

MEDICAL**Student Orientation for Non-Credit Medical Vocational Programs**

Bring your questions, meet our staff and find out more about the programs. All new students are **required** to attend. Orientations are held at the Matteson Area Center. Call (708) 709-3750 to register. Choose either of the following:

Wednesday, Jan. 6, 6-7:30 p.m. All Medical Courses

Tuesday, Jan. 12, 6-7 p.m. Dialysis Tech & Pharmacy Tech Only

New Program**Geriatric Home Services Workers Program**

Learn the skills needed to take care of seniors in your community. Basic training includes:

- Personal hygiene and safety
- Infection control
- Communication for hard of hearing, dementia, and special needs

Classes start March 2010. Check the Web site at matteson.prairiestate.edu or call (708) 709-3750 for more information.

**MEDICAL TERMINOLOGY**

This class is intended for individuals who type, file, and process medical records in hospitals, clinics, insurance, dentist, or physician offices. Learn Latin and Greek roots of medical terms, along with definitions and proper use of medical terms. A good medical dictionary is recommended. A textbook must be purchased.

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|--------|-----------------|-----------|---------|
| code: | GSMED-017-MC | cost: | \$289 |
| dates: | Jan 19-Apr 27 | days: | T |
| time: | 06:00PM-09:00PM | location: | MAC 115 |

INTRODUCTION TO HEALTH INFORMATION TECHNOLOGY

This course provides instruction in obtaining, using, and preserving medical records. Students also receive instruction in assembly of medical records and some analysis. A textbook must be purchased.

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|--------|-----------------|-----------|---------|
| code: | GSMED-033-MC | cost: | \$199 |
| dates: | Jan 19-Feb 23 | days: | T |
| time: | 06:00PM-09:00PM | location: | MAC 112 |

HEALTH UNIT COORDINATOR

This course covers how to transcribe doctor's orders, coordinate work flow for a nursing unit, order necessary lab work, and diets. Students are also introduced to daily care of legal medical records, retrieving clinical lab results, and patient privacy. This course along with completion of Microsoft Office, Keyboarding, and Medical Terminology provides a non-credit vocational certificate. A textbook must be purchased.

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|--------|-----------------|-----------|---------|
| code: | GSMED-035-MC | cost: | \$299 |
| dates: | Feb 3-Apr 28 | days: | W |
| time: | 06:00PM-09:00PM | location: | MAC 112 |

INSURANCE PROCEDURES

This course is an introductory medical insurance course. Topics of discussion include medical law and ethics, various types of insurance policies and coverage, deductibles, co-insurance, and procedures for completing the CMS-1500 form and other insurance forms. Emphasis is placed on categorizing insurance plans and defining insurance acronyms commonly used in health care practices. A textbook must be purchased.

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|--------|-----------------|-----------|---------|
| code: | GSMED-038-MC | cost: | \$219 |
| dates: | Jan 25-Mar 15 | days: | M |
| time: | 06:30PM-09:30PM | location: | MAC 112 |

COMPUTERIZED MEDICAL BILLING

Prerequisite: GSMED 038 - Insurance Procedures, typing speed of 30 wpm and knowledge of computers/Windows

This course introduces students to computerized medical billing using MOSS software. Learn how to input patient information, schedule appointments, handle billing, produce reports, and process insurance claim forms electronically. A textbook must be purchased.

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|--------|-----------------|-----------|---------|
| code: | GSMED-040-MC | cost: | \$239 |
| dates: | Mar 29-May 17 | days: | M |
| time: | 06:30PM-09:30PM | location: | MAC 115 |

INTRODUCTION TO CPT-4 CODING

Prerequisite: GSMED 017 - Medical Terminology

This course introduces the process of coding medical records with the use of the CPT coding system. The intent is to develop an understanding of coding and classification systems in order to assign valid CPT procedure codes. ICD-9-CM Coding cannot be taken at the same time as CPT-4 Coding. A textbook must be purchased.

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|--------|-----------------|-----------|---------|
| code: | GSMED-045-MC | cost: | \$249 |
| dates: | Jan 20-Mar 31 | days: | W |
| time: | 06:30PM-09:30PM | location: | MAC 127 |

MEDICAL OFFICE ASSISTANT CERTIFICATE PROGRAM

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|---------------------------|-----------|
| Insurance Procedures | GSMED 038 |
| Medical Terminology | GSMED 017 |
| Keyboarding | GSVS 091 |
| Microsoft Office | GSVS0 089 |
| Medical Office Management | GSMED 097 |
| Spanish I | PILAN 047 |

INTRODUCTION TO ICD-9-CM CODING

Prerequisite: GSMED 017 - Medical Terminology and GSMED 045 - Introduction to CPT-4 Coding

This course introduces the process of coding medical records with the use of CD-9-CM coding system. The intent is to develop an understanding of coding and classification systems in order to assign valid diagnostic or procedure codes. CPT-4 Coding cannot be taken at the same time as ICD-9-CM Coding. A textbook must be purchased.

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|--------|-----------------|-----------|---------|
| code: | GSMED-047-MC | cost: | \$219 |
| dates: | Mar 11-May 6 | days: | TH |
| time: | 06:30PM-09:30PM | location: | MAC 127 |

MEDICAL CENTRAL SERVICE TECHNOLOGY

This course prepares participants for the national exam for Central Service for the Certification of Healthcare Sterile Processing and Distribution. Learn how to properly sterilize and store medical instruments. This course is intended to prepare individuals for all positions within the Central Sterile Processing Department. A hands-on clinical tour at St. James Hospital familiarizes students with the environment and procedures. Textbook is included.

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|--------|-----------------|-----------|-------|
| code: | GSMED-080-PS | cost: | \$459 |
| dates: | Mar 2-Apr 27 | days: | TTH |
| time: | 06:00PM-09:00PM | location: | TBA |

PHARMACY TECHNICIAN

This 50-hour course prepares students to enter the pharmacy field and take the Pharmacy Technician Certification Board (PTCB) exam. Course content includes medical terminology specific to the pharmacy, reading, and interpreting prescriptions, and defining drugs by generic and brand names. Learn dosage calculations, I.V. flow rates, drug compounding, dose conversions, dispensing of prescriptions, inventory control, and billing and reimbursement. Textbook is included. **There is a mandatory orientation for this class on Tuesday, Jan. 12 from 6-7 p.m.**

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|--------|-----------------|-----------|---------|
| code: | GSMED-090-MC | cost: | \$999 |
| dates: | Mar 9-May 11 | days: | TTH |
| time: | 06:00PM-09:30PM | location: | MAC 116 |

DIALYSIS TECHNICIAN

This 50-hour course prepares students for entry-level employment in a kidney dialysis center. The course provides the theoretical knowledge and hands-on skills needed to perform clinical and technical duties. Course content includes medical terminology, anatomy, renal function, and principles of renal dialysis. Additionally, students are provided with training to help prepare them for the Board of Nephrology Examiners Nursing and Technology (BONENT) exam. Textbook is included. **There is a mandatory orientation for this class on Tuesday, Jan. 12 from 6-7 p.m.**

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|--------|-----------------|-----------|---------|
| code: | GSMED-095-MC | cost: | \$999 |
| dates: | Mar 1-Apr 26 | days: | MW |
| time: | 06:00PM-09:30PM | location: | MAC 116 |

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|--------|-----------------|-----------|---------|
| code: | GSMED-095-M1 | cost: | \$999 |
| dates: | Mar 1-Apr 26 | days: | MW |
| time: | 01:00PM-04:30PM | location: | MAC 116 |

BILLING/CODING SPECIALIST

It is recommended that classes in the Billing/Coding Specialist program be taken in the following order:

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|---|-----------|
| Medical Terminology | GSMED 017 |
| Introduction to Health Information Technology | GSMED 033 |
| Introduction to CPT-4 Coding (prerequisite for ICD-9-CM Coding) | GSMED 045 |
| Introduction to ICD-9-CM Coding | GSMED 047 |
| Insurance Procedures (prereq. for Computerized Medical Billing) | GSMED 038 |
| Computerized Medical Billing* | GSMED 040 |
| Microsoft Office | GSVS 089 |
| Keyboarding | GSVS 091 |

*Must have knowledge of computers/Windows before taking this class. Keyboarding and Microsoft Office may be taken at any time prior to Computerized Medical Billing.

Here are some online medical courses offered 1/20 - 3/22, 2/17 - 4/19, 3/17 - 5/17, and 4/21 - 6/21, 12 sessions, most classes start at \$95 or visit ED2GO.com/mac

**BECOME A VETERINARY ASSISTANT**

Do you like animals? Would you like to prepare for a career as a veterinary assistant? This course teaches the necessary information to counsel veterinary clients on pet nutrition, vaccinations, worms, fleas, first aid, euthanasia, and alternative medicine. Also, learn about billing, work place safety, and marketing.