

HEALTH OCCUPATIONS & HUMAN SERVICES

CAREER STEP HEALTHCARE WEBINAR

Learn about online training programs that offer the opportunity to train and work in the growing healthcare industry. 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. Registration required.

DCB 2242 W 1/15 5:30-6:00pm ONLINE

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.

ONL 1101 ONLINE \$3,699

MEDICAL TRANSCRIPTION EDITOR

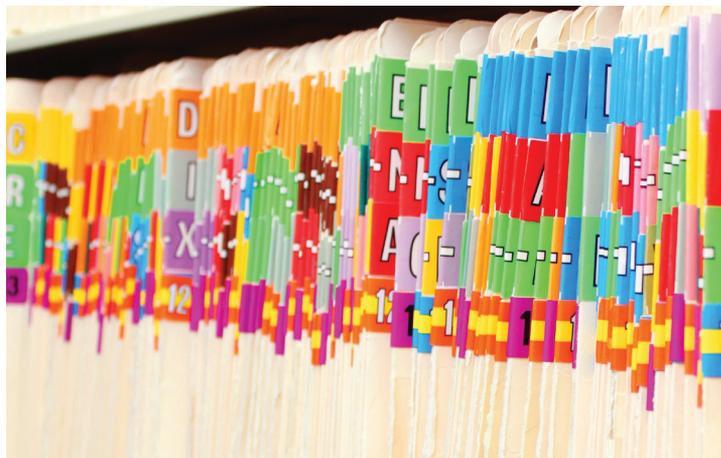
They correct and edit written reports created by speech recognition software, which automatically translates the doctor's dictation into text. You will learn typing skills, medical terminology, grammar and punctuation, anatomy and pharmacology, medical record types and formats and productivity tips. Includes ebooks, transcription foot pedal, AHD1 membership, and a voucher to take the RHDS exam.

ONL 1103 ONLINE \$3,199

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.

ONL 1104 ONLINE \$3,599



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.

ONL 1105 ONLINE \$2,999

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.

ONL 1106 ONLINE \$2,699

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/sunylulster> or call 1-877-255-7551 for more information or to set-up a payment plan.



NEW! LUNCH & LEARN

Join us for lunch and a free, hour-long, educational seminar in a casual environment at the Kingston Center. Our presenters are experts in their field. Examples of topics are finances, wildlife rehab and social media.

For a list of topics and dates visit:

www.sunylulster.edu/continuing_education/info_sessions

ADMINISTRATIVE OFFICE SKILLS CERTIFICATE

27 credits

See page 26 for details