

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

Monday	Tuesday	Wednesday	Thursday	Friday	Sat
				1	2 THERESA 8:30-4:30 Typing/Ten Key 11:00-12:00
4 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	5 <i>Word Intermediate II</i> Stephane 12:30-1:30 <i>Med Admin/Billing: EHR Software</i> Theresa 6:00-7:00	6 <i>Digital Literacy: Basic Internet</i> Stephane 10:00-11:00 <i>Coding: Anesthesia (Bring CPT Manual)</i> Melanie 12:00-1:00 <i>Med Term/A&P: Webinar Digestive System</i> Theresa 6:00-7:00	7 <i>Pharmacy Sig Code Bingo</i> Katy 10:00-11:00 <i>Med Admin/Billing: Claim Life Cycle</i> Theresa 11:30-12:30 <i>Word Basics I</i> Stephane 6:00-7:00	8 <i>Med Admin/Billing: UB-04</i> Melanie 11:00-12:00 <i>Pharmacy: History of Pharmacy</i> Katy 6:00-7:00	9 MELANIE KATY 8:30-4:30
11 <i>Outlook Basic I & II</i> Stephane 10:00-11:00 <i>Medical Law & Ethics: HIPAA</i> Theresa 11:30-12:30 <i>Digital Literacy: Computer Devices</i> Stephane 1:00-2:00 <i>Pharmacy Sig Code Bingo</i> Katy 6:00-7:00	12 <i>Coding: Evaluation & Management (Bring CPT Manual)</i> Melanie 11:00-12:00 <i>Excel Advanced I</i> Stephane 12:30-1:30 <i>Med Term/A&P: Webinar Cardiovascular System</i> Theresa 6:00-7:00	13 <i>Office Admin: Customer Focus</i> Stephane 10:00-11:00 <i>Med Term/A&P: Webinar Sense Organ (The Eye)</i> Melanie 11:30-12:30 <i>Bookkeeping</i> Stephane 1:00-2:00 <i>Med Admin/Billing: Health Records</i> Theresa 6:00-7:00	14 Typing/Ten Key Theresa 10:00-11:00 <i>Coding: Integumentary (Bring CPT Manual)</i> Melanie 11:30-12:30 <i>Medical Law & Ethics: The Medical Record</i> Theresa 3:00-4:00 <i>Excel Advanced I</i> Stephane 6:00-7:00	15 <i>Med Term/A&P Skeletal System-Joints</i> Theresa 11:00-12:00 <i>Pharmacy: Calculations</i> Katy 2:00-3:00	16 THERESA 8:15-4:30
18 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	19 <i>Word Basics II</i> Stephane 12:30-1:30 <i>Med Admin/Billing: EHR Software</i> Theresa 1:00-2:00 Typing/Ten Key Theresa 6:00-7:00	20 <i>Outlook Intermediate I & II</i> Stephane 11:00-12:00 Student Leadership Team Meeting Bryan/Katy 1:30-3 ROOM A <i>Med Admin/Billing: Explanation of Benefits</i> Melanie 5:00-6:00 <i>Medical Law & Ethics: HIPAA</i> Theresa 6:00-7:00	21 <i>Pharmaceutical Doses and Applications</i> Katy 11:00-12:00 <i>Med Term/A&P Skeletal System-Bones</i> Theresa 1:00-2:00 <i>Outlook Intermediate I & II</i> Stephane 6:00-7:00	22 <i>Pharmacy Brand & Generic Jeopardy</i> Katy 1:00-2:00	23 MELANIE 8:30-4:30 CPC MOCK EXAM Start time 9:30 End time 3:10 Sign up with Melanie
25 <i>Excel Advanced II</i> Stephane 10:00-11:00 <i>Coding: Cardiovascular (CABG) (Bring CPT Manual)</i> Melanie 11:30-12:30 <i>Office Admin: Ethics in the Workplace</i> Stephane 1:00-2:00 <i>Pharmacy Intro to Sterile Compounding</i> Katy 2:30-3:30 <i>Admin/Billing: Types Insurances</i> Theresa 6:00-7:00	26 <i>Med Term/A&P: Webinar Female Reproductive System</i> Theresa 11:00-12:00 <i>Outlook Advanced I & II</i> Stephane 12:30-1:30 <i>Admin/Billing: CMS-1500</i> Melanie 4:00-5:00 <i>Pharmaceutical Doses and Applications</i> Katy 6:00-7:00	27 <i>Word Intermediate I</i> Stephane 10:00-11:00 <i>Pharmacy Transcribing Rx's: How to Read Scripts</i> Katy 11:30-12:30 <i>PowerPoint Intermediate II</i> Stephane 1:00-2:00 <i>Coding: Modifiers (Bring CPT Manual)</i> Melanie 2:30-3:30 <i>Medical Law & Ethics: Release of Information</i> Theresa 6:00-7:00	28 <i>Admin/Billing: Collection Strategies</i> Theresa 10:00-11:00 <i>Pharmacy Practice Lab Hands on Processing Rx's</i> Katy 3:30-5:00 Room A <i>Excel Intermediate I</i> Stephane 6:00-7:00	29 <i>Med Term/A&P: Webinar Male Reproductive System</i> Theresa 11:00-12:00 Typing/Ten Key Katy 2:00-3:00	30 KATY 8:30-4:30 PTCB Mock Exam 11:00-1:00 Sign up with Katy