



Virtual Course Catalog

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Medical Courses

Medical Coding

Duration: 8 Months

(HC 204 CB) Introduction to Medical Coding & Billing – Introduction to medical billing and coding. This module helps the student learn a basic understanding of physician billing and coding skills. Immediate assessment and guidance is offered upon the completion of each unit, and a final exam is scheduled and graded by professional coding and billing student support specialist

Medical Office Assistant

Duration: 6 Months

Medical Office Assistant Employment Information

The *Healthcare Administration* program helps students train for certification and employment as a Medical Office Assistant, Medical Coding and Billing Specialist/Medical Records & Health Information Technician.

Medical Office Assistant Job Description

As a Medical Office Assistant, you'll need to know medical terminology, managing and updating patient records and the basics of anatomy and physiology.

You'll get training in:

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

Start a rewarding career in a growing field.

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

Medical Office Assistants perform administrative 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>.

Medical Records & Health Information Technician Job Description

Medical Records & Health Information Technicians 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.

Technicians 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 for which 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, such as 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 will also 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>.

Medical Terminology

Duration: 5 Weeks

(HC 203 MT) Medical Terminology – Each candidate (regardless of healthcare career path) will need this knowledge base in order to secure entry level employment and advance in the healthcare field. At a minimum, upon completion of the module, candidates will be able to:

- Identify common medical prefixes, roots and suffixes (along with their meaning)
- Describe how word parts are combined from medical terms
- Interpret common abbreviations used in the healthcare field
- Identify terminology that relates to the various elements and systems of the body

Medical Transcription/Medical Editing

Duration: 8 Months Online

<http://www.bls.gov/oco/ocos271.htm>

Medical transcriptionists listen to dictated recordings made by physicians and other healthcare professionals and transcribe them into medical reports, correspondence and other administrative material. They generally listen to recordings on a headset, using a foot pedal to pause the recording when necessary and key the text into a personal computer or word processor, editing as necessary for grammar and clarity. The documents they produce include discharge summaries, medical history and physical examination reports, operative reports, consultation reports, autopsy reports, diagnostic-imaging studies, progress notes and referral letters. Medical transcriptionists return transcribed documents to the physicians or other healthcare professionals who dictated them for review and signature or correction. These documents eventually become part of patients' permanent files.

To understand and accurately transcribe dictated reports, medical transcriptionists must understand medical terminology, anatomy and physiology, diagnostic procedures, pharmacology and treatment assessments. They also must be able to translate medical jargon and abbreviations into their expanded forms. To help identify terms appropriately, transcriptionists refer to standard medical reference materials — both printed and electronic; some of these are available over the Internet. Medical transcriptionists must comply with specific standards that apply to the style of medical records and to the legal and ethical requirements for keeping patient information confidential. Experienced transcriptionists spot mistakes or inconsistencies in a medical report and check to correct the information. Their ability to understand and correctly transcribe patient assessments and treatments reduces the chance of patients receiving ineffective or even harmful treatments and ensures high-quality patient care.

Currently, most healthcare providers use either digital or analog dictating equipment to transmit dictation to medical transcriptionists. The Internet has grown to be a popular mode for transmitting documentation. Many transcriptionists receive dictation over the Internet and are able to quickly return transcribed documents to clients for approval. Also, because of the popularity of using the Internet to transmit documentation, many medical transcription departments are beginning to work closely with programmers and information systems staff to stream in voice communication that provides seamless data transfers through network interfaces. This practice allows medical transcriptionists the convenience of having hand-held personal computers or personal data assistants (PDAs) that utilize software for dictation. Another increasingly popular method uses speech recognition technology, which electronically translates sound into text and creates drafts of reports. Transcriptionists then format the reports; edit them for mistakes in translation, punctuation, or grammar; and check for consistency and any wording that doesn't make sense medically. Transcriptionists working in specialties such as radiology or pathology, which have standardized terminology, are more likely to use speech recognition technology, a medium that will become more widespread in all specialties as it becomes more sophisticated and is better able to recognize and more accurately transcribe diverse modes of speech.

Information Technology

Career Essentials Plus (IT 101)



Modules

- Career Essentials (CE)
- Microsoft Office 2007 Fundamentals (OF)

Duration:

- **Career Essentials – 4 Weeks**
- **Office 2007 Fundamentals – 3 Weeks**

(IT 101 CE) Career Essentials™ – A three-week module that prepares students with the necessary information they need to make the right choices in the emerging job market. Students will learn to master the interviewing process by creating effective resumes, identifying their key skills, and understanding proper etiquette. This program is aligned to academic standards and the Department of Labor Workforce Placement Program.

Students will gain experience with:

- Successful career planning and career resources
- Finding a job, resume writing and the interview process
- Negotiating salary and evaluating job offers
- Understanding benefits and balancing work life
- Entrepreneurship, starting a business and managing competition

(IT 101 OF) Microsoft Office 2007 Fundamentals™ – A three-week module that familiarizes students with the most recent version of Microsoft Office. Students will engage in in-depth tutorials and activities for Microsoft Word, Excel, PowerPoint and Outlook. Upon completion of this module, students should have the confidence to build their own presentations, create spreadsheets and data tables, construct formal documents and manage their own email. Up-to-date content is aligned to national and international academic standards.

Students will gain experience with:

- Microsoft Office interface and tools
- Document and presentation construction
- Spreadsheet layout and functionality
- Managing personal e-mail
- Publishing and distributing files