

HEALTH SERVICES & BUSINESS LECTURE CALENDAR (MRS, HIS, MBC, PHARM TECH, OA & OAS) January 2019

Monday	Tuesday	Wednesday	Thursday	Friday	Sat
<p>31</p> <p>HAPPY NEW YEARS SCHOOL OPEN 8-2</p>	<p>1</p> <p>NEW YEARS DAY SCHOOL CLOSED</p>	<p>2</p> <p><i>Excel Intermediate I</i> Stephane 11:00-12:00 <i>Pharmacy: Sig Codes</i> Amanda 2:00-3:00 <i>Coding: Intro to ICD-10-CM</i> Melanie 3:30-4:30 <i>Med Law & Ethics: Release of Information</i> Theresa 6:00-7:00</p>	<p>3</p> <p><i>Med Admin/Billing: Claim Life Cycle</i> Theresa 11:00-12:00 <i>Digital Lit: Computer Devices</i> Stephane 12:30-1:30 <i>Pharmacy: Trade & Generic</i> Amanda 5:00-6:00 <i>Bookkeeping</i> Stephane 6:00-7:00</p>	<p>4</p> <p><i>Coding: Neoplasms</i> Melanie 11:00-12:00 <i>Pharmacy Roundtable</i> Amanda 2:00-3:00 <i>Medical Law & Ethics: HIPAA</i> Theresa 5:00-6:00</p>	<p>5</p> <p>MELANIE 8:30-4:30 MOCK CPC EXAM 8:30-3:00</p>
<p>7</p> <p>CLASSROOM ORIENTATION Stephane 10:00-12:00 Sm Class <i>First Step: Starting your 1st Course</i> Stephane 1:00-2:00 CLASSROOM ORIENTATION Ken 5:00-6:30 Sm Class <i>Typing/Ten Key</i> Amanda 7:00-8:00</p>	<p>8</p> <p><i>Pharmacy Open Lab: Hands On</i> Amanda 11:00-1:00 <i>Med Term/A&P: Webinar Nervous System</i> Melanie 4:00-5:00 <i>Med Admin/Billing: EHR Software</i> Theresa 6:00-7:00</p>	<p>9</p> <p><i>Office Admin: Office Admin Role</i> Stephane 10:00-11:00 <i>Med Term/A&P Skeletal System-Bones</i> Theresa 11:30-12:30 <i>Word Basic Intermediate II</i> Stephane 1:00-2:00 <i>Pharmacy Calculations</i> Amanda 6:00-7:00</p>	<p>10</p> <p><i>Coding: CPC Prep 2- Minute Coding Drills</i> Melanie 10:00-11:30 <i>Pharmacy Controlled Substances</i> Amanda 12:00-1:00 <i>Admin/Billing: Health Records</i> Theresa 2:00-3:00 <i>Word Basics I & II</i> Stephane 4:00-5:00 <i>Excel Basics I</i> Stephane 6:00-7:00</p>	<p>11</p> <p><i>Typing/Ten Key</i> Amanda 11:00-12:00 <i>Med Admin/Billing: Claim Life Cycle</i> Theresa 6:00-7:00</p>	<p>12</p> <p>AMANDA 7:45-4:30 <i>Pharmacy: Classifications & Dosages</i> 11:00-12:00</p>
<p>14</p> <p><i>Office Admin: Ethics in the Workplace</i> Stephane 10:00-11:00 <i>Coding: Intro to ICD-10-PCS</i> Melanie 11:30-12:30 <i>Excel Basics II</i> Stephane 1:00-2:00 <i>Pharmacy Controlled Substances</i> Amanda 6:00-7:00</p>	<p>15</p> <p><i>Outlook Intermediate I & II</i> Stephane 11:00-12:00 <i>Med Admin/Billing: EHR Software</i> Theresa 1:00-2:00 <i>PowerPoint Basics II</i> Theresa 6:00-7:00</p>	<p>16</p> <p><i>PowerPoint Intermediate II</i> Stephane 10:30-11:30 <i>Excel Intermediate II</i> Stephane 12:00-1:00 Student Leadership Team Meeting Amanda 1:30-3 ROOM A <i>Coding: Intro to ICD-10-CM</i> Melanie 3:30-4:30 <i>Pharmacy Open Lab: Hands On</i> Amanda 5:00-7:00</p>	<p>17</p> <p><i>Pharmacology: Top 200 Drugs</i> Amanda 10:00-11:00 Sm Class <i>Medical Law & Ethics: The Medical Record</i> Theresa 1:00-2:00 <i>Excel Advanced I</i> Stephane 4:00-5:00 <i>Office Admin: Teamwork in the Workplace</i> Stephane 6:00-7:00</p>	<p>18</p> <p><i>Med Term/A&P: Webinar Female Reproductive System</i> Melanie 10:00-11:00 <i>Med Admin/Billing: Health Records</i> Theresa 6:00-7:00</p>	<p>19</p> <p>THERESA 8:30-4:30 <i>Typing/Ten Key</i> 12:00-1:00</p>
<p>21</p> <p>CLASSROOM ORIENTATION Stephane 10:00-12:00 Sm Class <i>First Step: Starting your 1st Course</i> Stephane 1:00-2:00 CLASSROOM ORIENTATION Ken 5:00-6:30 Sm Class</p>	<p>22</p> <p><i>Pharm Open Lab: Hands On</i> Amanda 11:00-1:00 <i>Med Term/A&P: Webinar Male Reproductive System</i> Melanie 4:00-5:00 <i>Med Admin/Billing: EHR Software</i> Theresa 6:00-7:00</p>	<p>23</p> <p><i>Med Term/A&P Skeletal System-Joints</i> Theresa 10:00-11:00 <i>Excel Basics I</i> Stephane 12:00-1:00 <i>Pharmacy Roundtable</i> Amanda 6:00-7:00 Sm Class</p>	<p>24</p> <p><i>Word Basic I</i> Amanda 10:00-11:00 <i>Coding: CPC Prep 2- Minute Coding Drills</i> Melanie 2:30-4:00 <i>Med Term/A&P: Webinar Sense Organ (Auditory) System</i> Theresa 6:00-7:00</p>	<p>25</p> <p><i>Med Term/A&P: Webinar Digestive System</i> Amanda 10:00-11:00 <i>Med Term/A&P: Webinar Respiratory</i> Stephane 6:00-7:00 GRADUATION DAY</p>	<p>26</p> <p>THERESA 8:30-4:30 <i>Med Term/A&P Webinars</i> • <i>Cardiovascular System</i> 10-11am • <i>Digestive System</i> 12-1pm</p>
<p>28</p> <p><i>Excel Advanced II</i> Stephane 10:00-11:00 <i>Bookkeeping</i> Stephane 12:30-1:30 <i>Admin/Billing: Types Insurances</i> Theresa 2:00-3:00 <i>Outlook Basic I & II</i> Amanda 6:00-7:00</p>	<p>29</p> <p><i>PowerPoint Intermediate I</i> Stephane 12:30-1:30 <i>Med Admin/Billing: EHR Software</i> Theresa 1:00-2:00 <i>Med Admin/Billing: Explanation of Benefits</i> Theresa 6:00-7:00</p>	<p>30</p> <p><i>Word Intermediate I</i> Stephane 9:30-10:30 <i>Medical Law & Ethics: HIPAA</i> Theresa 11:00-12:00 <i>Coding: 2- Minute Coding Drills</i> Melanie 12:30-2:00 <i>Pharmacy Open Lab: Hands On</i> Amanda 5:00-7:00</p>	<p>31</p> <p><i>Admin/Billing: CMS-1500</i> Melanie 11:00-12:00 <i>Classifications & Dosages</i> Amanda 2:00-3:00 <i>Admin/Billing: Collect Strategies</i> Theresa 5:00-6:00 <i>Excel Intermediate I</i> Stephane 6:00-7:00</p>	<p>1</p> <p><i>Admin/Billing: UB-04</i> Melanie 11:00-12:00 <i>Pharmacy MOCK PTCE EXAM</i> Amanda 2:00-4:00</p>	<p>2</p>