

## Health Care Certification Programs with Clinical Externship Placement

As the U.S. economy begins to rebound, the overall job market is steadily improving and **the demand for trained health care professionals is growing** at a staggering rate. These factors have created enormous job opportunities for individuals trained in leading health care professions. We offer innovative online courses that lead to national certification and an opportunity to pursue an exciting new career. .

### Program features include:

- **Programs are 100% online** available anytime, anywhere
- **Instructor and mentor support** – ongoing discussion threads, collaboration and live access to professionals
- **Interactive content** – engaging labs, student exercises and course videos
- **Career services** – career mentors, resume writing, interview techniques, job search engine & related career guidance.
- **Student Portal** – career services, lifelong learning skills, and healthcare career and industry information
- **Externships and national certification** – available for most programs



Program	Certification	Duration	Course Code
<b>Clinical Medical Assistant Certificate Program</b>	NHA, NCCT	6 mos	SCHOOL-CM 02
<b>Dental Assisting Certificate Program</b>	DANB, States	6 mos	SCHOOL-DA 03
<b>Dialysis Technician Certificate Program</b>	BONENT, ANNA	4 mos	SCHOOL-DT 09
<b>EKG Technician Certificate Program</b>	ASPT, NCCT	4 mos	SCHOOL-EK 05
<b>Electronic Health Record Management Certificate Program</b>	NHA, AHIMA	4 mos	SCHOOL-EH 06
<b>Medical Administrative Assistant Certificate Program</b>	NHA	4 mos	SCHOOL-MA 08
<b>Medical Billing and Coding Certificate Program</b>	AAPC, AHIMA	4 mos	SCHOOL-MC 04
<b>Medical Billing &amp; Coding w/ MAA Certificate Program</b>	AAPC, AHIMA, NHA	6 mos	SCHOOL-MBCMA 12
<b>Phlebotomy Technician Certificate Program</b>	ASPT, ASCP, NHA	4 mos	SCHOOL-PH 07
<b>Physicians' Office Assistant Professional Certificate Program with EHRM National Certification</b>	NHA, AHIMA	6 mos	SCHOOL-PO 10
<b>Pharmacy Technician Program</b>	PTCB	4 mos	SCHOOL-PT 01
<b>Pharmacy Technician Program - with Medical Admin</b>	PTCB, NHA	6 mos	SCHOOL-PTMA 11

\* Note: The Student Tuition amount does not include the cost of your textbook. At the conclusion of your program you will be required to either return your textbooks or purchase them at the fair market value (FMV). Typically the FMV is less than \$30.

**Clinical Medical Assistant Program** - This program prepares students to assist physicians by performing functions related to the clinical aspects of a medical office. Instruction includes preparing patients for examination and treatment, routine laboratory procedures, pharmacology, taking and documenting vital signs, technical aspects of phlebotomy, the 12-lead EKG and the cardiac life cycle. *Program also includes an optional clinical externship at a local healthcare provider!*

**Dental Assisting** - This course prepares students for entry level positions as a chair side dental assistant. This course covers the history of dentistry, introduction to the dental office, the legal aspects of dentistry, oral anatomy, dental operator, tooth structures, primary and permanent teeth, the oral cavity, and other areas. *Program also includes an optional clinical externship at a local healthcare provider!*



**Medical Billing & Coding** - This billing and coding course offers the skills needed to perform complex coding and billing procedures. The course covers CPT (Introduction, Guidelines, Evaluation, and Management), specialty fields (such as surgery, radiology, and laboratory), ICD-9 (Introduction and Guidelines), and basic claims processes for insurance reimbursements.

**Medical Billing & Coding + Medical Administrative Assistant** - This comprehensive billing and coding course offers the skills needed to perform complex coding and billing procedures. The course covers CPT (Introduction, Guidelines, Evaluation, and Management), specialty fields (such as surgery, radiology, and laboratory), ICD-9 (Introduction and Guidelines), and basic claims processes for insurance reimbursements. This course also covers information on the medical assisting profession, interpersonal skills, medical ethics and law, medical terminology, basics of insurance billing and coding, telephone techniques, scheduling appointments, medical records management and management of practice finances. *Program also includes an optional clinical externship at a local healthcare provider!*

**EKG Technician** - This EKG Technician Program prepares students to perform EKG's. This course will include information on anatomy and physiology of the heart, medical disease processes, medical terminology, medical ethics, legal aspects of patient contact, electrocardiography, and stress testing. A highly interactive course!

**Electronic Health Record Management Program** - This Electronic Health Record (EH R) Management program prepares students to understand and use electronic records in a medical practice. Course reviews the implementation and management of electronic health information using common electronic data interchange systems and maintaining the medical, legal, accreditation and regulatory requirements of the electronic health record.

**Phlebotomy Technician** - This course prepares students to collect blood specimens from clients for the purpose of laboratory analysis. Students will review blood collection, the skills needed to perform venipunctures and other collection techniques. This course also includes terminology, blood collection procedures, order of draw and other topics. *Program also includes an optional clinical externship at a local healthcare provider!*

**Medical Administrative Assistant** - This course covers information on the medical assisting profession, interpersonal skills, medical ethics and law, medical terminology, basics of insurance billing and coding, telephone techniques, scheduling appointments, medical records management and management of practice finances. A great course for physicians medical office professionals!

**Dialysis Technician** - This Dialysis Technician Program provides students with the knowledge needed to perform the responsibilities of a Dialysis Technician. It reviews normal kidney physiology, the basic principles of hemodialysis, kidney dialysis machines, dialyzer preparation and reprocessing as well as how to assist dialysis patients in managing their disease and treatment.

**Pharmacy Technician** - This comprehensive course will prepare students to enter the pharmacy field and take the Pharmacy Technician Certification Board's PTCB exam. Course content includes pharmacy medical terminology, pharmacy calculations, reading and interpreting prescriptions, defining generic and brand names drugs and much, much more! *Program also includes an optional clinical externship at a local healthcare provider!*

**Pharmacy Technician + Medical Administrative Assistant** - This combined course will prepare students to enter the pharmacy field and take the Pharmacy Technician Certification Board's PTCB exam. Course content includes pharmacy medical terminology, pharmacy calculations, reading and interpreting prescriptions, defining generic and brand names drugs. This course also covers information on the medical assisting profession, interpersonal skills, medical ethics and law, medical terminology, basics of insurance billing and coding, telephone techniques, scheduling appointments, medical records management and management of practice finances. *Program also includes an optional clinical externship at a local healthcare provider!*

**Physicians' Office Assistant + Electronic Health Record Management Program** - This combined program prepares students to understand and use electronic records in a medical practice. Course reviews the implementation and management of electronic health information using common electronic data interchange systems and maintaining the medical, legal, accreditation and regulatory requirements of the electronic health record. This course also covers information on the medical assisting profession, interpersonal skills, medical ethics and law, medical terminology, basics of insurance billing and coding, telephone techniques, scheduling appointments, medical records management and management of practice finances. *Program also includes an optional clinical externship at a local healthcare provider!*