HEALTH OCCUPATIONS & HUMAN SERVICES

SURGICAL TECHNOLOGIST

ADMISSION REQUIREMENTS
• High School Diploma, HSE-TASC™ or Foreign Credential U.S. equivalency.
• Submission of a complete application, driver’s license and social security card with a $250 non-refundable application/testing fee.
• Successful completion of admission exam.
• Completion of web-based Financial Aid Information Session and FAFSA.
• Successful completion of the interview process with payment of the $300 Deposit of Intent, of which $100 is non-refundable.
• A criminal background check is required prior to admission and a drug screen is required prior to clinical.

COURSE(S) LOCATION
ADULT EDUCATION AT LAKE KATRINE • 727 Grant Avenue • Lake Katrine, NY 12449 • Phone: 845-331-0902 • 845-382-1281

SURGICAL TECHNOLOGIST (Nationally Accredited Program)
Ulster BOCES is opening the door to the Operating Room for you! This intense 970-hour, 10-month program prepares you to assist surgeons in the O.R., pre, intra and post surgery. The Surgical Technologist is an allied health professional who works closely with surgeons, anesthesiologists, registered nurses and other surgical personnel delivering patient care and assuming appropriate responsibilities during all aspects of a surgical procedure. Eligible for VA educational benefits.

CLASS & CLINICAL HOURS
2020-2021 School Year • Start Date Sept. 8 (anticipated)
Monday through Thursday 8:30am-3pm • Clinical 7am-2:30pm
Surgical Rotation Minimum of 120-Case Clinical Rotation
Enrollment Capacity 22

ESTIMATED ADDITIONAL EXPENSES
Physical Exam (up to) $400
Uniform and Shoes (up to) $350
CPR $89
Drug Screen $75
Background Check (up to) $120
Transportation/Parking Variable

TUITION & ANTICIPATED EXPENSES
Tuition $13,261 (books & exam fee included)
Application /Testing Fee $250 (non-refundable)
Deposit of Intent $300 ($100 non-refundable)

Students successfully completing the program must sit for the National Board of Surgical Technology and Surgical Assisting Certification Exam. 18-19SY Pass Rate: 69%
Commission on Accreditation of Allied Health Education Programs (CAAHEP)
25400 U.S. Highway 19 North, Suite 158 • Clearwater, FL 33763
727-210-2350 • 727-210-2354 – FAX • www.caahep.org
National Board of Surgical Technology and Surgical Assisting (NBSTSA)
6 W. Dry Creek Circle, Ste. 100 • Littleton, CO 80120
800-707-0057 • 303-325-2536 – FAX • www.nbstsa.org
Accreditation Review Council on Education in Surgical Technology & Surgical Assisting (ARC / STSA)
6 W. Dry Creek Circle, Ste. 100 • Littleton, CO 80120
303-694-9262 • 303-741-3655 – FAX • info@arcstsa.org

For more information about our graduation rates, the median debt of students who completed the programs, and other important information please visit our website at https://bit.ly/2XSCDqt

SURGICAL TECHNOLOGIST
HEALTH OCCUPATIONS & HUMAN SERVICES

CREDENTIALED ALCOHOLISM & SUBSTANCE ABUSE COUNSELOR (CASAC)

These flexible training programs provide individuals seeking the Credentialed Alcoholism and Substance Abuse Counselor (CASAC) designation the 350 educational hours required by the New York State Office of Addiction Services and Supports (NYS OASAS) to take the first step in being a fully credentialed substance abuse counselor. Required text: “Getting Ready To Test (M404): A Review and Preparation Manual for Drug and Alcohol Credentialing Exams (8th Edition).”

SECTION III: ASSESSMENT; CLINIC EVALUATION; TREATMENT PLANNING; CASE MANAGEMENT; PATIENT, FAMILY & COMMUNITY EDUCATION

Examines the basic concepts relevant to understanding the process of Clinical Assessment/Evaluation and Treatment for addictive behaviors. Offers an introduction to case management, treatment planning, goal setting with measurable objectives, time frames; activities, evaluation, re-lapse-prevention, and discharge planning as well as introducing prevention and family education. (Fulfills 70 hours in Section III)

DCB 1039 M/W 5/11-7/8 5-9pm KSU $560
Tuesday sessions 5/26. No class: 5/25

SECTION IV: PROFESSIONAL ETHICAL RESPONSIBILITIES

Addresses Ethical Responsibilities for counseling professionals by presenting an overview of ethical thought, principles, and decision making. Content also addresses confidentiality, the Health Insurance Portability and Accountability Act (HIPAA), the OASAS requirement of two hours of Mandated Reporter training, and Counselor Wellness. (Fulfills 45 hours in Section IV)

DCB 1040 M/W 7/13-8/19 5-9pm KSU $360

SECTION I: BASIC KNOWLEDGE OF ALCOHOLISM & SUBSTANCE ABUSE

This course will be offered fall 2020. $680

SECTION II: ALCOHOLISM & SUBSTANCE ABUSE COUNSELING

This course will be offered fall 2020. $1,200

CASAC INFORMATION SESSION

For those interested in becoming an addictions counselor or for professionals who wish to re-specialize in addiction counseling, this session will address the training, education and competencies needed.

DCB 1853 W 1/15 5:30-6:30pm KSU FREE
DCB 1853 W 4/15 5:30-6:30pm KSU FREE
DCB 1853 W 7/8 5:30-6:30pm KSU FREE

TRAUMA-INFORMED CREATIVE ARTS THERAPY FOR MENTAL HEALTH PROFESSIONALS

This training will assist mental health professionals in developing a repertoire of dynamic modalities for treating clients who are recovering from trauma and/or who are in post trauma distress, by helping their clients access and use their own deep source and wellspring of wisdom and healing imagery, as allies in their regeneration, safely, without re-traumatization. No prior art experience is necessary to attend this training. Approved for CASAC renewal hours.

Instructor: L. Barbera, PhD, LCAT

DCB 2285 F 3/27 9am-4pm KSU $125

DIRECT SUPPORT PRACTICE CERTIFICATE

18 credits

The Direct Care Practice Certificate Program trains practitioners to provide direct service and support to individuals, families and groups in the community. In this 18-credit program, students learn multiple roles of direct care workers in public and private sectors. Includes academic courses and a practicum. The program incorporates skill standards established on a nationwide basis through the Community Support Skills Standards Project, thereby ensuring consistency in direct care service.

HUMAN SERVICES A.A.S.

64 credits

Students who complete this program earn an Associate in Applied Science degree as well as the certificate in Direct Support Practice. The program is sufficiently comprehensive to qualify graduates for a variety of entry-level positions in public and private sector human service agencies. Depending on personal interests and career plans, students in this program may elect specialized courses and supervised field work in the areas of family and children’s services, developmental disabilities, mental health treatment, crisis intervention, and gerontology.
Nursing Assistant (NA)

Students are trained in many aspects of providing service with emphasis on developing good patient care. After successfully completing this 125-hour course and passing the NYS Department of Health Certification Exam, students are qualified for work in long-term care facilities, hospitals, or home care agencies. A physical exam is required prior to starting the program. No previous experience is necessary. Clinical training will occur at a local health care facility in Kingston. Approved for the Training of Veterans. Call 845-331-0902 for an admission appointment and to register.

**Courses:**
- CN101-0121CT MTWR 1/21-3/9 2:30-6:30pm CT $1675
- CN101-0316CT MTWR 3/16-5/6 2:30-6:30pm CT $1675
- CN101-0511CT MTWR 5/11-6/30 2:30-6:30pm CT $1675

Practicing Dental Assistant – Pathway II

Are you currently employed in a dental office and need to meet NYS educational requirements for certification? This program has been designed especially for you. Students are taught through lecture and skills demonstration on the finer points of sitting chair side to your dental professional. Some topics reviewed are: Intro to Dentistry, Dental Material, Instruments, Oral Hygiene, Oral Surgery, Radiology and more. Program prerequisites: current employment in a dental office and proof of high school or HSE-TASC™ diploma.  Self-purchase of required textbook *Modern Dental Assisting*.

The last registration date for new students will be Thursday, February 6, 2020. For more information and to register call 845-331-5050, ext. 2209.

**Courses:**
- HM104-1920CT M/R 2/6 6:30-8:30pm CT $1,259

Medicare 101 Complimentary Class

Learn about how and when to enroll in Medicare, when you can make changes, and the insurance options available to you. Review and compare Medicare Parts A, B, C and D. Explore and evaluate Original Medicare, Prescription Drug Plans, Medicare Supplemental Insurance and Medicare Advantage Plans. Instructor: Jim Farnham, MBA, MS, Licensed Agent. Self-register for this free class at ulsterboces.org/register or by calling 845-331-5050 for personal assistance.

**Courses:**
- ME101-0421CT T 4/21 6-8pm CT FREE
- ME101-0506EL W 5/06 5:45pm-7:30pm EL FREE

Creative Arts Therapy Certificate

The Creative Arts Therapy Certificate Program is a 75-hour training designed for licensed mental health, social service, human services, and educational practitioners interested in professional development in creative arts therapy. The program offers a systematic approach to the design and facilitation of expressive arts methods and their utilization within the context of these multiple helping professions. All session will meet at the Creative Art Therapy Studio, located at 635 Broadway, 2nd Floor, Ste 220, Kingston, NY.

Instructor: L. Barbera, PhD, Licensed Creative Arts Therapist.

**Information Session**

- HM118-H0118CAT S 1/18 9am-4pm $130
- HM118-H0222CAT S 2/22 9am-4pm $130
- HM118-H0321CAT S 3/21 9am-4pm $130
- HM118-H0418CAT S 4/18 9am-4pm $130
- HM118-H0516CAT S 5/16 9am-4pm $130
- HM118-H0613CAT S 6/13 9am-4pm $130
- HM118-H0718CAT S 7/18 9am-4pm $130
- HM118-H0808CAT S 8/8 9am-4pm $130

For more information and additional future cohort enrollment, call The Creative Arts Therapy Studio at 845-367-7681

Phlebotomy Technician Program

This 90-hour training program prepares students 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. Classroom work includes terminology, anatomy & physiology, blood collection procedures and blood collection, specimen hands-on practice, and training in skills and techniques to perform venipunctures. Price includes 40-hour externship. Students must complete an externship. Students will be required to have a resume, availability convenient to your placement (you may be asked to drive 30 minutes to your placement), a signed waiver and a Health release Form. You will also need proof of immunizations. Required textbook: *Phlebotomy Handbook*, 9th Ed. Additional exam fee $117.

**Courses:**
- DCB 1895 T/R 1/7-3/31 6-9:30pm KSU $1,899
- S 1/18, 2/8, 3/7 9am-3pm

No class 3/10 & 3/12
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.

**PROFESSIONAL MEDICAL CODING & BILLING**

This specialist reviews patient medical records and assigns codes to diagnoses and procedures so the facility can bill insurance, other third-party payers, and the patient. Most medical billing and coding professionals work onsite for hospitals, clinics. Physicians and other healthcare facilities, though it is possible to find work-from-home jobs as well. Includes ebooks, codebooks, and a voucher for one of the certification exams.

**MEDICAL ASSISTANT WITH CLINICAL EXTERNSHIP**

They perform general patient care in healthcare facilities such as physicians’ offices, hospitals, and clinics. They complete both clinical and administrative tasks. 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.

**MEDICAL BILLING**

They take all the data provided on a patient and use it to submit claims for reimbursement and collect payment for the services provided. Duties vary by location but may include registering the patient and verifying their insurance coverage, collecting the information required to create a claim, reviewing and appealing unpaid and denied claims, handling collections on unpaid accounts, and managing the facility’s accounts receivable reports. Includes ebooks and Certified Billing and Coding Specialist (CBCS) exam voucher.

**INPATIENT AUDITING**

They play a crucial role in ensuring that healthcare organizations receive appropriate reimbursement and remain compliant with regulatory requirements. This 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.

It is recommended that before registering for any of these classes please, go to their website to get more information, to read the FAQs and to see what materials and computer specification are required to complete these courses.

Visit https://partner.careerstep.com/sunyulster or call 1-877-255-7551 for more information or to set-up a payment plan.

**ADMINISTRATIVE OFFICE SKILLS CERTIFICATE**

27 credits

See page 26 for details