

HEALTH SERVICES/BUSINESS/OFFICE EVENT CALENDAR

APRIL 2026

Events are on Campus in Room C unless noted to be on Zoom.

Monday	Tuesday	Wednesday	Thursday	Friday	Sat
6 <u>Academic Orientation</u> 10:00-1:00 (Room C) <u>Academic Orientation</u> 5:30-7:30 (Room C)	7 Digital Literacy: Windows, Files, & Folders 10:00-11:00 Hunter What is Coding? Intro to Coding Concepts 12:00-1:00 Rebekah (ZOOM)	8 Med Law & Ethics: Medical Records 3:00-4:00 Rebekah Microsoft Word: Office Round Table Q&A 5:00-6:00 Hunter	9	10 Med Term/A&P: Jeopardy! 10:30-11:30 Rebekah Accounting: Round Table Q/A 1:30-2:30 Hunter	11 Rebekah 8:30-4:00
13	14 Accounting: Round Table Q/A 10:00-11:00 Hunter Med Admin/Billing: Collection Strategies 5:00-6:00 Rebekah	15 Coding: Intro to CPT Coding 10:00-11:00 Rebekah Microsoft Excel: Working with Formulas and Functions 5:00-6:00 Hunter	16 Med Term/A&P: Integumentary System 2:00-3:00 Rebekah (ZOOM) Digital Literacy: Basic Internet 5:45-6:45 Hunter	17 Microsoft PowerPoint: Creating and Editing Presentations 11:00-12:00 Hunter	18 Hunter 8:30-4:00
20 Accounting: Round Table Q/A 10:00-11:00 Hunter Med Term/A&P: Jeopardy! 1:00-2:00 Rebekah	21 Microsoft Excel: Working with Formulas and Functions 10:00-11:00 Hunter Coding: Intro to ICD-10-CM Coding 4:00-5:00 Rebekah (ZOOM)	22	23 Med Admin/Billing: Claim Lifecycle 10:00-11:00 Rebekah	24 Microsoft Word: Office Round Table Q&A 11:00-12:00 Hunter	25 Rebekah 8:30-4:00
27	28 Coding Roundtable 5:45-6:45 Rebekah	29 Med Term/A&P: Skeletal System 10:00-11:00 Rebekah (ZOOM) Microsoft Word: Formatting and Customizing Documents 5:00-6:00 Hunter	30 Accounting: Round Table Q/A 4:00-5:00 Hunter	1 Microsoft Word: Formatting and Customizing Documents 11:00-12:00 Hunter Med Admin/Billing: Explanation of Benefits 2:00-3:00 Rebekah	2 Hunter 8:30-4:00

Event Courses are Coded by Color

Digital Literacy: DL101

Typing: TF100

Microsoft Office: MOE (MS Office), MSW (Word), MSE (Excel), MSL (Outlook), MSP (PowerPoint)

Accounting: ACC100 (Intro to Accounting), PBS113 (Bookkeeping)

Medical Law & Ethics: HS204

Medical Term/A&P: HS201 (Medical Terminology), HS202 (Anatomy & Physiology)

Medical Admin/Billing: HS207 (Adv. Billing & Reimbursement), HS208 (HIA Billing/Coding), HS102 (Professional Billing), HS401r2 (Electronic Health Records)

Coding: HS320 (Physician Coding), HS321 (Facility Coding)

Office: PBS111 (Office Administration), PBS112 (Office Management)

How to access and register for events:

1. Login to your Asher Student Portal at www.asher.edu.
2. On the home page, choose an event that is course/program appropriate. Instructors can provide guidance if preferred.
3. After clicking on the event, enter in your first and last name, email address, and Student ID (5-digit number with your username), then hit Register.
4. Once the instructor approves your registration, you will receive an email with a Zoom link. Zoom links will be used for Zoom events **ONLY**. On campus events will not use the Zoom link.
5. If you sign up for an on-campus event, make sure you are on campus prior to event start time.

After attending the event:

1. Fill out the Event Survey for the event that was attended.
2. The "**Survey**" link is on the Asher Student Portal home page to the right of the event name.