

Educational Objectives:

Students are introduced to automated medical office software and health records. This balanced training program, covers premier industry certification preparation for Medical Assistant or Medical Administrative Assistant, a Certified Billing and Coding Specialist, and the highly sought after Certified Professional Coder by the AAPC certifying body. Students will have the knowledge to work within a medical office and update medical records using current coding standards. Knowledge of Microsoft Office computer technologies is achieved and the student receives up-to-date training including a thorough understanding of HIPAA compliance regulations, office administration, medical terminology, procedural coding and diagnostic coding for electronic records. Students will be taught the skills needed to work with codes and standards.

Potential Occupations:

The student will have acquired the skills necessary to obtain an entry-level position as:

- Insurance Claims & Policy Processing Clerk
- CPC-Certified Professional Coder
- Medical Coding and Billing Specialist
- Medical Front Office Support
- Insurance Billing and Coding Specialist
- Medical records Claims Processor
- Medical Assistant and Healthcare Support



PROGRAM OUTLINE

Course	Title
HP 01-03	The Medical Assistant and SimChart for the Medical Office
HP 04	Computers and Office Applications
HP 05	Medical Terminology and Anatomy for Coding
HP 06	Health Insurance Today: Billing and Coding
HP 07	Medical Coding CPC Certification Series: Step by Step
HP 09	Medical Coding CPC Certification Series: Practice and Practicum

Total Hours: 632

Tuition Only - \$14,950

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Course Descriptions

COMPUTERS AND OFFICE APPLICATIONS	THE MEDICAL ASSISTANT AND SIMCHART FOR THE MEDICAL OFFICE	MEDICAL TERMINOLOGY AND ANATOMY FOR CODING
<p>Word - Formatting text and paragraphs, managing lists, adding tables, and inserting graphic objects. Excel - Performing calculations and modifying, formatting and printing, and managing workbooks. Outlook - Formatting messages, working with attachments, organizing messages, managing contacts, and working with the Calendar. PowerPoint - Developing a presentation, adding graphical elements, and preparing to deliver a presentation.</p>	<p>Teaches real-world administrative and clinical skills essential for a career in the modern medical office – always with a focus on helping students apply what they’ve learned. The comprehensive coverage of all administrative and clinical procedures prepares the student for a wide array of Medical Assisting jobs.</p>	<p>Prepares students with an understanding of the structure and function of the human body and the language of medical terminology. The complexity of the medical language is simplified to facilitate the students understanding, use, and appropriate context applications. Further, students learn to pronounce, spell, define, analyze, and discuss medical terminology related to disease, diagnosis, and treatment. Medical abbreviations are also included.</p>
HEALTH INSURANCE TODAY: BILLING AND CODING	MEDICAL CODING – CPC CERTIFICATION SERIES: STEP BY STEP	MEDICAL CODING – CPC CERTIFICATION SERIES: PRACTICE & PRACTICUM
<p>Gives students a solid understanding of health insurance, its types and sources, and the ethical and legal issues surrounding it. Incorporates the latest information surrounding ICD-10, the Patient Protection and Affordable Care Act, and other timely federal influencers, as it guides students through the important arenas of health insurance such as claims submission methods, the claims process, coding, reimbursement, hospital billing, and more.</p>	<p>Prepares students for the knowledge and skills required for a career in medical coding. The course also prepares the student for the optional designated certification “Certified Coding Professional” test provided by the American Academy of Professional Coders (AAPC).</p>	<p>Guides students through a review of anatomy and terminology, ICD-10, HCPCS, and CPT® coding for each body system, E/M coding, anesthesia, radiology, pathology/laboratory, and appropriate use of modifiers. This covers all of the content sections found on the exam and will also provide testing tips for taking the AAPC’s CPC® exam.</p>

Students who purchase a test prep package and complete the appropriate courses are eligible to take the exam for the corresponding certifications. Passing of certification exams is not guaranteed.

**MAAC – Medical Administrative Assistant Certification or Medical Assistant Certification
BCSC – Billing Coding Specialist Certification**

