

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

Monday	Tuesday	Wednesday	Thursday	Friday	Sat
				1	2 MELANIE 8:30-4:30
4 CLASSROOM ORIENTATION Stephanee 10:00-12:00 Sm Class <i>First Step: Starting your 1st Course</i> Stephanee 1:00-2:00 CLASSROOM ORIENTATION Ken 5:00-6:30 Sm Class	5 <i>Word Basic Intermediate II</i> Stephanee 11:00-12:00 Med Admin/Billing: UB-04 Melanie 1:00-2:00 <i>Med Admin/Billing: EHR Software</i> Theresa 6:00-7:00	6 <i>Office Admin: Teamwork in the Workplace</i> Stephanee 10:00-11:00 Coding: Intro to ICD-10-PCS Melanie 2:00-3:00 <i>Med Term/A&P Skeletal System-Bones</i> Theresa 6:00-7:00	7 Med Term/A&P: Webinar Nervous System Melanie 11:00-12:00 <i>Word Basics I & II</i> Stephanee 4:00-5:00	8 Typing/Ten Key Stephanee 11:00-12:00 <i>Med Term/A&P: Webinar Respiratory</i> Theresa 1:00-2:00 <i>Med Admin/Billing: Claim Life Cycle</i> Theresa 6:00-7:00	9 THERESA 8:30-4:30 Typing/Ten Key 12:00-1:00
11 <i>Outlook Basic I & II</i> Stephanee 11:00-12:00 <i>Excel Basics II</i> Stephanee 2:00-3:00 Coding: CPC Prep 2- Minute Coding Drills Melanie 5:30-7:00	12 <i>Excel Advanced I</i> Stephanee 11:00-12:00 Med Term/A&P: Webinar Cardiovascular Melanie 1:00-2:00 <i>Office Admin: Ethics in the Workplace</i> Theresa 6:00-7:00	13 <i>PowerPoint Intermediate II</i> Stephanee 11:00-12:00 <i>Medical Law & Ethics: HIPAA</i> Theresa 1:00-2:00 Guest Speaker- Carolyn Washington with HICAP (see flyer for details) Melanie 2:00-4:00 ROOM A Pharmacy Lecture Theresa 6:00-7:00	14 Coding: Intro to ICD-10-CM Melanie 11:00-12:00 <i>Medical Law & Ethics: The Medical Record</i> Theresa 3:00-4:00 <i>Outlook Intermediate I & II</i> Stephanee 4:30-5:30	15 <i>Med Term/A&P Skeletal System-Joints</i> Theresa 6:00-7:00	16 THERESA 8:30-4:30 AAPC Exam Melanie 8:15-3:30 Room A
18 CLASSROOM ORIENTATION Stephanee 10:00-12:00 Sm Class <i>First Step: Starting your 1st Course</i> Stephanee 1:00-2:00 CLASSROOM ORIENTATION Ken 5:00-6:30 Sm Class	19 <i>Word Basics I & II</i> Stephanee 11:00-12:00 <i>Med Admin/Billing: EHR Software</i> Theresa 1:00-2:00 Med Term/A&P: Webinar Male Reproductive System Melanie 4:00-5:00	20 <i>Excel Basics I</i> Stephanee 12:00-1:00 Student Leadership Team Meeting Bryan 1:30-3 ROOM A <i>Med Admin/Billing: Health Records</i> Theresa 6:00-7:00	21 Med Admin/Billing: Explanation of Benefits Melanie 11:00-12:00 Pharmacy Lecture Stephanee 4:00-5:00	22 <i>Med Term/A&P: Webinar Sense Organ (Auditory) System</i> Theresa 6:00-7:00	23 THERESA 8:30-4:30 <i>Medical Law & Ethics: HIPAA</i> Theresa 11:00-12:00
25 <i>Excel Advanced II</i> Stephanee 10:00-11:00 Pharmacy Lecture Melanie 11:00-12:00 <i>Bookkeeping</i> Stephanee 12:30-1:30 <i>Admin/Billing: Types Insurances</i> Theresa 2:00-3:00	26 <i>PowerPoint Intermediate I</i> Stephanee 12:30-1:30 <i>Med Term/A&P: Webinar Female Reproductive System</i> Theresa 6:00-7:00	27 <i>Word Intermediate I</i> Stephanee 9:30-10:30 Coding: 2- Minute Coding Drills Melanie 3:30-5:00 <i>Medical Law & Ethics: Release of Information</i> Theresa 6:00-7:00	28 <i>Admin/Billing: Collect Strategies</i> Theresa 11:00-12:00 Admin/Billing: CMS-1500 Melanie 3:00-4:00 <i>Excel Intermediate I</i> Stephanee 6:00-7:00	1 <i>Bookkeeping</i> Stephanee 11:00-12:00 Word Intermediate I Melanie 5:30-6:30	