

# Allied Health

## Medical Office Administration

This 300-hour hands-on instructor-led program is designed to prepare students for entry-level positions as Medical Office Assistant, Medical Secretary, Medical Receptionist, Medical Billing Clerk, Medical Coding Technician, or Medical Records Technician in a physician's office, medical clinic or hospital setting. Students will develop strong administrative skills along with the medical framework necessary to succeed in an automated medical environment. Students will learn:

- Medical Terminology
- Medical Billing – Medisoft
- Ethical Responsibilities
- CPT & ICD-9 Medical Coding
- Insurance Claim Processing using the Healthcare Finance Administration 1500
- Health Insurance Portability and Accountability Act (HIPAA)
- Patient Care Management
- Customer Service
- Scheduling
- Microsoft Word & Excel

### **Certification Exams: (not included)**

Hours: 300 30 CEU's

Course #: CE.CST 050

Total Cost: \$3,999

(Tuition \$ 1625, Lab Fees \$2,174, Materials \$200)

*Not Eligible for Senior Citizen Discount*

**CLASSES FORMING NOW!**

Please see Web site for dates and times.

[www.camdencc.edu/ce](http://www.camdencc.edu/ce) • 856-874-6004

## Certified Nursing Assistant (CNA)

Camden County College is pleased to offer the Certified Nursing Assistant Program. The State of New Jersey has established this professional certification program, which is designed to instruct students in the fundamentals of nursing care and philosophy. The program follows a series of modules designed to build skill and confidence within the nursing assistant student. Certified Nursing Assistants (CNAs) may practice in long term care facilities, rehabilitation centers, assisted living facilities, and home health care environments.

Both the classroom theory and practicum components incorporate such topics as health and disease processes, therapeutic and technical procedures, vital signs, physical hygiene and grooming care, nutrition and hydration, infection control, restorative care, data collection and reporting, psychosocial care skills, and ethical behavior.

Admission requirements (to be completed prior to registration):

- Students must be high school graduates or possess a GED to enroll in the program.
- Students must have a 2-step PPD and a note from their doctor indicating that they have been examined and are in good health. The PPD must consist of the following: students must go to the doctor to receive the first injection and then return a few days later to have it read by the doctor. A week or two later, you must return to the doctor for a second injection and then return to have it read once again. After the two injections are completed, your doctor must prepare written documentation for us showing the dates the injections were administered, the dates they were read, and the final results of each. This must be presented to us when you register. We cannot accept testing that was completed over six months ago.
- Students must come into the Continuing Education Office to pick up a packet of forms on fingerprinting and a criminal background check that must be completed and passed before registration. Students must pass all criminal background checks and be free of all criminal charges with a clean, free record to be eligible for this program.

Students are required to attend every class and every clinical. Exceptions cannot be made nor are refunds given to those who violate this requirement. Students are also expected to purchase the required textbook and purchase a uniform. Details will be given on these requirements at the first class meeting.

In addition to class time, clinicals are pre-scheduled and must be completed. Clinicals may be at a different day or time than the class hours and students must be flexible in meeting this requirement. Students are expected to be professional while at the clinical site and are required to conduct themselves as such. Inappropriate behavior will not be tolerated and will result in the student being removed from the clinical site and the program without refund.

A final skills exam will be administered to students after completion of the class. Dates will be announced.

**Blackwood Location, CIM 106**

**Cost: \$745 (tuition \$285; lab \$460)**

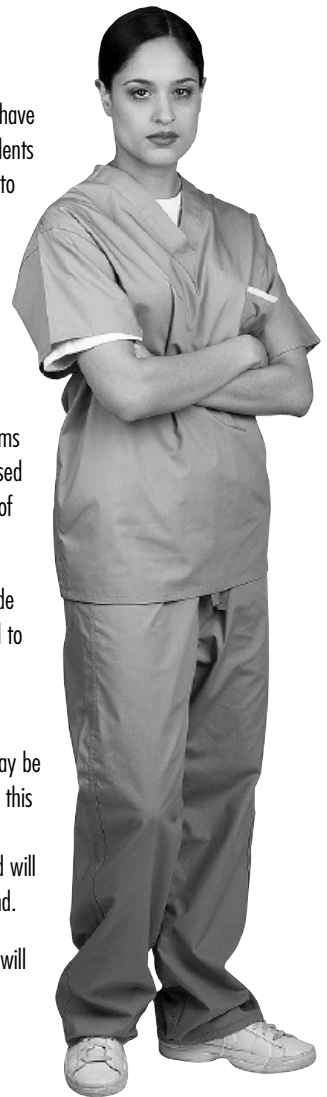
**CE.ALH 034-01**

**Wednesday classroom hrs.**

**Clinical hrs. to be announced in class**

**9/9 – 12/9**

**8 a.m. – 4:30 p.m.**



***Additional class may be added if this section fills.***

***The packet of forms to register is available in the Continuing Education Division on the Blackwood Campus in the CIM Building, Room 207. Our phone number is (856) 374-4955.***

# Allied Health

## Multi-Skilled Technician (MST)

The Multi-Skilled Technician Program is designed to prepare students to train for one of the fastest growing professions in the health care industry today. The program focuses on building a complete and solid foundation for students in both classroom theory and hands-on clinical components. Students will build skills in basic and complex key concepts of anatomy and physiology; cardiac function; EKG; growth and development; phlebotomy; nursing care; nutrition; therapeutic communication; psychology; and critical thinking. Individuals prepared through the multi-skilled technician program may seek employment in acute care hospitals, sub-acute care facilities, long term care, outpatient laboratories, cardiac rehabilitation centers, and various other medical providers.

Admission requirements (to be completed prior to registration):

- Students must be high school graduates or possess a GED to enroll in the program.
- Students must have a 2-step PPD and a note from their doctor indicating that they are in good health. The PPD must consist of the following: students must go to the doctor to receive the first injection and then return a few days later to have it read by the doctor. A week or two later, you must return to the doctor for a second injection and then return to have it read once again. After the two injections are completed, your doctor must prepare written documentation for us showing the dates the injections were administered, the dates they were read, and the final results of each. This must be presented to us when you register. We cannot accept testing that was completed over six months ago.
- Students must sign a release form with us stating you are giving permission to submit to a criminal background check. Students must be able to pass such checks to be eligible for the program. Once the class begins, full refunds will not be given to those who cannot pass the checks. Students who conceal any criminal charges will not be eligible for a tuition refund. Students who withdraw before class begins will still be charged the \$20 background check fee.

Students are required to attend every class and every clinical. Exceptions cannot be made nor are refunds given to those who violate this requirement. Students are also expected to purchase the required textbook and purchase a uniform. Details will be given on these requirements at the first class meeting.

In addition to class time, clinicals are pre-scheduled and must be completed. Clinicals may be at a different day or time than the class hours and students must be flexible in meeting this requirement. Students are expected to be professional while at the clinical site and are required to conduct themselves as such. Inappropriate behavior will not be tolerated and will result in the student being removed from the clinical site and the program without refund. 18.3 CEU

### Blackwood Location, CIM 106

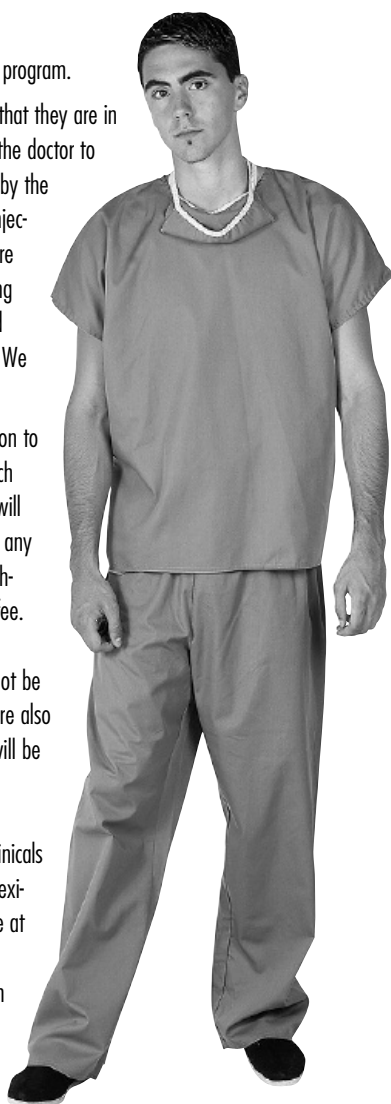
Cost: \$2,095 (tuition \$795; lab \$1,300)

CE.ALH 056-01 9/8 – 12/10

Classroom hours Tuesdays, 9 a.m. – 3 p.m.

Thursdays, 9 a.m. – 3 p.m.

Mondays, 1 – 5 p.m.



**Registration is conducted in the Continuing Education Division on the Blackwood Campus in the CIM Building, Room 207. Our phone number is (856) 374-4955.**

## Medical Terminology for Allied Health Careers

This is an introductory course to familiarize students with every day anatomy and physiology terminology used in medical areas such as physicians offices, hospitals, clinics, insurance and pharmaceutical firms. The course is structured to provide students with the entry level knowledge needed to advance into various career in the medical field. The class will stress word analysis, word structure, and pronunciation of terms. Terms relating to diseases, disorders, diagnostic and surgical procedures of the organ systems of the body will be covered. Specific medical words and word parts will be reviewed as they pertain to the musculoskeletal, immune, endocrine, nervous, respiratory, cardiovascular, and gastrointestinal systems. Students do not require a medical background prior to enrolling. 1.5 CEU

### Blackwood Location

Cost: \$115 (tuition \$67; text & materials \$48)

CE.ALH 029-51 9/28 – 11/2

6 sessions M, 7-9:30 p.m.

## Spanish for Health Care Professionals

This course will provide medical personnel with the basic concepts required to communicate with Spanish-speaking patients. No previous knowledge of the Spanish language is required. Participants will learn basic communication skills that will prove helpful in the patient-care setting. Gain a working knowledge of Spanish medical terminology; the parts of the body, numbers, and key phrases to help enhance your communication skills. 1.2 CEU

### Blackwood Location

Cost: \$89 (tuition \$62; text & materials \$27)

CE.ALH 014-51 9/30 – 11/4

6 sessions W, 6-8 p.m.

## Nurse Entrance Test Preparation (NET)

This specialized review class is for students who are preparing to take the Nurse Entrance Test. The class will provide students with an opportunity to review components of the NET by focusing on essential mathematic skills, reading and comprehension, critical thinking, and written interpretation. In addition, the class will cover basic test taking strategies.

### Blackwood Location

Cost: \$125 (Tuition \$96; textbooks and materials \$29)

CE.ALH 057-51 9/29 – 11/3

6 sessions T, 7-9 p.m.

## Certificate Program in Medical Billing and Coding

This 80 hour course is structured for individuals who want to enter the field of medical billing and coding or those working in the allied health field who wish to acquire skills in the billing area. Billing topics will include daily transaction entries, completing medical submissions, billed claim follow-up, itemized statements, and billing management. In addition, students will learn the basics of CPT and ICD-9 Coding and medical terms and identifying codes necessary for billing medical services and procedures. Understanding

codes and their relationship to medical diagnoses is essential to anyone working in the billing/coding area. The course will also include a discussion of computerized billing/coding software commonly found in the field. Current textbooks and manuals in the field of billing and coding are included in the cost of the course. With additional coding experience, students may sit for AHIMA credentials or credentials issued through the American Academy of Professional Coders (AAPC). Specialized review classes for the exams are offered through the college. 8.0 CEU

### Blackwood Location

Cost: \$925 (tuition \$691; textbooks \$234)

CE.ALH 008-51 9/8 – 12/22

30 sessions T, R, 6:30-9:30 p.m.

## Administrative Medical Secretarial Program

This 60-hour certificate program is designed for students to prepare for employment as a medical receptionist, medical clerk, or a secretarial position within the medical field. Students will be provided with a basic foundation in the practices and procedures of working in a medical office environment. Areas of study will include basic medical terminology, effective communication skills, telephone techniques, office procedures, and customer service skills. 6.0 CEU

### Blackwood Location

Cost: \$445 (tuition \$152; lab fees \$220; textbook & materials \$73)

CE.ALH 049-51 9/28 – 12/7

20 sessions M, W, 6-9 p.m.

## Pharmacy Technician

This comprehensive course is for those interested in entering the world of pharmacy as a Pharmacy Technician. Upon completion of this course, students will be prepared to sit for the Pharmacy Technician Certification Board exam as well as be in a competitive position to seek employment in the field. Course content will include pharmacy law, interpreting prescriptions and computer entry, defining drugs by brand and generic names, ethics, inventory control, routes of administration, and side effects of medications. This course will also focus on mathematic calculations as they relate to dosage conversions and calculations and IV flow rates. It is suggested that individuals have a high school diploma or GED to enter the program due to the reading and math requirements of the course. Students are asked to bring a calculator to class. 6.0 CEU

### Blackwood Location

Cost: \$795 (tuition \$505; textbooks \$290)

CE.ALH 009-51 9/15 – 11/19

20 sessions T, R, 7-10 p.m.

## Pharmacy Technician Certification Exam Review Course

This one day review preparation course is for those who have completed the Pharmacy Technician program or who have prior pharmacy work experience and are preparing to take the Pharmacy Technician Certification Board exam. The course will focus heavily on pharmacy math, brand/generic drug recognition, and practice exam testing. In addition, many commonly tested areas of general pharmacy



NEW

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knowledge will be reviewed. Students should bring a calculator to class.

**Blackwood Location**

**Cost: \$79**

**CE.ALH 070-01** 10/3

1 session S, 9 a.m. – 4 p.m.

**CE.ALH 070-02** 11/14

1 session S, 9 a.m. – 4 p.m.

## Pharmaceutical Sales Representative

NEW

Physicians and other healthcare professionals depend on pharmaceutical sales representatives to provide them with current information on the medications their company markets. Working in generally defined geographies called territories, sales representatives are responsible for the marketing, servicing, and support of those healthcare professionals in that specific area. This course will be beneficial to those interested in pursuing a sales representative and marketing position as well as those wishing to learn more about the marketing of pharmaceuticals. The course will cover the following topics pharmaceutical corporations, developing expertise in pharmaceutical sales, reading drug studies and reports, pharmaceutical wholesalers, business plans for your territory, group selling, understanding federal and state requirements, and working with physicians to promoting your product. Students should possess a minimum of a high school diploma or GED and a basic knowledge of computer skills prior to enrolling in this course. 3.0 CEU

**Blackwood Location**

**Cost: \$425** (tuition \$122; lab \$125; books \$178)

**CE.ALH 073-51** 9/28 – 11/30

10 sessions M, 7-10 p.m.

## Animal Therapy

See page 52 for course description.

NEW

## CERTIFICATE IN GERONTOLOGY Online Program

With the population aging at a rapid rate, the number of individuals over age 65 will more than double by the year 2020. The demand for knowledgeable care providers to meet the needs of this population will increase dramatically. This certificate will provide individuals with a specialization in the field of gerontology. It is designed to enhance the knowledge and skills of health care professionals such as nurses, social workers, therapists, psychologists, nursing assistants, or any other individuals who work with older adults. (Consists of a total of 10 courses – 4 core and 6 elective)

**Course Number: CE.ONL 319**

**Cost: \$198**

**Core:**

Introduction to Gerontology  
Physiology of Aging  
Mental Health and Aging  
Healthy Aging

**Elective courses:**

Spirituality and Aging  
Pain Assessment and Management in the Older Adult  
Death and Dying  
Sleep and Aging  
The Older Woman  
Elder Abuse

See online course section in this brochure for registration information.

## CERTIFICATE IN PAIN ASSESSMENT AND MANAGEMENT Online Program

Pain assessment and management is a critical part of compassionate and effective patient care. Many providers, patients, families, and regulatory agencies are requiring health care providers to be more accurate with their pain assessment skills and more effective in their pain management strategies. Scientific advancements in the understanding of the mechanisms of pain, multidisciplinary methods of assessment and management, and the improvement of medications to treat pain have contributed to the wealth of knowledge in this area. This certificate program is designed to enhance the knowledge and skills of nurses who work with patients who are in pain. The program will provide sound knowledge about the newest methods of pain assessment and management; build skills and competencies in this area; and enhance your professional knowledge and marketability. The program consists of six courses:

Pain Theory and Assessment Principles

Interventions and Treatment of Pain

Pain Management in the Adult

Pain Management in Special Populations: Children and Elderly

Pain Management in Special Populations: Surgery, Cancer, HIV

Treatment of Pain at the End of Life

**Course Number: CE.ONL 368**

**Cost: \$179**

See online course section in this brochure for registration information.

## CERTIFICATE IN LEGAL AND ETHICAL ISSUES IN NURSING Online Program

**CE.ONL 439**

**Cost: \$179**

## MEDICAL TRANSCRIPTIONIST CAREER CERTIFICATE PROGRAM Online Program

Demand for medical transcriptionists is high, and employers favor transcriptionists who have completed a postsecondary training program such as this one. A Medical Transcriptionist Career Certificate will attest to the fact that you have mastered medical terminology and know how to produce a wide variety of medical reports and documents, including discharge summaries; history and physical examination reports; operative, consultation, and autopsy reports; diagnostic imaging studies; progress notes; referral letters; and more. This 240-hour comprehensive and affordable program will leave you well-prepared to start your own business or seek employment in doctor's offices, hospitals, and medical clinics. This comprehensive program includes an instructor and a transcriber, and all materials. Students should be comfortable with basic computer activities and using the internet. For a course overview, please visit [www.gatlineeducation.com](http://www.gatlineeducation.com).

**CE.ONL 400**

**Cost: \$1,595**

See online course section in this brochure for registration information.

*Allied Health Courses Are Not Eligible for  
Senior Citizen Discount*