

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

Monday	Tuesday	Wednesday	Thursday	Friday	Sat
<p>1</p> <p><b><u>CLASSROOM ORIENTATION</u></b> Stephane 10:00-12:00 Sm Class <i>First Step: Starting your 1<sup>st</sup> Course</i> Stephane 1:00-2:00</p> <p><b><u>CLASSROOM ORIENTATION</u></b> Ken 5:00-6:30 Sm Class</p>	<p>2 <i>Digital Literacy: Basic Internet</i> Stephane 10:00-11:00</p> <p>Coding: Anesthesia Melanie 11:30-12:30</p> <p><i>Med Term/A&amp;P: Webinar Digestive System</i> Theresa 1:00-2:00</p> <p>Pharmacy: Aseptic Technique Katy 6:00-7:00</p>	<p>3</p> <p>Coding: Evaluation &amp; Management Melanie 10:00-11:30</p> <p><i>Word Intermediate II</i> Stephane 12:00-1:00</p> <p>Pharmacy Law &amp; Ethics Katy 2:00-3:00</p> <p><i>Med Admin/Billing: EHR Software</i> Theresa 6:00-7:00</p>	<p>4</p> <p><i>Med Admin/Billing: Claim Life Cycle</i> Theresa 10:00-11:00</p> <p>Pharmacy: Actions of Medications Katy 12:00-1:00</p> <p><i>Word Basics I</i> Stephane 6:00-7:00</p>	<p>5</p> <p>Admin/Billing: CMS-1500 Melanie 2:00-3:00</p> <p><i>Med Term/A&amp;P: Webinar Senses (Auditory System)</i> Theresa 6:00-7:00</p>	<p>6</p> <p>KATY 8:30-4:30</p> <p>PTCB Mock Exam 11:00-1:00 Sign up with Katy</p>
<p>8</p> <p><i>Outlook Basic I &amp; II</i> Stephane 10:00-11:00</p> <p>Coding: Integumentary Melanie 11:30-12:30</p> <p><i>Medical Law &amp; Ethics: HIPAA</i> Theresa 2:30-3:30</p> <p>Pharmacy Prescription Processing Katy 6:00-7:00</p>	<p>9</p> <p><i>Digital Literacy: Computer Devices</i> Stephane 10:00-11:00</p> <p><i>Excel Advanced I</i> Stephane 12:30-1:30</p> <p>Pharmacy: Brand &amp; Generic Jeopardy Katy 6:00-7:00</p>	<p>10 <i>Office Admin: Customer Focus</i> Stephane 10:00-11:00</p> <p>Med Admin/Billing: Explanation of Benefits Melanie 12:00-1:00</p> <p>Pharmacy Practical Labs (Hands On) Katy 1:30-3:00 ROOM A</p> <p><i>Medical Law &amp; Ethics: Release of Information (ROI)</i> Theresa 6:00-7:00</p>	<p>11</p> <p>Typing/Ten Key Theresa 10:00-11:00</p> <p>Pharmacy: Aseptic Technique Katy 12:00-1:00</p> <p><i>Medical Law &amp; Ethics: The Medical Record</i> Theresa 3:00-4:00</p> <p><i>Excel Advanced I</i> Stephane 6:00-7:00</p>	<p>12</p> <p>Med Term/A&amp;P: Webinar Respiratory System Melanie 11:30-12:30</p>	<p>13</p> <p>MELANIE 8:30-4:30</p> <p>CPC MOCK EXAM Start time 9:30 End time 3:10 Sign up with Melanie</p>
<p>15</p> <p><b><u>CLASSROOM ORIENTATION</u></b> Stephane 10:00-12:00 Sm Class <i>First Step: Starting your 1<sup>st</sup> Course</i> Stephane 1:00-2:00</p> <p>Typing/Ten Key Katy 3:00-4:00</p> <p><b><u>CLASSROOM ORIENTATION</u></b> Ken 5:00-6:30 Sm Class</p>	<p>16</p> <p><i>Word Basics II</i> Stephane 12:30-1:30</p> <p><i>Med Admin/Billing: EHR Software</i> Theresa 1:00-2:00</p> <p>Pharmacy: Calculations Katy 6:00-7:00</p>	<p>17 <i>Outlook Intermediate I &amp; II</i> Stephane 11:00-12:00</p> <p>Student Leadership Team Meeting Bryan/Katy 1:30-3 ROOM A</p> <p>Coding: E/M Audit Tool Melanie 4:00-5:00</p> <p><i>Med Admin/Billing: Health Records</i> Theresa 6:00-7:00</p>	<p>18</p> <p><i>Med Term/A&amp;P Skeletal System-Bones</i> Theresa 10:00-11:00</p> <p>Pharmacy: Calculations Katy 12:00-1:00</p> <p>Med Admin/Billing: UB-04 Melanie 3:00-4:00</p> <p>Bookkeeping Stephane 6:00-7:00</p>	<p>19</p> <p>Pharmacy Brand &amp; Generic Jeopardy Katy 1:00-2:00</p> <p><i>Med Term/A&amp;P Skeletal System-Joints</i> Theresa 2:30-3:30</p>	<p>20</p> <p>THERESA 8:30-4:30</p> <p>Typing/Ten Key Theresa 11:00-12:00</p>
<p>22</p> <p><i>Excel Advanced II</i> Stephane 10:00-11:00</p> <p>Roundtable-AAPC Overview (Coding Students) Melanie 12:30-1:30</p> <p>Med Term/A&amp;P: Webinar Nervous System Melanie 3:00-4:00</p> <p>Pharmacy Practical Lab (Hands On) Katy 5:00-6:30 ROOM A</p>	<p>23</p> <p><i>Med Term/A&amp;P: Webinar Cardiovascular System</i> Theresa 11:00-12:00</p> <p><i>Outlook Advanced I &amp; II</i> Stephane 12:30-1:30</p> <p>Pharmacy: Actions of Medications Katy 6:00-7:00</p>	<p>24</p> <p><i>Word Intermediate I</i> Stephane 10:00-11:00</p> <p>Pharmacy Prescription Processing Katy 11:30-12:30</p> <p><i>PowerPoint Intermediate II</i> Stephane 1:00-2:00</p> <p>Coding: Cardiovascular (CABG) Melanie 3:00-4:00</p> <p><i>Medical Law &amp; Ethics: HIPAA</i> Theresa 6:00-7:00</p>	<p>25</p> <p><i>Medical Law &amp; Ethics Release of Information (ROI)</i> Theresa 10:00-11:00</p> <p>Pharmacy Brand &amp; Generic Jeopardy Katy 11:30-12:30</p> <p>Bookkeeping Stephane 6:00-7:00</p>	<p>26</p> <p>Pharmacy PTCE Review Katy 11:00-12:00</p> <p><i>Admin/Billing: Types Insurances</i> Theresa 2:30-3:30</p>	<p>27</p> <p>THERESA 8:30-4:30</p>
<p>29</p> <p><b><u>CLASSROOM ORIENTATION</u></b> Stephane 10:00-12:00 Sm Class <i>First Step: Starting your 1<sup>st</sup> Course</i> Stephane 1:00-2:00</p> <p><b><u>CLASSROOM ORIENTATION</u></b> Ken 5:00-6:30 Sm Class</p>	<p>30</p> <p><i>Office Admin: Ethics in the Workplace</i> Stephane 11:00-12:00</p> <p><i>Admin/Billing: Collection Strategies</i> Theresa 12:30-1:30</p> <p>Pharmacy Law and Ethics Katy 6:00-7:00</p>				