



NONCREDIT HEALTHCARE CERTIFICATE PROGRAM COURSE OFFERINGS FALL 2011 (July–December 2011)

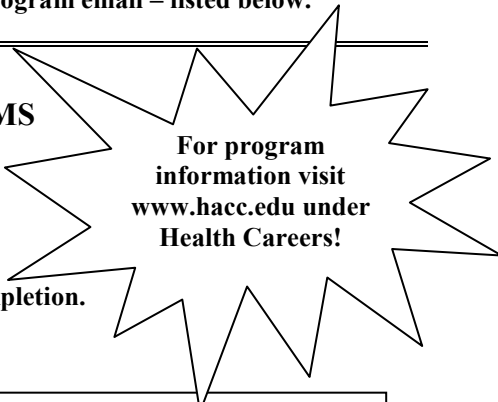
Register for courses using one of these methods with Visa/Mastercard:

- **Online:** www.hacc.edu (click on Noncredit Classes/click on Browse Courses/click on Allied Health)
- **By Phone:** Call the HACC Welcome Center at (717) 780-2414 between 8 a.m. and 4:30 p.m.

See page 7 for important program updates, campus locations and additional registration information. If you have any questions about any of the courses being offered, please call (717) 221-1351 or contact us via the program email – listed below.

HEALTHCARE CERTIFICATE PROGRAMS

- **Please read the important program updates listed on the last page!**
- **The classes are listed in a recommended sequence in the boxes below.**
- **Be sure to follow and complete prerequisites as they are listed for each course.**
- **These courses can be taken individually or 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 cancellation.**



Cardiology Technician
ct@hacc.edu

- Introduction to Healthcare
- Medical Terminology
- Introduction to Anatomy and Physiology
- EKG Theory I
- EKG Theory II
- CPR Basic Life Support for the Healthcare Provider
- EKG Applications
- Optional Elective - Cardiology Technician Certification Prep Course

Medical Coding Specialist
mcs@hacc.edu

- Medical Terminology
- Introduction to Anatomy and Physiology
- ICD-9 Coding
- Introduction to CPT Coding
- Advanced Coding I
- Advanced Coding II
- Medical Coding Certification Preparation Class

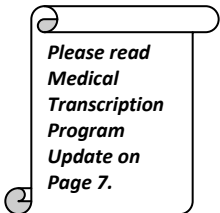
**This program is intended for students who have completed medical billing coursework or who have current experience in the field.*

Medical Insurance Billing Technician
mib@hacc.edu

- Introduction to Healthcare
- Medical Terminology
- Introduction to Anatomy and Physiology
- 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 Transcription
medt@hacc.edu

- Introduction to Healthcare
- Medical Terminology
- Introduction to Anatomy and Physiology
- English for Transcription
- Microsoft Word Classes
 - Basic
 - Intermediate
 - Advanced
- Pharmacy Science
- Medical Transcription I
- Medical Transcription II



Pharmacy Technician
pt@hacc.edu

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

Course Schedule Legend

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

HEALTHCARE CERTIFICATE PROGRAM COURSES - ALPHABETICALLY LISTED

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
70567	8	Harrisburg	07/09/11	08/27/11	S	8-11:45am
70536	10	Lancaster	07/07/11	09/08/11	R	6-9pm

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
70566	8	Harrisburg	10/01/11	11/19/11	S	8-11:45am
70537	10	Lancaster	09/15/11	11/17/11	R	6-9pm

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
70576	2	Lebanon	12/08/11	12/15/11	R	6-9pm

Cardiology Technician Certification Prep Course – Optional Elective \$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	Times
70579	1	Harrisburg	07/16/11	07/16/11	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.

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
70568	2	Harrisburg	12/13/11	12/20/11	T	6-9pm

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. The target audience for this program is the healthcare provider, or student entering the healthcare field, also EMS personnel, physician assistants, doctors, dentists, nurses, and respiratory therapists who are required a credential (card) documenting successful completion of a CPR course. 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. **Please see notice on page 7 regarding alternate campus offerings effective 1/1/11.

Section	Sessions	Location	Start	End	Days	Times
70570	10	Harrisburg	10/12/11	12/21/11	W	5:30-8:30pm

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. **Please see notice on page 7 regarding alternate campus offerings effective 1/1/11.

Section	Sessions	Location	Start	End	Days	Times
70571	8	Harrisburg	07/07/11	09/01/11	R	6:30-9:30pm

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. **Please see notice on page 7 regarding alternate campus offerings effective 1/1/11.

Section	Sessions	Location	Start	End	Days	Times
70572	6	Harrisburg	09/08/11	10/13/11	R	6:30-9:30pm

English for Transcription \$265

The course is designed for students transcribing dictation into written form. This course stresses spelling, grammar, mechanics, punctuation, and usage. These skills are taught in the context of proofreading, copy editing and listening. Textbooks are an additional cost and mandatory first day of class.

Section	Sessions	Location	Start	End	Days	Times
70581	10	York	09/07/11	11/09/11	W	5:30-8:30pm

Healthcare Law and Ethics \$163

This program is designed to increase the awareness of liability and risks in the healthcare environment by providing a general knowledge of legal principles, ethical issues, and practices in healthcare. Textbooks are an additional cost and mandatory first day of class. ***The last offering of this course will be Fall 2011. See page 7 - Medical Transcription Certificate Program - for details.***

Section	Sessions	Location	Start	End	Days	Times
70582	2	Harrisburg	10/08/11	10/15/11	S	9:00am - 3:30pm

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
70447	5	Harrisburg	11/08/11	12/06/11	T	5:30-8:30pm
70543	5	Lancaster	10/24/11	11/21/11	M	6-9pm
70449	5	Lebanon	10/27/11	12/01/11	R	6-9pm

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
70455	11	Harrisburg	07/07/11	09/15/11	R	6-9pm
70563	11	Lebanon	07/06/11	09/14/11	W	6-9pm
70454	11	York	07/13/11	09/21/11	W	5:30-8:30pm

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
70583	2	Lancaster	12/05/11	12/12/11	M	6-9pm

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
70445	15	Gettysburg	09/13/11	12/20/11	T	6-9pm
70462	15	Harrisburg	07/06/11	10/12/11	W	6-9pm
70535	15	Lancaster	09/13/11	12/20/11	T	6-9pm
70458	15	Lebanon	07/07/11	10/13/11	R	6-9pm
70544	15	York	09/01/11	12/15/11	R	6-9pm
70457	15	Internet Course	07/11/11	10/21/11	—	—

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
70569	11	Harrisburg	09/29/11	12/15/11	R	6-9pm
70564	11	Lebanon	10/05/11	12/21/11	W	6-9pm
70456	11	York	10/03/11	12/12/11	M	5:30-8:30pm

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
70575	6	Harrisburg	07/18/11	08/29/11	M	5:30-8:30pm
70584	6	Lancaster	08/03/11	09/07/11	W	6-9pm
70574	6	Lebanon	07/12/11	08/16/11	T	6-9pm
70573	6	Internet Course	07/25/11	09/02/11	—	—

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
70452	8	Harrisburg	07/26/11	09/13/11	T	5:30-8:30pm
70541	8	Lancaster	07/11/11	08/29/11	M	6-9pm
70453	8	Lebanon	07/14/11	09/01/11	R	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
70451	5	Harrisburg	09/27/11	10/25/11	T	5:30-8:30pm
70542	5	Lancaster	09/12/11	10/17/11	M	6-9pm
70450	5	Lebanon	09/15/11	10/13/11	R	6-9pm

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
70565	1	Harrisburg	12/03/11	12/03/11	S	8am-2:30pm
70585	1	Lancaster	12/03/11	12/03/11	S	8am-2:30pm

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. *Next offering will be in Spring 2012.*

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
70444	10	Gettysburg	07/05/11	09/06/11	T	5:30-8:30pm
70461	10	Harrisburg	09/15/11	12/01/11	R	5:30-8:30pm
70534	10	Lancaster	07/05/11	09/06/11	T	6-9pm
70460	10	Lebanon	10/18/11	12/20/11	T	6-9pm
70459	10	York	07/18/11	09/26/11	M	5:30-8:30pm
70577	10	Internet Course	07/11/11	09/16/11	—	—
70578	10	Internet Course	10/03/11	12/09/11	—	—

Medical Transcription I \$469

Prerequisites: Medical Terminology, Introduction to Anatomy and Physiology, Microsoft Word Classes, English for Transcription, Pharmacy Science or dual enrollment of these classes.

This course will provide the student with the basic knowledge, understanding and skills required to transcribe healthcare dictation and prepare patient care documents with accuracy, clarity, consistency, and timeliness, applying the principles of professional and ethical conduct. Textbooks are an additional cost and mandatory first day of class. **Please read Medical Transcription Program Update on Page 7.**

Section	Sessions	Location	Start	End	Days	Times
70592	10	Harrisburg	08/09/11	10/11/11	T	5:30-8:30pm

Medical Transcription II \$469

Prerequisite: Medical Transcription I.

This course will provide the student with additional skills in transcribing healthcare dictation to meet progressively demanding medical transcription accuracy and productivity standards, a review of the standards and regulations related to healthcare documentation, an understanding of the value of continued education, and an understanding of the Medical Transcriptionist's role in risk management. Textbooks are an additional cost and mandatory first day of class. **Please read Medical Transcription Program Update on Page 7.**

Section	Sessions	Location	Start	End	Days	Times
70593	10	Harrisburg	10/18/11	12/20/11	T	5:30-8:30pm

MICROSOFT WORD CLASSES

Training in Microsoft Word software for Basic, Intermediate, and Advanced levels are required for the Medical Transcription Certificate Program. Descriptions of these classes follow. Class schedules can be obtained by contacting the campus representative listed below. When available, class schedules for these Noncredit Computer Applications courses will be posted on the HACC website at www.hacc.edu as well.

Gettysburg/York, Ken Corbran (717) 337-3855

Harrisburg, Paula Fraser (717) 221-1359

Lancaster, Jan Heming (717) 358-2957

Word 2007 Basic \$205

Learn the basics of creating, saving and printing documents. Format text, cut, copy, paste, work with document setup, create tables, tabs, and indents, use headers and footers as well as document proofing tools.

Word 2007 Intermediate \$205

Work with styles, sections, and columns. Learn how to format tables, print labels and envelopes, and work with graphics. Use document templates, manage document revisions, and work with Web features.

Word 2007 Advanced \$265

Learn to create mail merges and form documents. Work with master documents that include a table of contents, a table of figures, footnotes, endnotes, an index, bookmarks, cross-references, and Web frames. Record macros and customize the Word interface.

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
70540	3	Lancaster	12/07/11	12/21/11	W	6-9pm
70443	3	Internet Course	09/12/11	09/30/11	—	—

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
70538	9	Lancaster	07/06/11	08/31/11	W	6-9pm
63055	9	Internet Course	04/04/11	06/03/11	—	—

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
70546	6	Lancaster	09/07/11	10/12/11	W	6-9pm
63056	6	Internet Course	06/13/11	07/22/11	—	—

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
70539	6	Lancaster	10/19/11	11/30/11	W	6-9pm
70532	6	Internet Course	08/01/11	09/09/11	—	—

Massage Therapy Program
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Degree !!)
Call 221-1386 for more
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healthcare professionals.

Call 221-1351 for more
information or go online at
www.hacc.edu
(click on Noncredit Courses/click on
Browse Courses/click on Allied Health)

Important Updates for Certificate Programs

PLEASE READ! Our programs undergo constant evaluation and assessment aided by student and instructor feedback. Therefore, the following improvements are noted for your review. Please check the following list of improvements for anything pertaining to the program in which you are participating. Changes are small in nature, but could impact length of classes, total cost of programs or the recommended sequence of classes. Thank you for your support and understanding as we work to bring you a quality educational experience.

Medical Insurance Billing Technician Certificate Program:

*The Introduction to Healthcare course will be added to the program as a required course effective 7/1/2011. This updated format will impact the total length and cost of the program. The new format must be followed by any student who has not completed this program in its entirety by 6/30/11.

**Please note that the sequence of classes has been changed slightly. Going forward, ICD-9 Coding will now be offered ahead of Intro to CPT Coding for the purpose of textbook availability. In addition, the ICD-9 Coding class has been lengthened by one additional week which will impact the total length and cost of that course.

***While not required for the program, familiarity with the use of computers and general computer skills are an important skill for medical insurance billing technicians. If any student feels he/she needs additional training in these skills, there are several noncredit offerings available. Contact Paula Fraser (717) 221-1359 for additional information on noncredit computer course offerings.

Medical Coding Specialist Certificate Program:

*Please note that the sequence of classes has been changed slightly. Going forward, ICD-9 Coding will now be offered ahead of Intro to CPT Coding for the purpose of textbook availability. In addition, the ICD-9 Coding class has been lengthened by one additional week which will impact the total length and cost of that course.

Cardiology Technician Certificate Program:

*Please note that the following EKG courses within this program are to be offered alternately between the Lancaster and Harrisburg Campuses effective 1/1/2011: EKG Theory I, EKG Theory II and EKG Applications. Harrisburg Campus anticipates offering the EKG courses in the Fall (July-December) and the Lancaster Campus anticipates offering the EKG courses in the Spring (January-June).

Medical Transcription Certificate Program:

*** This program is currently under review for continuation. If you are actively pursuing this certificate program, please contact the coordinator at 717-221-1319.**

**The Introduction to Healthcare course will be added to the program as a required course effective 7/1/2011. This updated format has impacted the total length and cost of the program. The new format must be followed by any student who has not completed this program in its entirety by 6/30/11. Due to this improvement, the Healthcare Law & Ethics course will be removed from the program. If you are uncertain whether you will be required to take the Introduction to Healthcare course, please contact the office to discuss your education plan (717-221-1319).

HACC Campus/Center Locations

Gettysburg Campus

731 Old Harrisburg Road
Gettysburg, PA 17325
Tel: (717) 338-1010 / Fax: (717) 337-3015

Harrisburg Campus

One HACC Drive
Harrisburg, PA 17110
Tel: (717) 780-2414 or (717) 780-2616
Fax: (717) 780-1135

Lancaster Campus

1641 Old Philadelphia Pike
Lancaster, PA 17602
Tel: (717) 358-2901 / Fax: (717) 358-2963

Lebanon Campus

735 Cumberland Street
Lebanon, PA 17042
Tel: (717) 270-6309 / Fax: (717) 270-6375

Shumaker Public Safety Center/North Hall (Harrisburg Campus)

One HACC Drive, Gate 5
Harrisburg, PA 17110
Tel: (717) 780-2510 / Fax: (717) 780-2643

York Campus

2010 Pennsylvania Avenue
York, PA 17404
Tel: (717) 718-0328 / Fax: (717) 718-8967

Registration Information

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.

Veterans Education Benefits

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.

HACC, Central Pennsylvania's Community College does not discriminate in admission or employment on the basis of race, color, religion, political affiliation or belief, age, sex, national origin, ancestry, non-job-related disability, place of birth, General Educational Development Certificate (GED), marital status, sexual orientation, or veteran status. Inquires concerning affirmative action should be directed to the Office of Human Resources, Whitaker Hall 126, Harrisburg Area Community College, One HACC Drive, Harrisburg, PA 17110, telephone (717) 780-2367. For information regarding services, activities and facilities that are accessible to and usable by persons with disabilities, contact the Director, Office for Disability Services, Whitaker Hall 123, telephone (717) 780-2614.