

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

APRIL 2017

Monday	Tuesday	Wednesday	Thursday	Friday	Sat
<p>3</p> <p><u>CLASSROOM ORIENTATION</u> Steffani 10:00-3:00 Sm Class</p> <p><u>CLASSROOM ORIENTATION</u> Melanie 6:00-7:00 Sm Class</p>	<p>4</p> <p>Billing/Coding: UB_04 (CMS1450)Overview Melanie 11:00-12:00 Sm Class</p> <p>Law & Ethics: HIPAA Chanda 6:00-7:00 Sm Class</p>	<p>5</p> <p>Paragraph Formatting Steffani 11:00-12:00 Sm Class</p> <p>Outlook Basics-Calendar Melanie 12:30-1:30 Sm Classroom</p> <p>Typing/Ten Key Chanda 2:00-3:00 Sm Classroom</p> <p>AAPC Web: Coding Psychology Chanda 6:00-7:00 Sm Class</p>	<p>6</p> <p>AAPC Webinar: Digestive System Leticia 10:00-11:00 Sm Class</p> <p>AAPC Webinar: Inpatient Coding Initial vs Subsequent and Consults Melanie 12:00-1:00 Sm Classroom</p> <p>Pharmacy Hands on Retail Practice Steffani 2:00-3:00 Sm Class</p> <p>Excel: Managing Worksheets Chanda 6:00-7:00 Sm Classroom</p>	<p>7</p>	<p>8</p> <p>CHANDA 8:30-4:30</p> <p>Typing/Ten Key 11:00-12 <u>Sm Classroom</u></p>
<p>10</p> <p>Word: Creating 1st Word Doc. Steffani 10:00-11:00 Sm Class</p> <p>Med Term/A&P: Human Body An Orientation Chanda 12:00-1:00 Sm Class</p> <p>Physician/Facility Coding: Coding Scenarios-Hands On Melanie 6:00-7:00 Sm Class</p>	<p>11</p> <p>Typing/Ten Key Leticia 9:30-10:30 <u>Sm Class</u></p> <p>Pharmacy Apothesoft Typing Rx's Steffani 11:00-12:00 Sm Classroom</p> <p>Med Term/A&P: Skeletal-Joints Chanda 6:00-7:00 Sm Classroom</p>	<p>12</p> <p>AAPC Webinar: Med Term/A&P Chronic Disease Leticia 10:00-11:00 Sm Class</p> <p>Pharmacy: Intro to Hospital Pharmacy (Part 1 of 2) Steffani 2:00-3:00 Sm Class</p> <p>Outlook Basics-Contacts Melanie 4:00-5:00 Sm Classroom</p> <p>Word: Paragraph Formatting Chanda 6:00-7:00 Sm Classroom</p>	<p>13</p> <p>AAPC Web: Law & Ethics The 7 Deadly Sins of HIPAA Leticia 10:00-11:00 Sm Classroom</p> <p>Med Admin/Billing: CMS 1500 Claim Form Melanie 2:00-3:00 Sm Classroom</p> <p>Digital Literacy: Basics of Windows, Files & Folders Steffani 6:00-7:00 Sm Classroom</p>	<p>14</p>	<p>15</p> <p>MELANIE 8:30-4:30</p>
<p>17</p> <p><u>CLASSROOM ORIENTATION</u> Steffani 10:00-3:00 Sm Class</p> <p><u>CLASSROOM ORIENTATION</u> Melanie 6:00-7:00 Sm Class</p>	<p>18</p> <p>Pharmacy Hands on Retail Practice Steffani 11:00-12:00 Sm Class</p> <p>Med Admin/Billing: Basics of Health Insurance Chanda 1:00-2:00 Sm Class</p> <p>Typing/Ten Key Chanda 6:00-7:00 <u>Sm Classroom</u></p>	<p>19</p> <p>AAPC Webinar: The Heart Leticia 10:00-11:00 Sm Class</p> <p>Med Term/A&P: Lesions Melanie 12:00-1:00 Sm Class</p> <p>Digital Literacy: Basics of Windows, Files, & Folders Steffani 2:00-3:00 Sm Class</p> <p>Admin/Office: Tips of the Trade Chanda 4:00-5:00 Sm Class</p>	<p>20</p> <p>Typing/Ten Key Leticia 10:00-11:00 <u>Sm Class</u></p> <p>Excel: Intro to Formula Basics Chanda 12:00-1:00 Sm Class</p> <p>PowerPoint: Creating Presentation Steffani 6:00-7:00 Sm Class</p>	<p>21</p> <p>Law & Ethics: Release of Information Chanda 1:00-2:00 Sm Class</p>	<p>22</p> <p>CHANDA 8:30-4:30</p> <p>AAPC MEETING ROOM A</p>
<p>24</p> <p>Typing/Ten Key Leticia 10:00-11:00 <u>Sm Class</u></p> <p>Med Term/A&P Skeletal-Bones Chanda 3:00-4:00 Sm Classroom</p> <p>Physician/Facility Coding: How to use ICD-10-PCS Manual Melanie 6:00-7:00 Sm Classroom</p>	<p>25</p> <p>Med Admin/Billing: Explanation of Benefits (EOB) Melanie 11:00-12:00 Sm Classroom</p> <p>MedTerm/Anatomy: The Brain Steffani 12:30-1:30 <u>Sm Classroom</u></p> <p>Law & Ethics: Release of Information Chanda 6:00-7:00 Sm Classroom</p>	<p>26</p> <p>AAPC Webinar: The Eye Leticia 10:00-11:00 Sm Class</p> <p>Physician/Facility Coding: Introduction to CPT Manual (bring CPT manual/SBS work/textbook) Melanie 12:00-1:00 Sm Classroom</p> <p>Apothesoft Typing Rx's Steffani 2:00-3:00 Sm Class</p> <p>AAPC Webinar: Digestive System Chanda 6:00-7:00 Sm Class</p>	<p>27</p> <p>Outlook Basics-Emailing Leticia 10:00-11:00 Sm Classroom</p> <p>Bookkeeping Applications Introduction to Bookkeeping Chanda 1:00-2:00 Sm Class</p> <p>Admin/Office: Phone Etiquette Steffani 6:00-7:00 Sm Class</p>	<p>28</p> <p>PowerPoint: Transition, Animation & more Steffani 1:00-2:00 Sm Class</p>	<p>29</p> <p>MELANIE 8:30-4:30</p>