

# HEALTH SERVICES LECTURE CALENDAR (MRS, HIS, MBC, PHARM TECH, OA & OAS)

## SEPTEMBER 2017

Monday	Tuesday	Wednesday	Thursday	Friday	Sat
				<p>1 <b>Microsoft Excel: Basic Formulas</b> Donna 11:00-12:00 Sm Classroom</p> <p><i>Med Term/A&amp;P Lesions</i> Theresa 2:00-3:00 Sm Class</p>	<p>2 <b>CLOSED HOLIDAY</b></p>
<p>4 <b>CLOSED HOLIDAY</b></p>	<p>5 <b>CLASSROOM ORIENTATION</b> Steffani 10:00-3:00 Sm Class</p> <p><b>Microsoft Word: Creating Your First Document</b> Donna 3:00-4:00 Sm Class</p> <p><b>CLASSROOM ORIENTATION</b> Steffani 6:00-7:00 Sm Class</p>	<p>6 <b>Pharmacy Sig Code Bingo</b> Steffani 10:00-11:00 Sm Class</p> <p><b>PowerPoint: Transition, Animations &amp; More..</b> Donna 1:00-2:00 Sm Classroom</p> <p><i>Law &amp; Ethics: Legal &amp; Ethical Side of Medical Insurance</i> Theresa 6:00-7:00 Sm Classroom</p>	<p>7 <b>Excel: Formatting Cells</b> Donna 10:00-11:00 Sm Classroom</p> <p><i>Med Admin/Billing Billing and Collections</i> Theresa 12:00-1:00 Sm Class</p> <p><b>Pharmacy Calculations</b> Steffani 4:00- 5:00 <u>Classroom</u></p> <p><b>Typing/Ten Key</b> Steffani 6:00-7:00 Sm Class</p>	<p>8 <b>Microsoft Outlook Calendars</b> Donna 11:00-12:00 Sm Classroom</p>	<p>9 <b>DONNA</b> 8:30-4:30</p> <p><b>Admin/Office: Filing &amp; Indexing</b> 1:00-2:00</p>
<p>11 <b>Pharm: Top 200 Drugs</b> Steffani 10:00-11:00 Sm Class</p> <p><b>PowerPoint: Creating Presentations</b> Donna 12:00-1:00 Sm Class</p> <p><i>Law/Ethics: The Medical Record</i> Theresa 2:00-3:00 Sm Class</p> <p><b>Med Admin/Billing: Explanation of Benefits (EOB)</b> Melanie 4:00-5:00 Sm Classroom</p> <p><b>Microsoft Word: Formatting</b> Donna 6:00-7:00 Sm Classroom</p>	<p>12 <b>Bookkeeping Basics</b> Donna 10:00-11:00 Sm Classroom</p> <p><i>Med Term/A&amp;P: AAPC Webinar Male Reproductive System</i> Theresa 3:00-4:00 Sm Class</p> <p><b>Pharm: Classifications &amp; Dosages</b> Steffani 6:00-7:00 Sm Class</p>	<p>13 <b>Med Term/A&amp;P: AAPC Webinar LIVE The Auditory System</b> Melanie 10:00-11:00 Sm Classroom</p> <p><b>CPC PREP CLASS-CCO VIDEOS Introduction/E&amp;M/Anesthesiology</b> Melanie 11:00-3:00 Sm Classroom</p> <p><i>Med Term/A&amp;P: Human Body an Orientation</i> Theresa 3:00-4:00 Sm Class</p> <p><b>Admin/Office: Phone Etiquette</b> Donna 6:00-7:00 Sm Class</p>	<p>14 <i>Med Term/A&amp;P: AAPC Webinar Female Reproductive System</i> Theresa 10:00-11:00 Sm Class</p> <p><b>Microsoft Outlook: Contacts</b> Donna 12:00-1:00 Sm Classroom</p> <p><i>Med Admin/Billing: CMS 1500</i> Theresa 5:00-6:00 Sm Class</p> <p><b>Pharmacy Sig Code Bingo</b> Steffani 6:00-7:00 Sm Class</p>	<p>15 <b>Physician/Facility Coding: Intro to ICD-10-CM Manual</b> Melanie 11-12:00 Sm Classroom</p> <p><i>Law &amp; Ethics: 32 steps of ROI</i> Theresa 2:00-3:00 Sm Classroom</p>	<p>16 <b>MELANIE</b> 8:30-4:30</p> <p><b>Terminology/A&amp;P 1-Hour Webinars</b></p> <ul style="list-style-type: none"> <li>• 10:00 am- Auditory</li> <li>• 12:00 pm- Nervous</li> <li>• 2:00 pm- Digestive</li> </ul>
<p>18 <b>CLASSROOM ORIENTATION</b> Steffani 10:00-3:00 Sm Class</p> <p><b>Typing/Ten Key</b> Donna 4:00-5:00 <u>Sm Classroom</u></p> <p><b>CLASSROOM ORIENTATION</b> Donna 6:00-7:00 Sm Class</p>	<p>19 <b>Digital Literacy: Files, &amp; Folders</b> Donna 10:00-11:00 Sm Class</p> <p><b>MedTerm/Anatomy: The Brain</b> Steffani 5:00-6:00 Sm Class</p> <p><i>Law &amp; Ethics: HIPAA</i> Theresa 6:00-7:00 Sm Classroom</p>	<p>20 <b>Billing &amp; Coding: UB_04 CMS 1450 Overview</b> Melanie 10:00-11:00 Sm Classroom</p> <p><b>Pharmacy Law &amp; Ethics</b> Steffani 12:00-1:00 Sm Class</p> <p><b>Student Leadership Team Meeting</b> Donna/Melanie 1:30-3:00 ROOM A</p> <p><b>Microsoft Excel: Basic Formulas</b> Donna 6:00-7:00 Sm Classroom</p>	<p>21 <b>CPC PREP CLASS-CCO VIDEOS Modifiers/Radiology/Path&amp;Lab</b> Melanie 10:00-3:00 Sm Classroom</p> <p><b>Pharmacy: Sig Code Bingo</b> Steffani 4:00-5:00 Sm Class</p> <p><i>Billing/Coding Hospital Billing Overview</i> Theresa 6:00-7:00 Sm Class</p>	<p>22 <b>Typing/Ten Key</b> Steffani 10-11:00 <u>Sm Classroom</u></p> <p><b>QuickBooks</b> Donna 1:00-2:00 Sm Classroom</p>	<p>23 <b>THERESA</b> 8:30-4:30</p> <p><i>Med Admin/Billing: Explanation of Benefits (EOB)</i> 1:00-2:00</p>
<p>25 <b>Pharm: Top 200 Drugs</b> Steffani 10:00-11:00 Sm Class</p> <p><b>Excel: Managing Worksheets</b> Donna 12:00-1:00 Sm Class</p> <p><i>Law &amp; Ethics: HIPAA</i> Theresa 2:00-3:00 Sm Class</p> <p><b>Microsoft Outlook: Contacts</b> Donna 6:00-7:00 Sm Classroom</p>	<p>26 <b>Word: Paragraph Formatting</b> Donna 10:00-11:00 Sm Class</p> <p><b>Typing/Ten Key</b> Theresa 2:00-3:00 <u>Sm Classroom</u></p> <p><b>Med Term/A&amp;P: AAPC Webinar Nervous System</b> Melanie 4:00-5:00 Sm Class</p> <p><i>Billing/Coding: UB_04 (CMS1450)</i> Theresa 6:00-7:00 Sm Class</p>	<p>27 <b>GUEST SPEAKER Overview &amp; Roadmap to Medicare</b> Carolynn Washington with HICAP 10:00-12:00 ROOM A</p> <p><b>Physician/Facility Coding: Intro to ICD-10-PCS Manual</b> Melanie 2:00-3:00 Sm Classroom</p> <p><b>Admin/Office: Filing &amp; Indexing</b> Donna 6:00-7:00 Sm Class</p>	<p>28 <b>CPC PREP CLASS-CCO VIDEOS Respiratory/Digestive/Cardiovascular</b> Melanie 9:00-12:00 Sm Classroom</p> <p><i>Med Term/A&amp;P: AAPC Webinar Respiratory System</i> Theresa 2:00-3:00 Sm Class</p> <p><b>Pharmacy: Jeopardy</b> Steffani 6:00-7:00 Sm Class</p>	<p>29 <b>Microsoft Excel: Basic Formulas</b> Donna 11:00-12:00 Sm Classroom</p> <p><i>Med Term/A&amp;P Lesions</i> Theresa 2:00-3:00 Sm Class</p>	<p>30 <b>THERESA</b> 8:30-4:30</p> <p><b>Typing/Ten Key</b> 1:00-2:00</p>