Computers in the Medical Office

Prerequisite: Prerequisite: Basic keyboarding and computer skills. Please bring a 2 GB flash drive to save your classroom assignments. Students will need to check with the IT Department (C135) to make sure they are able to log in on campus prior to the first day of class.

Students will learn how to use the full-featured and current Medisoft Version 19 Patient Billing software. This course offers medical office training using current, realistic medical office cases while building transferable computerized medical billing and scheduling skills. Students who complete this course will learn the appropriate terminology and skills to use any patient billing software program with minimal additional training. As students progress through Medisoft, they learn to gather patient information, schedule appointments and enter transactions. The practical, systematic approach is based on real-world medical office activities.

Instructor:	Heather Wydler
Days:	Mondays
Dates:	9/10/18-12/17/18
	Registration deadline 9/418
Time:	5:30pm-8:30pm
Room:	E119
Tuition:	$450.00—books at an additional cost
CEU's:	4.5
CRN #:	33403

Administrative & Workplace Skills

Prerequisite: None

Students will learn how to interact with patients, coworkers and supervisors. This course will also cover professional etiquette, attire and manners, filing and office procedures

Instructor:	Leslie Schwanfelder
Days:	Wednesdays
Dates:	9/26/18-11/21/18
	No class 10/31/18
	Registration deadline 9/19/18
Time:	5:30pm-8:30pm
Room:	B127
Tuition:	$250.00—books at an additional cost
CEU's:	2.4
CRN #:	33415

Prerequisites:

- *You must have a high school diploma or GED to register for this course.*
- *You also must be at least 18 years of age*
- *Successfully complete our in-house Math and English Comprehension test. The in-house testing arrangements must be made prior to submitting your registration and payment. Waiver for the testing will be considered for those who provide proof of prior college level courses. (Call our main office at 860. 215.9028 to schedule a time to take the test).*

To Get Started in an online Ed2go Course:

1. Visit our Online Instruction Center www.ed2go.com/trccce
2. After viewing the catalog and course specifics, click the course you want, the month to start and select the Enroll Now button. Here you will enter your e-mail and choose a password that will grant you access to the Classroom. Follow the instructions to enroll for your course. Once enrolled, you will receive an **email**. **This email will contain your registration form.** Use the registration form to pay for your class. ***Your registration form and payment must be received one business day prior to the start of first class.***
3. When your course starts, return to our Online Instruction Center (**www.ed2go.com/trccce**) and click the **My Classroom** link. To begin, simply log in with the email and password you created.

Please note: Completion of any program does not guarantee employment.

Refund policy: Withdrawal from any non-credit class must be submitted in writing to the Workforce & Community Education office up to one business day prior to the first class. **Absolutely no refunds will be issued after the first class has begun.** The college reserves the right to cancel any course for which there is insufficient enrollment. In that event, a full refund will be issued.

Medical Administrative Assistant

Fall 2018

WIOA Eligible

Three Rivers Community College
Workforce & Community Education
Phone: 860-215-9028 ≈ Fax: 860-215-9902
Email: WCEinfo@threerivers.edu
Website: www.threerivers.edu

Three Rivers
COMMUNITY COLLEGE
Norwich, Connecticut

- ☐ Medical Math CRN #33361
- ☐ Administrative & Workplace Skills CRN #33415
- ☐ Medical Terminology CRN #33380
- ☐ Computers in the Medical Office CRN #33403

Legal Name

Former Name (s) - if applicable

Street Address

City **State** **Zip Code**

_____-_____-_____ _____/_____/_____

Telephone **Date of Birth**

E-mail Address

_____/_____/_____

Social Security Number ***(Required by College)***

U.S. Citizen ☐ **Yes** ☐ **No** **Gender:** ☐ **Male** ☐ **Female**

Race: ☐ **White** ☐ **Black, non-Hispanic** ☐ **Asian**

☐ **American Indian** ☐ **Hispanic** ☐ **Decline to State**

Ethnicity: ☐ **Hispanic/Latino** ☐ **Non-Hispanic/Non-Latino**

☐ **Decline to State (None)**

☐ **Check (payable to TRCC)** ☐ **Visa** ☐ **MC** ☐ **Discover** ☐ **Amex**

_____ ____/____/____

Credit Card # **Exp. date** **$ Amount $**

Zip Code of Credit Card holder **3 Digit Security Code**
(required by credit card company)

Acknowledgement Statement:

I certify that the information provided above is, to the best of my knowledge, true and correct, and I consent to the disclosure of this and program participation information between, Three Rivers Community College, Connecticut State Colleges and Universities and state and federal Departments of Labor for the purposes of maintaining accurate student records and to monitor grant performance.

Signature **Date**

☐ **Allied Health Booklet given to student**

For office use ONLY:

Student ID @ _____

Entered By _____ **Date** _____/_____/_____

Medical Administrative Assistant (New)

This program will train you as an entry-level Medical Administrative Assistant and prepare you to sit for the National certification. Medical Administrative Assistants perform a variety of tasks that include communicating with patients, scheduling appointments, electronic medical coding, filing insurance claims, and maintaining records. As a Certified Medical Administrative Assistant, you may perform some or all of the following tasks:[1]

- Review and answer practice correspondence
- Operate computer systems to accomplish office tasks
- Answers calls, schedule appointments, greet patients and maintain files.
- Update and maintain patient and other practice-specific information.
- Coordinate operation reports such as time and attendance.

A Certified Medical Administrative Assistant is a recognized professional certification from the National Healthcare Association (NHA) (http://www.nhanow.com/). Although not required by the government, this certification can help job candidates demonstrate their professional skills to prospective employers. **Please note** that this program consists of classes offered onsite at Three Rivers Community College and online. Courses can be completed in one year. At the completion of the program, students can sit for the National Healthcare Association's Certified Medical Administrative Assistant exam (CMAA) at an additional cost payable to the NHA.

[1] http://www.nhanow.com/certifications/medical-administrative-assistant

Medical Administrative Assistant (Year-Long Program)

1. Introduction to Windows 10 (online Ed2go)
2. Keyboarding (online Ed2go)
3. Administrative & Workplace Skills
4. *Medical Terminology & Anatomy for Coders
5. * Understanding Health Insurance
6. Using Microsoft Word (online Ed2go)
7. Using Microsoft Excel (online Ed2go)
8. Medical Math
9. Basic CPT and ICD-10-CM
10. * Computers in the Medical Office

* Same courses in Medical Billing & Coding program.

Medical Math

Prerequisite: None

This course will cover basic operations, percentages, basic accounting/posting of payment and how to figure out patient financial responsibility (deductibles, copays, and coinsurances).

Instructor:	Heather Wydler
Days:	Mondays and Wednesdays
Dates:	8/8/18-9/5/18
	No class 9/3/18
	Registration deadline 8/1/18
Time:	5:30pm-8:30pm
Room:	B118
Tuition:	$250.00—books at an additional cost
CEU's:	2.4
CRN #:	33361

Medical Terminology & Anatomy for Coders

Prerequisite: None

Medical language translates into communication used by all levels of staff working in or around a clinical environment. It is very logical and organized according to body systems, anatomy, physiology and disease processes. A course in medical terminology is essential for students who will be involved in any science-related career. In this 90-hour class students will be introduced to the systems of the body and terminology related to each system, along with anatomy. Common medical abbreviations of texts, diseases and procedures will be introduced. Students will learn about the structure of medical words, including prefixes, suffixes, combining forms, and how to decipher medical words.

Instructor:	Heather Wydler
Days:	Tuesdays and Thursdays
Dates:	9/4/18-12/27/18
	Registration deadline 8/28/18
	No class 11/22/18 & 12/25/18
Time:	9/4/18-10/11/18-5:30pm—8:00pm
	10/16/18-12/27/18-5:30pm-8:30pm
Room:	B127
Tuition:	$900.00—books at an additional cost-
CEU's:	9
CRN #:	33380