

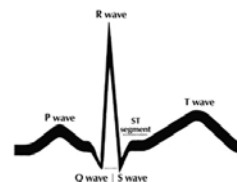
Shawnee State University
Business and Industry Training
Healthcare Certificate Programs

Call 740.351.3171 or 866.672.8778 to Register!

EKG Technician • Phlebotomy Technician • Pharmacy Technician
Medical Billing & Coding • Medical Manager Software

• **EKG Technician**

- **Date: October 6 – November 24, 2008**
- **Time: Monday/Wednesday ~ 5:30 – 9:00 pm**
- **Price: \$999**



This 50 hour course prepares students to function as EKG Technicians and to take the American Society of Phlebotomy Technician (ASPT) – Electrocardiograph (EKG) Technician exam in addition to other National Certification Exams.

Students will practice with equipment and perform hands-on labs including introduction to the function and proper use of the EKG machine, the normal anatomy of the chest wall for proper lead placement, 12-lead placement and other clinical practices. EKG Technicians also analyze printed reading of EKG tests, measuring various “cardiac intervals and complexes” and determining normal vs. abnormal EKG.

• **Phlebotomy Technician**

- **Date: October 6 – December 10, 2008**
- **Time: Monday/Wednesday ~ 5:30 – 9:00 pm**
- **Price: \$1,599**



This 90 hour course will prepare professionals to collect blood specimens from clients for the purpose of laboratory analysis. Students will become familiar with all aspects related to blood collection and develop comprehensive skills to perform venipunctures completely and safely. The program also includes lab exercises, live blood draws, work with a training arm and other exercises intended to prepare students to function as an entry level Phlebotomy Technician.

• **Pharmacy Technician**

- **Date: October 7 – December 2, 2008**
- **Time: Tuesday/Thursday ~ 5:30 – 9:00 pm**
- **Price: \$999**



This 50 hour course will prepare students to enter the pharmacy field and to take the Pharmacy Technician Certification Board’s PTCB exam. (A high school diploma or GED is required to sit for the PTCB exam).

Technicians work in hospitals, home infusion pharmacies, community pharmacies and other health care settings – working under the supervision of a registered pharmacist. Course content includes medical terminology specific to the pharmacy, reading and interpreting prescription and defining drugs by generic and brand names. Students will learn dosage calculation, I.V. flow rates, drug compounding, dose conversions, dispensing of prescriptions, inventory control and billing and reimbursement.

- **Medical Billing and Coding Specialist**

- **Date:** October 7 – December 23, 2008
- **Time:** Tuesday/Thursday ~ 5:30 – 9:00 pm
- **Price:** \$1,499



This 70 hour course offers the skill needed to solve insurance billing problems, manually file claims (using CPT and ICD-9 manual), complete common insurance forms, trace delinquent claims (EOB's) and use generic forms (CMS 1500) to streamline billing procedures. The course covers the following areas: CPT (introduction, guidelines, evaluation and management), specialty fields (such as surgery, radiology and laboratory), ICD-9 (introduction and guidelines) and basic claims process for medical insurance and third party reimbursement. Students will learn how to find the service codes using coding manuals, (CPT & ICD-9).

After obtaining the suggested practical work experience, students who complete this course could be qualified to sit for the American Academy of Professional Coders (AAPC) – Certified Professional Coder Exam (CPC or CPC-H – Apprentice); the American Health Information Management Association (AHIMA) Certified Coding Associate (CCA) exam; and/or other National Certification Exams.

- **Medical Manager Software**

- **Date:** TBD
- **Time:** TBD
- **Price:** \$499



This hands-on course introduces students to computerized medical account management using The Medical Manager®, the best-selling commercial computerized medical office management software in the health care industry. Students will develop the confidence and skills necessary to become successful in the medical office.

Topics that will be covered during this comprehensive 16 hour course will include:

- ❖ Hands-on use of The Medical Manager
- ❖ Building your patient file
- ❖ Posting and editing entries
- ❖ Office management/appointment scheduling
- ❖ Practice management
- ❖ Report generations
- ❖ Advanced functions

Shawnee State University
Business & Industry Training
940 Second Street
Portsmouth, OH 45662
Phone: 740.351.3171
Toll free: 1.866.672.8778 Ext. 3171
Fax: 740.351.3591
Email: karthur@shawnee.edu



Shawnee State University