

HEALTH SERVICES LECTURE CALENDAR (MRS, HIS, MBC, PHARM TECH, OA & OAS)

MARCH 2017

Monday	Tuesday	Wednesday	Thursday	Friday	Sat
		<p>1 Admin/Office: Phone Etiquette Steffani 10:00-11:00 Sm Class AAPC Webinar: HIPAA The 7 Deadly Sins of HIPAA Melanie 12:00-1:00 Sm Classroom Law & Ethics: Release of Information Chanda 6:00-7:00 Sm Class</p>	<p>2 Med Term/A&P: The Heart Chanda 11:00-12:00 Sm Class Physician/Facility Coding: The Flow of Hospital Organization Melanie 1:00-2:00 Sm Classroom Pharmacy: Sig Code Bingo Steffani 6:00-7:00 Sm Class</p>	<p>3 Med Admin/Billing: Revenue Cycle Chanda 6:00-7:00 Sm Classroom</p>	<p>4 CHANDA 8:30-4:30 AAPC EXAM ROOM A</p>
<p>6 CLASSROOM ORIENTATION Steffani 10:00-3:00 Sm Class CLASSROOM ORIENTATION Melanie 6:00-7:00 Sm Class</p>	<p>7 Digital Literacy: Basics of Windows, Files, & Folders Steffani 9:00-10:00 Sm Class Billing/Coding: UB_04 (CMS1450)Overview Melanie 11:00-12:00 Sm Class AAPC Web: Law & Ethics The 7 Deadly Sins of HIPAA Chanda 6:00-7:00 Sm Class</p>	<p>8 Paragraph Formatting Steffani 10:00-11:00 Sm Class Outlook Basics-Calendar Melanie 12:00-1:00 Sm Classroom Typing/Ten Key Chanda 2:00-3:00 <u>Sm Classroom</u> Word: Paragraph Formatting Chanda 6:00-7:00 Sm Classroom</p>	<p>9 Excel: Managing Worksheets Chanda 10:00-11:00 Sm Classroom Med Admin/Billing: CMS 1500 Claim Form Melanie 12:00-1:00 Sm Classroom Pharmacy: Top 200 Drugs Steffani 6:00-7:00 Sm Class</p>	<p>10 Pharmacy: Classifications Steffani 11:00-12 Sm Class</p>	<p>11 STEFFANI 8:30-4:30 Typing/Ten Key 11:00-12 <u>Sm Classroom</u></p>
<p>13 Word: Creating 1st Word Doc. Steffani 10:00-11:00 Sm Class Med Term/A&P: Human Body An Orientation Chanda 12:00-1:00 Sm Class Med Term/A&P: Lesions Melanie 6:00-7:00 Sm Class</p>	<p>14 Pharmacy Law & Ethics Steffani 11:00-12:00 Sm Classroom Med Admin/Billing: Explanation of Benefits (EOB) Melanie 12:30-1:30 Sm Classroom Med Term/A&P: Skeletal-Joints Chanda 6:00-7:00 Sm Classroom</p>	<p>15 AAPC Webinar: Med Term/A&P Chronic Disease Steffani 11:00-12:00 Sm Class Bookkeeping Applications: Accounting and Bookkeeping Basics Chanda 1:00-2:00 Sm Class Outlook Basics-Contacts Melanie 5:00-6:00 Sm Classroom</p>	<p>16 Law & Ethics: HIPAA Chanda 10:00-11:00 Sm Classroom AAPC Webinar: Inpatient Coding Initial vs Subsequent and Consults Melanie 2:00-3:00 Sm Classroom Digital Literacy: Basics of Windows, Files & Folders Steffani 6:00-7:00 Sm Classroom</p>	<p>17 Law & Ethics: Release of Information Chanda 1:00-2:00 Sm Class</p>	<p>18 MELANIE 8:30-4:30</p>
<p>20 CLASSROOM ORIENTATION Steffani 10:00-3:00 Sm Class Guest Presenter Scott Fitzgibbons Pacific Institute 9:30-11:00 Room A CLASSROOM ORIENTATION Melanie 6:00-7:00 Sm Class</p>	<p>21 Pharmacy: Sig Code Bingo Steffani 10:00-11:00 Sm Class Med Admin/Billing: Basics of Health Insurance Chanda 1:00-2:00 Sm Class Typing/Ten Key Chanda 6:00-7:00 <u>Sm Classroom</u></p>	<p>22 Physician/Facility Coding: Practice Coding Questions (timed) (bring CPT, ICD, HCPCS Manuals) Melanie 10:00-12:00 Sm Classroom Digital Literacy: Basics of Windows, Files, & Folders Steffani 1:30-2:30 Sm Class Excel: Intro to Formula Basics Chanda 3:00-4:00 Sm Class</p>	<p>23 AAPC Web: Coding Psychology Chanda 1:30-2:30 Sm Class PowerPoint: Creating Presentation Steffani 6:00-7:00 Sm Class</p>	<p>24 Admin/Office: Tips of the Trade Chanda 1:00-2:00 Sm Class</p>	<p>25 CHANDA 8:30-4:30 AAPC MEETING ROOM A</p>
<p>27 Typing/Ten Key Chanda 9:30-10:30 <u>Sm Class</u> Calendar Management Guest Presenter Kristen Florez 11:00-12:00 Sm Classroom Physician/Facility Coding: How to use ICD-10-PCS Manual Melanie 1:00-2:00 Sm Classroom Med Term/A&P Skeletal-Bones Chanda 4:00-5:00 Sm Classroom</p>	<p>28 Typing/Ten Key Steffani 10:30-11:30 <u>Sm Classroom</u> Excel: Managing Worksheets Chanda 6:00-7:00 Sm Classroom</p>	<p>29 Physician/Facility Coding: Coding Scenarios-Hands On Melanie 10:00-12:00 Sm Classroom Pharmacy: Calculations Steffani 2:00-3:00 Sm Class AAPC Webinar: A&P The Eye Chanda 6:00-7:00 Sm Class</p>	<p>30 Outlook Basics-Emailing Melanie 10:00-11:00 Sm Classroom Bookkeeping Applications Introduction to Bookkeeping Chanda 1:00-2:00 Sm Class Admin/Office: Phone Etiquette Steffani 6:00-7:00 Sm Class</p>	<p>31 PowerPoint: Transition, Animation & more Steffani 1:00-2:00 Sm Class Time Management Guest Presenter Kristen Florez 6:00-7:00 Sm Class</p>	<p>1</p>