

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

Monday	Tuesday	Wednesday	Thursday	Friday	Sat
					1 KATY 8:30-4:30
3 <i>Excel Basic I & II</i> Stephane 9:30-10:30 <i>Coding: Evaluation & Management</i> Melanie 11:00-12:30 <i>Bookkeeping</i> Stephane 1:00-2:00 <i>Admin/Billing: Types Insurances</i> Theresa 4:30-5:30	4 <i>Office Admin: Customer Focus</i> Stephane 10:00-11:00 <i>PowerPoint Advanced I</i> Stephane 1:00-2:00 <i>Pharmacy: Brand & Generic Jeopardy</i> Katy 6:00-7:00	5 <i>Digital Literacy Basic Computer Devices</i> Stephane 11:30-12:30 <i>Pharmacy: Error Prevention</i> Katy 2:00-3:00 <i>Medical Law & Ethics: Release of Information (ROI)</i> Theresa 6:00-7:00	6 <i>Coding: Anesthesia</i> Melanie 11:00-12:00 <i>Pharmacy: Law & Ethics</i> Katy 12:00-1:00 <i>Med Term/A&P: Webinar Respiratory System</i> Theresa 3:00-4:00 <i>Digital Literacy Basic Windows, Files, Folders</i> Stephane 6:00-7:00	7 <i>Med Admin/Billing: EOB</i> Melanie 11:00-12:00 <i>Med Term/A&P: The Brain</i> Theresa 6:00-7:00	8 THERESA 8:30-4:30 <i>Typing/Ten Key</i> Theresa 11:00-12:00
10 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>First Step: Starting your 1st Course</i> Katy 6:30-7:00	11 <i>Typing/Ten Key</i> Theresa 9:00-10:00 <i>Word Basics II</i> Stephane 11:30-12:30 <i>Med Admin/Billing: EHR Software</i> Theresa 1:00-2:00 <i>Pharmacy Sig Code Bingo</i> Katy 6:00-7:00	12 <i>Pharmacy: Brand & Generic Jeopardy</i> Katy 9:00-10:00 <i>Outlook Intermediate I & II</i> Stephane 10:30-11:30 <i>PowerPoint Intermediate II</i> Stephane 1:00-2:00 <i>Admin/Billing: Health Records</i> Theresa 6:00-7:00	13 <i>Coding: Modifiers</i> Melanie 10:00-11:00 <i>Pharmacy: Adv. Calculations</i> Katy 12:00-1:00 <i>Medical Law & Ethics: The Medical Record</i> Theresa 2:00-3:00 <i>Word Advanced I</i> Stephane 6:00-7:00	14 <i>Med Term/A&P: Webinar Senses (Auditory)</i> Katy 9:00-10:00 <i>History of Pharmacy</i> Katy 11:00-12:00 <i>Med Term/A&P Skeletal System-Bones</i> Theresa 6:00-7:00	15 KATY 8:30-4:30 PTCB Mock Exam 11:00-1:00 Sign up with Katy
17 <i>Word Intermediate II</i> Stephane 10:00-11:00 <i>Med Term/A&P: Lesions</i> Theresa 11:30-12:30 <i>Office Admin</i> <i>Teamwork in the Workplace</i> Stephane 3:00-4:00 <i>Pharmacy Insurance Process</i> Katy 6:00-7:00	18 <i>Med Term/A&P: Webinar Nervous System</i> Theresa 11:00-12:00 <i>Excel Advanced I</i> Stephane 12:30-1:30 <i>Outlook Intermediate I & II</i> Stephane 5:00-6:00 <i>Pharmacy: Intro Calculations</i> Katy 6:00-7:00	19 <i>Coding: Integumentary</i> Melanie 10:00-11:00 <i>Med Term/A&P: Webinar Female Reproductive System</i> Theresa 1:00-2:00 Student Leadership Team Meeting Bryan/Katy 1:30-3 ROOM A <i>Medical Law & Ethics: HIPAA</i> Theresa 6:00-7:00	20 <i>Medical Law & Ethics Release of Information (ROI)</i> Theresa 10:00-11:00 <i>Pharmacy Sig Code Bingo</i> Katy 11:30-12:30 <i>Med Term/A&P: Webinar Digestive System</i> Theresa 3:00-4:00 <i>Admin/Billing: EOB</i> Melanie 6:00-7:00	21 <i>Admin/Billing: CMS 1500</i> Melanie 11:00-12:00 <i>Admin/Billing Collection Strategies</i> Theresa 1:00-2:00 <i>Med Term/A&P: Webinar The Eye</i> Theresa 6:00-7:00	22 THERESA 8:30-4:30
24 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>First Step: Starting your 1st Course</i> Katy 6:30-7:00	25 <i>Word Intermediate I</i> Stephane 10:00-11:00 <i>Admin/Billing: Claim Life Cycle</i> Theresa 11:30-12:30 <i>Typing/Ten Key</i> Stephane 1:00-2:00 <i>Pharmacy Open Lecture</i> Katy 6:00-7:00	26 <i>Excel Advanced II</i> Stephane 10:00-11:00 <i>Coding: Cardiovascular/CABG</i> Melanie 12:00-1:00 <i>Pharmacy PTCE Review</i> Katy 2:00-3:00 <i>Admin/Billing: EHR Software</i> Theresa 6:00-7:00	27 <i>Medical Law & Ethics: HIPAA</i> Theresa 10:00-11:00 <i>Pharmacy Practical Labs (Hands On)</i> Katy 10:00-11:30 ROOM A <i>Bookkeeping</i> Stephane 6:00-7:00	28 <i>Office Admin Webinar: Leadership Skills</i> Katy 11:00-12:00 <i>Med Term/A&P: Webinar Cardiovascular</i> Melanie 2:00-3:00 <i>Typing/Ten Key</i> Melanie 6:00-7:00	29 MELANIE 8:30-4:30