

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

Monday	Tuesday	Wednesday	Thursday	Friday	Sat
		<p>1 <i>Word Intermediate II</i> Stephane 10:00-11:00 <i>Pharmacy Types of Pharmacy's</i> Katy 12:00-1:00 <i>Admin/Billing: Claim Life Cycle</i> Theresa 2:00-3:00 <i>Admin/Billing: EHR Software</i> Theresa 6:00-7:00</p>	<p>2 <i>Pharmacy Practical Labs (Hands On)</i> Katy 10:00-11:30 ROOM A <i>Coding: Integumentary</i> Melanie 1:00-2:00 <i>Bookkeeping</i> Stephane 6:00-7:00</p>	<p>3 <i>Office Admin Webinar: Leadership Skills</i> Katy 11:00-12:00 <i>Admin/Billing: Explanation of Benefits</i> Melanie 6:00-7:00</p>	<p>4 Theresa 8:30-4:30 Typing/Ten Key Theresa 11:00-12:00</p>
<p>6 <i>Medical Law & Ethics: HIPAA</i> Theresa 10:00-11:00 <i>Coding: Auditing E/M Cases</i> Melanie 11:00-12:30 <i>Outlook Basic I & II</i> Stephane 2:00-3:00 <i>Pharmacy Prescription Processing</i> Katy 6:00-7:00</p>	<p>7 <i>Med Term/A&P: The Brain</i> Theresa 10:00-11:00 <i>Excel Advanced I</i> Stephane 12:30-1:30 <i>PowerPoint Intermediate II</i> Stephane 5:00-6:00 <i>Pharmacy: Brand & Generic Jeopardy</i> Katy 6:00-7:00</p>	<p>8 Typing/Ten Key Katy 10:00-11:00 <i>Pharmacy: Route and Administration</i> Katy 2:00-3:00 <i>Coding: Auditing E/M Cases</i> Melanie 4:30-6:00 <i>Medical Law & Ethics: Release of Information (ROI)</i> Theresa 6:00-7:00</p>	<p>9 <i>Intro to ICD-10-CM Manual</i> Melanie 10:30-12:00 <i>Pharmacy: Law & Ethics</i> Katy 12:00-1:00 <i>Medical Law & Ethics: The Medical Record</i> Theresa 3:00-4:00 <i>Bookkeeping</i> Stephane 6:00-7:00</p>	<p>10 Typing/Ten Key Katy 10:00-11:00 <i>Admin/Billing: Types Insurances</i> Theresa 12:00-1:00</p>	<p>11 Katy 8:30-4:30 PTCB Mock Exam 11:00-1:00 Sign up with Katy</p>
<p>13 CLASSROOM ORIENTATION Melanie 10:00-12:00 Sm Class <i>First Step: Starting your 1st Course</i> Melanie 1:00-2:00 CLASSROOM ORIENTATION Ken 5:00-6:30 Sm Class</p>	<p>14 Typing/Ten Key Theresa 9:00-10:00 <i>Word Basics II</i> Stephane 12:30-1:30 <i>Med Admin/Billing: EHR Software</i> Theresa 1:00-2:00 <i>Excel Basic I & II</i> Stephane 4:00-5:00 <i>Pharmacy Route & Administration</i> Katy 6:00-7:00</p>	<p>15 <i>Outlook Intermediate I & II</i> Stephane 11:00-12:00 Student Leadership Team Meeting Bryan/Melanie 1:30-3 ROOM A <i>Bookkeeping</i> Stephane 1:00-2:00 <i>Admin/Billing: Health Records</i> Theresa 6:00-7:00</p>	<p>16 <i>Med Term/A&P: Webinar Respiratory System</i> Theresa 10:00-11:00 <i>Pharmacy: Calculations</i> Katy 12:00-1:00 <i>PowerPoint Advanced I</i> Stephane 4:30-5:30 <i>Word Advanced I</i> Stephane 6:00-7:00</p>	<p>17 <i>Office Admin: Customer Focus</i> Stephane 10:00-11:00 <i>Pharmacy Brand & Generic Jeopardy</i> Katy 1:00-2:00 <i>Med Term/A&P Skeletal System-Joints</i> Theresa 6:00-7:00</p>	<p>18 Theresa 8:30-4:30 Melanie 8-3:30 Proctoring CPC Exam</p>
<p>20 <i>Excel Advanced II</i> Stephane 10:00-11:00 <i>Admin/Billing Collection Strategies</i> Theresa 11:30-12:30 <i>Office Admin Teamwork in the Workplace</i> Theresa 2:00-3:00 <i>Pharmacy Practical Lab (Hands On)</i> Katy 5:00-6:30 ROOM A</p>	<p>21 <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: Calculations</i> Katy 6:00-7:00</p>	<p>22 <i>Word Intermediate I</i> Stephane 10:00-11:00 <i>Pharmacy Prescription Processing</i> Katy 11:30-12:30 <i>PowerPoint Intermediate II</i> Stephane 1:00-2:00 <i>Admin/Billing: CMS 1500</i> Melanie 4:30-6:00 <i>Medical Law & Ethics: HIPAA</i> Theresa 6:00-7:00</p>	<p>23 <i>Medical Law & Ethics Release of Information (ROI)</i> Theresa 10:00-11:00 <i>Pharmacy Management & Workflow</i> Katy 11:30-12:30 <i>Bookkeeping</i> Stephane 6:00-7:00</p>	<p>24 <i>Med Term/A&P: Lesions</i> Melanie 11:30-12:30 <i>Pharmacy: The Role of the Technician</i> Katy 6:00-7:00</p>	<p>25 HOLIDAY SCHOOL CLOSED</p>
<p>27 HOLIDAY SCHOOL CLOSED</p>	<p>28 CLASSROOM ORIENTATION Melanie 10:00-12:00 Sm Class <i>First Step: Starting your 1st Course</i> Melanie 1:00-2:00 CLASSROOM ORIENTATION Ken 5:00-6:30 Sm Class</p>	<p>29 <i>Admin/Billing: Types Insurances</i> Theresa 10:00-11:00 <i>Coding: Evaluation & Management</i> Melanie 12:00-1:00 <i>Pharmacy: Sig Code Bingo</i> Katy 6:00-7:00</p>	<p>30 <i>Pharmacy: The Role of the Technician</i> Katy 10:00-11:00 <i>Med Term/A&P Skeletal System-Bones</i> Theresa 11:30-12:30 <i>Intro to ICD-10-CM Manual</i> Melanie 6:00-7:00</p>	<p>31 <i>Med Term/A&P: Webinar Organ System (The Eye)</i> Katy 11:00-12:00 Typing/Ten Key Theresa 6:00-7:00</p>	