

# HEALTH SERVICES & BUSINESS LECTURE CALENDAR (MRS, HIS, MBC, PHARM TECH, OA & OAS) DECEMBER 2018

Monday	Tuesday	Wednesday	Thursday	Friday	Sat
					1 <b>AMANDA</b> 7:45-4:30 Pharmacy -Mock PTCE Exam 10-12
3 <b>Billing/Coding: UB-04</b> Melanie 10:00-11:00 <b>Digital Literacy: Computer Devices</b> Stephane 11:30-12:30 <b>Pharmacy Calculations</b> Amanda 1:30-2:30 <b>Med Law &amp; Ethics: HIPAA</b> Theresa 6:00-7:00	4 <b>Pharmacy Open Lab: Hands On</b> Amanda 5:00-7:00	5 <b>Outlook Intermediate I &amp; II</b> Stephane 10:00-11:00 <b>Pharmacy Roundtable</b> Amanda 11:30-12:30 Sm Class <b>Office Admin: Office Admin Role</b> Stephane 2:00-3:00 <b>Coding: CPC Prep</b> 2- Minute Coding Drills Melanie 5:30-7:00	6 <b>Med Term/A&amp;P: Webinar</b> <b>Sense Organ (Eye) System</b> Melanie 10:00-11:00 <b>PowerPoint Basics II</b> Stephane 12:30-1:30 <b>Excel Basics I</b> Stephane 5:00-6:00 <b>Pharmacy: Trade &amp; Generic</b> Amanda 6:00-7:00	7 <b>Coding: CABG</b> <b>Coronary Artery</b> <b>Bypass Graft</b> Melanie 11:00-12:00 <b>Med Admin/Billing:</b> <b>Claim Life Cycle</b> Theresa 4:00-5:00	8 <b>THERESA</b> 8:30-4:30 <b>Typing/Ten Key</b> 12:00-1:00  AAPC Meeting 9-12 Room A
10 <b>CLASSROOM ORIENTATION</b> Stephane 10:00-12:00 Sm Class <b>First Step: Starting your 1<sup>st</sup> Course</b> Stephane 1:00-2:00 <b>CLASSROOM ORIENTATION</b> Ken/Theresa 5:00-6:30 Sm Class	11 <b>Excel Basics II</b> Stephane 11:00-12:00 <b>Medical Law &amp; Ethics:</b> <b>The Medical Record</b> Theresa 4:00-5:00 <b>Pharmacy Calculations</b> Amanda 6:00-7:00	12 <b>Pharmacy Open Lab: Hands On</b> Amanda 11:00-1:00 <b>Coding: CPC Prep</b> 2- Minute Coding Drills Melanie 4:00-5:30 <b>Med Admin/Billing: EHR Software</b> Theresa 6:00-7:00	13 <b>Word Basic I &amp; II</b> Stephane 11:00-12:00 <b>Med Term/A&amp;P Skeletal System</b> Theresa 1:00-2:00 <b>Pharmacy Controlled Substances</b> Amanda 4:00-5:00 <b>Bookkeeping</b> Stephane 6:00-7:00	14 <b>Med Term/A&amp;P:</b> <b>Webinar</b> <b>Nervous System</b> Melanie 10:00-11:00 <b>Med Admin/Billing:</b> <b>Explanation of Benefits</b> Theresa 6:00-7:00	15 <b>MELANIE</b> 7:45-4:30 MOCK CPC EXAM 8:30-3:00  AAPC Meeting 9-12 Room A
17 <b>CLASSROOM ORIENTATION</b> Stephane 10:00-12:00 Sm Class <b>First Step: Starting your 1<sup>st</sup> Course</b> Stephane 1:00-2:00 <b>CLASSROOM ORIENTATION</b> Ken/Theresa 5:00-6:30 Sm Class	18 <b>PowerPoint Intermediate II</b> Stephane 11:00-12:00 <b>Pharmacy Open Lab: Hands On</b> Amanda 5:00-7:00	19 <b>Digital Literacy: Internet</b> Stephane 10:00-11:00 <b>Med Admin/Billing: EHR Software</b> Theresa 1:00-2:00 <b>Student Leadership Team Meeting</b> Amanda 1:30-3 ROOM A <b>Word Basic I &amp; II</b> Theresa 6:00-7:00	20 <b>Excel Basics I</b> Stephane 10:30-11:30 <b>Pharmacology: Top 200 Drugs</b> Amanda 3:00-4:00 Sm Class <b>Office Admin:</b> <b>Become an Office Administrator</b> Stephane 4:30-5:30 <b>Med Term/A&amp;P: Webinar</b> <b>Sense Organ (Auditory) System</b> Theresa 6:00-7:00	21 <b>Med Term/A&amp;P:</b> <b>Webinar Female</b> <b>Reproductive System</b> Amanda 10:00-11:00 <b>Medical Law &amp; Ethics:</b> <b>Release of Information</b> Theresa 2:00-3:00 <b>Outlook Basic I &amp; II</b> Theresa 6:00-7:00	22 <b>THERESA</b> 8:30-4:30 <b>Med Admin/Billing:</b> <b>Collection Strategies</b> Theresa 11:00-12:00 <b>Typing/Ten Key</b> 2:00-3:00
24 <b>CHRISTMAS EVE</b> <b>SCHOOL CLOSED</b>	25 <b>MERRY CHRISTMAS</b> <b>SCHOOL CLOSED</b>	26 <b>Word Intermediate I</b> Stephane 9:30-10:30 <b>Pharmacy Open Lab: Hands On</b> Amanda 11:00-1:00 <b>Office Admin:</b> <b>Ethics in the Workplace</b> Stephane 4:00-5:00 <b>Coding: Neoplasms</b> Melanie 6:00-7:00	27 <b>Med Admin/Billing: CMS-1500</b> Melanie 11:00-12:00 <b>PowerPoint Intermediate I</b> Stephane 12:30-1:30 <b>Classifications &amp; Dosages</b> Amanda 5:00-6:00 <b>Bookkeeping</b> Stephane 6:00-7:00	28 <b>Coding: CPC Prep</b> 2- Minute Coding Drills Melanie 11:00-1:30 <b>Pharmacy MOCK</b> <b>PTCE EXAM</b> Amanda 2:00-4:00	29 <b>AMANDA</b> 7:45-4:30 Med Term/A&P Webinars • <b>Digestive System</b> 10-11am • <b>Respiratory System</b> 12-1pm  AAPC Exam 7:45-3 Room A
31 <b>Word Intermediate II</b> Stephane 10:00-11:00 <b>Excel Intermediate I &amp; II</b> Stephane 12:00-1:00 <b>HAPPY NEW YEARS</b> <b>SCHOOL OPEN 8-2</b>	1 <b>NEW YEARS DAY</b> <b>SCHOOL CLOSED</b>				

