Administrative Assistant

For those who wish to advance to the position of administrative assistant, this certificate program provides the training necessary to assist managers with administrative functions in various office settings.

> **Students may select individual courses or complete the certificate program.**

Students must apply for the program (see page 5), complete five required courses with a grade of "C" or better and attend at least 80 percent of classroom instruction for each course.

Required Courses

CBS 70 The Administrative Assistant
CBS 26 Business Writing Essentials
CBS 25 Speaking Effectively in Business
EDP 07 Introduction to Microcomputing
CBS 78 Word Processing with Microsoft Word

The Administrative Assistant
CBS 70/$235

In this course students acquire a thorough knowledge of the tasks and responsibilities of the administrative assistant and first-line manager.
Topics include:
• dealing with difficult people
• motivating others
• delegating responsibilities
• planning, organizing and directing
• problem solving and decision making
• time management   3 CEU

Thursdays, Feb. 26-May 6, 7-9:30 p.m., 10 sessions. Domenica Giacobino, benefits supervisor, N.Y.C. Transit Authority.

Business Writing Essentials
CBS 26/$235 (see page 19)

Speaking Effectively in Business
CBS 25/$185 (see page 19)

Introduction to Microcomputing
EDP 07/$245 (see page 14)

Word Processing with Microsoft Word
CBS 78/$305 (see page 19)

> ### Computer Office Skills Certificate Program
>
> New students are no longer being accepted into this program. Current students should contact the Office of Continuing Education at (718) 960-8512 to plan completion of their certificates.

Health Information Technology

• **Medical Record Technician**
• **Medical Record Coder**
• **Medical Biller**
• **Medical Office Administrative Assistant**
• **Medical Transcriptionist**

The Health Information Technology certificate programs provide comprehensive training for employment in rapidly expanding ambulatory care settings, managed care, HMOs, as well as traditional health care facilities.

Medical Record Technician

This certificate program provides the skills needed for entry-level medical data abstractors, chart analysts, and medico-legal correspondents.

> **Students may select individual courses or complete the certificate program.**

Students must apply for the program (see page 5), complete six required courses with a grade of "C" or better and attend at least 80 percent of classroom instruction for each course.

Required Courses

MRP 80 Medical Terminology/Anatomy I
MRP 81 Medical Terminology/Anatomy II
MRP 18 Medical Record Science
MRP 90 Pathology of Disease: Neoplasia
EDP 07 Introduction to Microcomputing
CBS 78 Word Processing with Microsoft Word

Students are to follow the prerequisites and corequisites listed with each course.

> **Need Help?**
> **Want More Information?**
> **Questions Welcome!**
> **Call: (718) 960-8512**
> **Fax: (718) 733-3254**

Medical Terminology/Anatomy I
MRP 80/$245

For individuals who are employed or wish to be employed in any aspect of the health care field. This course prepares those with no medical background to understand the language used by physicians and other medical professionals. The course material requires memorization of prefixes, roots and suffixes enabling the student to analyze and understand the terminology applied to the anatomy of the human body, reproductive and urinary systems. (Suggested corequisite for students in the Medical Record Technician and Medical Record Coder programs: MRP 18.) 3 CEU **T**

Sec. 1: **Saturdays, Feb. 21-May 8,** 10 a.m.-12:30 p.m., 10 sessions. Carol Shreibman, RHIT.

Sec. 2: **Fridays, Feb. 20-May 7,** 6:30-9 p.m., 10 sessions. Margaret Murray, M.D.

Medical Terminology/Anatomy II
MRP 81/$365

The course develops the student's basic professional vocabulary by expanding the knowledge of anatomy, medical terms and abbreviations pertaining to the following body systems: digestive, musculoskeletal, nervous, respiratory, cardiovascular, hemic and lymphatic, endocrine, skin and sense organs. (Prerequisite: MRP 80. Corequisites: MRP 18, MRP 90. For students in the Medical Biller, Medical Office Administrative Assistant and Medical Transcriptionist programs, there are no corequisites.) 4.8 CEU **T**

Sec. 1: **Saturdays, Feb. 21-June 5,** 9 a.m.-12 noon, 13 sessions. Joseph A. Fedrick, M.D., Ph.D., board-certified internist and pathologist.

Sec. 2: **Fridays, Feb. 20-May 28,** 6:30-9:30 p.m., 13 sessions. Joseph A. Fedrick, M.D., Ph.D. (see above).

T Textbook to be brought to first class meeting

> Students requesting to waive a course must complete a *Waiver of Course* form available in the Office of Continuing Education.

Medical Record Science
MRP 18/$315

This course introduces health record content and assembly, numbering, indexing and filing systems, record maintenance and control. It includes medico-legal requirements (HIPAA) and data abstracting of medical records for health information transmissions (statistics, research and medical correspondence) as well as an understanding of and hands-on practice with various types of medical records. This knowledge is essential to those planning to work in any health care setting. (Suggested corequisites: MRP 80 or MRP 81.) 4 CEU **T**

Tuesdays, Feb. 24-June 1, 7-9:35 p.m., 13 sessions. Lisa Moats, RHIA, CSW, director, Medical Records, North General Hospital and Paul Gaudio, RHIA, privacy officer, guest lecturer.

Pathology of Disease: Neoplasia
MRP 90/$325 (see page 22)

Introduction to Microcomputing
EDP 07/$245 (see page 14)

Word Processing with Microsoft Word
CBS 78/$305 (see page 19)

Medical Record Coder

This comprehensive program is for individuals currently employed using medical record functions and those who wish to enter or advance in the field or become ICD-9-CM coders.

> **Students may select individual courses or complete the certificate program.**

Students must apply for the program (see page 5), complete eight required courses with a grade of "C" or better and attend at least 80 percent of classroom instruction for each course. To keep up with technology in the modern office, the following courses are highly recommended: EDP 07: *Introduction to Microcomputing* and CBS 78: *Word Processing with Microsoft Word*.

Required Courses

MRP 80	Medical Terminology/Anatomy I
MRP 81	Medical Terminology/Anatomy II
MRP 18	Medical Record Science
MRP 90	Pathology of Disease: Neoplasia
MRP 10	ICD-9-CM Coding I
MRP 11	ICD-9-CM Coding II
MRP 14	Internship for ICD-9-CM Coding
MRP 15	Coding for Physicians' Services: CPT-4

Students are to follow the prerequisites and corequisites listed with each course.

Medical Terminology/Anatomy I
MRP 80/$245 (see this page)

(Continued on next page)

Medical Terminology/Anatomy II
MRP 81/$365 (see page 21)

Medical Record Science
MRP 18/$315 (see page 21)

Pathology of Disease: Neoplasia
MRP 90/$325

This intensive course is designed for individuals who are currently working in or planning to work in medical records coding, medical billing and tumor registry operations. Students learn about healthy human body systems and how the disease process affects the functioning of these systems. Symptoms, pathology and treatment methods are covered. (Prerequisite: MRP 80. Suggested corequisite: MRP 81.) 4 CEU **T**

Mondays, Feb. 23-June 7, 7-9:30 p.m., 13 sessions. Joseph A. Fedrick, M.D., Ph.D., board-certified internist and pathologist.

ICD-9-CM Coding I
MRP 10/$245

For those who wish to become ICD-9-CM coders but who have little or no experience or training in this coding system. The areas of study are coding of uncomplicated diseases and surgical procedures. (Prerequisites: MRP 80, MRP 81, MRP 90.) 3 CEU **T**

Wednesdays, Feb. 25-May 5, 7-9:30 p.m., 10 sessions. Valerie Providence, RHIT.

ICD-9-CM Coding II
MRP 11/$245

A continuation of MRP 10, this course covers the more complicated areas of coding. It includes identification and coding of complications and comorbidities for data reporting and reimbursement purposes. (Prerequisites: MRP 10, MRP 80, MRP 81, MRP 90.) 3 CEU **T**

Tuesdays, Feb. 24-May 11, 7-9:30 p.m., 10 sessions. Frank Meliota, CCS, CTR, supervising medical records specialist, Jacobi Medical Center.

Coding for Physicians' Services: CPT-4
MRP 15/$245

This course provides the skills necessary to code procedures for physicians' services rendered in all health care settings: physicians' offices; hospitals; nursing homes; emergency rooms; clinics; etc., utilizing the latest CPT methodology and text. It is essential for all physician billing. Also included is a general overview on updated requirements for reporting professional services via HCPCS for the federal government as well as general diagnostic coding for insurance companies and other third-party payers for claims processing. (Prerequisites: MRP 80, MRP 81. Suggested corequisite: MRP 90.) 3 CEU **T**

Saturdays, Feb. 21-May 8, 9:30 a.m.-12 noon, 10 sessions. Hazel Armstead, CCS, CCSP.

T Textbook to be brought to first class meeting

Internship for ICD-9-CM Coding
MRP 14/$295*

Offers hands-on training with Encoder (computer) and experience in coding ICD-9-CM using current medical records in a hospital setting. Includes an introduction to DRGs and sequencing of multiple diagnoses and procedures for reimbursement. Enrollment limited: Students enrolled in the Medical Record Coder Certificate Program are given priority. (Prerequisites: MRP 18, MRP 80, MRP 81, MRP 90, MRP 10 or completion of RHIT program. Corequisite: MRP 11.) *Register early. Health clearance is required prior to the start of the internship. The hospitals require that each student complete the following forms: physical examination, immunization, and personnel. For further information, call (718) 960-8512.* 3 CEU

Sec. 1: **Tuesdays, Feb. 24-May 11,** 6:30-9 p.m., 10 sessions. To be held in a hospital medical record department. Luz Ruiz, CCS, North Central Bronx Hospital.

Sec. 2: **Thursdays, Feb. 26-May 6,** 6:30-9 p.m., 10 sessions. To be held in a hospital medical record department. Ruben Rodriguez, RHIT, CCS, St. Barnabas Hospital.

*Tuition includes internship site insurance.

Medical Biller

This certificate program prepares students to be entry-level billers in doctors' offices, clinics and other medical facilities. It is also designed to provide the training needed by experienced secretaries who wish to become medical secretaries/billers.

> **Students may select individual courses or complete the certificate program.**

Students must apply for the program (see page 5), complete eight required courses with a grade of "C" or better and attend at least 80 percent of classroom instruction for each course.

Required Courses
MRP 80   Medical Terminology/Anatomy I
MRP 81   Medical Terminology/Anatomy II
MRP 90   Pathology of Disease: Neoplasia
MRP 10   ICD-9-CM Coding I
MRP 11   ICD-9-CM Coding II
MRP 15   Coding for Physicians' Services: CPT-4
MRP 64   Medical Billing: Inpatient, Outpatient and Physicians' Offices
MRP 65   Computerized Medical Billing

Recommended Course
MRP 50   Medical Office Procedures
For students planning to work in a physician's office.

Students are to follow the prerequisites and corequisites listed with each course.

Medical Terminology/Anatomy I
MRP 80/$245 (see page 21)

Medical Terminology/Anatomy II
MRP 81/$365 (see page 21)

Pathology of Disease: Neoplasia
MRP 90/$325 (see page 22)

ICD-9-CM Coding I
MRP 10/$245 (see page 22)

ICD-9-CM Coding II
MRP 11/$245 (see page 22)

Coding for Physicians' Services: CPT-4
MRP 15/$245 (see page 22)

Medical Billing: Inpatient, Outpatient and Physicians' Offices
MRP 64/$395

This course provides the professional and technical skills required to confidently complete and prepare all billing forms for inpatient confinements, outpatient treatment and physicians' services. Students gain practical knowledge of registration procedures and insurance information. Reimbursement practices are defined to include DRG (Diagnostic Related Groups), fee-for-service, negotiated rates, bundled rates, etc.

Instruction is in compliance with Federal and State regulations employed by Medicare, Medicaid, other third party insurers, managed care/HMOs, to include no fault, Workers' Compensation and self payers.

Collection, follow-up and audit procedures to conduct analytical review of all claims for optimal reimbursement are studied. The course will also cover emergency room, ambulatory surgery and physician billing utilizing the HCFA 1500 and UB92 claim forms with the use of ICD-9-CM and CPT-4. (Prerequisites: MRP 80, MRP 81, MRP 15, MRP 90. Corequisite: MRP 10.) 4.8 CEU   **T**

Mondays and Wednesdays, Feb. 23-May 10, 7:35-9:35 p.m., 20 sessions. Annette Coke, billing manager, St. John's Riverside Management Service Organizations.

Computerized Medical Billing
MRP 65/$405

This course, featuring the Medical Manager program, provides the skills necessary to perform patient and insurance billing, electronic claims submission, and payment reconciliation. Instructor-supervised practice is included. Enrollment limited: one student per PC. (Prerequisites: MRP 80, MRP 81, MRP 10, MRP 15, MRP 90, MRP 64, and basic hands-on computer experience. Corequisite: MRP 11.) 4.6 CEU   **T**   **D**

Tuesdays, Feb. 24-June 1, 6:30-9:30 p.m., 13 sessions. Annette Coke (see above).

T   Textbook to be brought to first class meeting

D   3 1/2 inch HD diskette to be brought to first class meeting

Medical Office Administrative Assistant

Meet the demand for medical administrative personnel. Be prepared to work as a Medical Office Administrative Assistant in rapidly expanding ambulatory care settings, managed care, HMOs as well as traditional health care facilities. This program is particularly suited for those who have worked or wish to work in an office setting. It can be combined with the Medical Biller Certificate program or the Medical Transcriptionist Certificate program to completely round out the individual's office skills.

> **Students may select individual courses or complete the certificate program.**

Students must apply for the program (see page 5), complete seven required courses with a grade of "C" or better and attend at least 80 percent of classroom instruction for each course.

Required Courses
MRP 80   Medical Terminology/Anatomy I
MRP 81   Medical Terminology/Anatomy II
EDP 07   Introduction to Microcomputing
CBS 78   Word Processing with Microsoft Word
MRP 50   Medical Office Procedures
MRP 60   Medicaid Eligibility Interviewer Training
LSP 22   Spanish for Health Care Personnel

Students are to follow the prerequisites and corequisites listed with each course.

Medical Terminology/Anatomy I
MRP 80/$245 (see page 21)

Medical Terminology/Anatomy II
MRP 81/$365 (see page 21)

Introduction to Microcomputing
EDP 07/$245 (see page 14)

Word Processing with Microsoft Word
CBS 78/$305 (see page 19)

Medical Office Procedures
MRP 50/$295

This course provides instruction in medical/surgical office procedures: front desk management; initiating and maintaining medical records; patient scheduling; surgical booking and pre-certification; reviewing patient demographics and insurance; managed care contracts and HMO referrals processing; introduction to claims processing to insurance companies, including billing, posting, claims submission, bank deposits and follow-up on insurance payments. (No prerequisite.) 3.6 CEU   **T**

Tuesdays, Feb. 24-May 25, 7-9:30 p.m., 12 sessions. Madeline Mirabal, CPC, billing manager, Montefiore Medical Center.

Medicaid Eligibility Interviewer Training
MRP 60/$190
This course provides the skills necessary to help determine Medicaid eligibility. The five categories of eligibility are covered in depth. The knowledge of federal regulations helps optimize Medicaid's reimbursement to health care facilities and assists patients' understanding of the Medicaid application process. The basic training needed for the position of Medicaid eligibility interviewer is provided by this course. Students should have excellent oral communication skills. 2.5 CEU

Wednesdays, Feb. 25-May 5, 7-9 p.m., 10 sessions. Deborah McKeever, staff analyst, Medicaid.

Spanish for Health Care Personnel
LSP 22/$215
Health care personnel must be able to communicate with Spanish-speaking patients and their relatives. This basic course focuses on medical terminology, phrases and dialogues and introduces grammar essentials. *Note: This course may be waived for native speake*rs of *Spanish.* 2.9 CEU   **T**

Fridays, Feb. 27-May 21, 6:30-8:45 p.m., 11 sessions. Norma Lomboy, N.Y.U. and Marymount Manhattan College faculties.

Medical Transcriptionist

This program prepares students for the key position of medical transcriptionist in hospitals, transcription services, and outpatient settings. Trained medical transcriptionists are also in demand for home-based employment.

> **Students may select individual courses or complete the certificate program.**

Students must apply for the program (see page 5), complete five required courses with a grade of "C" or better and attend at least 80 percent of classroom instruction for each course. *Students **MUST** have a working knowledge of word processing prior to enrolling in MRP 70.*

Required Courses
MRP 80 Medical Terminology/Anatomy I
MRP 81 Medical Terminology/Anatomy II
EDP 07 Introduction to Microcomputing
MRP 70 Introduction to Medical Machine
              Transcription
MRP 74 Advanced Medical/Surgical
              Transcription with Practicum
Students are to follow the prerequisites and corequisites listed with each course.

Medical Terminology/Anatomy I
MRP 80/$245 (see page 21)

Medical Terminology/Anatomy II
MRP 81/$365 (see page 21)

Introduction to Microcomputing
EDP 07/$245 (see page 14)

Introduction to Medical Machine Transcription
MRP 70/$435
Students transcribe reports containing medical information–discharge summaries, radiology reports, admission histories and physicals, and consultations–from tapes dictated by a physician and learn to use the reference materials most commonly found in medical records departments. Students use IBM-compatible personal computers. Enrollment limited: one student per PC and transcription machine. (Prerequisites: MRP 80, MRP 81, EDP 07, ability to type 45-50 wpm *and* working knowledge of word processing.) Microsoft Word is utilized in the course. 4.5 CEU   **T**

Mondays, Feb. 23-May 24, 6-9:10 p.m., 12 sessions. Pamela Rhodes, CTR, medical transcriptionist.

Advanced Medical/Surgical Transcription with Practicum
MRP 74/$435
A continuation of MRP 70, this course provides a background in specialized medical/ surgical terminology essential for the well-trained transcriptionist. The practicum consists of transcribing medical and surgical reports from dictated tapes. Enrollment limited: one student per PC and transcription machine. (Prerequisite: MRP 70.) Microsoft Word is utilized in the course. 4.5 CEU   **T**

Mondays, Feb. 23-May 24, 6-9:10 p.m., 12 sessions. Pamela Rhodes, CTR (see above).

T Textbook to be brought to first class meeting