

QCC CONTINUING EDUCATION REGISTRATION FORM

Male Female

First Name:

Birth Date:

Zip:

State:

E-mail:

Day Phone: () ()

Session Letter(s) Title

Tuition

\$ _____
\$ _____
\$ 20.00*

Make checks payable to: Queensborough Community College
and Mail to: Office of Continuing Education, Room I-118P
Queensborough Community College, Bayside, NY 11364-1497

* Payable one time per semester.

PAYMENT METHOD: Cash is processed by the Bursar's Office. To expedite registration, please use other payment methods.

Check Bank Check or Money Order Discover

Charge: VISA MasterCard AMEX Discover

Exp. Date: _____

Card # _____
Please include extra numbers found on back of card

Open Registration begins NOW! Register Early!

Registration Info: Your mailed confirmation contains a map, directions, and course location.

Skip Dates: Please note Skip Dates for most courses are indicated on your confirmation letter. Please check your course schedule in the Catalog and with instructor for any additional skip dates not noted on your confirmation letter.

Updates: The Office will send an updated notice for any changes in your schedule & location.

Fees & Discounts: All FREE courses require payment of \$20 registration fee.

OPEN HOUSE: REGISTER NOW! (OHX-SA)
Saturday September 10 @ 10am-noon
Receive 5% Discount on same-day registration
for all eligible tuition-only classes

Many ways to register:

EMAIL-IN QCCContinuingEd@qcc.cuny.edu

Use Registration form with your signed MasterCard, VISA, Discover or Amex authorization.

FAX-IN 718.281.5538

Use Registration form with your signed MasterCard, VISA, Discover or Amex authorization.

MAIL-IN to the address indicated on Registration form

Send registration form to address indicated — with your check or money order (including \$15 registration fee for free courses) payable to Queensborough Community College, or your credit card number.

PHONE-IN 718.631.6343

It takes just 3 or 4 minutes using MasterCard, VISA, Discover or Amex. Please be patient if placed on hold due to volume of calls. Have all information ready for EACH student.

ONLINE REGISTRATION cep.qcc.cuny.edu

NOTE: Certain classes not available for online registration. Please call our office at 718.631.6343 to register. Simple step-by-step process to register with credit card only at any time, any place, 365 – 24/7. For discounts, check, money order, and voucher programs, please contact office directly at 718.631.6343 to register.

Register online and save!
Registering online saves you (do not pay) the \$20 Registration Fee!

WALK-IN Library Building, Room 118P

DAYS ONLY: Monday through Friday, 9am-4:45pm
(Office closed Sept. 5; Oct. 10; Nov. 24 & 25, Dec. 23, 26, 30, and January 2, 2017)

WEB-DOWNLOAD www.qcc.cuny.edu/ContEd

Visit our website and download the registration form in the Bulletin. Then just fax or mail-in per above!

SPECIAL DISCOUNTED PRICING

for applicable/eligible courses on tuition only

5% at initial time of registration for:

- First Time (New) students with QCC Continuing Education
- QCC Alumni with current ID Card (with \$15 registration fee waived)

Seniors 65 and above:

5% for less than \$150; 10% for \$150 and over

Note: Only one discount applicable per registrant. All discounts will be taken on tuition only. Certain programs are exempt from discounts (please refer to page listings). Excludes online courses. Not applicable for web-based registration: must call our office @ 718.631.6343 for discounts.

PAYMENTS

No partial payments accepted. Cash payments no longer available.

PERSONAL CHECKS

Only accepted ten days prior to class start date.

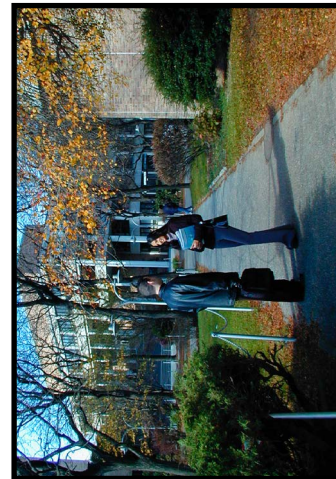
PURCHASE ORDER & VOUCHERS

For Employee Training. Organizations enrolling staff for training and development purposes will be invoiced if a purchase order number is quoted.



OFFICE OF CONTINUING EDUCATION
222-05 56th Avenue
Bayside, New York 11364-1497

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08/2016 010-17



**QUEENSBOROUGH
COMMUNITY COLLEGE**

Pre-College, Continuing Education
& Workforce Development

MEDICAL BILLING & CODING CERTIFICATE Fall 2016

Program Coordinator: Azam Rahman, MD

In the era of technology, there is a rapid change in the Health Care Industry, especially Electronic Health Records, and the Billing & Coding industry. After the implementation of ICD-10-CM and ICD-10-PCS there will be a huge new job market for new students and will also create new job opportunities to the workers who are already in the Billing & Coding business. This new program will prepare new personnel for industry and also focus the current industry workers to prepare the students for the prestigious coding certification exam.

A program certificate is awarded for satisfying all program requirements: Complete 4 required & 2 elective courses (of the 6 classes listed).



**SNAP THE SQUARE
FOR THE
FALL 2016 CATALOG**



**The Office of Continuing Education
Queensborough Community College**

222-05 56th Ave., Bayside, NY 11364-1497

▶ Medical Billing & Coding Certificate

REQUIRED COURSES

Medical Billing Introduction & Computer Practice Management

with Job Search Preparation

Azam Rahman, MD

Learn the fundamentals of Medical Office Billing with the hands-on management of a medical practice using the **Medisoft Advanced Patient Accounting** software. Simulate an on-the-job setting with an in-depth look into the business practices of a successful medical practice. Topics include: setting up and managing a medical practice, using the universal coding system to prepare medical claims to third party payers, government and insurance regulations, maintaining good patient medical and financial records.

To fully prepare the student for successful and professional marketing objectives, this course continues with additional focus on the challenges of the job interview and establishing a top-notch resume and effective cover letter, along with follow-up procedures for job interviews and salary negotiation. **Required Textbook:** *Computers in the Medical Office (8th edition)* by Susan M. Sanderson, available at the QCC Bookstore.

This course will count toward 1 Required & 1 Elective in this certificate program.

Recommended for class: Basic computer skills, USB 2.0 “thumb drive” device.

MBX-125 10 sessions (35 hours) / \$795 / Thurs, 6-9:30pm, Sept. 29-Dec. 8 (skip 11/24)

4 classroom sessions: Sept. 29-Oct. 20

4 computer lab sessions: Oct. 27-Nov. 17

2 Job Search sessions: Dec. 1 & 8

Medical Terminology and Systems I & II

Sergeo Guilbaud, MHA, Education Director, L.I. College Hospital

Attain a thorough knowledge in basic medical terminology through a study of root words, prefixes, and suffixes to explain and describe the human body. Learn common abbreviations used in labs and for diseases, with a focus on correct pronunciation, spelling and use of medical terms. This is the backbone of all allied health courses. **Required Textbook:** *Medical Terminology for Health Professions (8th edition)* by Ann Ehrlich, available at the QCC Bookstore.

MBX-126 8 sessions (16 hours) / \$275 plus \$10 payable at first class meeting / Wed, 7-9pm, Oct. 19-Dec. 7

ICD Coding 10

Azam Rahman, MD

Focus on diagnostic coding through use of the International Classification of Diseases, Clinical Modification system. Course completion in conjunction with the CPT coding course (MBX-103) (listed below) enables obtaining maximum reimbursements on claims. **Required Manuals:** ICD-10 CM 2016 & ICD-10 PCS 2016, available at the QCC Bookstore.

MBX-104 8 sessions (24 hours) / \$345 / Fri, 6:15-9:15pm, Oct. 7-Dec. 9 (skip 10/14, 11/25)

CPT Coding

Warren J. Goodman, DPM

Learn the universal medical coding system to select the correct procedural code(s) for bill submission to maximize reimbursement. **Required Manual:** CPT Manual 2016 AMA, available at the QCC Bookstore.

MBX-103 8 sessions (24 hours) / \$345 / Wed, 6-9pm, Oct. 19-Dec. 7

ELECTIVE COURSES

Medical Claims Problem Solving

Diane T. Oteri-Harkins, RN, BSN

A “must” for healthcare facilities as the link between the medical provider and the insurance carrier. Learn to prevent common reasons claim payment is delayed, reduced, or denied, and proper strategies to resolve disputes. **No Textbook Required.**

MBX-120 6 sessions (18 hours) / \$265 / Wed, 6:30-9:30pm, Nov. 2-Dec. 7

Anatomy and Physiology

Azam Rahman, MD

Understand the location and functions of the organs of the human body organ. Learn about the body system, including how the cardiovascular, nervous, and digestive systems work together, and some common conditions of the human body. Topics covered include the body cavities, body planes and directions, respiratory, urinary, endocrine, lymphatic, and reproductive systems. This course is helpful to understand ICD-10 (*MBX-104: Required course previous page*).

Required Textbook: *Fundamentals of Anatomy & Physiology (4th edition)* by Donald C. Rizzo, available at the QCC Bookstore.

MBX-101 6 Sessions (24 hours) / \$345 / Tues, 5:30-9:30pm, Oct. 18-Nov. 22

Introduction to Pharmacology

Roya Songhorian, Pharm-D, RPH

Learn definition of key pharmacology terms; classification of drugs based on preparation; types and uses of drugs; system of measurement of medication; federal laws concerning the 5 levels of controlled substances and OSHA regulations; and; reaction of drugs. **No Textbook Required.**

MBX-108 4 sessions (16 hours) / \$265 / Sat, 9:30am-1:30pm, Oct. 1-22

Electronic Health Records (EHR) & Health Information Data Management

Natalya Margolina, MA

Students will explore the new technology in Electronic Health Records, and they will benefit from hands-on software in industry, including standard electronic health records, medical office management, billing, and coding. Class will be held in computer lab: please bring your own Flash Drive to class to save your in-class work. **Required Textbook:** *Electronic Health Records* with software (3rd edition) by Byron Hamilton, available at the QCC Bookstore.

MBX-005 6 sessions (18 hours) / \$345 / Sat, 9:30am-12:30pm, Oct. 29-Dec. 10 (skip 11/26)

Cultural Competency in Health Care

Azam Rahman, MD

In order to meet the needs of an increasingly diverse patient population, healthcare providers must understand how cultural forces influence health perceptions. Learn how to produce healthcare providers who understand the role of culture in health care practice, and are equipped with the skills necessary to assess and navigate their profession with cultural awareness and responsiveness. **No Textbook Required.**

MBX-006 4 sessions (12 hours) / \$205 / Mon, 6-9pm, Oct. 17-Nov. 7

The below classes are designed specifically for taking the Review Sessions & Certification Exams

The Review Sessions are open for both Continuing Education students and any other student(s) interested in attending these sessions.

The Review Session tuition is not part of this Medical Billing & Coding Certificate program.

Students must pay certification fees to the respective exam-conducting bodies listed.

REVIEW SESSIONS for CERTIFICATION EXAMS

Conducted by certified instructors, who are very experienced in their respective fields. Students will be prepared for high yield topics and drilled with questions, and case abstraction form coding.

for CBCS Exam (NHA): Certified Billing & Coding Specialist

National Healthcareer Association

MBX-007 SA **Review Session:** 1 session (5 hours) / \$75 Sat, 9am-2pm, Nov. 12

MBX-007 SP-NHA **Exam:** 1 session (2 hours) / \$25 Sat, 2:30-4:30pm, Nov. 12 plus \$105 additional Exam Fee payable directly to NHA when registering on date of exam

for CPC Exam: Certified Professional Coder

AAPC-American Academy of Professional Coders

MBX-009 SA **Review Session:** 2 sessions (10 hours) / \$150 Sat, 9am-2pm, Dec. 3 & 10

NOTE: Exam is held off-campus @ \$325 additional fee to AAPC when register directly on their website. AAPC administers this exam.

NOTE:

This updated Medical Billing & Coding Certificate became effective February 2016. Students enrolled in the original Medical Office Biller Certificate prior to Spring 2016 may contact the Program Coordinator, Dr. Azam Rahman via email (arahman@qcc.cuny.edu) to discuss opportunities to complete these Certificate program(s).

HELENA RUBINSTEIN FOUNDATION

Scholarships Available to Continuing Education Students Inquire when Registering

The Helena Rubinstein Foundation is offering competitive scholarships to students enrolling in vocational, non-credit programs who have not earned an Associate or Bachelor degree. Applications are available through the Continuing Education Office or through your program coordinator. Please contact the Office of Continuing Education @ 718.631.6343 for scholarship details and application.

DUE DATE: Mid-August 2016