

HEALTH SERVICES/BUSINESS/OFFICE EVENT CALENDAR

AUGUST 2026

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

Monday	Tuesday	Wednesday	Thursday	Friday	Sat
3 <u>Academic Orientation</u> 10:00-1:00 (Room C) <u>Academic Orientation</u> 5:30-7:30 (Room C)	4 Med Law & Ethics: Intro to Law & Ethics (Unit 1) 10:00-11:00 Kimberly Digital Literacy: Windows, Files, & Folders 11:00-12:00 Hunter	5 Coding Workshop (Concepts, Overview, & Questions) 10:00-11:30 Rebekah Med Admin/Billing: Types of Insurance 3:30-4:30 Kimberly	6 Microsoft Excel: Working with Formulas and Functions 12:00-1:00 Hunter Med Term Game: Jeopardy! 3:00-4:00 Rebekah (ZOOM) Med Law & Ethics: Intro to Law & Ethics (Unit 1) 5:45-6:45 Kimberly	7 Microsoft Word: Formatting and Customizing Documents 12:00-1:00 Hunter What is Coding? Intro – Q&A 2:00-3:00 Rebekah	8 Rebekah/ Caitlyn 8:30-4:00
10 Med Admin/Billing: EHR Unit Review 11:00-12:00 Kimberly	11 ICD-10-CM Coding Introduction 11:30-12:30 Rebekah (ZOOM) Accounting & QBO Workshop (Concepts, Overview & Questions) 2:30-3:30 Hunter	12 Med Law & Ethics: Legal Foundations of Professional Practice (Unit 2) 2:00-3:00 Kimberly Digital Literacy: Basic Internet 5:45-6:45 Hunter	13 Coding Workshop (Concepts, Overview, & Questions) 3:00-4:00 Rebekah Med Admin/Billing: Claim Reimbursement 5:45-6:45 Kimberly	14 Microsoft Office Workshop (Concepts, Overview, & Questions) 10:00-11:00 Hunter Anatomy Unit Review 3:45-4:45 Rebekah	15 Hunter 8:30-4:00
17 Accounting & QBO Workshop (Concepts, Overview & Questions) 12:00-1:00 Hunter What is Coding? Intro – Q&A 5:45-6:45 Rebekah	18 Microsoft Excel: Working with Formulas and Functions 12:00-1:00 Hunter Med Law & Ethics: HIM & Healthcare Responsibilities (Unit 3) 2:00-3:00 Kimberly	19 ICD-10-PCS Coding Introduction 11:30-12:30 Rebekah (ZOOM)	20 Microsoft Word: Formatting and Customizing Documents 1:00-2:00 Hunter Med Term Game: Millionaire! 2:30-3:30 Rebekah Med Law & Ethics: HIM & Healthcare Responsibilities (Unit 3) 5:45-6:45 Kimberly	21 Med Admin/Billing: EHR Unit Review 10:00-11:00 Kimberly Coding Workshop (Concepts, Overview, & Questions) 3:00-4:00 Rebekah	22 Kim/ Caitlyn 8:30-4:00
24 Medical Billing Workshop (Concepts, Overview, & Questions) 10:00-11:00 Kimberly Intro to CPT Coding 5:00-6:00 Rebekah	25 Microsoft Word: Formatting and Customizing Documents 12:00-1:00 Hunter Anatomy Unit Review 3:00-4:00 Rebekah (ZOOM)	26 Med Law & Ethics: Ethics & Legal Issues (Unit 4) 4:00-5:00 Kimberly Microsoft Excel: Working with Formulas and Functions 5:30-6:30 Hunter	27 Coding Workshop (Concepts, Overview, & Questions) 9:30-10:30 Rebekah Med Admin/Billing: Explanation of Benefits 5:45-6:45 Kimberly	28 Accounting & QBO Workshop (Concepts, Overview & Questions) 11:30-12:30 Hunter Coding Practice 3:30-4:30 Rebekah	29 Katy 8:30-4:00
31 Med Term Game: Jeopardy! 5:45-6:45 Rebekah (ZOOM)	1 Microsoft Office Workshop (Concepts, Overview, & Questions) 3:00-4:00 Hunter Med Law & Ethics: Ethics & Legal Issues (Unit 4) 10:00-11:00 Kimberly	2 Coding Workshop (Concepts, Overview, & Questions) 11:00-12:30 Rebekah Med Admin/Billing: Claim Reimbursement 5:45-6:45 Kimberly	3 What is Coding? Intro – Q&A 10:00-11:00 Rebekah (ZOOM) Microsoft Office Workshop (Concepts, Overview, & Questions) 4:30-5:30 Hunter	4 Medical Billing Workshop (Concepts, Overview, & Questions) 10:00-11:00 Kimberly Microsoft Excel: Working with Formulas and Functions 11:30-12:30 Hunter	5 CLOSED

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.