

HEALTH

Health Information Clerk

Prepares students for technical positions in health information management departments, physician offices, long-term care, home health, and other healthcare settings. Learn to evaluate medical records according to established standards, manage the usage and release of health information, data entry, coding of records, compiling statistics, reimbursement, billing, and reporting. Prerequisite: Medical Terminology–Online, 16 hrs, 2/1-3/1 (first night on campus, 6-8pm)—not included in fee. Textbooks in college bookstore. (36 hrs, 3.6 CEUs)

- ▶ 3/1-4/7, Monday & Wednesday, 6-9pm, 12 sessions. \$649. EYK 581 231-2

Health Information Coding Specialist

Learn to analyze inpatient and outpatient health records to abstract information as needed to assign accurate IDC-9 and CPT codes. Identify principal diagnoses/procedures to evaluate the accuracy of data submitted to fiscal agencies. Understand reimbursement processes and compliance programs. Prerequisites: Medical Terminology–Online, 16 hrs, 2/1-3/1 (first night on campus, 6-8pm) and Medical Coding and Billing, 72 hrs, 3/2-5/20 both of which are included in fee. Textbooks in college bookstore. (121 hrs, 12.1 CEUs)

Instructor: Cathy Flowers

- ▶ 2/1-3/1, 16 hrs online, Monday, 2/1, 6-8pm, on campus
3/2-6/29, Tuesday & Thursday, 6-9pm, 35 sessions. \$1549.
EYK 582 231-2



LPN Refresher Course–Theory/Clinical

Designed for the licensed practical nurse who is not in active practice and wishes to update their theoretical knowledge and clinical skills to return to clinical practice. Theory instruction (64 hours) offered as self-study with instructor facilitation. Review/update of clinical knowledge and skills (64 hours) done on-site in Seaford, DE. Textbook in college bookstore. Prerequisites: Practical Nurse Program graduate with a PN license. Required prior to first class, 3/1/10–background check, drug screen, physical, TB test and CPR. \$70 fee for criminal background check and drug screening not included in tuition.

(128 hrs, 12.8 CEUs)

Instructor: Nancy Henry, MSN,BSN,RN

- ▶ 3/1-5/28, Monday thru Friday, 8am-5pm, 16 sessions. \$1750. EYK 234 2B1

LPN Refresher Course - Continuing Education

Designed for any nurse wishing to renew their license. Must complete 24 hours of continuing education. (24 hrs, 2.4 CEUs)

Instructor: Nancy Henry, MSN,BSN,RN

- ▶ 3/1-5/21, Monday, 9am-noon, 8 sessions. \$335. EYK 206 2B1

LPN Refresher Course–Theory

Designed for the licensed practical nurse who wishes to update their theoretical knowledge. (64 hrs, 6.4 CEUs)

Instructor: Nancy Henry, MSN,BSN,RN

- ▶ 3/1-4/30, Monday thru Thursday, 8am-5pm, 8 sessions. \$895.
EYK 204 2B1

LPN Refresher Course–Skills

Designed for the licensed practical nurse who wishes to update their clinical skills. (24 hrs, 2.4 CEUs)

Instructor: Nancy Henry, MSN,BSN,RN

- ▶ 5/3-5/21, Wednesday, 8am-5pm, 3 sessions. \$335. EYK 205 271-2

LPN Refresher Course–Clinical

Designed for the licensed practical nurse who wishes to update their clinical skills in order to return to clinical practice. Prerequisites: LPN Refresher Theory and LPN Refresher Skills. (40 hrs, 4 CEUs)

Instructor: Nancy Henry, MSN,BSN,RN

- ▶ 5/24-5/28, Monday thru Friday, 8am-5pm, 5 sessions. \$565.
EYK 207 271-3

Medical Coding and Billing

Utilize basic medical billing terminology to understand the medical insurance claims process and reimbursement procedures. Learn to identify and properly use the special terms, marks, abbreviations, and symbols used in the ICD-9 coding system. Accurately code all diagnosis by reading the source document. Focus on procedural (CPT) coding used in the physician office system. Bring medical dictionary to class. Required textbook available in college bookstore. Prerequisite: Medical Terminology–Online, 16 hrs, 2/1-3/1 (first night on campus, 6-8pm). Not included in fee. No class 4/1. (72 hrs, 7.2 CEUs)
Instructor: Cathy Flowers

- ▶ 3/2-5/20, Tuesday & Thursday, 6-9pm, 24 sessions. \$945. EYK 583 231-2

Medical Terminology–Online

Course presents a study of basic medical terminology: prefixes, suffixes, word roots, combining forms, special endings, plural forms, abbreviations, and symbols. Class will meet the first night on campus from 6-8pm. (16 hrs, 1.6 CEUs)
Instructor: Nancy Henry, MSN,BSN,RN

- ▶ 2/1-3/1, online–Monday, 2/1, 6-8pm, on campus, \$205. EYK 252 2B1

Medical Transcriptionist

Gain basic knowledge, understanding, and skills required to transcribe medical dictation with accuracy, clarity, and timeliness. Includes medical terminology, human anatomy and physiology. Learn word processing, dictation, transcription equipment, correct English usage, how to format medical documents, and apply ethics in medical transcription practices. Prerequisite: Medical Terminology–Online, 16 hrs, 2/1-3/1 (first night on campus, 6-8pm) included in fee. Textbooks in college bookstore. (61 hrs, 6.1 CEUs)

- ▶ 2/1-3/1, online–16 hrs, Monday, 2/1, 6-8pm, on campus
3/3-4/21, Monday & Wednesday, 6-9pm, 15 sessions. \$779.
EYK 584 231-2

Nurses' Assistant Certificate Program

155 hour course teaches the student to safely perform basic nursing skills under the supervision of a licensed nurse. Student will be qualified to take the Nurse Aid Competency Exam for certification. Fee includes book. Does not include \$99 exam fee or \$70 criminal background/drug screening check. Class will be held at Atlantic Shores, Millsboro, DE. (155 hrs, 15.5 CEUs)

- ▶ 2/8-4/19, Monday, Tuesday & Thursday, 5-10:30pm, 31 session. \$1,550. EYK 200 271-2
- ▶ 4/12-6/22, Monday, Tuesday & Thursday, 5-10:30pm, 31 session. \$1,550. EYK 200 272-2

Pharmacy Technician Info Night

Come join us for a free detailed info session on the requirements, course content, and what is expected to successfully complete the Pharmacy Technician program. (2 hrs)

- ▶ 1/11, Monday, 6-8pm, 1 session. Free. ENK 285 231-2

Pharmacy Technician

Learn to help the pharmacist package or mix prescriptions, maintain client records, refer clients to the pharmacist for counseling, assist with inventory control and purchasing, payment collection and billing coordination. This course combines 182 hours of classroom instruction with a 120-hour externship to provide you with a complete learning experience. Textbook included. Prerequisite: minimum age 18 and high school completion or its equivalent prior to externship placement. No class 5/31. (186 hrs, 18.2 CEUs)

Instructor: Debbie Kemp

- ▶ 2/22-8/30, Monday & Wednesday, 6-9:30pm, 53 sessions. \$2620. EYK 579 231-2



Polysomnography Certificate Training Info Night

Free detailed info session on the requirements, course content, and what is expected to successfully complete the Polysomnography Certificate Program. (2 hrs)

Instructor: Steve Conley

- ▶ 1/20, Wednesday, 6-8pm, 1 session. Free. ENK 287 231-2
- ▶ 4/14, Wednesday, 6-8pm, 1 session. Free. ENK 287 232-2
- ▶ 5/19, Wednesday, 6-8pm, 1 session. Free. ENK 287 233-2
- ▶ 6/23, Wednesday, 6-8pm, 1 session. Free. ENK 287 231-3

Polysomnography Certificate Training

Students prepare to work as trainees with sleep technologists in the performance of diagnostic sleep studies required for the evaluation and treatment of sleep disorders. The training includes 48.25 didactic classroom hours, 26.75 hours of practice sessions, 4 hours of CPR/ Basic Life Support (BLS) training and 5 hours of review, exam preparation and final exam. Classroom, CPR, and exam sessions at the Owens Campus. Practice sessions (clinical) at a local sleep disorder facility. (84 hrs, 84 CEUs)

Instructor: Steve Conley

- ▶ 2/15-2/26, Monday thru Friday, 8:30am-5pm, 10 sessions. \$2,719. EYK 580 201-2
- ▶ 3/15-3/26, Monday thru Friday, 8:30am-5pm, 10 sessions. \$2719. EYK 580 202-2
- ▶ 6/14-6/25, Monday thru Friday, 8:30am-5pm, 10 sessions. \$2719. EYK 580 201-3
- ▶ 7/19-7/30, Monday thru Friday, 8:30am-5pm, 10 sessions. \$2719. EYK 580 202-3

Veterinary Assistant Training Certificate Program

Learn basic concepts and skills in the area of anatomy/physiology, animal health and disease, laboratory procedures, nursing care, and surgical assisting. Focus will be on the companion animal (dog/cat) however, a wide variety of other species, such as horses, livestock, and exotic animals will also be covered. This course consists of 69 hours of classroom instruction and a 60-hour externship at an approved veterinary facility. The externship will provide the student the opportunity to apply the skills and theories they have learned in the classroom. Textbook available in college bookstore. (129 hrs, 12.9 CEUs)

Instructor: Valerie Quillen

- ▶ 3/9-8/10, Tuesday, 6-9:30pm, 23 sessions. \$2150. EYK 208 231-2