

REGISTERED MEDICAL ASSISTANT PROGRAM DAY/EVENING SCHEDULE

The Registered Medical Assistant program is designed to prepare students for entry-level positions in private medical offices, hospitals, home health care agencies, nursing homes, clinics, and diagnostic centers.

Medical Assistants are key players in a health care team, performing clinical and administrative functions that keep health care delivery systems running smoothly. The duties of a Medical Assistant vary depending upon the location and size of the practice, and the physician's specialty. A Medical Assistant will perform clinical duties, which vary according to state law and include taking vital signs, drawing samples, explaining treatment procedures and preparing patients for examination. Medical Assistants will also perform many clerical duties, including updating records, arranging for hospital admission and laboratory services, and handling correspondence, billing, and bookkeeping.

The Registered Medical Assistant Certificate is a combination credit/noncredit program. The length of the program is about one year, 2 months, with classes meeting in the evening and Saturdays. There is also a day schedule available. You must take all recommended courses to receive a certificate.



Asnuntuck Community College also offers a children's reading room which provides daycare free of charge to day time students. Children must be at least 3 years of age to attend.

There is a \$20.00 non-refundable application fee required, except for those applicants who have previously attended a Connecticut Community College. (See Credit Course Schedule for an application form) Payment plans are available. There is financial aid available for the credit courses only in this program. We also offer monthly payment plans.

You must have a high school diploma or GED to register for this course. You also must be 18 years of age. Students will be required to purchase required texts and materials, Stethoscope, Blood Pressure Cuff, and Scrubs.

Upon successful completion of class work, students will be eligible to become nationally certified as Registered Medical Assistants by American Medical Technologists which then qualifies the student to work in various doctors' offices and hospitals

throughout the country. An RMA certification is one of the highest a medical assistant can hold. Visit them at www.amt1.com or by phone at 800.275.1268.

Medical Assisting Lab Two

In this course, students will learn the physical and chemical aspects of urinalysis. Basic electrocardiography is taught while the students learn how to perform EKGs. Basic concepts of pharmacology will review major drug categories and their clinical use. The proper technique for administration of intradermal, subcutaneous, and intramuscular injections will be discussed. This course meets for 10 weeks.

CRN 1390 HMED M7068

DATE Monday & Wednesday, February 26-May 2, 2007

TIME: 9:00 a.m.-12:00 p.m.

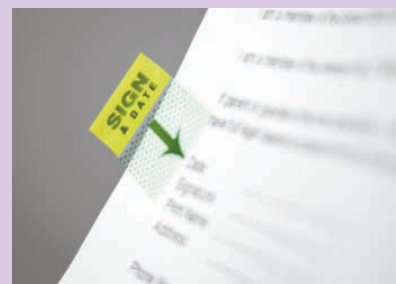
INSTRUCTOR: Michele Howard-Swan

FEE: \$ 325.00

ROOM: 147

Medical Billing and Coding

Students will develop an understanding of the medical insurance industry. Federal and private insurance plans will be discussed with an overview of managed care. ICD-9 and CPT coding will be presented. Students will also gain knowledge of computerized software billing programs. This class meets for 10 weeks.



CRN 1413 HMED M7084

DATE Tuesday & Thursday, March 6-May 10, 2007

TIME: 9:00 a.m.-11:00 a.m.

INSTRUCTOR: Michele Howard-Swan

FEE: \$ 325.00

ROOM: 147

Medical Law and Ethics

Students will develop an understanding of dealing with patients within a professional code of ethics. The legal and ethical responsibilities of health care practitioners are presented. Emphasis is on confidentiality, medical malpractice, physician's rights and responsibilities, and controversial topics such as abortion, withholding life support, and euthanasia. This class meets for 10 weeks.

CRN 1412 HMED M7083

DATE Tuesday & Thursday, April 17-June 21, 2007

TIME: 12:30 a.m.-2:30 p.m.

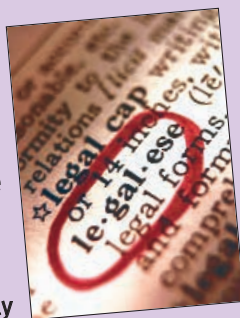
INSTRUCTOR: Michele Howard-Swan

FEE: \$ 325.00

ROOM: 147

Medical Assisting Office Procedures

This course presents the student with a basic overview of administrative duties in a medical office. Students will become familiar with patient scheduling and office time management. Medical records management and confidentiality will be covered. Students will be introduced to basic billing and financial management. Insurance concepts and procedures are also covered. This course meets for 8 weeks.



CRN 1690 HMED M7070

DATE Monday & Wednesday, May 14-July 18, 2007

TIME: 9:00 a.m.-11:00 a.m.

INSTRUCTOR: Michele Howard-Swan

FEE: \$ 325.00

ROOM: 147

Medical Assisting Lab Three

This course focuses on advanced laboratory and clinical procedures. Medical and sterilization procedures are presented. Students will learn to set up sterile fields for surgery and learn the different types of sutures commonly used in the physician's office. The purpose of laboratory testing, types of tests, laboratory request forms, specimen collection, and storage procedures are discussed. Hands on practice will include various blood collection methods. Students will become familiar with general hematology tests performed in a medical office as well as the purpose of different hematology and chemistry testing. Basic microbiology including various culture collection methods is discussed, and the safe handling of microbiological specimens is stressed. This course meets for 8 weeks.

CRN 1254 HMED M7069

DATE Monday & Wednesday, May 21-July 25, 2007

TIME: 11:30 a.m.-2:30 p.m.

INSTRUCTOR: Michele Howard-Swan

FEE: \$325.00

ROOM: 147

Medical Assisting Lab One

In this course an emphasis will be placed on developing basic clinical skills such as measuring blood pressure, pulse, respiration, and temperature. Ear and eye clinical procedures such as irrigation and instillation will be presented. Students will be able to measure visual acuity with a Snellen eye chart. Students will learn how to chart chief complaints, obtain medical histories, document in the medical record, and ways of preparing patients for routine and specialty exams along with the proper manner of assisting during these exams. Basic concepts of radiology are reviewed. This course meets for 10 weeks.



CRN 1389 HMED M7067

DATE Tuesday & Thursday, May 22-July 26, 2007

TIME: 9:00 a.m.-12:00 p.m.

INSTRUCTOR: Michele Howard-Swan

FEE: \$ 325.00

ROOM: 147

Clinical Externship (180) hours

In this course you will work with a coordinator to start and complete your externship for the Medical Assistant course at local area facilities. This course is mandatory to complete your Medical Assistant Certificate.

CRN 1256 HMED M7071

DATE TBA

TIME: TBA

INSTRUCTOR: Michele Howard-Swan

FEE: \$325.00



BLOCK ONE BLOCK TWO

Lab 1- 6 hrs week x 10 weeks= 60 hours

Lab 2- 6 hrs week x 10 weeks= 60 hours

Lab 3- 6 hrs week x 10 weeks= 60 hours

A & P- 4 hrs/week x 16 weeks=64 hours

MOP- 4 hrs/week x 10 weeks=40 hours

PSYCH- 4 hrs/week x 10 weeks=40 hours

BILLING-4 hrs/week x 10 weeks=40 hours

ETHICS-5 hrs/week x 10 weeks=50 hours

Medical Transcription 3 hrs/week x 16 weeks = 48 hours prerequisite: Keyboarding & Medical Terminology**

Medical Terminology hrs/week x 16 weeks = 48 hours

Keyboarding I- You may challenge this course by taking an exam. The test is free. You pay \$15.00 to have the 3 credits recorded on your record.

These classes taken at night: Keyboarding (48 hrs), Medical Terminology (48 hrs)

Student Externship (180 hrs)

Total Program Hours: 928- Students may take the RMA National Certification Exam sponsored by AMT.

SPRING 2007

BLOCK ONE

Lab 2 2/26/07-05/02/07 9-2	Billing 3/6/07-5/10/07 9-11	Lab 2 2/26/07-05/02/07 9-12	Billing 3/06/07-6/10/07
A&P 1/29/07-5/16/07 12:30-2:30	Psychology 1/30/07-4/5/07 12-2	A&P 1/29/07-5/16/07 12:30-2:30	Psychology 1/30-/07-4/5/07 12-2

BLOCK TWO

MOP 5/14/07-7/18/07 9-11	Lab One 5/22/07-7/26/07 9-12	MOP 5/14/07-7/18/07 9-11	Lab One 5/22/07-7/26/07 9-12
Lab Three 5/21/07-7/25/07 11:30-2:30	Ethics 4/17/07-6/21/04 12:30-2:30	Lab Three 5/21/07-7/25/07 11:30-2:30	Ethics 4/17-/07-6/21/07 12:30-2:30

REGISTERED MEDICAL ASSISTANT EVENING/SATURDAY SCHEDULE

Medical Billing and Coding

Students will develop an understanding of the medical insurance industry. Federal and private insurance plans will be discussed with an overview of managed care. ICD-9 and CPT coding will be presented. Students will also gain knowledge of computerized software billing programs. This class meets for 16 weeks.



CRN 1689 HMED M7084

DATE Saturday, April 14, 2007-August 4, 2007 (no class 5/26)

TIME: 12:30 p.m.-3:00 p.m.

INSTRUCTOR: Michele Swan

FEE: \$ 325.00

ROOM: 147

Anatomy and Physiology I

This course is a comprehensive study of the structure and function of the human body and the integration of body systems. It includes study of macroscopic and microscopic anatomy and the principles involved in the physiology of the following body systems: integumentary, lymph, muscular, skeletal, articular, and nervous. This class meets for 16 weeks.



CRN 1433 HMED M7072

DATE Saturday, May 19, 2007-August 25, 2007

TIME 8:00 a.m.-12:00 p.m.

INSTRUCTOR: Michele Swan

FEE: \$ 350.00

ROOM: 147

Medical Assisting Principles and Psychology

This course is an overview of ethical and psychological concepts for medical assistants. The course introduces the professional aspects of medical assisting, human relations, communication skills needed to deal with patients, and telephone techniques. Legal issues such as malpractice will be discussed. The legalities and ethical behavior associated with health care are discussed with emphasis on the legal and ethical responsibilities of the medical assistant. This course meets for 13 weeks.

CRN TBA HMED M7074

DATE Saturday, August 11, 2007-November 10, 2007

TIME 12:30 p.m.-3:45 p.m.

INSTRUCTOR: Michele Swan

FEE: \$ 325.00

ROOM: 147

Medical Assisting Lab One

In this course an emphasis will be placed on developing basic clinical skills such as measuring blood pressure, pulse, respiration, and temperature. Ear and eye clinical procedures such as irrigation and instillation will be presented. Students will be able to measure visual acuity with a Snellen eye chart. Students will learn how to chart chief complaints, obtain medical histories, document in the medical record, and ways of preparing patients for routine and specialty exams along with the proper manner of assisting during these exams. Basic concepts of radiology are reviewed. This course meets for 10 weeks.



CRN TBA HMED M7069

DATE Saturday, September 8, 2007-December 15, 2007

TIME: 8:00 a.m.-12 p.m.

INSTRUCTOR: Michele Swan

FEE: \$ 325.00

ROOM: 147

Clinical Externship (180) hours

In this course you will work with a coordinator to start and complete your externship for the Medical Assistant course at local area facilities. This course is mandatory to complete your Medical Assistant Certificate.

CRN 1256 HMED M7071

DATE TBA

TIME: TBA

INSTRUCTOR: Michele Swan

FEE: \$325.00

Upon successful completion of class work, students will be eligible to become nationally certified as Registered Medical Assistants by American Medical Technologists which then qualifies the student to work in various doctors' offices and hospitals throughout the country. An RMA certification is one of the highest a medical assistant can hold. Visit them at www.amt1.com or by phone at 800.275.1268.

Certified Professional Coder Certificate



The number of people seeking healthcare has dramatically increased due to our aging population, advances in medicine, and the number of patient's receiving care in outpatient facilities. These changes have resulted in a growing demand for certified medical billers. The government predicts a demand increase of 49 % for certified medical coders between the years 2000 and 2010.

Upon completion of The Certified Professional Coder Certificate Program, you will have acquired the necessary skills for a career as a successful medical coder. Employment opportunities for certified medical coders include private physician offices, outpatient hospital facilities, and insurance companies as medical claims reviewers, and many more career opportunities.

The Certified Professional Coder Certificate Program is a combination credit/noncredit program. The length of the program is about six months. All classes will meet in the evening and days. You must take all recommended courses to receive a certificate. Asnuntuck Community College also offers a children's reading room which provides day-care free of charge to day time students. Children must be at least 3 years of age to attend.

There is a \$20.00 non-refundable application

fee required, except for those applicants who have previously attended

a Connecticut Community College. (See Credit Course Schedule for an application form) Payment plans are available. There is financial aid available for the credit courses only in this program. We also offer monthly payment plans.

You must a have a high school diploma or GED to register for this course. You also must be 18 years of age. Students will be required to purchase required textbooks and supplies.

Upon successful completion of class work, students will be eligible to become nationally certified as a CPCA (Certified Professional Coder Apprentice) by the American Academy of Professional Coders. Visit them at www.aapc.com or call 800.626.2633 to obtain an application packet or information.



Intro to Software Applications Lecture/Lab (3 credits)

A hands-on course, taught in a computer laboratory, provides an introduction to IBM-compatible microcomputers, basic understanding of Windows and Internet and in-depth coverage of popular word processing, spreadsheet, and database tools. The course assumes no prior computing experience and is open to all students at the college. Emphasis in this course is on developing practical applications for personal productivity. The specific software used in this course may change from semester to semester based on industry demand. In addition to supervised classroom exercises, weekly computer projects are required.

CRN 2008 CSA 105
DATE Online
INSTRUCTOR: Staff
FEE: \$424.00 (In-State)
ROOM: Online session

Current Procedural Terminology I

This course is designed to identify the purpose of the CPT manual. It will allow students to convert descriptions of medical, surgical, and diagnostic services into numerical codes. This class meets for 16 weeks.

CRN 1601 HMED M7097
DATE Wednesday & Friday, March 7-June 29, 2007
(No class 4/18 & 4/20)
TIME 9:00 a.m.-11:30 a.m.
INSTRUCTOR: Monique Milhomens
FEE: \$ 350.00
ROOM: 156

Anatomy and Physiology

A comprehensive study of the structure and function of the human body and the integration of body systems. Includes study of macroscopic and microscopic anatomy and the principles involved in the physiology of the following body systems: integumentary, lymph, muscular, articular, and nervous. This class meets for 16 weeks.

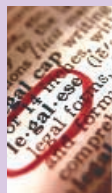


CRN 1602 HMED M7072
DATE Wednesday & Friday, March 7-June 29, 2007 (No class 4/18 & 4/20)
TIME 12:00 p.m.-2:00 p.m.
INSTRUCTOR: Monique Milhomens
FEE: \$ 350.00
ROOM: 156

Medical Law and Ethics

Students will develop an understanding of dealing with patients within a professional code of ethics. The legal and ethical responsibilities of health care practitioners are presented. Emphasis is on confidentiality, medical malpractice, physician's rights and responsibilities, and controversial topics such as abortion, with-holding life support, and euthanasia. This class meets for 10 weeks.

CRN 1603 HMED M7083
DATE Tuesday & Thursday, March 13-May 24, 2007
(No class 4/17 & 4/19)
TIME 9:00 a.m.-11:00 a.m.
INSTRUCTOR: Monique Milhomens
FEE: \$ 325.00
ROOM: 156



International Classification of Diseases

This course will introduce students to the ICD--CM which is designed to convert patient illnesses, injuries and causes of death into numerical form to be reported to third party payers. Volumes I, and II will be covered. All body systems, E-codes, and V-codes will be introduced. This class meets for 10 weeks.

CRN 1605 HMED M7101
DATE Tuesday & Thursday, March 13-May 24, 2007
(no class 4/17 & 4/19)
TIME 11:30-2:00 p.m.
INSTRUCTOR: Monique Milhomens
FEE: \$ 325.00
ROOM: 156

Current Procedural Terminology II

This course will allow students to build upon their CPT coding skills. Students will be proficient in all sections of the CPT manual. After completion of course work, students will receive an intensive review to fully prepare students for certification. This course meets for 16 weeks. **Prerequisite CPT I must be taken prior to CPT II.**

CRN 1606 HMED M7098
DATE Tuesday & Thursday, May 29-September 27, 2007
(no class 7/3, 7/5, 8/28, 8/30)
TIME 9:00 a.m.-11:00 a.m.
INSTRUCTOR: Monique Milhomens
FEE: \$ 325.00
ROOM: 156

Understanding Health Insurance

Major health insurance programs and government sponsored programs will be discussed with an emphasis on Medicare. Students will become familiar with insurance terminology. Students will continue diagnostic and procedure coding through learning exercises including completing CMS-1500 claim forms and extracting information from case studies. Review and appeals policies will also be addressed. This class meets for 16 weeks.

CRN 1607 HMED M7099
DATE Tuesday & Thursday, May 29-September 27, 2007
(no class 7/3, 7/5, 8/28, 8/30)
TIME 11:30 a.m.-2:00 p.m.
INSTRUCTOR: Monique Milhomens
FEE: \$ 350.00
ROOM: 156

Computerized Medical Billing

This course will familiarize students with computerized medical account management and to develop the necessary skills to work with confidence in a medical office. Students will receive hands-on experience inputting patient information, scheduling appointments, day-to-day billing, reports and insurance claims. This class meets for 10 weeks.

CRN 2046 HMED M5061
DATE Wednesday & Friday, July 11-September 21, 2007 (no class 7/4, 7/6, 8/29, 8/31)
TIME 9:00 a.m.-11:00 a.m.
INSTRUCTOR: Monique Milhomens
FEE: \$ 325.00
ROOM: 156



Coding Applications

This course will reinforce Current Procedure Terminology coding and ICD-9-CM coding. Students will use knowledge they acquired in CPT I, CPT II, and ICD-9-CM to code Operative reports, Emergency Department reports, Discharge Summaries, Clinic and Office Chart notes, Radiology Reports, CT Scan reports. This class is the final step to fully prepare students for the "world of

coding". Pre-requisites CPT I, ICD-9-CM and co-requisite CPT II

CPT I : 5 hours week X 16 weeks=80 hours

CPT II: 4 hrs week X 16 weeks=64 hours

MEDICAL LAW AND ETHICS: 4 hrs week X 10 weeks=40 hours

ANATOMY: 4 hours week X 16 weeks=64 hours

ICD-9: 5 hrs week X 10 weeks=50 hours

COMPUTERIZED MEDICAL BILLING:

4 hrs week X 10 weeks=40 hours

MEDICAL INSURANCE: 5 hrs week X 16 weeks=80 hours

CODING APPLICATIONS 4 hrs week X 10 weeks =40 hours

MEDICAL TERMINOLOGY: Credit course 48 hours

INTRODUCTION TO SOFTWARE APPLICATION:

Credit course 48 hours

KEYBOARDING: 48 hours

Total Program Hours: 602 hours. Students may tke the CPC-A certification exam sponsored by The American Academy of Professional Coders.

CRN 2047 HMED M7104

DATE Wednesday & Friday, July 11-September 21, 2007

(no class 7/4, 7/6, 8/29, 8/31)

TIME 11:30-1:30 p.m.

INSTRUCTOR: Monique Milhomens

FEE: \$ 325.00

ROOM: 156

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	MEDICAL LAW AND ETHICS 3/13-5/24/07 9-11:00 AM *No class 4/17	CPT1 3/7-6/29/07 9-11:30 AM *No class 4/18	MEDICAL LAW AND ETHICS 9-11:00 AM *No class 4/19	CPT1 9-11:30 AM *No class 4/20
	ICD-9 3/13-5/24/07 11:30-2 PM *No class 4/17	ANATOMY 3/7-6/29/07 12-2 PM *No class 4/18	ICD-9 11:30-2 PM *No class 4/19	ANATOMY 12-2 PM *No class 4/20
	CPT II 5/29-9/27/07 9-11 AM *No class 7/3, 8/28	COMPUTER MEDICAL BILLING 7/11-9/21/07 9-11 AM *No class 7/4, 8/29	CPT II 9-11 AM *No class 7/5, 8/30	COMPUTER MEDICAL BILLING 9-11 AM *No class 7/6, 8/31
	MEDICAL INSURANCE 5/29-9/27/07 11:30-2 PM *No class 7/3, 8/28	CODING APPLICATION 7/11-9/21/07 11:30-1:30 PM *No class 7/4, 8/29	MEDICAL INSURANCE 11:30-2 PM *No class 7/5, 8/30	MEDICAL OFFICE PROCEDURE 11:30-1:30 PM *No class 7/6, 8/31

Real Estate

Practices & Principles

This is the required course for real estate licensing. To become a real estate salesperson, you need to successfully complete the "Principles and Practices of Real Estate" course and pass the Connecticut real estate salesperson's exam.

Practices and Principles provides clear explanations of modern real estate practices, plus a working knowledge of real estate in Connecticut. Property owners, buyers, sellers and anyone interested in pursuing real estate careers or operations will find this course beneficial and rewarding. Students will gain an extensive understanding of how the real estate marketplace works.

This course meets the minimum requirements set by the Department of Consumer Protection/Real Estate Commission for those who plan to take the Connecticut Real Estate Salesperson license examination. Required texts will be available for purchase from instructor first night of class. If you have specific questions, please contact the Real Estate Division at (860) 713-6150. Cost of books is \$90.00, payable to the instructor the first night of class.

Department of Continuing Education Non-Credit



CRN 1593

DATE Mondays & Wednesdays,

May 7- June 27, 2007

TIME 5:30 p.m.-9:30 p.m.

FEE: \$ 399.00

INSTRUCTOR: Andrew Pappas is a licensed broker representing ACC within the Connecticut Community College Consortium.