

# HEALTHCARE EDUCATION CERTIFICATE PROGRAM COURSE OFFERINGS SPRING 2012 (January-June 2012)

## Prerequisite Courses

- Introduction to Healthcare
- Medical Terminology
- Introduction to Anatomy and Physiology

*Prerequisite courses for Cardiology Technician, Medical Coding Specialist, and Medical Insurance Billing must be completed prior to beginning the core classes and are listed in recommended sequence below.*

## Cardiology Technician

[ct@hacc.edu](mailto:ct@hacc.edu)

- EKG Theory I
- EKG Theory II
- CPR Basic Life Support for the Healthcare Provider
- EKG Applications
- Optional Elective - Cardiology Technician Certification Prep Course

## Medical Insurance Billing Technician

[mib@hacc.edu](mailto:mib@hacc.edu)

- ICD-9 Coding
- Introduction to CPT Coding
- Introduction to Medical Insurance
- Insurance Reimbursement Calculations
- Hospital Billing (replacing Medical Office Computer Applications)
- One elective also required (offerings vary by term):
  - Appeals, Fair Hearings, and Collections
  - Coding/Auditing of Evaluation & Management Services
  - ICD-10 Coding Overview
  - Medical Record Documentation

## Medical Coding Specialist

[mcs@hacc.edu](mailto:mcs@hacc.edu)

- ICD-9 Coding
- Introduction to CPT Coding
- Advanced Coding I
- Advanced Coding II
- Medical Coding Certification Preparation Class

**\*This program is intended for students who have completed medical billing coursework or who have current experience in the field.**

## Pharmacy Technician

[pt@hacc.edu](mailto:pt@hacc.edu)

- Pharmacy Practice
- Pharmacy Science
- Pharmacy Tech Math
- Pharmaceutical Law and Ethics

**For program information, visit [www.hacc.edu](http://www.hacc.edu) - look under the heading of Health Careers!**

**Classes are listed in a recommended sequence.**

**These courses can be taken individually or as part of the certificate program.**

**Successful completion of all required courses earns a program certificate of completion.**

**Class, dates, times and locations are subject to change and to cancellation.**

**For information please call Healthcare Education at (717) 221-1351 or (717) 221-1352**

## Certificate Program Information

**Registration:** To register for classes use one of the following methods:

1. In person at any campus Welcome Center
2. By phone-call the registration office at (717) 780-2414
3. Online at: [www.hacc.edu](http://www.hacc.edu)  
Go to noncredit healthcare classes and view classes

*The course registration fee is due at the time of registration and can be paid with a credit card.*

**Important Information:** The program courses are offered twice a year. Spring semester is January 1-June 30 and the Fall semester is July 1-December 31.

**CLASSES CAN BE CANCELLED**  
**DUE TO LOW ENROLLMENT**

**Veterans:** Noncredit healthcare programs which result in a certificate upon completion are approved for veterans' education benefits. VA benefits are based on length of the class and the number of clock hours per week. Benefits are determined by the Department of Veterans Affairs. Tuition must be paid in advance since VA benefits are disbursed on a post-payment basis. Information on veterans' education benefits is available from the Military and Veterans Affairs Office, Cooper 204B, (717) 780-2331 or email [vaoffice@hacc.edu](mailto:vaoffice@hacc.edu)

**Refunds:** A determination to deliver a scheduled class is based on first day enrollment. To withdraw, students must call **before** the start of a class for 100% refund. **Withdrawals received after the first day of class will not receive a refund.** A student called for military duty must provide a copy of deployment papers for 100% refund.

**Financial Aid:** There is no federal financial aid available for the certificate programs listed on this document. However, students may be eligible for student loans and can pursue that through their personal financial institution or other financial lenders.

### **IMPORTANT INFORMATION!!**

#### **Medical Coding Specialist Program**

This program is designed for individuals who have healthcare billing experience within the past 5 years of enrolling in the program or for students who have completed the Medical Insurance Billing Technician Certificate.

**Proof of billing experience must be supplied in order to take the advanced coding coursework.**

CAMPUS	LOCATION
<b>Gettysburg Campus</b>	731 Old Harrisburg Road Gettysburg, PA 17325 Tel: (717) 338-1010 / Fax: (717) 337-3015
<b>Harrisburg Campus</b>	One HACC Drive Harrisburg, PA 17110 Tel: (717) 780-2414 or (717) 780-2616 Fax: (717) 780-1135
<b>Lancaster Campus</b>	1641 Old Philadelphia Pike Lancaster, PA 17602 Tel: (717) 358-2901 / Fax: (717) 358-2963
<b>Lebanon Campus</b>	735 Cumberland Street Lebanon, PA 17042 Tel: (717) 270-6309 / Fax: (717) 270-6375
<b>Shumaker Public Safety Center/North Hall</b>	One HACC Drive Gate 5 Harrisburg, PA 17110 Tel: (717) 780-2510 / Fax: (717) 780-2643
<b>York Campus</b>	2010 Pennsylvania Avenue York, PA 17404 Tel: (717) 718-0328 / Fax: (717) 718-8967

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#### **Course Schedule Legend**

**Day(s)** – M = Monday    T = Tuesday    W = Wednesday    R = Thursday    F = Friday    S = Saturday    U = Sunday

## HEALTHCARE CERTIFICATE PROGRAM COURSES

### Prerequisite Courses

#### **Introduction to Healthcare \$163**

This course serves as an introduction to allied health professions. The course reviews the US healthcare delivery system and identifies roles within that system. The course also introduces the student to concepts of cultural diversity, healthcare law and ethics, Universal Precautions, stress in the workplace, professionalism, communication and interpersonal relations and strategies for becoming a successful healthcare employee. Textbooks are an additional cost and are mandatory first day of class.

Section	Sessions	Location	Start	End	Days	Times
71972	6	Harrisburg	1/25	2/29	W	5:30-8:30pm
71967	6	Harrisburg	4/19	5/24	R	10am-1pm
71872	6	Lancaster	2/22	3/28	W	6-9pm
72166	6	Lebanon	4/2	5/7	M	6-9pm
72249	6	Internet Course	1/30	3/5	—	—

#### **Medical Terminology \$265**

This course will provide the participant with an overview of medical terminology. Beginning with the frequently used prefixes and suffixes, the course will progress to include commonly used terms from each of the major body systems. Frequently used medical abbreviations will also be included. At the end of this program the student will be able to correctly spell the commonly used medical terms, pronounce the medical terms, define the frequently used medical terms, and utilize medical terms in the work place. Textbooks are an additional cost and mandatory first day of class.

Section	Sessions	Location	Start	End	Days	Times
72280	10	Gettysburg	1/3	3/6	T	6-9 pm
71983	10	Harrisburg	4/9	6/11	M	5:30-8:30pm
71935	10	Lancaster	1/10	3/13	T	6-9pm
72022	10	Lebanon	1/23	4/2	M	6-9pm
72266	10	York	1/10	3/13	T	6-9pm
72247	10	Internet Course	1/23	3/26	—	—
72248	10	Internet Course	3/12	5/14	—	—

#### **Introduction to Anatomy and Physiology \$397**

This course serves as an introduction for any career in the healthcare field. Basic body organization and review of all body systems are included within this course. There is no lab required. Textbooks are an additional cost and mandatory first day of class.

Section	Sessions	Location	Start	End	Days	Times
72279	*15	Gettysburg	3/20	6/12	T&R(X2)	6-9pm
71966	15	Harrisburg	1/19	5/10	R	6-9pm
71873	15	Lancaster	3/20	6/26	T	6-9pm
72025	15	Lebanon	2/16	5/24	R	6-9pm
72268	15	York	3/21	6/27	W	6-9pm
72250	15	Internet Course	2/27	6/4	—	—

\* Two weeks will have two classes per week. Ending on 6/12/12



**Before you register for core classes, please contact the Healthcare Education office at (717) 221-1319 for your educational plan. This plan will ensure you complete your program in the correct sequence and on time.**

## Medical Insurance Billing Technician Core Classes

### **ICD-9 Coding \$305**

Prerequisites: Introduction to Healthcare, Medical Terminology and Introduction to Anatomy and Physiology.

A basic coding introduction is included in this course. In the healthcare arena, specific codes describe diseases, injuries, and procedures. This course details the required thought process and knowledge of medical terminology, anatomy, and physiology to assign the specific and correct diagnosis or ICD-9 code. Classes will include instruction and exercises to assist learning these skills. Textbooks are an additional cost and are mandatory first day of class.

Section	Sessions	Location	Start	End	Days	Times
71968	11	Harrisburg	1/23	4/2	R	6-9pm
72152	11	Lebanon	3/27	6/12	W	6-9pm
71871	11	Lancaster	1/18	3/28	W	6-9pm

### **Introduction to CPT Coding \$305**

Prerequisites: Medical Terminology, Introduction to Anatomy and Physiology, Introduction to Healthcare and ICD-9 Coding.

This course will provide a basic understanding of CPT Coding, which is a system developed by the AMA for standardizing the terminology and coding used to describe medical services and procedures. These codes allow for comparability in pricing, billing and utilization review. The course combines lecture and hands-on applications. The classes are designed for individuals who have minimal CPT coding experience. Textbooks are an additional cost and mandatory first day of class.

Section	Sessions	Location	Start	End	Days	Times
71984	11	Harrisburg	4/16	6/25	M	6-9pm
71870	11	Lancaster	4/18	6/27	W	6-9pm
72154	11	Lebanon	4/11	6/12	T	5:30-8:30pm

### **Introduction to Medical Insurance \$203**

Prerequisites: Medical Terminology, Introduction to Anatomy and Physiology, ICD-9 Coding and Introduction to CPT Coding.

Class provides a review of insurance and third-party payment systems. Focus will be on government programs. A basic overview of CMS1500 claims reporting will also be provided. Medical laws and ethics pertaining to health information and HIPAA will be reviewed and discussed. Proper disclosure of health information will be reviewed. Textbooks are an additional cost and mandatory first day of class.

Section	Sessions	Location	Start	End	Days	Times
71970	8	Harrisburg	1/24	3/13	T	5:30-8:30pm
71933	8	Lancaster	1/23	3/12	M	6-9pm
72024	8	Lebanon	2/8	4/4	W	6-9pm

### **Insurance Reimbursement Calculations \$123**

Prerequisites: Medical Terminology, Introduction to Anatomy and Physiology, ICD-9 Coding, Introduction to CPT Coding, and Introduction to Medical Insurance.

This course covers the system for calculating and determining the correct reimbursement for medical fee schedules, including resource-based relative value system (RBRVS), RVU's, and Perspective Payment Systems (PPS). Focus will also be on reading and understanding EOB's. Textbooks are an additional cost and mandatory first day of class.

Section	Sessions	Location	Start	End	Days	Times
71969	5	Harrisburg	3/27	4/24	T	5:30-8:30pm
71934	5	Lancaster	3/26	4/23	M	6-9pm
72168	5	Lebanon	2/14	3/20	T	6-9pm

### **Hospital Billing \$123**

Prerequisites: ICD-9 Coding, Introduction to CPT Coding and Introduction to Medical Insurance.

This course will explore billing, coding and payment for hospital outpatient and inpatient services. The class will place a focus on applicable Medicare payment systems, Diagnosis Related Groups (DRG), ICD-9-CM, HCPCS coding, and the UB-04 as it relates to facility billing. Learned concepts will be exercised through the utilization of case studies. Textbooks are an additional cost and are mandatory first day of class.

Section	Sessions	Location	Start	End	Days	Times
71982	5	Harrisburg	5/7	6/4	M	5:30-8:30pm
71867	5	Lancaster	5/7	6/4	M	5:30-8:30pm
72021	5	Lebanon	5/31	6/28	R	6-9pm
72269	5	York	5/31	6/28	R	6-9pm

<b>Medical Insurance Billing Technician</b> <b>Electives</b> <u><b>Choose ONE</b></u>
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**Appeals, Fair Hearings and Collections \$91**

Prerequisite: Introduction to Medical Insurance

This course will cover the basic processes involved in generating appeals to third-party payors (i.e., insurance companies), basic skills of telephone appeals, creation of written appeals, Medicare's appeal process, and the basic guidelines for collections including legal aspects. Textbooks are an additional cost and are mandatory first day of class.

Section	Sessions	Location	Start	End	Days	Times
71931	2	Lancaster	6/19	6/26	M	6-9pm

**Coding & Auditing of E&M Services \$91**

Prerequisite: Introduction to CPT Coding

This course is for physician and outpatient hospital billers and coders and will introduce the concepts of correct coding of Evaluation and Management services, the current CMS Evaluation and Management guidelines, and current audit tools available. Textbooks are an additional cost and are mandatory first day of class.

Section	Sessions	Location	Start	End	Days	Times
72020	2	Lebanon	6/18	6/25	M	6-9pm

**ICD-10 Coding Overview \$91**

Prerequisites: Medical Terminology, Introduction to Anatomy and Physiology, ICD-9 Coding, Introduction to CPT Coding and Introduction to Medical Insurance.

This course is for billers and coders and will introduce the concepts of ICD-10 CM/PCS coding both for diagnoses and for procedures as found in the ICD10 CM/PCS Volumes I, II and III. The effective date of October 1, 2013, the steps that will be necessary to prepare for the implementation, and all the entities that will be affected by the implementation of such a system will be discussed. Sample coding questions with copies from the current proposed Draft of ICD 10-CM/PCS will be used as a teaching tool in this presentation. A PowerPoint presentation provided by CMS will also be used for teaching purposes as well as a PowerPoint presentation for the GEM (Generalized Equivalency Mapping) that is also to take place in preparing us for this transition.

Section	Sessions	Location	Start	End	Days	Times
72422	2	Lancaster	6/18	6/25	M	6-9pm
71961	2	Harrisburg	6/19	6/26	T	6-9 pm

**Medical Record Documentation \$91**

Prerequisites: ICD-9 Coding and Introduction to CPT Coding.

This course will introduce the importance of medical record documentation in coding and billing healthcare services. The course will present methods of documentation, an introduction to electronic medical records, documentation guidelines and essentials. Students will be introduced to the necessary chart elements for general and specific healthcare services. Students will be introduced to the concepts of addendums, late entries, and record corrections. Appropriate methods of physician query will also be discussed. Textbooks are an additional cost and mandatory first day of class.

Section	Sessions	Location	Start	End	Days	Times
71971	2	Harrisburg	6/18	6/25	M	5:30-8:30p

## Medical Coding Specialist Core Classes

See page 2 for program entrance requirements

### **ICD-9 Coding \$305**

Prerequisites: Introduction to Healthcare, Medical Terminology and Introduction to Anatomy and Physiology.

A basic coding introduction is included in this course. In the healthcare arena, specific codes describe diseases, injuries, and procedures. This course details the required thought process and knowledge of medical terminology, anatomy, and physiology to assign the specific and correct diagnosis or ICD-9 code. Classes will include instruction and exercises to assist learning these skills. Textbooks are an additional cost and are mandatory first day of class.

Section	Sessions	Location	Start	End	Days	Times
71968	11	Harrisburg	1/23	4/2	R	6-9pm
72152	11	Lebanon	3/27	6/12	W	6-9pm
71871	11	Lancaster	1/18	3/28	W	6-9pm

### **Introduction to CPT Coding \$305**

Prerequisites: Medical Terminology, Introduction to Anatomy and Physiology, and ICD-9 Coding.

This course will provide a basic understanding of CPT Coding, which is a system developed by the AMA for standardizing the terminology and coding used to describe medical services and procedures. These codes allow for comparability in pricing, billing and utilization review. The course combines lecture and hands-on applications. The classes are designed for individuals who have minimal CPT coding experience. Textbooks are an additional cost and mandatory first day of class.

Section	Sessions	Location	Start	End	Days	Times
71984	11	Harrisburg	4/16	6/25	M	6-9pm
71870	11	Lancaster	4/18	6/27	W	6-9pm
72154	11	Lebanon	4/11	6/12	T	5:30-8:30pm

### **Advanced Coding I \$305**

Prerequisites: Medical Terminology, Introduction to Anatomy and Physiology, ICD-9 Coding and Introduction to CPT Coding. This course is intended for students who have completed medical insurance billing coursework or have current experience in medical billing.

This course builds on coding skills with case studies in CPT and ICD-9 coding and a focus on Category II and III codes, PQRI, HCPCS level II and an overview of ICD-10. Textbooks are an additional cost and are mandatory first day of class.

Section	Sessions	Location	Start	End	Days	Times
71963	11	Harrisburg	1/9	3/19	M	6pm-9pm

### **Advanced Coding II \$305**

Prerequisites: Medical Terminology, Introduction to Anatomy and Physiology, ICD-9 Coding and Introduction to CPT Coding. This course is intended for students who have completed medical insurance billing coursework or have current experience in medical billing.

This course further builds on coding skills with a focus on chart auditing, fee-for-service payments versus DRG's, HMO's, etc., CMS (HCFA) reviews and appeals, accounts receivable management and collection procedures, NCCI and compliance. Textbooks are an additional cost and are mandatory first day of class.

Section	Sessions	Location	Start	End	Days	Times
71965	10	Harrisburg	3/28	5/30	W	5:30-8:30 pm

### **Medical Coding Certification Preparation Class \$101**

Prerequisites: ICD-9 Coding and Introduction to CPT Coding.

Students will be given the necessary information to prepare and apply for coding certification, explore exam-taking skills, and review case studies.

Section	Sessions	Location	Start	End	Days	Times
71962	1	Harrisburg	6/13	6/20	W	5:30-8:30pm
71866	1	Lancaster	6/2	6/2	S	8am-2:30pm

## Cardiology Technician Core Classes

### **EKG Theory I \$295**

Prerequisites: Introduction to Healthcare, Medical Terminology, Introduction to Anatomy and Physiology.

This course deals with basic scientific theory underlying EKG's and cardiac rhythms. This course is designed to provide the allied health professional with knowledge and skills necessary to recognize cardiac dysrhythmias. The course will include a review of cardiac anatomy and physiology. Related pathology will be reviewed as well. Textbooks are an additional cost and are mandatory first day of class. Register early – seats are limited.

Section	Sessions	Location	Start	End	Days	Times
71884	8	Lancaster	1/4	2/22	W	6-9 pm

### **EKG Theory II \$220**

Prerequisites: Introduction to Healthcare, Medical Terminology, Introduction to Anatomy and Physiology, and EKG Theory I.

This course deals with basic scientific theory underlying 12-Lead EKG's. The relationship between myocardial infarctions and associated EKG changes will be included. This course will provide the knowledge and skills necessary to identify electrolyte imbalances, bundle branch blocks, and chamber enlargements. Related pathology and pharmacology will also be discussed. Textbooks are an additional cost and are mandatory first day of class. Register early – seats are limited.

Section	Sessions	Location	Start	End	Days	Times
71889	6	Lancaster	3/7	4/11	W	6-9 pm

### **CPR Basic Life Support for the Healthcare Provider \$65**

Basic Life Support for Healthcare Providers covers core material such as adult and pediatric one and two-rescuer CPR, use of a face shield and a bag mask to deliver ventilation support to patients, foreign-body airway management, and using an automated external defibrillator. A written exam and skills testing is required for successful course completion. Students must register two weeks prior to class date. Tuition includes a textbook, which will be mailed approximately two weeks before class. For more information on class days, times and locations, please contact HACC's EMS Education Unit at (717) 780-1979 or email emstrng@hacc.edu.

### **EKG Applications \$407**

Prerequisites: Introduction to Healthcare, Medical Terminology, Introduction to Anatomy and Physiology, EKG Theory I and II.

This course provides hands-on introduction to the devices used in testing the cardiovascular system. This will include recording of basic vital signs, EKG's, cardiac monitoring and stress testing. The course involves the set-up and adjustments of the equipment, as well as the interpretation of the results. Textbooks are an additional cost and mandatory first day of class. Register early – seats are limited.

Section	Sessions	Location	Start	End	Days	Times
71932	10	Lancaster	4/25	6/27	W	6-9 pm

### **Optional Elective**

#### **Cardiology Technician Certification Prep Course \$101**

Prerequisite: Completed Cardiology Technician Certificate Program or currently employed in the field.

This course provides a registry review and refresher for students interested in pursuing the CCT exam as offered through CCI. An overview will be provided on the outline of the CCI exam and the application process. A review of anatomy and physiology, pharmacology, rhythm strip analysis EKG interpretation and 12-Lead EKG interpretation will be covered.

Section	Sessions	Location	Start	End	Days	Time
71865	1	Lancaster	1/7	1/7	S	7:30am-4:30pm

\* Morning break and a 1-hour lunch period are included in this schedule. Lunch is on your own—feel free to bring a packed lunch or step out to a local eatery.

## Pharmacy Technician Core Classes

### Pharmacy Practice \$535

This course serves as a cornerstone to the Pharmacy Technician program. This course provides an overview of the pharmacy technology field and develops the fundamental concepts and principles for success within the field. Topics include the system, the pharmacy profession, administrative aspects of pharmacy technology and the education and training of the technician. Other issues to be reviewed within course content are pharmacy technology, institutional medication distribution systems, repackaging pharmaceuticals and intravenous admixture programs. Shadowing observation in retail/hospital pharmacy settings is a requirement for this course. Textbooks are an additional cost and mandatory first day of class.

Section	Sessions	Location	Start	End	Days	Times
72345	9	Harrisburg	1/11	3/7	W	6-9pm
72346	9	Lancaster	6/13	8/15	W	6-9pm

### Pharmacy Science \$358

Prerequisite: Pharmacy Practice. (Note: Medical Transcription students required to take this course do not have to complete the Pharmacy Practice prerequisite.) This course will deal with the sciences as they relate to pharmaceutical practice. The different classifications of drugs will be the center of the discussion within the content of the course. The impact of different classifications on the different body systems will be reviewed. Textbooks are an additional cost and mandatory first day of class.

Section	Sessions	Location	Start	End	Days	Times
72347	6	Harrisburg	3/14	4/18	W	6-9pm
80207	6	Lancaster	8/22	9/26	W	6-9pm

### Pharmacy Tech Math \$358

Prerequisite: Pharmacy Practice. This course is an introduction to basic mathematical tools used by Pharmacy Technicians. Topics include general mathematics, basic algebra, systems of measurement and drug calculations (equivalents, conversions, ratios and proportions, percentages, drug dilution, pediatric dosing). Students will also review how to calculate intravenous medication administration. Textbooks are an additional cost and mandatory first day of class.

Section	Sessions	Location	Start	End	Days	Times
72348	6	Harrisburg	4/25	5/30	W	6-9pm
80208	6	Lancaster	10/3	11/7	W	6-9pm

### Pharmaceutical Law and Ethics \$179

Prerequisite: Pharmacy Practice. Introduction to the legal system as it pertains to the pharmaceutical field. Topics include organization and jurisdiction of federal, state and local courts, introduction to legal terminology, review of local, state and federal laws that specifically affect the pharmaceutical field and investigation of typical ethical problems encountered in the pharmacy profession. Textbooks are an additional cost and mandatory first day of class.

Section	Sessions	Location	Start	End	Days	Times
72350	3	Harrisburg	6/6	6/20	W	6-9pm
80209	3	Lancaster	11/14	12/5	W	6-9pm

#### **Massage Therapy Program**

**Classes NOW FORMING  
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**(Upon program completion have  
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Degree!!!)**

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information.**

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*listed on the state registry***

#### **Continuing Education**

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education courses for  
healthcare professionals.**

**Call 221-1351 for more  
information or go online at  
[www.hacc.edu](http://www.hacc.edu)**

**(click on Noncredit Courses/click on  
Browse Courses/click on Allied Health)**