

Healthcare Information Program

Educational objectives:

The Healthcare Information Program is designed to empower students with skills and knowledge that will increase their workplace competency and introduce students to automated medical office software and health records. This balanced training program, covers premier industry certification preparation for Medical Assistant or Medical Administrative Assistant, a Certified Billing and Coding Specialist, and the highly sought after Certified Professional Coder by the AAPC certifying body. Students will have the knowledge to work within a medical office and update medical records using current coding standards. Knowledge of Microsoft Office computer technologies is achieved and the student receives up-to-date training including a thorough understanding of HIPAA compliance regulations, office administration, medical terminology, procedural coding and diagnostic coding for electronic records. Students will be taught the skills needed to work with codes and standards including, but not limited to, demographics, medical history, medication and allergies, immunization status, laboratory test results, radiology images, and billing information to populate medical and health records. The training and learning is reinforced throughout the program with hundreds of real world scenarios (case studies) and practice test questions. The students will also have an understanding of all administrative and clinical procedures needed for a wide array of Medical Assisting jobs.

Potential Occupations:

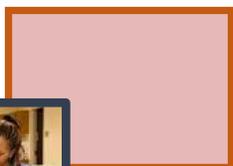
This training can lead to a career as an Insurance Claims & Policy Processing Clerk, Claims processor, Medical Coding and Billing Specialist, Medical Coding Specialist, Medical Front Office Support, outpatient clinic support, insurance company coding specialist, governmental agency coding specialist, public health and home health agency coding specialist, long term care facilities medical office support, Insurance Billing and coding specialist, Medical Secretary, Medical Records and Health Information technicians, Medical Billing Specialist, Medical Office Specialist, Medical records claims processor, Reimbursement Specialist, Repricing Assistant, Secretary, Medical Records, Medical Assistant and Healthcare Support.

Admission Requirements:

This program requires a high school diploma or GED. The student must take the Wonderlic Verbal Test and score a 297 or above. Students must have a familiarity with the keyboard and be able to utilize a mouse to qualify. A student must take a typing test and maintain an average of 25 w.p.m. or greater and should the student not possess this, and then a typing tutor course will be included with their training program at no extra charge. Upon successful completion of all courses entailed and the ability to type 35 w.p.m., the student will graduate from the Healthcare Information Program and receive a diploma.

Course Tuition: \$14,950

Total Hours: 632 Hours



**HEALTHCARE INFORMATION
PROGRAM**

632 HOURS

Course Number	Course Name	Exam	Certification
HP 01-03	The Medical Assistant and SimChart for the Medical Office	MAC or MAAC	Medical Assistant Certification or Medical Administrative Assistant Cert
HP 04	Computers and Office Applications		
HP 05	Medical Terminology and Anatomy for Coding		
HP 06	Health Insurance Today: Billing and Coding	BCSC	Billing Coding Specialist Certification
HP 07	Medical Coding - CPC Certification Series: Step by Step	CPC by AAPC	AAPC Certified Professional Coder
HP 09	Medical Coding - CPC Certification Series: Practice & Practicum		

Tuition Prices for Healthcare Information Program

Tuition Only	\$14,950
Tuition with optional Certification Package <i>INCLUDES: Exam vouchers, test preparation software keys, additional lab time, hands on breakout sessions, voucher administration and one on one Instructor time to develop a plan to address weak areas to prepare for exams from special testing software.</i>	Based on the quantity and type of exams chosen, prices will vary, See your Education Consultant.

Students who purchased test prep packages and completed the above course are eligible to take the exam for the corresponding certifications. Pass of certification exams is not guaranteed.



Office Application Courses

HP 04 Computers and Office Applications

This course focuses on the essential skills needed to successfully apply the Microsoft Word, Excel, Outlook, and PowerPoint software products in office situations.

Topics include:

- Word Level 1- Formatting text and paragraphs, managing lists, adding tables, inserting graphic objects, controlling page appearance and preparing to publish a document.
- Excel Level 1- Performing calculations and modifying, formatting and printing, and managing workbooks.
- Outlook Level 1- Formatting messages, working with attachments and illustrations, customizing message options, organizing messages, managing contacts, working with the Calendar, and working with tasks and notes.
- PowerPoint Level 1- Developing a presentation, performing advanced text editing, adding graphical elements, modifying objects, adding tables and charts, and preparing to deliver a presentation.



HealthCare Information Courses

HP 01-03 The Medical Assistant and SimChart for the Medical Office

This course will teach real-world administrative and clinical skills essential for a career in the modern medical office – always with a focus on helping students apply what they’ve learned. The comprehensive coverage of all administrative and clinical procedures prepares the student for a wide array of Medical Assisting jobs.

Topics include:

- Introduction to Medical Office Assisting- The professional medical assistant and the healthcare team, therapeutic communication, legal principles, healthcare laws, and healthcare ethics.
- Fundamentals of ambulatory care administration and advanced ambulatory care administration- Technology, written communication, telephone techniques, scheduling appointments and patient processing, health records, daily operation and safety, patient accounts and practice management, advanced roles in administration.
- Coding and medical billing- Health insurance essentials, diagnostic coding, procedural coding, medical billing, and reimbursement essentials.
- Fundamentals of clinical medical assisting- Anatomy and medical terminology, infection control, vital signs, physical examination, patient coaching, nutrition and health promotion, surgical supplies and instruments, assisting with surgical procedures, electrocardiography, and medical emergencies.
- Assisting with medications and medical specialties- Principles of pharmacology, pharmacology math, administering medications, ophthalmology and otolaryngology, dermatology, allergy and infectious disease, gastroenterology, orthopedics and rheumatology, neurology, behavioral health, endocrinology, cardiology, pulmonology, urology and female reproduction, obstetrics and gynecology, pediatrics, and geriatrics.
- Assisting with clinical laboratory procedures- Clinical laboratory, urinalysis, blood collection, analysis of blood, microbiology, and immunology.
- Job seeking- Skills and strategies.
- Risk management, preparing the schedules, scheduling telephone appointments and inpatient consultations, written communications, records management and patient list.
- Patient reception, medical transcription, scheduling emergency or urgent appointments.
- Insurance claim form, preparing the Superbill, records management, office management, and inventory management.
- Health history form, obtaining information from the EHR, identifying EHR features.



HP 05 Medical Terminology and Anatomy for Coding

This course prepares students with an understanding of the structure and function of the human body and the language of medical terminology. The meanings of these terms are described in the context of how the body works in health and disease. The complexity of the medical language is simplified to facilitate the students understanding, use, and appropriate context applications. Further, students learn to pronounce, spell, define, analyze, and discuss medical terminology related to disease, diagnosis, and treatment. Medical abbreviations are also included.

Topics include:

- Introduction to medical terminology, body structure, and directional terminology.
- Body systems- Musculoskeletal System and Connective Tissue, Skin and Subcutaneous Tissue, Digestive System, Genitourinary System, Obstetric, Perinatal, and Congenital Conditions, Blood, Blood-Forming Organs, and the Immune Mechanism, Circulatory System, Respiratory System, Nervous System, Mental And Behavioral Disorders, Eye and Adnexa, Ear and Mastoid Process, Endocrine System, and Nutritional and Metabolic Diseases.
- Pharmacology basics, Oncology basics, word parts and definitions, and medical abbreviations.

HP 06 Health Insurance Today: Billing and Coding

This course gives students a solid understanding of health insurance, its types and sources, and the ethical and legal issues surrounding it. This course incorporates the latest information surrounding ICD-10, the Patient Protection and Affordable Care Act, and other timely federal influencers, as it guides students through the important arenas of health insurance such as claims submission methods, the claims process, coding, reimbursement, hospital billing, and more. Students will come away with a clear understanding and working knowledge of the latest advances and issues in health insurance.

Topics include:

- Building a foundation- The origins of health insurance, tools of the trade, the legal and ethical side of medical insurance, and health care reform.
- Health insurance basics- Claim submission methods, reimbursement methods, the changing face of managed care, understanding and conquering Medicaid, military carriers, workers' compensation and disability insurance.
- Cracking the codes- Diagnostic coding, procedural, evaluation and management, and HCPCS coding.
- The claims process- The patient, keys to successful claims management, the role of computers in health insurance, reimbursement procedures, hospital billings, and the UB-04.

HP 07 Medical Coding - CPC Certification Series: Step by Step

This course prepares students for the knowledge and skills required for a career in medical coding. The course also prepares the student for the optional designated certification “Certified Coding Professional” test provided by the American Academy of Professional Coders (AAPC).

Topics include:

- Reimbursement, HIPAA, and compliance.
- ICD-10-CM.
- CPT and HCPCS- Modifiers, E/M services, anesthesia, surgery guidelines and general surgery, integumentary system, musculoskeletal system, respiratory system, cardiovascular system, hemic, lymphatic, mediastinum, and diaphragm, digestive system, urinary and male genital systems, reproductive, intersex surgery, female genital system, maternity care and delivery, endocrine and nervous system, eye, ocular adnexa, auditory, and operating microscope, radiology, pathology/laboratory, and medicine.
- Inpatient coding.

HP 09 Medical Coding - CPC Certification Series: Practice & Practicum

This course will guide students through a review of anatomy and terminology, ICD-10, HCPCS, and CPT® coding for each body system, E/M coding, anesthesia, radiology, pathology/laboratory, and appropriate use of modifiers. This covers all of the content sections found on the exam and will also provide testing tips for taking the AAPC's CPC® exam.

Topics include:

- Anatomy and medical terminology review.
- Practical examples and testing techniques.
- ICD-10-CM, CPT, surgery guidelines, HCPCS Level 2 and modifiers.
- Integumentary system, Musculoskeletal system, Respiratory, Hemic & Lymphatic systems; Mediastinum, and Diaphragm, Cardiovascular system, Digestive system, Urinary system and male genital system, Female reproductive system, endocrine and nervous system, eye and ocular adnexa, auditory systems, Anesthesia, Radiology, Pathology and Laboratory, Evaluation and Management, and Medicine

