

# Professional Growth For Healthcare Employees



**Bryant & Stratton College**



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BRYANT & STRATTON COLLEGE LOCATIONS

THE PROFESSIONAL SKILLS CENTER:



To stay current with the **rapidly** changing healthcare industry, you need the skills and knowledge provided by training and continuous education. The Professional Skills Center offers training solutions and professional development programs for medical billers, coders, physician office staff, hospital staff and all other healthcare professionals. At the Professional Skills Center, we feature:

- Continuing education for your credential requirements
- Customized training programs to help you get results
- Comprehensive learning solutions that meet a variety of your training needs



### New York

**Albany**  
1 Winners Circle  
Colonie, NY 12205  
518.437.1802

**Buffalo**  
465 Main St.  
Buffalo, NY 14203  
716.884.9120

**Greece**  
150 Bellwood Dr.  
Rochester, NY 14606  
585.720.0660

**Henrietta**  
1225 Jefferson Rd.  
Rochester, NY 14623  
585.272.7200

**Syracuse/Downtown**  
953 James St.  
Syracuse, NY 13203  
315.472.6603

**Southtowns**  
200 Redtail  
Orchard Park, NY 14127  
800.836.5627

**Syracuse**  
8687 Carling Rd.  
Liverpool, NY 13090  
315.622.7430

### Ohio

**Cleveland/Downtown**  
1700 East 13th St.  
Cleveland, OH 44114  
216.771.1700

**Eastlake**  
35350 Curtis Blvd.  
Eastlake, OH 44055  
216.510.1112

**Parma**  
12955 Snow Rd.  
Parma, OH 44130  
216.265.3151

### Virginia

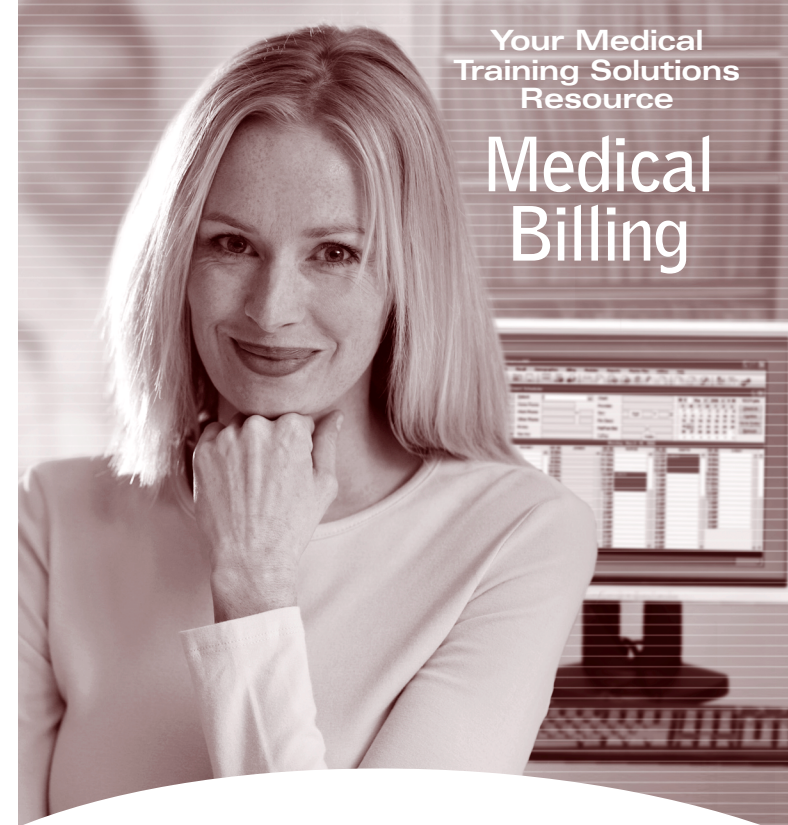
**Richmond**  
8141 Hull Street Rd.  
Richmond, VA 23235  
804.745.2444

**Virginia Beach**  
301 Centre Pointe Dr.  
Virginia Beach, VA 23462  
757.499.7900

### Wisconsin

**Milwaukee**  
310 W. Wisconsin Ave.  
Suite 500 East  
Milwaukee, WI 53203  
414.276.5200

**Milwaukee**  
10950 West Potter Rd.  
Wauwatosa, WI 53226  
414.259.9000



Your Medical  
Training Solutions  
Resource

# Medical Billing

**PROFESSIONAL SKILLS CENTER**  
Bryant & Stratton College

[www.psctraining.com](http://www.psctraining.com)

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## Delivering the Results

Outcomes are what training is all about, and the Professional Skills Center **ensures** your training dollars are well-spent by helping you pass the Medical Billing certification exam. Best of all, **our help does not end when the training is over:**

- Certification exam preparation courses that help you obtain needed **professional** credentials
- Continuing education courses help you fulfill your ongoing professional CE requirements and advance in your career
- Post training tip-sheets provide easy-to-reference terms and concepts

## Providing Hands-on Training

As a division of Bryant & Stratton College, the Professional Skills Center has a wide variety of healthcare-related courses and training solutions. We use a practical, hands-on approach, combining real-life examples and the latest technology to make learning easier. Offered through open enrollment the Professional Skills Center's courses provide you with convenient advantages:

- A variety of **training delivery approaches that include classroom and online courses**
- A comfortable learning environment
- The ability to apply your skills as a medical biller

## Value-Added Features:

In addition to superior training, the Professional Skills Center also offers these valuable features at no extra cost:

- Class re-take guarantee if you do not pass the certification test
- Current student discounts off your first continuing education course taken after completion of any PSC certification prep program
- Current student discounts off any online professional development course taken within 12 months of a PSC program
- Readiness exams to ensure thorough preparation for certification or licensure

To learn more about upcoming courses and customized training solutions offered through the Professional Skills Center, contact the Bryant & Stratton location nearest you, or visit our website: [www.psctraining.com](http://www.psctraining.com).

## MEDICAL BILLING – Physician Practice and Hospital

This course of study prepares participants for employment as entry-level medical billers in a physician practice, hospital, or clinic.

### Program Components:

#### Medical Terminology and Essentials of Anatomy CE 201

In this course you will learn about the language of medicine and how to apply these terms in a professional manner. In addition you will learn how to identify body sites and organ systems.

After completing this 60 hour course you will be able to:

1. Build analyze and define medical words
2. Identify bodily organs and structures
3. Discuss how bodily systems are interrelated
4. Relate anatomical terms to bodily systems

#### Microsoft Office Productivity CE 204

Students will create a document, organize files, work with Windows Messenger, create an efficient work environment, work with media, clean up their system, and find information on the Internet.

Upon completion of this 12 hour course, participants will be able to:

1. You will organize the contents of your hard drive by using Windows Explorer
2. You will create an efficient work environment by using the Control Panel and Accessibility programs
3. You will perform a variety of media tasks by using the Help and Support Center and Media Player
4. You will find information on the Internet by using Internet Explorer
5. You will create, edit, and enhance standard business documents

#### Ethics & Confidentiality Seminar CE 209

In this course, you will learn about issues that are critically important to healthcare professionals.

After completing this 3 hour course, students will be able to:

1. Explain why the knowledge of ethical behavior is important in the healthcare setting
2. Understand the consequences of illegal and unethical behavior
3. Demonstrate ethical and legal methods for documenting confidential information

#### Customer Service for Healthcare Providers CE 922H

In this course, students will learn how to make each patient/ employee interaction a positive and memorable experience for everyone concerned. See how to build loyalty with both internal and external customers.

After completing this 4 hour course, students will be able to:

1. Identify specific behaviors that create a positive, memorable experience
2. Find ways where patient loyalty pays off
3. Determine key components of quality patient service
4. Identify next steps in making excellent service a profitable priority

#### Introduction to Medical Coding CE 221

In this course, students will learn the principles and procedures of coding documentation.

After completing this 51 hour course, you will be able to:

1. Apply medical terminology and anatomy together with coding practice
2. Show an understanding of coding documentation, principles, and procedures

#### Reimbursement CE 228

In this course, you will learn about the real life complexities of the reimbursement cycle.

After completing this 44 hour course, students will be able to:

1. Show an understanding of basic medical insurance reimbursement terminology
2. Demonstrate knowledge of commercial carriers— Blue Cross/Blue Shield, Medicare, Medicaid etc.
3. Show effective patient communication skills

#### Electronic Billing Practicum CE 229

In this course, students will get hands-on experience with medical software for data-entry and management.

After completing this 24 hour course, you will be able to:

1. Schedule appointments
2. Gather and record patient information
3. Record and enter diagnosis and procedure codes for services given to patients

#### Billing Certification Review CE 224

In this course students will prepare for the national exam to obtain a Certification as a Certified Medical Billing Specialist (CMBS) through the Medical Association of Billers (MAB). Topics included in this 12 hour course: reimbursement procedures, ICD9 and CPT, claim forms as well as Fraud and Abuse.

Medical Billing Boot Camps available for experienced billers and coders to prepare for Certified Medical Reimbursement Specialist, the American Medical Billing Association (AMBA) biller certification exam.

(Not all courses offered at all locations.)

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