepare you to perform duties using the Medisoft Advanced Medical Billing Software System. Areas of Medisoft that will be covered include: inputting patient information, processing patient transactions, producing various reports, and learning how to print statement and insurance forms, as well as processing claims. **Textbook required. Available in college bookstore.**

1.8 CEU. Tuition: \$274 (tuition \$189; lab fee \$85)

XAH218-084585

Feb 24-Mar 31

6 sessions W 6:30-9:30pm

Elizabeth A. Calamia, CPC

Medical Billing

Prerequisite: *Medical Terminology: A Short Course, or equivalent experience*

This is an overview of medical billing procedures for the claim cycles of many types of insurance coverage. Included topics: daily transaction entries, completing medical submissions, billed claim follow-up, the appeal process, itemized statements, and management reporting.

Textbook required. Available in college bookstore.

1.8 CEU. Tuition and fee: \$198

XAH121-084586

Mar 18-Apr 29*

6 sessions Th 6-9pm

*Class will not meet Apr 1

Elizabeth A. Calamia, CPC

CPT-4 Introduction to

Medical Coding Level I

Prerequisite: *Medical Terminology: A Short Course*

CPT-4 coding is required to bill for medical services and procedures in medical practices, emergency rooms, ambulatory surgery centers and many other facilities. Coding has a language of its own. This course will give the student an introduction to the language and how to use the CPT-4 book to assign the appropriate codes. **Textbooks required. Available in college bookstore.**

Available in college bookstore.

2.4 CEU. Tuition: \$264

XAH117-084587

Apr 10-May 15

6 sessions Sa 10am-2pm

Mark Kneece, CPC

Medical Insurance, Law and Ethics

Prerequisite: *Medical Terminology: A Short Course, or equivalent experience and computer literate*

Learn to understand complex medical insurance concepts, legal requirements, and the consequences associated with improper claims filing. Students will be able to identify and understand the basic medical insurance programs and their features; handle patient authorization for the release of medical records; understand disclosure and confidentiality issues associated with maintaining, sending and transmitting patient records; identify fraud and abuse issues, and handle insurance claim forms to prevent questionable or illegal filing.

Textbook required. Available in college bookstore.

1.5 CEU. Tuition and fee: \$165

XAH188-084588

May 6-June 3

5 sessions Th 6-9pm

Kim Barca, RHIA

Returning in Summer 2010!

CPT-4 Medical Coding Level II

Prerequisite: *CPT-4 Medical Coding Level I, Medical Terminology: A Short Course, Anatomy, and Medical Billing*

We will review principles and guidelines from CPT-4 Medical Coding Level I and go into greater depth and detail to offer a more comprehensive understanding of CPT strategy and proficiency, focusing on medical and surgical coding, E&M coding, modifiers and HCPCS. Those students who are active in the field may be asked to research and provide actual coding issues. The instructor and students together will research and resolve the various coding and compliance issues.

Medical Billing and Coding **NEW!**

National Certification Test Prep

Prerequisite: *At least five courses in our program or industry experience*

Prepare for two National Certification tests, the American Academy of Professional Coders (AAPC) and the American Health Information Management Association (AHIMA). Credentials from these organizations will enhance your career potential. Learn to review the material and tips to enhance your test taking ability.

0.3 CEU. Tuition and fees: \$40

XAH104-084589

Jan 26

1 session Tu 6-9pm

XAH104-084590

Apr 27

1 session Tu 6-9pm

Jonathan Marbach, CphT, CPC, CCS-P

Reiki Level I

"Reiki" refers to the technique of hands-on healing that uses energy to restore physical, mental and emotional balance. This gentle, non-invasive system of natural healing is frequently used in the healthcare setting as complimentary care. **Dress comfortably and bring a pillow, blanket, lunch and bottled water. Limited enrollment. This class awards Nursing CEU's. (Note: Please bring a lunch — cafeteria closed.)**

11.8 Nursing CEU's. Tuition and fees: \$125

XAH219-086075

Apr 10-Apr 11

2 sessions Sa,Su 10am-4pm

Maryann Marian, MSW, Reiki Master

