

ADMINISTRATIVE & CLINICAL CERTIFICATES AND EXAM PREPARATION PROGRAMS

Prerequisite for all certificate and exam prep programs: High School Diploma/GED

ADMINISTRATIVE CERTIFICATES

MEDICAL OFFICE ASSISTANT

Physician practices, specialty groups, and the new hospital-satellite clinics opening throughout New York are increasing the demand for medical administrative personnel. The help wanted medical ads reveal a wealth of job opportunities. Our program targets the skills you need.

130 Hours, See p. 34.

MEDICAL TRANSCRIPTION

All it takes is one spring or fall semester. Evening session only.

Medical transcriptionists are needed everywhere, for hospitals, transcription, typing services, and private practices. You can work at home or start your own business. Listen to doctors' dictation and produce the final medical documents for the patients' medical records. Challenging, well-paid work for the detail-oriented who enjoy working with computers and are skilled in typing and English grammar.

72 Hours, See p. 34.

MEDICAL RECORDS

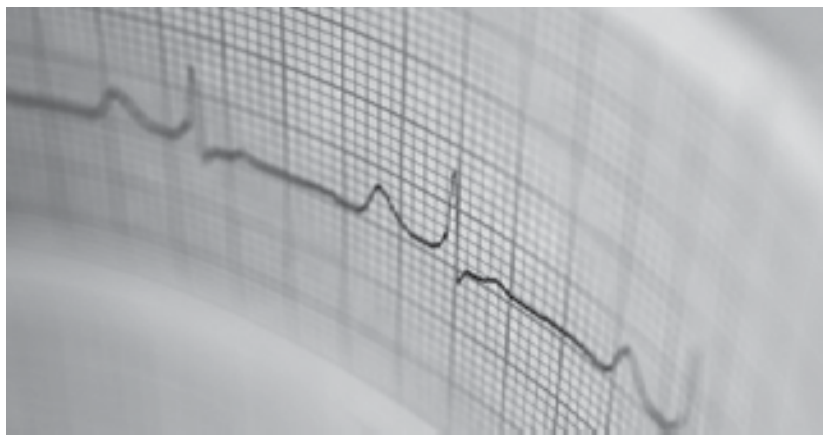
This certificate is excellent for anyone who wants to be a medical records clerk. Or, you can use it as a stepping stone for a career as a Registered Health Information Administrator (RHIA) or Registered Health Information Technician (RHIT). As you prepare for entry level positions in the medical records department you also get fundamental coding skills for both medical practices and hospitals.

145 Hours, See p. 34.

MEDICAL ADMINISTRATIVE ASSISTANT

Learn the skills needed to work as an administrative assistant in a medical office or hospital setting. These courses concentrate on the secretarial (as well as the administrative) responsibilities of various healthcare environments.

170 Hours, See p. 34.



MEDICAL INSURANCE BILLING AND PATIENT ACCOUNTS

Interested in specializing in insurance billing for physicians, hospitals, or how about starting a business of your own? This certificate focuses on the special training needs of medical billers entering the profession today. Special attention to managed care and up-to-date medical software prepares you for today's increasing needs.

170 Hours, See p. 34.

ADVANCED MEDICAL BILLING AND CODING

A good career move for anyone with some medical billing background. This certificate program focuses on the coding and specific billing criteria necessary for a good job in a physician's office or hospital environment.

187 Hours, See p. 34.

CLINICAL CERTIFICATES

PATIENT CARE ASSOCIATE

Multiskilled caregivers work under a Registered Nurse or other licensed medical professional. Geared toward caring for the medical-surgical adult to geriatric patient and as a skills-expansion program, it assists those who hold diplomas/certification to get patient care hospital positions requiring multiple skills.

207.5 Hours, See p. 34.

MEDICAL ASSISTANT

A rewarding profession. Medical Assistants perform important administrative and clinical tasks for physicians in private practice, like front desk administration, specimen collection; patient preparation for physical exam; assisting the doctor with procedures; administering medications; and patient education for treatment, surgery, and diagnostic testing.

257 Hours, See p. 34.

EKG TECHNICIAN

Become an EKG Technician! In two fast semesters, you can prepare for an entry-level position in the Cardiovascular/EKG department of any hospital — starting an exciting career in healthcare.

145.5 Hours, See p. 35.

CLINICAL EXAM PREP

PRE-LPN SKILLS PROGRAM

With nurses so scarce in the metropolitan area, the Licensed Practical Nurse has opportunities galore for a satisfying career (and income). An LPN, under the direction of an RN or physician, provides the bedside care so important to hospital patients. In only one semester, you'll be up to speed for the entrance exam to an LPN program.

See p. 38.

Materials, except for textbooks and tapes for all healthcare classes, are included in tuition.

IMPORTANT NOTICE:

If you are out of school for more than three consecutive semesters, you must reapply for a Certificate Program.

"I have learned a lot in my classes. The instructors do not leave their students behind."

— G.A., student



HEALTHCARE CAREER PROGRAMS

Diane Gabagan, Educational Coordinator

PROGRAMS & REQUIRED COURSES - SEE ALL COURSE DESCRIPTIONS BEGINNING ON PAGE 35

Medical Office Assistant

REQUIRED COURSES

SEMESTER 1

- AH-101 Medical Terminology
- AH-103 Medical Office Procedures
- AH-109 Registration & Diagnostic Scheduling*

SEMESTER 2

- AH-906 Medical Manager for Computer Beginners & Medical Assistants
- OR**
- AH-201 Medical Manager for Experienced Computer Users
- AH-108 Medical Office Writing Skills*
- AH-861 Fundamentals of Medicare & Medicaid*

COURSES TO CONTINUE YOUR EDUCATION AFTER CERTIFICATE COMPLETION:

- AH-207 Bookkeeping & Collections for Private Practice
- AH-206 Managed Care & Special Plans
- CP-200 Typing for Speed & Accuracy

Medical Records

REQUIRED COURSES

SEMESTER 1

- AH-101 Medical Terminology
- AH-302 Health Information Management
- AH-108 Medical Office Writing Skills*

SEMESTER 2

- AH-202 Coding, CPT-4
- AH-204 Inpatient Hospital Coding
- AH-252 Computer Success for Medical Personnel
- AH-200 Coding, ICD-9

COURSES TO CONTINUE YOUR EDUCATION AFTER CERTIFICATION COMPLETION:

- AH-400 Medical Transcription: Certificate Program
- AH-203 Inpatient Hospital Billing

Medical Administrative Assistant

REQUIRED COURSES

SEMESTER 1

- AH-101 Medical Terminology
- AH-103 Medical Office Procedures
- CP-200 Typing for Speed & Accuracy
- CP 203 Word 2002

SEMESTER 2

- AH-109 Registration & Diagnostic Scheduling*
- AH-906 Medical Manager for Computer Beginners/Medical Assistants
- AH-750 Medical Transcription Introduction
- AH-108 Medical Office Writing Skills*

COURSES TO CONTINUE YOUR EDUCATION AFTER CERTIFICATE COMPLETION:

- CP-109 Excel 2002

Medical Insurance Billing and Patient Accounts

REQUIRED COURSES

SEMESTER 1

- AH-205 Medical Billing for Private Practice
- AH-207 Bookkeeping & Collections for Private Practice
- AH-101 Medical Terminology
- AH-108 Medical Office Writing Skills*

SEMESTER 2

- AH-203 Inpatient Hospital Billing
- AH-206 Managed Care & Special Plans
- AH-906 Medical Manager for Computer Beginners & Medical Assistants
- OR**
- AH-201 Medical Manager for Experienced Computer Users
- AH-605 Workers Comp/No Fault Billing
- AH-861 Fundamentals of Medicare & Medicaid

COURSES TO CONTINUE YOUR EDUCATION AFTER CERTIFICATE COMPLETION:

- AH-202 Coding, CPT-4
- AH-200 Coding, ICD-9
- AH-103 Medical Office Procedures
- AH-204 Inpatient Hospital Coding

Advanced Medical Billing and Coding

Prerequisite: Completion of the Medical Insurance Billing and Patient Accounts Program and/or field experience with department approval.

REQUIRED COURSES

SEMESTER I

- AH-200 Coding, ICD - 9
- AH-202 Coding, CPT - 4
- AH-906 Medical Manager for Computer Beginners and Medical Assistants

OR

- AH-201 Medical Manager for Experienced Computer Users
- AH-108 Medical Office Writing Skills*

SEMESTER 2

- AH-204 Inpatient Hospital Coding
- AH-250 HCPCS/HME (Home Medical Equipment)
- AH-251 Medical Manager, Advanced
- AH-252 Computer Success for Medical Personnel
- AH-861 Fundamentals of Medicare & Medicaid*

COURSES TO CONTINUE YOUR EDUCATION AFTER CERTIFICATE COMPLETION:

- AH-611 CPC Test Prep

Medical Transcription

Prerequisite: 25WPM typing, excellent grammar and spelling

- AH-400 Medical Transcription Program (includes medical terminology, medical transcription lab and practicum)

Patient Care Associate

Prerequisite: Copies of diploma/certificates required. Entering students need meet only one of the following requirements:

1. Certification or diploma no more than five years old for medical assistant, EMT, nurse's assistant, phlebotomist, or EKG technician
2. Minimum of two years verifiable work/related experience as a medical assistant, nurse's assistant, phlebotomist, or EKG technician

OR

3. Completion of the Queens College Medical Assistant program.

REQUIRED COURSES

SEMESTER 1

- AH-102 Anatomy & Physiology
- AH-852 Patient Care Skills, Basic
- AH-855 Venipuncture & Specimen Collection
- AH-856 Electrocardiogram

SEMESTER 2

- AH-854 Hospital Patient Care
- AH-857 Arrhythmia Interpretation, Basic
- AH-859 Medical Law & Ethics
- AH-860 Interpersonal Communication

Medical Assistant

Note: Typing and excellent English speaking and writing skills are highly recommended. See page 12 for our typing courses

REQUIRED COURSES

SEMESTER 1

- AH-852 Patient Care Skills, Basic
- AH-855 Venipuncture & Specimen Collection
- AH-856 Electrocardiogram
- AH-101 Medical Terminology
- AH-108 Medical Office Writing Skills*

SEMESTER 2

- AH-102 Anatomy & Physiology
- AH-853 Clinical Skills for Medical Assistants
- AH-860 Interpersonal Communications
- AH-109 Registration and Diagnostic Scheduling*

SEMESTER 3

- AH-859 Medical Law & Ethics
- AH-906 Medical Manager for Computer Beginners and Medical Assistants, Beginner

OR

- AH-201 Medical Manager for Experienced Computer Users
- AH-103 Medical Office Procedures

***Can be taken first or second semester.**



COURSE DESCRIPTIONS (LISTED ALPHABETICALLY)

EKG Technician

In only two semesters, train for an entry-level position in the Cardiovascular/EKG Department of any hospital, starting an exciting career in healthcare. After completing the required courses, receive a Certificate of Completion and become eligible for the national certification examination to become a Certified EKG Technician (C.E.T.). Opportunities for advancement and further training are abundant.

CAREERS INCLUDE:

- Telemetry Technician
- Nurse Extender
- Arrhythmia Technician
- Ultrasound Technician
(with further training)

REQUIRED COURSES

SEMESTER 1

- AH-101 Medical Terminology
- AH-852 Patient Care Skills, Basic
- AH-856 Electrocardiogram

SEMESTER 2

- AH 102 Anatomy and Physiology
- AH-857 Arrhythmia Interpretation, Basic
- AH-550 CPR: Cardiopulmonary Resuscitation Adult/child/infant*

*Can be taken in the First or Second Semester

**AH-102, Section MO21-QC
Anatomy & Physiology**

An introduction to the structure and function of the human body, plus common disorders and diseases in relation to body systems. Open to all students but required for Medical Assistant and Patient Care Associate Certificate Programs. **Textbook(s) required.**

- **Monday, 5:45 - 8:00 p.m.**
June 4 - August 13
\$295 • 11 sessions • Michelle Klein

**AH-857, Section TH21-QC
Arrhythmia Interpretation, Basic**

Prerequisite: AH-856

Anatomy and physiology of the heart and cardiovascular system. Clinical implications of cardiovascular diseases, their risk factors, diagnostic tests and treatment. Introduction to basic cardiac pharmacology and EKG monitoring. Anatomy of the EKG and cardiac cycle as it relates to impulse conduction. The development of a systematic approach to evaluation of basic and life threatening arrhythmias in both single and dual lead EKG strips.

- **Thursday, 6:00 - 9:00 p.m.**
June 7 - August 23
\$375 • 12 sessions • Shiva Seejore

**AH-207, Section MO21-QC
Bookkeeping & Collections
for Private Practice**

Note: This course is best taken with AH-205

Learn basic accounting concepts for the medical office. Learn how to record charges for medical services, post transactions and payments, and manage accounts receivable from patients and insurance companies.

- **Monday, 8:00 - 10:00 p.m.**
June 4 - August 13
\$275 • 11 sessions • Marquerite Spence

**AH-853, Section SA11-QC
Clinical Skills for Medical Assistants**

Prerequisite: AH-852

Covers many techniques for assisting physicians. Includes skin prep for minor surgery and suture removal; commonly prescribed medications, related terminology and pharmaceutical references; methods for administering medications; giving injections/immunizations, specimen collection and simple laboratory procedures, plus patient communication skills. **Textbook(s) required.**

- **Saturday, 11:30 a.m. - 2:00 p.m.**
June 9 - August 18
\$350 • 11 sessions • Arline Ellison

**AH-202, Section TH21-QC
Coding, CPT-4**

Prerequisite: AH-101

CPT codes are required by almost all insurance companies. Current Procedural Terminology coding (CPT) lists codes/descriptions of procedures/services of physicians and other medical professionals. CPT codes are required by almost all insurance companies. Guidelines for accuracy and maximum reimbursement are part of this basic course. **Textbook (s) required.**

- **Thursday, 8:00 - 10:15 p.m.**
June 7 - August 23
(No class July 5)
\$295 • 11 sessions • Basdai Lalsingh

**AH-200, Section TH21-QC
Coding, ICD-9**

Prerequisite: AH-101

A good starter course for medical personnel who assign diagnosis codes for medical billing. The International Classification of Diseases (ICD) arranges diseases and injuries into coded groups. Together with CPT-4 codes, insurance companies interpret ICD-9 codes to pay claims. **Textbook(s) required.**

- **Thursday, 5:45 - 8:00 p.m.**
June 7 - August 23
(No class July 5)
\$295 • 11 sessions • Basdai Lalsingh

*Can be taken first or second semester.



OPEN HOUSE

Come to the Continuing Education Open House for answers to questions about certificate programs, courses, careers and opportunities.

Register at the Open House and receive a
5% DISCOUNT
on your tuition.

MONDAY, MAY 14, 2007
6:00 - 8:00 pm
Student Union, 4th Floor

HEALTHCARE CAREER PROGRAMS

Diane Gahagan, Educational Coordinator

**AH-252, See Sections Below-QC
Computer Success
for Medical Personnel***

Covers information essentials, hardware, software and network basics; website design, email guidelines, and how to search the internet; computerized documentation and electronic billing. Discuss computer security/privacy issues and computer ergonomics and injury prevention.

- **Section TR21**
Tuesday & Thursday, 5:45 - 8:45 p.m.
September 11 - September 27
(No class September 13)
\$190 • 5 sessions
Diane Gahagan & Winfield Eng
- **Section TR22**
Tuesday & Thursday
May 15 - May 29, 5:45 - 8:45 p.m.
\$190 • 5 sessions
Diane Gahagan & Winfield Eng

**AH-611, Section TH21-QC
CCS: Certified Coding Specialist
Test Preparation**

Prerequisite: AH-200, AH-202 and/or 1 year field experience.

This is the class for you! Sign up now if you want to pass the CPC certification exam and get national recognition as a Certified Procedural Coder. Topics include an intensive review of how and when to use specific CPT and HCPCS codes, coding scenarios, sample test questions, problem solving and analysis of codes as well as test-taking strategies. (Taught by a Certified Procedural Coder.) Upon completion of this course, you can register to take the CPC exam. For more information about CPC certification, check the AAPC Website at www.NYmac.org or call 1-(516) 987-6853.

- **Thursday, 6:30 - 9:30 p.m.**
June 7 - July 19
\$265 • 7 sessions • Marguerite Spence

**AH-550, Section SA11-QC
CPR: Cardiopulmonary Resuscitation
Adult/Child/Infant***

How to recognize the signs and symptoms of a heart attack or life-threatening heart-related problems and how to administer care to an adult, child or infant who has stopped breathing, is choking or whose heart has stopped beating. **Materials included.** For medical personnel and others who require certification.

- **Saturday, 2:00 - 4:00 p.m.**
June 9 - July 7
\$125 • 5 sessions • Arline Ellison

**AH 856, Section TH21-QC
Electrocardiogram (EKG)**

Note: Open to all Healthcare Career Programs Students.

Review the basics of heart electrophysiology. Learn to set up an EKG machine, prepare patient for testing and perform a 12-lead EKG, recognizing limb reversals, correcting exterior interference and correctly identifying bipolar, unipolar leads. Precordial leads will be also be covered. **Textbook(s) required.**

- **Thursday, 6:00 - 8:00 p.m.**
June 7 - August 16
\$295 • 11 sessions • Marie Aprea

**CP-109, See Sections Below-QC
Excel 2003**

Get a firm grasp on this popular spreadsheet program for Windows, including labels, values, formulas/functions. Covers spreadsheet design, with a business model emphasizing command usage and charting.

- **Section SU11**
Sunday, 9:00 a.m. - 5:00 p.m.
August 5 - August 19
\$275 • 3 sessions • Beryl Ackerman
- **Section MO22**
Monday, 8:00 - 10:00 p.m.
June 11 - July 16
\$275 • 6 sessions • Beryl Ackerman

**AH-861, Section MO21-QC
Fundamentals of Medicare & Medicaid***

This informational course offers an introduction to both Medicare and Medicaid entitlement programs. Learn eligibility requirements, program benefits and guidelines regarding claims processing, as well as crosswalk stipulations. Review of reimbursement regulations, utilization review, and the appeals process level.

- **Monday, 8:00 - 10:00 p.m.**
June 4 - July 30
\$225 • 9 sessions • Deanna Buechel

**AH-250, Section SA11-QC
HCPCS (Healthcare Common
Procedure Coding System)**

Prerequisite: AH-200 & AH-202

Master the procedure codes required when billing for Home Medical Equipment companies, physicians practices, hospitals and other medical professionals. These codes primarily represent items, supplies and non-physician services not covered by CPT-4 and required for Medicare/Medicaid reimbursement. **Textbook(s) required.**

- **Saturday, 9:00 - 11:00 a.m.**
June 9 - August 11
\$250 • 10 Sessions • Basdai Lalsingh

**AH-302, Section TH21- QC
Health Information Management**

An overview of the medical records department and filing systems used at various facilities; including release of information and confidentiality issues; record assembly and analysis; and processing incomplete records. **Textbook(s) required.**

- **Thursday, 6:00 - 8:00 p.m.**
June 7 - August 16
(No class June 28)
\$275 • 10 sessions • Martha Senturion

**AH-854, Section WE21-QC
Hospital Patient Care**

Prerequisite: AH-852

A body system approach to patient care in the hospital. Each system is discussed separately with related tests, procedures and surgeries, including special patient preparation. Personal protection equipment and standard precautions appropriate for the hospital environment are covered. Including adjunct skin care, oxygen therapy and hospital documentation related to course topics, **Textbook(s) required.**

- **Wednesday, 6:00 - 8:30 p.m.**
June 6 - August 29
\$375 • 12 sessions • TBA

**AH-203, Section TU21-QC
Inpatient Hospital Billing**

Prerequisites: AH-205 & AH-207

Learn the flow of hospital documentation from pre-admission to a payment claim, including unique hospital coverage; procedures of major third party payers; and business language/ abbreviation, UB-92 (Uniform Billing Form); DRGs; per diem reimbursement; and more.

- **Tuesday, 6:00 - 8:00 p.m.**
June 5 - August 21
\$275 • 11 sessions • TBA

**AH-204, Section TU21-QC
Inpatient Hospital Coding**

Prerequisite: AH-200, AH-202 and/or field-related coding experience.

Learn about hospital medical records and how to abstract and interpret information from them. With your coding knowledge from AH 200 or practical experience, you practice ICD coding using actual medical documentation.

ICD coding book (Vol. 3) and textbook are required.

- **Tuesday, 8:00 - 10:00 p.m.**
June 5 - August 21
(No class July 3)
\$275 • 11 sessions • Stanley Eason

**AH-206, Section WE21-QC
Managed Care & Special Plans**

Prerequisite AH-205 & AH-207

An exclusive look at HMO, PPO and special coverage plans for those who are entering medical billing and need to know PCP, special referral, precertification and billing concepts as they apply to managed care. Classes includes claims, reimbursement tips, and a cross-section of guidelines.

- **Wednesday, 6:00 - 8:00 p.m.**
June 6 - August 15
\$250 • 10 sessions • Basdai Lalsingh

**Can be taken first or second semester*

**AH-205, Section MO21-QC
Medical Billing for Private Practice**

Note: This course is best taken with AH-207

Quickly master basics of the insurance billing process. Learn the forms and information to be maintained, how to submit insurance claims following third party reimbursement regulations, and important tips for Medicare and private carriers.

- Monday, 6:00 - 8:00 p.m.
June 4 - August 13
\$275 • 11 sessions • Marquerite Spence

**AH-859, Section WE21-QC
Medical Law & Ethics***

Note: Open to all Healthcare Career Programs Students

This course covers medical law, ethics, bio-ethics, and professional conduct, plus legal terms and specific law and statutes applicable to health professionals. Includes patients bill of rights, advanced directives and scope of practice issues. Students gain a working knowledge of medical legal terms. **Textbook(s) required.**

- Wednesday, 6:00 - 8:00 p.m.
June 6 - August 22
\$275 • 11 sessions • David Dorfman

**AH-251, Section WE21-QC
Medical Manager, Advanced**

Prerequisite: AH-906 or AH-201

Using the Medical Manager Software program, learn to input patient demographics, charge and payment posting, and insurance claims. Learn how to utilize monetary reports for various facilities. **Textbook(s) required.**

- Wednesday, 5:45 - 8:00 p.m.
June 6 - August 22
(last class 1½ hours)
\$295 • 11 Sessions • Anahi Mac Nair

**AH-906, See Sections Below-QC
Medical Manager for Computer
Beginners & Medical Assistants***

No medical software experience required. Prerequisite: AH-205 or AH-109. If you cannot type, please take CP-200 first.

Medical Manager is a software program for those with little or no computer experience. You work with Medical Manager to perform common duties of the medical office. **Textbook(s) required.**

- Section MO21
Monday, 5:45 - 8:00 p.m.
June 4 - August 27
(No class July 2 and August 20)
\$295 • 11 sessions • Diane Gahagan
- Section TU12
Tuesday, 11:00 a.m. - 1:45 p.m.
June 5 - August 14
(no class July 3)
\$295 • 10 sessions • Diane Gahagan

**AH-201, See Sections Below-QC
Medical Manager for
Experienced Computer Users**

Prerequisite: Basic typing skills, intermediate computer skills; AH-205 or AH-904

Using a leading medical software program, Medical Manager, learn to input patient demographics, create insurance claim centers, input billing data and post charge payments. **Textbook(s) Required.**

- Section MO21
Monday, 8:00 - 10:15 p.m.
June 4 - August 13
\$295 • 11 sessions • Anahi MacNair
- Section TU12
Tuesday, 11:00 a.m. - 2:00 p.m.
August 7 - October 2
(no class August 21)
\$295 • 8 sessions • Diane Gahagan

**AH-103
Medical Office Procedures**

Master the basic skills for managing a physician's front desk. Telephone etiquette, appointment scheduling, pharmacy calls, patient record-keeping and an introduction to insurance billing. **Textbook(s) required.**

- Offered Fall 2007

**AH-108, Section MO21-QC
Medical Office Writing Skills***

Prerequisite: Basic knowledge of Word 2002

Learn the basic elements of effective writing in order to present your ideas clearly in business reports, letters and memos. Using Word 2002 software, you will compose business and medical office correspondence after a thorough review of sentence structure, punctuation, spelling, proofreading and fundamentals of English grammar.

- Monday, 6:00 - 8:00 p.m.
June 4 - July 23
\$200 • 8 sessions • Judith Lipton

**AH-101, Section TU21-QC
Medical Terminology**

This introduction uses an anatomy systems approach to Medical Terminology. Construct medical terms by word parts and develop a practical medical vocabulary (with correct pronunciation). **Textbook(s) required.**

- Tuesday, 6:00 - 8:00 p.m.
June 5 - August 28
\$295 • 12 Sessions • Marguerite Spence

**AH-750, Section TU21-QC
Medical Transcription Introduction**

Prerequisite: CP-200, AH-101 & field experience with typing ability of 25+ w.p.m.

With computer and transcriber, you learn basic skills for transcribing dictation by a physician. Includes: how to operate the transcriber, transcribe onto word processor, spell-check and print medical documents, and format patient histories, operative reports, consultations, discharge summaries, and letters.

- Tuesday, 5:45 - 8:00 p.m.
June 5 - August 7
\$305 • 9 sessions • Diane Gahagan

**AH-852, Section TU21-QC
Patient Care Skills, Basic**

Note: Open to all Healthcare Career Programs Students

Cover skills common to private practice and hospital clinical work. Includes obtaining medical histories, vital signs (blood pressure, temperature, pulse/respiration rates), and preparing/draping patient for physician examination, plus infection control, proper gloving techniques, first aid care and emergency procedures. **Textbook(s) required.**

- Tuesday, 6:00 - 8:30 p.m.
June 5 - August 21
\$350 • 11 sessions • Mary Eckstein

**AH-109, Section WE21-QC
Registration & Diagnostic Scheduling***

Gain knowledge of how to obtain information from patients, for medical records and insurance billing. Procedures in verifying various types of insurance coverage and securing pre-certifications for admissions and surgeries will be discussed. In addition, scheduling of surgical procedures and diagnostic tests will be reviewed.

- Wednesday, 6:00 - 8:00 p.m.
June 6 - August 29
\$295 • 12 sessions • Marguerite Spence

Course Waiver

If you have previous experience in Medical Terminology, it is possible to waive the required course by taking a waiver exam. QC location.

First register for AH 800-Medical Terminology Waiver. There is a \$25 fee for the exam. After you register, please call (718) 997-5734 for an appointment.

Financial Assistance

If you are over 18, unemployed, or make less than \$56,000 yearly, you may be eligible for tuition assistance through the Workforce New York Program. For more information, call 718-557-6755



Register Online!
www.qc.cuny.edu/cep

*Can be taken first or second semester



HEALTHCARE CAREER PROGRAMS

Diane Gabagan, Educational Coordinator

CP-200, Section WE21-QC Typing on the Computer for Speed & Accuracy

A great course for both beginners and advanced typists. An expert teacher guides beginners in basic typing skills on the computer, and advanced students on improving speed and accuracy. We use a computer tutorial program and a self-paced textbook for adults.

- **Wednesday, 6:00 - 8:00 p.m.**
June 6 - August 8
\$225 • 9 sessions • Marianne DiBugno

AH-855, Section TU21-QC Venipuncture & Specimen Collection

Explore the anatomy and physiology of the venous system and the proper techniques for obtaining blood specimens from adults. Learn vacuum tube collection and the use of winged infusion sets for phlebotomy with special procedures for glucose tolerance, therapeutic drug monitoring and special handling.

- **Tuesday, 8:30 - 10:30 p.m.**
June 5 - August 14
\$285 • 10 sessions • Mary Eckstein

CP-203, See Sections Below-QC Word 2003

Learn editing, formatting, saving, copying, retrieving, moving, printing, spell checking etc., and use these skills to create and edit professional quality documents.

- **Section TH11**
Thursday, 11:45 a.m. - 1:45 p.m.
June 7 - August 9
\$295 • 10 sessions • Winfield Eng
- **Section TU22**
Tuesday, 6:00 - 10:00 p.m.
June 5 - July 17
\$295 • 6 sessions • Beryl Ackerman

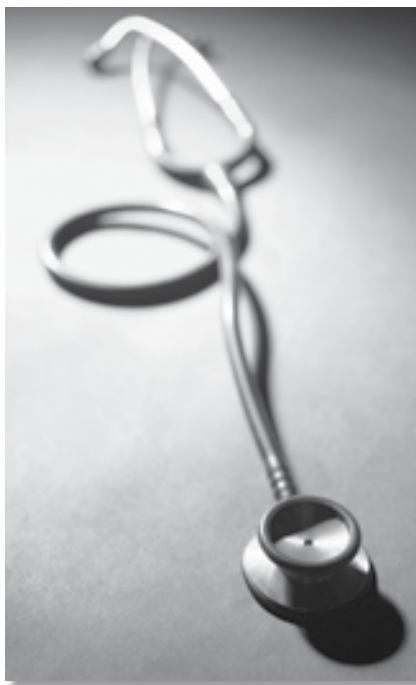
AH-605, Section SA11-QC Workers Comp & No-Fault Billing Workshop

This short workshop introduces procedures for good reimbursement to billing students and working billers without Workers Comp/No fault experience. Focusing on private practice, it covers regulations, completion of all forms (C-4, HP-1, C-8.1, and NF), proper documentation for medical necessity, as well as filing for arbitration and communicating with lawyers.

- **Saturday, 9:00 a.m. - 5:00 p.m.**
July 28
\$150 • 1 session • Deanna Buechel

PRE-LPN SKILLS PROGRAM

Because nurses are so scarce in the metropolitan area, the Licensed Practical Nursing Program has many opportunities for a satisfying career (and income). An LPN works under the direction of an RN or physician for the bedside care of patients: feeding, bathing, taking temperature, pulse, and blood pressure, observing and reporting symptoms to the nurse or doctor. LPNs are employed in chronic care facilities, nursing homes, industry, public health agencies and hospitals. Many practice in homes or even as private duty nurses in hospitals. In one semester, this 90-hour program sharpens your reading, writing, math and science skills and prepares you to take the entrance exam for a Licensed Practical Nurse Program.



LP-100, Section MTR21-QC Pre-LPN Verbal, Math & Science Studies

Catch up fast! This 90-hour program offers a solid base in verbal, math and science studies, as well as test-taking techniques. Increase your reading speed and understanding, enrich your vocabulary and raise your verbal skills to a higher level. The math section covers basic math including concepts integers, fractions, decimals, percents, ratio and proportion, algebra and geometry. Also covers the fundamental scientific concepts you will need including general geology, human anatomy and physiology, basic chemistry and physics. In addition, you will learn the tips and techniques of exam taking. **Textbook(s) required.**

- **Monday, Tuesday & Thursday**
6:15 - 9:15 p.m.
June 4 - August 13
\$940 • 30 sessions
Leona Chin and Gordon Hong

PLEASE NOTE DEADLINE!

To take the **Pharmacy Technician exam** you must register with the Pharmacy Technician Certification Board: call 1(202)429-7576, opt. 9, to get an application or online at www.ptcb.org. For additional information, call: 1 (877) 782-2888

PHARMACY TECHNICIAN TEST PREPARATION

As a technician, you will receive written prescriptions or requests for refills and electronic prescriptions from the doctor's office. Working alongside the pharmacist, you may retrieve, count, pour, weigh, measure and sometimes even mix the medication. Once the prescription is prepared, you'll price and file the prescription, prepare insurance claims and stock and check inventories.

Hospital technicians have different challenges. They read patients' charts, then prepare and deliver the medicine to patients, after the pharmacist checks it. Technicians often assemble a 24-hour supply of medications for patients, packaging and labeling each dose.

TO TAKE THIS COURSE:

First, pass the math test given at Queens College on Tuesday, May 15 at 6:00 p.m. Call (718) 997-5704 for the room number. If this date is not suitable call for an appointment. Second, register for the course. *Prerequisite: HS Diploma/GED*

PT-100, Section TU21-QC Professional Pharmacy Technician Test Prep

Course topics will include: pharmacy laws in reference to Federal and State drug regulations/controls, pharmaceutical/medical terminologies, prescriptions, calculating doses for oral and intravenous preparations, dosage formulations, routes of administration, parenteral medications, compounding, and sterile products. Also reviewed will be basic human anatomy and how drugs affect the human the organ systems.

You will gain an understanding of basic biopharmaceutics (factors affecting drug activity). Also covered is the use of computer technology for inventory management, financial budgeting, drug plan insurance verification, and the use of reference material, both text and journals. Practice exams will be offered throughout the course to help with test taking skills.

38.5 contact hours.

- **Tuesday, 6:15 - 9:45 p.m.**
June 5 - August 21
\$825 • 11 sessions • Cheryl James-Marley

CELEBRATING 30 YEARS

of LEARNING FOR LIFE
with CONTINUING
EDUCATION
at QUEENS COLLEGE

*Can be taken first or second semester

HEALTHCARE CAREER PROGRAMS FAST TRACK

These courses are for Allied Health professionals who do not need or want to commit to a certificate program, but wish to broaden their knowledge and skills, and add to their credentials.

**AH-550, Section SA11-QC
CPR: Cardiopulmonary Resuscitation Adult/Child/Infant***

How to recognize the signs and symptoms of a heart attack or life-threatening heart-related problems and how to administer care to an adult, child or infant who has stopped breathing, is choking or whose heart has stopped beating. This course includes materials. For medical personnel and others who require certification. **Materials included.**

- **Saturday, 2:00 - 4:00 p.m.**
June 9 - July 7
\$125 • 5 sessions • Arline Ellison

OPEN HOUSE

Come to the Continuing Education Open House for answers to questions about certificate programs, courses, careers and opportunities.

Register at the Open House and receive a

5% DISCOUNT
on your tuition.

MONDAY, MAY 14, 2007
6:00 - 8:00 pm
Student Union, 4th Floor

**AH-611, Section TH21-QC
CCS: Certified Coding Specialist Test Preparation**

Prerequisite: AH-200, ICD-9, AH-202, CPT4 and/or one year field experience.

This is the class for you! Sign up now if you want to pass the CPC certification exam and get national recognition as a certified procedural coder. Topics include an intensive review of how and when to use specific CPT and HCPCS codes, coding scenarios, sample test questions, problem solving and analysis of codes as well as test-taking strategies. Taught by a Certified Procedural Coder. Upon completion of this course, you can register to take the CPC exam. For more information about CPC certification, check the AAPC Website at www.NYmac.org or call 1-(516) 987-6853.

- **Thursday, 6:30 - 9:30 p.m.**
June 7 - July 19
\$265 • 7 sessions • Marguerite Spence

**AH-252, Section TR21-QC
Computer Success for Medical Personnel**

Covers information essentials, hardware, software and network basics; website design, email guidelines, and how to search the internet; computerized documentation and electronic billing. Also included: computer security/privacy issues and computer ergonomics and injury prevention.

- **Tuesday & Thursday, 5:45 - 8:45 p.m.**
September 11 - September 27
(No class September 13)
\$190 • 5 sessions
Diane Gabagan and Winfield Eng

**AH-601, Section FR21-QC
Starting Your Own Medical Billing Service: What You Need to Know**

Thinking of starting your own medical billing service business? Explore your idea with the owner of Medical Billing Consultants and Collection, Inc. Topics include: billing knowledge required, service to offer, equipment needed, getting clients and setting prices for your services.

- **Friday, 6:30 - 9:00 p.m.**
June 15
\$55 • 1 session • Diane Wallace

****Recommended: Bring approximately \$40 for materials used during this session. Other optional materials may be available for sale*

**AH-605, Section SA11-QC
Workers Comp & No-Fault Billing Workshop***

This short workshop introduces procedures for good reimbursement to billing students and working billers without Workers Comp/No fault experience. Focusing on private practice, it covers regulations, completion of all forms (C-4, HP-1, C-8.1, and NF), proper documentation for medical necessity, as well as filing for arbitration and communicating with lawyers.

- **Saturday, 9:00 a.m. - 5:00 p.m.**
July 28
\$150 • 1 session • Deanna Buechel

**Can be taken first or second semester*

