

# Health Care Institute

**Medical Billing and Coding Certificate / Medical Office Assistant Certificate** These two certificates are complimentary programs designed to provide a comprehensive understanding of the skills required for work in health care institutions, nursing homes, physicians' offices, community health groups, insurance companies, billing companies and other health care centers. Students are admitted to the program in the fall and spring. Note that the Medical Office Assistant Certificate includes the first six courses in the Medical Billing and Coding program as well as the Medical Office Procedures course. **Required: All students must submit a High School Diploma or GED and a \$25 certificate fee before starting the second class of the Medical Billing and Coding Certificate Program.**

**REQUIRED COURSES:** 1. Medical Records Analysis 2. Medical Terminology 3. Anatomy & Physiology 4. ICD-9-CM Coding (Basic)  
5. CPT-4 Coding 6. Computerized Medical Billing 7. Review Classes 8. \*Medical Office Procedures (\*Required for Office Assistant)

<b>Medical Records Analysis</b>	<b>\$349</b>	<b>ICD-9 CM Coding (Basic)</b>	<b>\$399</b>	<b>Review Classes</b>	<b>\$299</b>
---------------------------------	--------------	--------------------------------	--------------	-----------------------	--------------

Become familiar with the organization of patients' medical records. Learn the use of different forms and reports used in documenting patient progress. Identify the face sheet, discharge summary progress note, and doctor's orders, as well as the operative, pathology, laboratory, radiology and EKG reports. **Textbook is required and is not included in course price.**

HC-MB101 Mon. and Wed., 6 – 9 p.m.  
Feb. 10 – Mar. 10 (8 sessions)

**Medical Terminology** **\$299**

Develop knowledge and understanding of the language used in all aspects of medicine. Master the basic word structure of medical terms. Know the diagnosis and terminology used in determining patient care and treatment. Be able to apply the knowledge of medical terminology in ICD-9 and CPT-4 Coding for reimbursement. *No prerequisites.* **Textbook is required and is not included in course price.**

HC-MB102 Mon. and Wed., 6 – 9 p.m.  
Mar. 15 – Apr. 7 (8 sessions)

**Anatomy & Physiology** **\$299**

Examine the anatomical structure, the physiology and organization of the human body. Gain an in-depth understanding of the body's function in sickness and in health. The various diseases that affect each system and organs will be highlighted. **Textbook is required and is not included in course price.**

HC-MB107 Mon. and Wed., 6 – 9 p.m.  
Apr. 12 – May. 10 (9 sessions)

The International Classification of Diseases (ICD) includes diagnosis and procedure codes. Learn all practices, characteristics and conventions of ICD-9-CM Coding, which are necessary to perform functions accurately for maximum reimbursement to the healthcare agency. Become familiar with patient accounts, case histories and actual parts of a medical record. Various reports such as pathology, laboratory, x-ray and operative reports will be used. **Textbook is required and is not included in course price.**

HC-MB103 Mon. and Wed., 6 – 9 p.m.  
May. 12 – Jun. 23 (12 sessions)

**CPT-4 Coding** **\$299**

Optimize reimbursement by accurately utilizing CPT Codes for outpatient procedures. Develop an understanding of how CPT-4 coding affects physician reimbursement. You will learn the use of the CPT codebook by performing exercises. Common misperceptions of CPT-4 principles will be analyzed. **Textbook is required and is not included in course price.**

HC-MB104 Mon. and Wed., 6 – 9 p.m.  
Jun. 28 – Jul. 28 (9 sessions)

**Computerized Medical Billing** **\$299**

Learn to use computerized procedures essential for effectively managing and billing in today's medical office. Topics will include the data entry of CPT and ICD-9 codes, patient and insurance carrier information and patient billing. It is strongly recommended that courses in ICD-9 and CPT be completed prior to taking this course. Students must know how to type and have knowledge of the computer. **Textbook is required and is not included in course price.**

HC-MB105 Mon. and Wed., 6 – 9 p.m.  
Aug. 2 – 25 (8 sessions)

This 30 hour review class will prepare students to take the Certified Professional Coders exam (CPC). The class will focus on ICD 9 coding principles, CPT and HCPC coding. Students will also be given a practice exam of 150 questions to be done in a limited time span.

HC-MB113 Mon. and Wed., 6 – 9 p.m.  
Aug. 30 – Sept. 22 (7 sessions)

**\*Medical Office Procedures** **\$299**

The Medical Office Procedure course prepares students how to set up and maintain files of patients, understand ethical and legal aspects, schedule appointments, prepare health insurance forms, prepare patients' monthly bills, draft letters and format reports. Computerized environment will be emphasized. **\*Required course for Medical Office Assistant Certificate.**

HC-MB114 Mon. and Wed., 6 – 9 p.m.  
Sept. 27 – Oct. 25 (8 sessions)

**OPTIONAL COURSE**

**Advanced ICD-9-CM  
With DRG Analysis (optional)** **\$299**

This course provides expert direction regarding the analysis of the hospital case mix to support optimal reimbursement. Students are given an in-depth look at grouped methodology - both HCFA and New York State Grouper. Coding principles and guidelines will be reinforced. Students will work in a group setting coding medical records and grouping cases to specific DRGs.

HC-MB109 Sat., 9:30 a.m. – 1:30 p.m.  
Date: TBA (7 sessions)

**TOTAL: (Medical Billing/Coding) \$2243 / TOTAL: (Medical Office Assistant): \$2542:** Total cost if paid all at once, including processing fee and certificate fee. All courses may be taken on an individual basis without applying to the Certificate Program. Optional course costs not included in either total above.

# Health Care Institute

**Accelerated CASAC Certificate for Working Professionals** The Accelerated CASAC Certificate Program at Medgar Evers College School of Professional and Community Development was designed to appeal to substance abuse counselors, social workers, and other health care professionals who are looking for an accelerated pursuit towards the completion of their CASAC Educational Requirements.



The Accelerated Program offers anywhere between 25 to a full 350 hours of education as set forth by the Office of Alcoholism and Substance Abuse Services (OASAS) to qualify for the CASAC – Training Certificate (CASAC-T), Certified Prevention Professional Certificate (CPP), Certified Prevention Specialist Certificate (CPS) and CASAC Certificate. If this program is attended full time, students can complete this program in as little as 10 – 12 months. After each course is completed an official certificate of completion is issued. During the CASAC Application Workshop each student will be assisted personally with their OASAS application. During the Free Orientation session of the program, each student will have a full career consultation and certificate planning session as to determine exactly which classes they will need in order to complete their personal OASAS Certificate goal. Applicants of the OASAS Certifications are required to take a written examination after completing their educational and work experience requirements. The Accelerated Program has a Tutorial Course complete with a 150 question multiple choice written examination. **Other benefits of this program include: Assistance with internship placements, CASAC job search assistance, and resume reviews.**

Our teaching approach is theoretical and experimental in the areas of individual, family and group counseling: Understanding the biological, social, physical, psychological or mental aspects of alcoholism and chemical dependency. This program also includes coursework on HIV/AIDS/ STD's and therapeutic relationships, as well as and pharmacological, professional, and ethical responsibilities of counselors.

"I am so excited about this Accelerated CASAC Program. The program is unique in that in 12 months or less the professional student can not only meet their CASAC Educational Requirements but, can also walk on graduation day with their OASAS Certified CASAC-Trainee Certificate in their hand. **Ronda Marrimon, LMSW / CASAC** — CASAC Program Instructor and Coordinator

Medgar Evers has brought together a distinguished professional faculty from the field of human services to teach the courses in a comprehensive manner. This will give the student a thorough and rewarding educational experience.

**Drugs and Personal Health: Intro. to Substance Use Disorder** \$455

HC-PD505 Tues. and Thur., 6 – 9 p.m.  
Feb. 9 – Mar. 16 (11 sessions)

**Alcohol and Other Drug Counseling with Diverse Populations** \$325

HC-PD515 Tues. and Thur., 6 – 9 p.m.  
Jul. 27 – Aug. 19 (8 sessions)

**Violence and Addictions** \$325

HC-PD518 Tues. and Thur., 6 – 9 p.m.  
Dec. 21 – Jan. 13 (8 sessions)

**Advanced Study of Alcoholism and Drug Addiction** \$325

HC-PD513 Tues. and Thur., 6 – 9 p.m.  
Mar. 18 – Apr. 13 (8 sessions)

**Individual and Group Therapy in Medical/Social/Psychological Aspects of HIV/AIDS** \$325

HC-PD506 Tues. and Thur., 6 – 9 p.m.  
Aug. 24 – Sept. 16 (8 sessions)

**Community Education and Prevention** \$325

HC-PD520 Tues. and Thur., 6 – 9 p.m.  
Jan. 18 – Feb. 10 (8 sessions)

**Ethical Issues Specific to Substance Use and Abuse Disorder** \$585

HC-PD522 Tues. and Thur., 6 – 9 p.m.  
Apr. 20 – May 29 (15 sessions)

**Substance Abuse and the Family** \$325

HC-PD516 Tues. and Thur., 6 – 9 p.m.  
Sept. 21 – Oct. 14 (8 sessions)

**Treatment Planning in Addictions Counseling** \$325

HC-PD521 Tues. and Thur., 6 – 9 p.m.  
Feb. 15 – Mar. 10 (8 sessions)

**Theories of Addiction** \$325

HC-PD514 Tues. and Thur., 6 – 9 p.m.  
Jun. 1 – Jun. 24 (8 sessions)

**Human Growth and Development** \$325

HC-PD517 Tues. and Thur., 6 – 9 p.m.  
Oct. 19 – Nov. 16 (8 sessions)

**Case Management in Addictions Counseling** \$325

HC-PD519 Tues. and Thur., 6 – 9 p.m.  
Jun. 29 – Jul. 22 (8 sessions)

**Medical/Social/Psychological Aspects of HIV/AIDS** \$325

HC-PD506 Tues. and Thur., 6 – 9 p.m.  
Nov. 18 – Dec. 16 (8 sessions)



**TOTAL: (CASAC) \$4,660:** Total cost if paid all at once, including processing fee and certificate fee. Courses may be taken on an individual basis without applying to the Certificate Program.

## CUNY Healthcare Interpreter Training Program: Level One

### Introduction to Spanish/English Healthcare Interpreting (45 hrs) \$750

This course offers participants a basic understanding of the role of the Spanish-English interpreter in healthcare settings. The course provides an opportunity to acquire knowledge and develop abilities and skills needed to meet the criteria established by the Standards of Practice of the International Medical Interpreters Association and the Code of Ethics of the National Council on Interpreting in Healthcare. This introductory course is intended for bilingual healthcare staff and other individuals who are interested in interpreting careers in the healthcare setting. Participants will learn and practice basic skills such as how to manage communication; how to recognize and deal with ethical issues and cultural conflicts; clinicians' roles and expectations, American culture; health beliefs and practices in the Spanish speaking community; and the importance of interpreted communication in providing access to quality healthcare. The course introduces diverse exercises, including role-plays, to build skills mastery of techniques for consecutive interpreting: active listening, recall, and accuracy in relaying what has been said in either language. Finally, attention is given to basic medical vocabulary and how to build a personal bilingual glossary of words commonly encountered when interpreting healthcare interactions. The textbook for this course is Culturesmart's *The Essential Piece*, which has been widely used for training programs throughout the U.S..

**Required:** *Students must have a GED or High School Diploma and must be bilingual with both English and Spanish Language fluency. A language proficiency test will be administered to determine eligibility. Participants with experience doing medical interpretation, but with no prior training may enroll. Level One Fee: \$750. Books and Exit Certificate Exam not included in course price.*

HC-PD503  
Dates to be announced. (10 sessions)

Program Orientation: Mar. 2010.  
Call to sign up on our waiting list.



"As a child of immigrant parents I was often taken along to doctors' visits to help interpret for relatives. Thousands of people immigrate to the United States from Latin American countries and are faced with the difficulty of not being able to communicate in English. Now that I have received formal training from the CUNY Healthcare Interpreter course, I can continue to help those in need with greater confidence and efficiency."

**Katherine Mones,**  
CUNY Level One Graduate  
Healthcare Interpreter Program

## OPEN HOUSE

**Jan. 20 & 21 (6-8 p.m.)**  
**1150 Carroll St. Cafeteria**

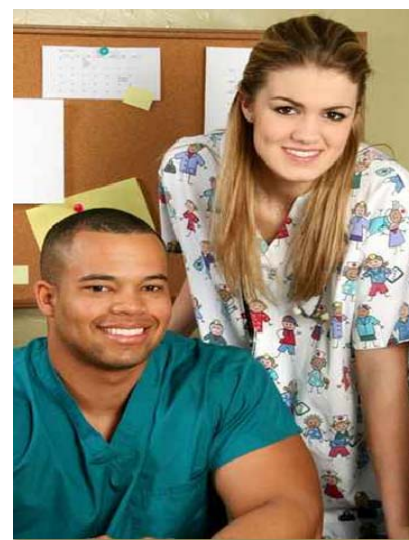
**Register at an Open House  
and receive 5% OFF  
your tuition plus the chance  
to win a free class!**

## Certified Coding Specialist (CCS) Exam Review 2010 \$450

This course prepares students to successfully pass AHIMA's Certified Coding Specialist (CCS) exam. The course includes all content sections found in the exam as well as several full practice exams simulating the actual examination experience to increase your skills and confidence. **Textbook is required and is not included in course price.**

HC-CC100 Sat., 10 a.m. – 2 p.m.  
Mar. 20 – Jun. 5 (12 sessions)

**Ask us about onsite CCS training for employees or for a group of coders.**



## Do your employees need to upgrade their skills?

Do your employees need help with written or verbal communication?  
Addressing conflict? Working as a team? Providing leadership?  
Providing great Customer Service?

Whatever your need, Adult and Continuing Education can help through convenient and affordable onsite workshops, seminars or courses customized to fit your specific needs.

**We can help.**

Contact: Jonathan Bissell, Director of Adult and Continuing Education  
Tel. (718) 804-8848 / Email. [jbissell@mec.cuny.edu](mailto:jbissell@mec.cuny.edu)

# Health Care Institute

## Grant-Writing for Health Care Professionals **\$395**

In today's economy, there is increased competition for government, corporate and foundation dollars. These funders are also more discriminating in awarding grants to those who can deliver evidence-based outcomes. Most health care institutions supplement patient revenue with grants that can help enhance staffing and fill important service gaps for the community; however, many agencies rely on their limited Development staff, or hire professional grant-writers to cover a wide range of ongoing grant deadlines. ***Why not invest in your staff and train them to become skilled in the basics of writing successful proposals?*** Students will learn how to think more analytically, work methodically and write key persuasive components: agency background and qualifications, community need assessments, program design, evidence-based outcomes, quality monitoring, marketing and outreach, as well as a budget and budget justification.

HC-PD 525 Thur., 6 – 8:30 p.m.  
Date: TBA (8 sessions)

**Instructor Adele Flateau is an experienced health care executive, with an M.S. in Health Services Management, who has also taught writing classes and workshops. Since 1991, she has written numerous successful, innovative health care grant applications which have secured millions of dollars from government, foundation and corporate funders.**



## Infection Control Workshop **\$50**

This two-hour workshop provides health care professionals with training for licensure renewal and meets the requirements of the Mandatory Infections Control Program for re-registration and licensing in New York State. Upon completion of the workshop a certificate of completion will be issued.

HC-IC102 Sat., 10 a.m. – 2 p.m.  
Date: TBA (1 session)

## Professional Pharmacy Technician Test Preparation **\$825**

The U.S. Department of Labor projects more than 28,000 Pharmacy Technician jobs over the next ten years. This course provides instruction to pass the Pharmacy Technician Certification Board's National Examination. You must register for the exam. Call 202-429-7576 or go online: [www.ptcb.org](http://www.ptcb.org). **Required: High School diploma or GED.**

Pharmacy Technicians assist a Pharmacist in: obtaining medical information and profiles from patients; accepting refill request; maintaining pharmacy inventory; reordering medications; reading prescriptions to select, count and pour medicines; entering prescription data and generating prescription labels on computer; and other pharmacy related tasks under the supervision of a Pharmacist. **Textbook is required and is not included in course price.**

HC-PD502 Thur., 6 – 9 p.m.  
Feb. 18 – Apr. 15 (8 sessions)

## (NEW) Phlebotomy Technician \$1599

This 90 hour Phlebotomy Technician Program prepares professionals to collect blood specimens from clients for the purpose of laboratory analysis. Students will become familiar with all aspects related to blood collection and develop comprehensive skills to perform venipunctures completely and safely. Classroom and lab work includes terminology, anatomy and physiology; blood collection procedures; specimen hands-on practice; and training in skills and techniques to perform puncture methods. Note: There is no outside externship rotation included with this program. **Textbooks are included in course fee.**

HC-PD 503 Tues. and Thur., 6 – 9:30 p.m.  
Mar. 16 – Jun. 15 (21 sessions)

## (NEW) EKG Technician Certification Program **\$999**

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 and 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 are included in course fee.**

HC-PD 504 Mon. and Wed., 6 – 9:30 p.m.  
Mar. 15 – May 3 (15 sessions)

## (NEW) Physical Therapy Aide Program **\$999**

This comprehensive 50-hour Physical Therapy Aide Program prepares students for the growing field of Physical Therapy. The Physical Therapy Aide is generally responsible for carrying out the non-technical duties of physical therapy, such as preparing treatment areas, ordering devices and supplies, and transporting patients working under the direction of the physical therapist.

Furthermore, these workers assist physical therapists in providing services that help improve mobility, relieve pain, and prevent or limit permanent physical disabilities of patients suffering from injuries or disease. Physical Therapy Aides may be employed in nursing homes, hospitals, sports rehabilitation center and some orthopedic clinics. Note: This program does not include a national or state certification as part of its overall objectives. **Textbooks are included in course fee.**

HC-PD 500 Tues. and Thur., 6 – 9:30 p.m.  
Mar. 16 – May 4 (15 sessions)

## (NEW) RN Test Preparation Course **\$495**

The RN Nursing entrance examination is prepared by the National League of Nursing to assess the levels of understanding in students in areas of verbal ability, reading and comprehension, and the knowledge of physical and life sciences. The course provides 90 classroom hours of concise and intense instruction taught by experienced instructors who have successfully assisted many students in passing the RN exam.

HC-PD501 Fri., 6 – 9 pm & Sat., 9 – 5:15pm  
Jan. 29 – Mar. 20 (16 sessions)