

March 2017 Health Services & Business Lecture Calendar

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4
<p>6</p> <p><u>Classroom ORIENTATION</u> 10 AM – 12 PM</p> <p><u>Classroom ORIENTATION</u> 6 PM – 8 PM</p>	<p>7</p> <p style="text-align: center;">Career Success 6:30pm to 9pm Lake Mead</p>	<p>8</p> <p style="text-align: center;">Med Law and Ethics: HIPPA Chanell 1:00pm-3:00pm/Chanell Lake Mead Room</p> <p style="text-align: center;">MOS Excel Formatting Cells 3:30pm-4:30pm/Likesha Lake Mead</p> <p style="text-align: center;">Career Success 6:30pm to 9pm Lake Mead</p>	<p>9</p>	<p>10</p> <p style="text-align: center;">MOS Creating Your First Word Document 3:30pm-4:30pm/Likesha Lake Mead</p> <p style="text-align: center;">Med Admin/Billing: Electronic Health Record Chanell 1:00pm-3:00pm Lake Mead Room</p>	<p>11</p>
<p>13</p>	<p>14</p> <p style="text-align: center;">Admin/Billing: Basics of Health Insurance-Revenue Cycle Chanell 1:00pm-3:00pm Lake Mead Room</p> <p style="text-align: center;">Career Success 6:30pm to 9pm Lake Mead</p>	<p>15</p> <p style="text-align: center;">MED Terms CD Games 3:30pm-4:30pm/Likesha Lake Mead Room</p> <p style="text-align: center;">Career Success 6:30pm to 9pm Lake Mead</p>	<p>16</p> <p style="text-align: center;">Law & Ethics: Release of Information Chanell 1:00pm-3:00pm Lake Mead Room</p>	<p>17</p> <p style="text-align: center;">Med Admin/Billing: Insurance Collection Strategies-A/R Chanell 1:00pm-3:00pm Lake Mead Room</p>	<p>18</p>
<p>20</p> <p><u>Classroom ORIENTATION</u> 10 AM – 12 PM</p> <p><u>Classroom ORIENTATION</u> 6 PM – 8 PM</p> <p style="text-align: center;">ACD 6pm to 9pm</p>	<p>21</p> <p style="text-align: center;">PBS101/102/MED0401 Telephone Etiquette 12:30pm-1:30pm/Likesha Lake Mead room</p> <p style="text-align: center;">ACD Noon to 3pm</p> <p style="text-align: center;">ACD 6pm to 9pm</p>	<p>22</p> <p style="text-align: center;">Med Term/A&P CD Games 4:30 PM – 5:30PM/ Likesha Lake Mead Room</p> <p style="text-align: center;">ACD Noon to 3pm</p> <p style="text-align: center;">ACD 6pm to 9pm</p>	<p>23</p> <p style="text-align: center;">Med Admin/Billing: UB04-CMS_1450 Overview- Insurance Claim Forms Chanell 3:00pm-4:00pm Lake Mead Room</p> <p style="text-align: center;">ACD Noon to 3pm</p> <p style="text-align: center;">ACD 6pm to 9pm</p>	<p>24</p> <p style="text-align: center;">MOS PowerPoint-Creating Presentation Content 3:30pm-4:30pm/Likesha Lake Mead</p> <p style="text-align: center;">ACD Noon to 3pm</p>	<p>25</p>
<p>27</p>	<p>28</p> <p style="text-align: center;">PBS101/102/MED0401 Professional Business Writing 1:30pm-2:30pm/Likesha Lake Mead</p>	<p>29</p>	<p>30</p>	<p>31</p>	<p>1</p>

March 2017 Health Services & Business Lecture Calendar

Wednesday, March 8th

Medical Law and Ethics/Lake Mead: Chanell 1:00pm-3:00pm

This lecture will provide MBC students with recognition of the Laws and Ethics of the Medical field

MOS Excel Formatting Cells: Lake Mead Room: Likesha 3:30pm -4:30pm

This will give you a better understanding of Microsoft Office Excel Software work as well as how to format cells.

Friday, March 10th

MOS Creating Your first Word Document: Lake Mead Room: Likesha 3:30pm -4:30pm

This will give you a better understanding of Microsoft Office Word Software work as well as learn the ribbon while creating documents.

Med Admin/ Billing Electronic Health Records: Lecture Room: Chanell 1:00 pm-3:00pm

An introduction to billing concepts and Electronic Health Records.

Tuesday, March 14th

Admin/Medical Billing Basics of Health Insurance Revenue Cycle: Lecture Room: Chanell 1:00 pm-3:00pm

An introduction to billing concepts in the Medical Office and the Revenue Cycle.

Wednesday, March 15th

Medical Terminology CD Games: Lake Mead Room: Likesha 3:30pm-4:30pm

This lecture will provide MBC students with knowledge of Medical Terminology having fun using CD Games.

Thursday, March 16th

Law & Ethics Release of Information: Lake Mead Room: Chanell 1:00pm-3:00pm

Health Services Students will learn the restriction on the **release** of private **information**.

Friday, March 17th

Insurance Collection Strategies A/R Lake Mead Room- Chanell 1:00pm-3:00pm:

Health Services Students will learn coding step by step process to resubmitting claim information into a billing system

Tuesday, March 21st

PBS101-102: Telephone Etiquette: Lake Mead: Likesha 1:30pm -2:30pm

This will give you a better understanding of professional telephone communication with patients and staff.

Wednesday, March 22nd

Medical Terms /A&P CD Games: Lake Mead Room: Likesha 4:30pm-5:30pm

Recognize, understand and Medical Terms using CD Games.

Thursday, March 23rd

UB04-CMS 1450 Overview- Insurance Claim Forms Lake Mead Room- Chanell 1:00pm-3:00pm:

Learn coding and inputting claim information into a billing system

Thursday, March 24th

MOS PowerPoint-Creating Presentation Content: Lake Mead Room: Likesha 3:30pm -4:30pm

This will give you a better understanding of PowerPoint Software and how to create a Presentation.

Tuesday, March 28th

PBS101-102: Business Writing: Lake Mead: Ginny 11:00am-12:15pm

This will give you a better understanding of professional Business Writing.

