

## NEW CLINICAL MEDICAL ASSISTANT PROGRAM

### FREE CAREER INFORMATION SEMINARS AND ORIENTATIONS

WEDNESDAY, JAN 19, 6:30-8 PM AT CUNY ON THE CONCOURSE  
SATURDAY, JAN 29, 10:30 AM-12 PM AT LEHMAN CAMPUS  
SATURDAY, MAY 7, 10:30 AM-12 PM AT LEHMAN CAMPUS  
FRIDAY, MAY 20, 10:30 AM-12 PM AT CUNY ON THE CONCOURSE

Medical assistants are valued members of the health care delivery team who perform administrative and clinical duties in private physicians' office, HMOs, clinics, hospitals and other health care settings. The specific duties depend, in part, on the size of the practice. A generalist is skilled in both administrative and clinical tasks and usually employed in a smaller practice, whereas a specialist has additional responsibilities in a special area and works in a larger practice. Our program includes both administrative and clinical course work.

Although certification is not a New York State requirement for medical assistants, many employers prefer to hire certified applicants. This program is approved by the National Healthcareer Association.

*Requirements:* Attendance at a Career Seminar/Orientation session (see above dates) and proof of high school/GED completion. Prior to completion of the program, students must demonstrate proficiency in basic microcomputer skills and word processing. This can be accomplished by providing proof of previous employment OR proof of having successfully completed appropriate course work such as Introduction to Microcomputing (EDP 07) and Microsoft Word 2010 (CBS 78). See page 9.

### CERTIFICATE PROGRAM REQUIRED COURSES:

**Medical Terminology/Anatomy & Phys. I** MRP 80; page 14  
**Medical/Surgical/Dental Office Procedures** MRP 50; page 14  
**First Aid (AHA Certification)** MAS 17  
**CPR for Health Care Providers** CPR 100; page 12  
**Fundamentals of Medical Assisting** MAS 10 offered fall 2011  
**Medical Term./Anatomy & Phys. II** MRP 81 prereq. MRP 80; page 14  
**Diagnostic Tests and Pharmacology** MAS 14 prereq. MRP 80  
**EKG Technician** EKG 100 prereq. MRP 81 page 12  
**Phlebotomy Technician** PLB 100 prereq. MRP 81 page 12  
**Phlebotomy Clinical Skills** CLR 110 prereq. PLB 100 page 12  
**Clinical Medical Assistant Externship** MAS 18  
**Certification Exam Review** MAS 20

### NEW First Aid (AHA American Heart Association Certification)

MAS 17/\$35 (1 session)

This course covers the theory and practical skills of the standard first aid course as prescribed by the American Heart Association. Included are first aid basics, medical emergencies and injury emergencies.

Sec SP: Sat 9 am-12 pm Mar 12

Sec Su: Sat 9 am -12 pm July 9

### COMING FALL 2011

### Fundamentals of Medical Assisting

MAS 10/\$450



## PRE-NURSING / NURSING TEST PREP

### Pre-Nursing Assessment and Practice Test Prep (NLN PAX-RN) NUR 103/\$460 (15 sessions) LEHC

Students learn test-taking techniques and master the reading, vocabulary, mathematics and science competencies so that they can achieve their best score on the National League of Nursing Pre-Admission for RN Programming (NLN PAX-RN) exam, a requirement for admission into the Lehman College nursing program. (*Prerequisites:* Nursing program prerequisite courses; see [www.lehman.edu](http://www.lehman.edu).) *Materials and Text not included.*

Sec SP: Wed 6:30-9:30 pm & Sat 12:30-3:30 pm Feb 2-Mar 26

### Pre-Nursing Assessment and Practice Test Prep (C-NET) NUR 102/\$330 (11 sessions) LEHC

Sec SP: Sat 9 am-12 pm Feb 5-Apr 30

### NCLEX-RN Prep

NUR 10/\$320 (10 sessions) LEHC

Sec SU: Wed/Fri 6-9 pm Jun 8-Jul 8

### UPDATE An Introduction to Spanish for Health Care Professionals

LSP 22/\$230 (8 sessions) COTC See page 24.

## FREE CAREER INFORMATION SEMINARS:

SATURDAY, JAN 29, 10:30 AM OR THURSDAY, FEB 10, 6:30-8 PM IN CARMAN HALL

A comprehensive program that provides students with the skills necessary to begin a career in Health Information Management. Key subjects include how to manually file claims; trace delinquent claims; appeal denied claims; monitor compliance with regulations; and to extract coding information from the medical record. Students may apply for certificates in Medical Record Technician; Physician Office Billing; Medical Record Coder; Medical Billing and Coding; Electronic Health Records. In the coding program, students become proficient at both ICD-9-CM and CPT-4 Coding. After obtaining work experience, students may be qualified to sit for the American Health Information Management Association (AHIMA) CCA (Certified Coding Associate) Exam and/or Certified Coding Specialists (CCS) exam.

## ELECTRONIC HEALTH RECORDS

**Online Electronic Health Records** EHR 100 *see page 14*

**Electronic Health Records Internship** EHR 30 *see page 14*

## PHYSICIAN OFFICE BILLING

**Medical Terminology/Anatomy & Phys. I** MRP 80

**Medical Terminology/Anatomy & Phys. II** MRP 81

**Medical/Surgical/Dental Office Procedures** MRP 50 (CORE)

**Coding for Physician Services: CPT/HCPS LEV 2** MRP 15 (CORE)

**Medical Billing: Inpatient, Outpatient and Physicians' Offices**

MRP 64 *see page 14*

**Computerized Medical Billing** MRP 65 (CORE)

## MEDICAL RECORD CODER

**Medical Terminology/Anatomy & Phys. I** MRP 80

**Medical Terminology/Anatomy & Phys. II** MRP 81

**Human Diseases (Pathophysiology)** MRP 90

**Coding for Physician Services: CPT/HCPS LEV. 2** MRP 15 (CORE)

**ICD-9-CM Coding** MRP 10/11 (CORE)

**Coding Internship/EHR Training** MRP 14 (CORE)

## MEDICAL BILLING & CODING

**Medical Terminology/Anatomy & Phys. I** MRP 80

**Medical Terminology/Anatomy & Phys. II** MRP 81

**Human Diseases (Pathophysiology)** MRP 90

**Coding for Physician Services: CPT/HCPS LEV. 2** MRP 15 (CORE)

**ICD-9-CM Coding** MRP 10/11 (CORE)

**Coding Internship/EHR Training** MRP 14 (CORE)

**Medical Billing: Inpatient, Outpatient and Physicians' Offices**

MRP 64 (CORE)

**Billing Internship** MRP 67 (CORE)

**Computerized Medical Billing** MRP 65 **RECOMMENDED** *see page 14*

(CORE requirements must be taken as part of the program/no waivers)

## Medical Terminology/Anatomy and Physiology I

MRP 80/\$305 (10 sessions) LEHC

This course prepares those with no medical background to understand the language used by physicians and other medical professionals.

Sec SP: Mon 6:30-9 pm Feb 14-May 9

Sec SU: Mon/Wed 6:30-9 pm Jun 6-Jul 11

## Medical Terminology/Anatomy and Physiology II

MRP 81/\$370 (12 sessions) LEHC

This course, a continuation of MRP 80, expands the student's knowledge of anatomy, physiology, diseases, medical terms and abbreviations. (*prereq. MRP 80*)

Sec SP: Sat 9:30 am-12:30 pm Feb 19-May 14

Sec SU: Tue/Thu 6:30-9:30 pm Jun 7-Jul 14

## Medical/Surgical/Dental Office Procedures

MRP 50/\$305 (10 sessions) LEHC

This course provides instruction in medical/surgical office procedures and front desk management. (*offered fall 2011*)

## Human Diseases (Pathophysiology)

MRP 90/\$295 (10 sessions) LEHC

This intensive medical science course is designed for individuals who are currently working in or planning to work in medical records coding and medical billing. (*prereq. MRP 81*)

Sec SP: Fri 7-9:30 pm Mar 4-May 13

Sec SU: Tue/Fri 7-9:30 pm Jun 7-Jul 8

## ICD-9-CM Coding

MRP 10/\$345 & MRP 11/\$305 LEHC

For those who wish to become ICD-9-CM coders but who have little or no experience or training in this coding system. (*prereq. MRP 90*)

Sec SP: Tues/Thu 7-9:30 pm Feb 22-Mar 31 (12 sessions) MRP 10

Sec SP: Tue/Thu 7-9:30 pm Apr 28-Jun 2 (11 sessions) MRP 11

## UPDATE An Introduction to Spanish for Health Care Professionals

LSP 22/\$230 (8 sessions) COTC *See page 24*

## Coding for Physician Services: CPT and HCPS LEVEL 2

MRP 15/\$360 (11 sessions) LEHC

This course provides the skills necessary to code procedures for physicians' services rendered in all health care settings utilizing the latest CPT methodology and text. It is essential for all physician billing. (*prereq. MRP 81*)

Sec SP: Sat 9:30-12:30 pm Feb 19-May 7

Sec SU: Sat 9:30-12:30 pm May 14-Jul 30



## Coding Internship/EHR Training

MRP 14/\$475 (12 sessions) *Off-site*

*Health clearance is required prior to internship start. For more information, call 718-960-8512.* Offers hands-on training with Encoder (computer) and experience in coding ICD-9-CM using Electronic Health Records and current hard-copy medical records in a hospital setting. (*prereqs. MRP 18, 11*)

Sec SU1: Tue/Thu 6:30-9:30 pm Jun 14-Jul 21

Sec SU2: Tue/Thu 6:30-9:30 pm Aug 23-Sep 29

## Medical Billing: Inpatient, Outpatient and Physicians' Offices

MRP 64/\$370 (12 sessions) LEHC

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.

Sec SP: Sat 9:30 am-12:30 pm Feb 19-May 14

## Computerized Medical Billing

MRP 65/\$305 (11 sessions) LEHC

This course, featuring the Medical Manager program, provides the skills necessary to perform patient and insurance billing, electronic claims submission, and payment reconciliation. (*prereq. MRP 64*)

Sec SP: Sat 9:30 am-12 pm Feb 19-May 7

## Billing Internship

MRP 67/\$395 (12 sessions) *Off-site*

*For more information, call 718-960-8512.* Provides personal hands-on experience with claims, patients and insurance companies in the medical billing process. (*prereq. MRP 64*)

Sec SP: Tues. 1-3:30 pm Feb 22-May 24



## ELECTRONIC HEALTH RECORDS *on-line*

Are you an experienced biller/coder who is interested in or needs to upgrade your skills in the area of electronic health records? Students who successfully complete the following on-line course through Career Tech may be eligible for National Healthcareer Association (NHA) certification in Certified Electronic Health Record specialist (CEHRS). (*Prerequisite: education or work experience in health records maintenance and requirements, physicians' office management, medical billing/coding*).

EHR 100/\$555 (100 hours) (*package includes text and instructor support*)

The on-line course provides students with the knowledge and skills required to work with electronic health records in today's rapidly changing health care environment. It provides in-depth and practical training on a widely used Electronic Health Record software program (Practice Partner). This on-line course serves as an introduction to a current medical software application and is the hands-on component to "Working with Electronic Health Records". Emphasis is placed on medical accounting records, patient scheduling, patient billing, and maintaining health records on the computer. Success in this course requires a basic level of competency with computers and word processing, spreadsheet, and database (electronic records) concepts.

Students may register for the package \$555 or individually \$295 per course.

## Introduction to Electronic Health Records

EHR 10/\$295

## Working with Electronic Health Records

EHR 20/\$295

For information on registration, visit our web site at: [www.lehman.edu/ce](http://www.lehman.edu/ce).