



Online Course Catalog
Spring 2010

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General Information

Tuition & Fees

Career Readiness Plus

\$599.00

Essential Healthcare Career Course

Introduction to Healthcare with Medical Terminology

\$535.00

Career Specific Core Courses

Medical Records and Health Information Assistant

\$1,850.00

Front Office Medical Assistant

\$1,850.00

Course fees include all books, materials and awarded certificates.

Academic Grading Rubric

<p>A = 90-100 B = 89-80 C = 79-70 D = 69-60 F = 59-0 P = above 80</p>

Grading Assessment

- A student must achieve a final grade of 80% or higher to successfully complete a course.
- Courses that include a mid-term exam and comprehensive exam: the mid-term exam will constitute 33% of the student's overall grade; the final exam will constitute 67% of the student's overall grade.
- Some courses may vary with regard to exam/assignment structure; grade scales for these courses will be determined as needed by the Program Manager and course instructor(s).
- Extra Credit assignments can be made available at the discretion of the course instructor. Any extra credit assignments must be completed within two days of the course end date for the student to receive credit for the assignment.

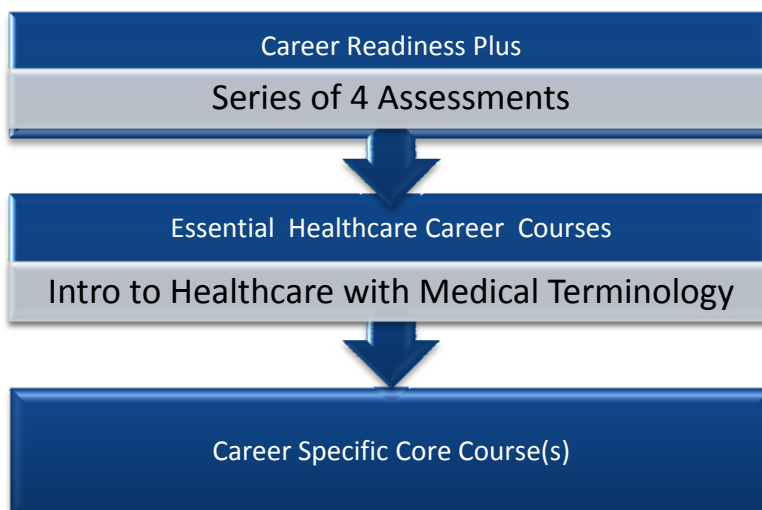
Tuition Refund Policy

- Early withdrawal (Active/Passive):
 - ✓ A student beginning a new course will have five days to cancel the course and receive a full refund of tuition.
 - ✓ If a student withdraws (either actively or passively) from a course after the fifth day, he/she will forfeit a tuition reimbursement.
- The following actions (or inactions) constitute a “passive withdrawal” from a course:
 1. Failure to contact instructor within two days of a course start date.
 2. Failure to contact instructor at least twice a week during the course.
 3. Failure to complete an exam or assignment within two days of its due date.
- Students who for any reason are unable to complete their coursework – that has been funded by scholarship
 1. Will not have a repayment expectation.
 2. The student can reapply for a new Military to Medicine scholarship 12 months following the original course/program withdrawal notification.
 3. However, if the student does not want to wait 12 months to continue, the student can pay a onetime administrative fee of \$250 and continue with a new course of study following receipt of payment.
 4. This policy allows students to choose the best option for continuing their studies.
- Time extensions are determined and approved on individual basis.

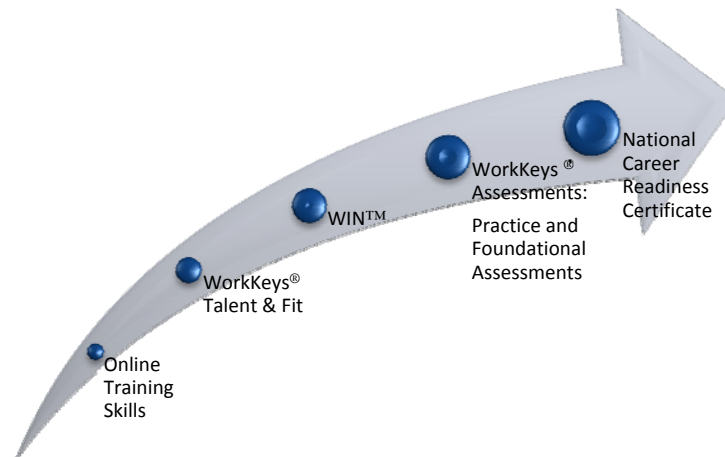
Military to Medicine Program Description

Each Military to Medicine program follows a three-tier organization:

- (1) Workforce Pre-requisites for Training and Placement
- (2) Essential Healthcare Career Courses
- (3) Career Pathway Specific Core Course(s)



Career Readiness Plus



Career Readiness Plus:

Is a series of assessments to identify an individual's skill sets and to provide foundational skills needed for work performance and academic success. Though these assessments are similar to college entrance exam preparation, Career Readiness Plus ensures concept mastery, not just test prior to enrolling in career training programs. Military to Medicine matches assessment results to information from the O*NET, the primary source of occupational information developed under the US Department of Labor/Employment and Training Administration to further predict success in career choice. *A student advisor assists every student during training and assessment.*

Expected time frame: 3 weeks

1. Online Training Skills Assessment

Determines whether a student or placement candidate possesses the basic computer skills required for class work or the workplace.

2. WorkKeys® Personal Skills Assessment → Talent & Fit

- (1) **Talent:** The WorkKeys® Talent Assessment is a selection and employee development tool that measures a candidate's work-related attitudes and behaviors. It assesses how your individual personality will contribute to the following work performance areas of work discipline, teamwork, managerial potential and customer service orientation. The assessment is an online questionnaire with about 165 items and requires about 30 to 35 minutes to complete.
- (2) **Fit:** The WorkKeys® Fit assessment matches individual interests and values to the work environment. The Fit Assessment measures an individual's interests and values, providing information that can help determine how well a candidate matches up with occupations in an organization. This is an online assessment containing approximately 100 self-report items, and takes about 15 to 20 minutes to complete.

3. WIN™

WIN™ is a program using the WIN™ Courseware that provides basic workplace skills training, based on the ACT, Inc. *WorkKeys*® assessment system. The WIN™ Courseware prepares those entering the workforce or students with the skills needed for achievement in their career. WIN™ is the national leader in Career Readiness Certificate program implementations. The WIN™ Courseware ensures concept mastery, not just test preparation. This program allows the participant to practice for the *WorkKeys*® assessments along with training for their own skills knowledge gap. Program is self-paced and allows individuals to focus on their educational needs.

4. Practice *WorkKeys*® & Foundational *WorkKeys*® Assessments

These assessment system measures “real-world” skills that employers believe are critical to job success. *WorkKeys*® assessments measure three foundational workplace skills applicable to any job position. These foundational assessments are contextualized to healthcare careers and include:

- Applied Mathematics
- Locating Information
- Reading for Information

Assessment scores allow the applicant to receive education path guidance before he/she investigates Essential Healthcare Career Courses. Scores also will assist in the identification of candidates who may need remedial assistance before entering the education and training phases of the program.

NOTE:

Training Program participant: *You will take the practice *WorkKeys*® assessments prior to entering Essential Healthcare Career Courses. Three months prior to completion of your training program, you will complete your proctored *WorkKeys*® assessments.*

Job Placement Assistant participant: *You will take the *WorkKeys*® assessments after completion of the WIN™ and *WorkKeys*® personal assessments.*

5. National Career Readiness Certificate

The National Career Readiness (NCRC) certificate verifies to any employer that an individual possess the essential core skills of reading, math and locating information. At the completion of the proctored Foundational *WorkKeys*® assessments, you will receive your NCRC verifying your work-related skills critical for training and/or job success. These skills are essential to the majority of jobs in the workplace. Employers can search for qualified labor pools or applicants that possess these foundational skills in the core areas of reading for information, applied mathematics and locating information. As of March 2009, 36 states are using the Career Readiness Certificate.

Essential Healthcare Career Courses

Introduction to Healthcare Careers with Medical Terminology (HC201 IHC)

Part I: Introduction to Health Careers

A short module introduces candidates to the various careers available in healthcare. Careers and the education, training and/or career experience needed will be identified. With information from the WorkKeys® assessment (personal) along with an understanding of career path options, candidates will be better equipped to make a career decision. The introductory course and video tour will consist of:

- Health Careers
- Education/Training/Experience Pathways
- Introducing Health Careers - Video
- Video interviews with experienced individuals from healthcare careers

Expected time length: 4 hours

Part II: Medical Terminology

This course introduces elements of medical terminology, such as how terms and words can be used to describe the human body. Students learn to apply proper terminology and spelling for major pathological conditions. This course identifies and explains the terms used for the integumentary, respiratory, nervous, reproductive, endocrine, urinary, digestive, lymphatic, hematic, immune and musculoskeletal systems. It compares and contrasts the different body systems. Students define and describe the function of each system of the body. *Course cost includes Learn Smart and E-book.*

Expected time length: 8 weeks

Course Topics:

Topic 1 – Learning Medical Terminology	Terminology Application
History	Diagnostic, Procedural and Laboratory Terms
Forming Medical Words	Pharmacological Terms
Prefixes	Surgical Terms
Suffixes	Topic 6 - The Cardiovascular System
Legal and Ethical Issues	Structure and Function
Topic 2 – The Body as a Whole	Terminology Presentation
Body Structure and Organization	Terminology Application
Directional Terms, Planes and Regions	Pathological Terms
Terminology Presentation	Diagnostic, Procedural, and Lab Terms
Terminology Application	Surgical Terms
Topic 3 - The Integumentary System	Pharmacological Terms
Structure and Function	Topic 7 - The Digestive System
Diagnostic, Procedural, and Lab Terms	Structure and Function
Symptoms, Abnormalities, and Conditions	Terminology Presentation
Combining Forms	Terminology Application
Surgical Terms	Diagnosis and Clinical Procedure
Topic 4 - The Musculoskeletal System	Pharmacological Terms
Structure and Function	Surgical Terms
Terminology Presentation	Topic 8 - The Urinary System
Terminology Application	Structure and Function
Symptoms, Abnormalities, and Conditions	Terminology Presentation
Pharmacological Terms	Terminology Application
Topic 5 - The Respiratory System	Disorders and Conditions
Structure and Function	Pathological Terms
Terminology Presentation	Surgical Terms

Topic 9 - The Nervous System
Structure and Function
Terminology Presentation
Terminology Application
Diagnostic, Procedural, and Lab Terms
Surgical Terms
Pharmacological Terms
Topic 10 - The Endocrine System
Structure and Function
Terminology Presentation
Terminology Application
Pathological Terms
Pharmacological Terms
Topic 11 - The Sensory System
Structure and Function
Terminology Presentation
Terminology Application
Surgical Terms and Procedures of the Eyes

Topic 12 - Hematic, Lymphatic & Immune Systems
Structure and Function
Terminology Presentation
Terminology Application
Diagnostic, Procedural and Laboratory Terms
Lymphatic System Terminology
Immune System Terminology
Surgical Terms
Pharmacological Terms
Topic 13 - The Female Reproductive System
Structure and Function
Terminology Presentation
Terminology Application
Disorders and Conditions
Surgical Terms
Topic 14 - The Male Reproductive System
Structure and Function
Terminology Presentation
Terminology Application
Pathological Terms
Surgical Terms
Topic 15 - Review

Career Specific Course Training

Medical Records and Health Information Assistant (HC 202 MR)

This course teaches the rationale and process of medical billing and coding. The course includes a tutorial in the most often used medical billing and coding software—Medisoft®. You will examine the ethical and legal aspects of medical billing and coding, basic medical office procedures, as well as explore the ICD-9-CM and how it is used. *Course cost includes Learn Smart and E-book.*

Expected time length: 16 weeks

Course Topics:

Topic 1 - Introduction to Medical Billing and Coding Economics

- The Historical Context
- The Medical Insurance Specialist

Topic 2 - Ethics and Legal Aspects

- Ethics and Medical Coding
- Legal Aspects of Medical Coding
- Negligence and Confidentiality

Topic 3 - Basic Medical Office Procedures

- Language and Terminology
- The Environment and Team
- The Office
- The Records

Topic 4 - Coding Diagnoses: Introduction to ICD-9-CM

- What Is ICD-9-CM?
- Alphabetic Index and Tabular List
- V Codes and E Codes
- Coding Steps

Topic 5 - Learning the Codes I

- Body Systems and Disorders I
- Circulatory System
- Endocrine System
- Respiratory System
- Musculoskeletal and Integumentary Systems

Topic 6 - Learning the Codes II

- Body Systems and Disorders II
- Gastrointestinal and Urinary Systems
- Infectious and Parasitic Diseases
- Reproductive System
- Congenital Anomalies and Conditions
- Originating in the Perinatal Period

Topic 7 - Learning the Codes III

- Body Systems and Disorders III
- Neoplasms
- Nervous System and Sensory Organs
- Mental Disorders
- Injury and Poisoning Symptoms, Signs, and Ill-Defined Conditions

Topic 8 - Coding Procedures: CPT and HCPCS Index and Main Text

- Category II and III Codes, CPT Modifiers, and Appendices
- Coding Steps
- HCPCS Codes

Topic 9 - Learning the Codes:

- Evaluation and Management Codes
- Pathology and Laboratory Codes

Topic 10 - Learning the Codes: Medicine and Radiology

- Medicine Codes
- Radiology Codes

Topic 11 - Learning the Codes: Anesthesia and Surgery

- Anesthesia Codes
- Surgery Codes
- Integumentary, Musculoskeletal, Respiratory, and Cardiovascular Systems
- Hematic and Lymphatic, Digestive, Urinary, and Male Genital Systems
- Female Genital, Endocrine, and Nervous Systems and Sensory Organs

Topic 12 - Coding Compliance

- Compliance Regulations
- Compliance Errors
- Avoiding Fraud and Abuse
- Compliance Strategies

Topic 13 - Employment

- Roads to Employment
- Educational and Skill Requirements
- Finding a Job

Topic 14 - Medisoft® Tutorial

- Starting Medisoft
- The Menu Bar
- Toolbar
- Entering, Saving, and Deleting Data

Topic 15 - Review

Front Office Medical Assistant (HC 203 FMOA)

This course provides an overview of the front office medical office assistant career. Students learn about the job responsibilities including patient interaction and communication, scheduling and maintaining accurate patient records. The duty of processing insurance claims is described, and students examine various bookkeeping systems in an effort to manage an efficient billing cycle. The importance of taking inventory is discussed, as well as the steps in making a purchasing decision. Available specialized options for an administrative medical assistant are examined. *Course cost includes Learn Smart and E-book.*

Expected course length: 16 weeks

Course Topics:

- | | |
|---|---|
| Topic 1 - Medical Assisting as a Profession | Topic 8 - Managing Office Medical Records |
| Functions of a Medical Assistant | The Filing Systems |
| Attributes of Successful Medical Assistants | The Filing Process |
| Types of Certification | File Storage Options |
| Topic 2 - Effective Communication | Career Options |
| The Scope of Communication | Topic 9 - Patient Education and Support |
| Written Communication | Types of Patient Education |
| Verbal and Nonverbal Communication | Patients with Special Needs |
| Telephone Techniques | Physical Components of the Reception Area |
| Topic 3 - Legal and Ethical Issues | Maintaining the Reception Area |
| Medical Law and Ethics | Topic 10 - Processing Insurance Claims |
| Occupational Safety and Health Administration (OSHA) | Insurance Terminology |
| Health Insurance Portability and Accountability Act (HIPAA) | Types of Health Plans |
| Quality Assurance | The Claims Process |
| Topic 4 - Types of Medical Practice | Preparing Health-Care Claims |
| Specialized Medical Practice | Topic 11 - Medical Coding |
| Work Place Dynamics | Diagnosis Coding |
| Career Options | Procedures Coding |
| Topic 5 - Managing Office Equipment and Supplies | HCPCS |
| Purchasing Equipment and Supplies | Coding Compliance |
| Maintenance and Troubleshooting | Topic 12 - Patient Billing |
| Inventory | Payment Procedures |
| Topic 6 - Managing Correspondence and Schedule | Collection Procedures |
| Writing Correspondence | Credit Options |
| Processing Mail | Topic 13 - Accounting I |
| Scheduling Appointments | Bookkeeping Systems |
| Topic 7 - Managing Patient Records | Banking Tasks |
| Compiling and Maintaining Accurate Patient Records | Managing Accounts and Disbursements |
| The Six Cs of Charting | Topic 14 - Accounting II |
| Medical Transcription | Payroll |
| | Taxes |
| | Contracts |
| | Topic 15 - Review |

Military to Medicine Employment Handbook

Healthcare is the #1 career choice among military spouses, with good reason. It's the fastest growing field in America with a shortage of qualified workers. It's a natural fit – healthcare jobs are found in every state and career opportunities range from hands-on clinical work to technology- and administrative-related roles. Healthcare is a flexible and portable field – offering full- and part-time opportunities that are perfect for the needs of military families. Military to Medicine provides the pathway to start a healthcare career that moves with you.

Many healthcare careers require specialized clinical knowledge or are involved in patient care, but there are just as many non-patient care related positions that healthcare employers also need, including:

- Finance
- Accounting
- IT
- Logistics
- Facilities
- Customer Service

Medical Records & Health Information Assistant Job Description

Medical Records & Health Information Assistants gather patients' health information, making sure that patients' initial medical charts are complete; that all forms are completed and properly identified and authenticated; and that all necessary information is in the computer. They regularly communicate with physicians and other healthcare professionals to clarify diagnoses or to obtain additional information. Technicians regularly use computer programs to tabulate and analyze data to improve patient care, better control cost, provide documentation for use in legal actions, or use in research studies.

Medical health information assistants who specialize in coding are called **health information coders, medical record coders, coder/abstractors, or coding specialists**. These technicians assign a code to each diagnosis and procedure. They then use classification systems software to assign the patient to one of several hundred "diagnosis-related groups," or DRGs. The DRG determines the amount the hospital will be reimbursed if the patient is covered by Medicare or other insurance programs using the DRG system. In addition to the DRG system, coders use other coding systems, like those required for ambulatory settings, physician offices or long-term care.

According to the Department of Labor, employment of medical records and health information technicians is expected to increase by 18 percent through 2016 because of rapid growth in the number of medical tests, treatments and procedures that will be increasingly scrutinized by health insurance companies, regulators, courts and consumers. Technicians also will be needed to enter patient information into computer databases to comply with Federal legislation mandating the use of electronic medical records. For current wage and salary statistics, please visit <http://www.bls.gov/oes/current/oes292071.htm>

Front Office Medical Office Assistant Job Description

As a Front Office Medical Office Assistant, you'll need to know medical terminology, the basics of anatomy and physiology, managing and updating patient records, and process of billing for physician's services.

You'll get training in:

- Law and Ethics in Medicine
- Administrative Procedures and Practices
- Medical Terminology and Pharmacology
- Health Information Confidentiality

Why take a Medical Office Assistant training course? With the right credentials, you can:

- Work for a hospital in admissions or assist administrators.
- Work for insurance companies processing claims and verifying billing.
- Work for Public Health Organizations for federal, state or local government.
- Work for doctor's offices and clinics managing patient flow.

Medical Office Assistants perform administrative and clinical tasks to keep the offices of physicians, podiatrists, chiropractors and other health practitioners running smoothly. Medical assistants who perform administrative tasks have many duties, including updating and filing patients' medical records; completing and submitting insurance forms; and arranging for hospital admissions or laboratory services. They also perform administrative tasks, such as answering telephones, greeting patients, scheduling, and handling billing and bookkeeping.

According to the Department of Labor, employment of medical assistants is expected to grow 35 percent from 2006 to 2016. As the healthcare industry expands because of technological advances in medicine and the growth and aging of the population, there will be an increased need for all healthcare workers. Increasing use of medical assistants in the rapidly growing healthcare industry will further stimulate job growth. For current wage and salary statistics, please visit: <http://www.bls.gov/oes/current/oes319092.htm>

Program/Course Code Index

HC 201 IHC	Introduction to Healthcare with Medical Terminology
HC 202 MR	Medical Records and Health Information Assistant
HC 203 FMOA	Front Office Medical Assistant