NEW! MEDICAL ADMINISTRATIVE ASSISTANT
This course will focus on the working flow of the front office in different healthcare settings. As a Medical Administrative Assistant in training, procedures and basic concepts from patient registration, medico-legal aspects, health insurance, to communication and writing skills will be emphasized. Upon successful course completion, students are eligible to take the Certified Medical Administrative Assistant (CMAA) exam offered by the National Healthcareer Association. **Instructor: W. Jeanty, MD, MS**
**DCB 2294  T/W/R  9/3-12/19  6-8pm  SRC**
$1,350 + textbooks & exam
No class 11/27 & 28

CAREER STEP HEALTHCARE WEBINAR
Learn about online training programs that offer the opportunity to train and work in the growing healthcare industry; Coding and Billing, Healthcare IT, and Medical Transcriptionists, are just a few of the in high demand careers. Various options for payment and who to speak to for details will also be discussed. A link for this webinar will be emailed to you about 7 to 10 days prior to the date and again on the date. Registration required. **DCB 2242  8/21**

SUNY Ulster has partnered with Career Step to deliver online programs that are designed to include everything you need to ensure success, including one-on-one support, access to instructors, personalized career assistance, and industry certification preparation. In addition, Career Step offers career guidance for up to one year to assist you in your job search https://partner.careerstep.com/sunyulster

PROFESSIONAL MEDICAL CODING & BILLING
This program prepares you for the Certified Coding Associate (CCA) and Certified Professional Coder (CPC) certifications. Topics include reimbursement methodologies, biomedical sciences, and current code sets. Includes ebooks, codebooks, and a voucher for one of the certification exams. **ONL 1101  ONLINE  $3,699**

MEDICAL TRANSCRIPTION EDITOR
Approved by the Association for Healthcare Documentation Integrity (AHDI), the Medical Transcription Editor program prepares you for medical transcription and editing careers. Topics include documentation, biomedical sciences, and editing theory. Includes ebooks, transcription foot pedal, AHDI membership, and a voucher to take the RHDS exam. **ONL 1103  ONLINE  $3,199**

MEDICAL ADMINISTRATIVE ASSISTANT WITH CLINICAL EXTERNSHIP
This is designed to prepare you to earn the Certified Clinical Medical Assistant (CCMA) credential. Curriculum includes interactive simulations and covers healthcare reimbursement, basic anatomy, medical terminology, clinical patient care, EKG testing, and phlebotomy. Includes ebooks, clinical externship, CCMA exam voucher, and externship. **ONL 1104  ONLINE  $3,584**

MEDICAL BILLING
The Medical Billing program helps you develop the knowledge and skills needed to work in healthcare reimbursement. Topics include bundled payments, the impact of the Affordable Care Act, and experience with current billing forms. Includes ebooks and Certified Billing and Coding Specialist (CBCS) exam voucher. **ONL 1105  ONLINE  $2,999**

INPATIENT AUDITING
The Inpatient Auditing program requires three years of experience in inpatient acute care coding and a current RHIA, RHIT, CCS, or CPC credential prior to enrollment. You learn technical and soft skills required to be a good auditor. Includes two textbooks and hands-on auditing practicum. **ONL 1106  ONLINE  $2,699**

HEALTHCARE IT
This program prepares you for career options from front office responsibilities to computer support duties. Instructor support is available and upon completion, you are prepared to enter the workforce and take the CMAA and CEHRS certifications offered by the NHA and the CompTIA A+ certification offered by CTIA. **ONL 1107  ONLINE  $3,899**

MICROSOFT OFFICE 2016
The Microsoft Office 2016 training course prepares you to earn the Microsoft Office Specialist Master certification with training on Microsoft Word, Excel, PowerPoint, Outlook, and Access. You will learn beginning and advanced concepts and complete a variety of hands-on exercises. Includes ebooks. **ONL 1108  ONLINE  $499**

TO GET SET UP FOR A PAYMENT PLAN, OR TO GET MORE PROGRAM INFORMATION PLEASE CALL: 1-877-225-7151

Administrative Office Skills Certificate - see page 28 for details