



Bryant & Stratton College



Bryant & Stratton College

PROFESSIONAL SKILLS CENTER LOCATIONS

Albany, NY

1 Winners Circle
Colonie, NY 12205
(518) 437-1802

Getzville, NY

2350 North Forest Road
Getzville, NY 14068
(716) 691-0012

Parma, OH

12955 Snow Road
Parma, OH 44130
(216) 265-3151

Milwaukee, WI

10950 West Potter Road
Wauwatosa, WI 53226
(414) 259-9000

Richmond, VA

8141 Hull Street Road
Richmond, VA 23235
(804) 745-2444

Henrietta, NY

1225 Jefferson Road
Rochester, NY 14623
(585) 272-7200

Syracuse, NY

953 James Street
Syracuse, NY 13203
(315) 472-6603

Virginia Beach, VA

310 Centre Pointe Drive
Virginia Beach, VA 23462
(757) 499-7900

PROFESSIONAL SKILLS CENTER
Bryant & Stratton College

hrsolutions.bryantstratton.edu

THE PROFESSIONAL SKILLS CENTER:

Your
Medical
Training
Solutions
Resource



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PROFESSIONAL SKILLS CENTER
Bryant & Stratton College

Professional Growth for Your Healthcare Employees



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

- Continuing education for credential requirements
- Customized training programs to help employees achieve and sustain results
- Comprehensive learning solutions that meet a variety of your training needs

Detailing the Needs

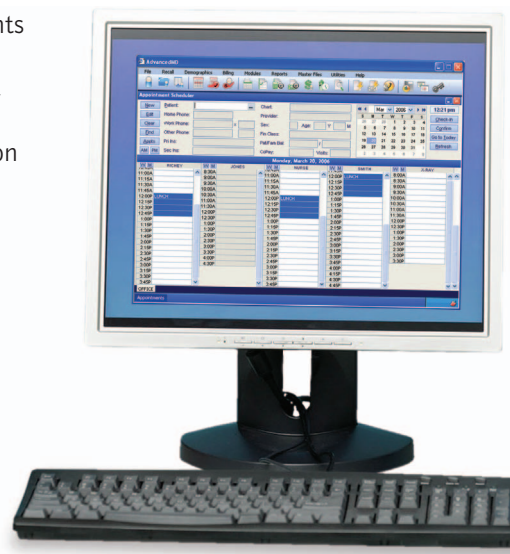
The Professional Skills Center at Bryant & Stratton College is an outcomes-based training institution. Beginning with the end-results in mind, we:

- Administer pre-assessments to determine current employee knowledge of course material
- Evaluate employee skills and competencies to determine training requirements
- Leverage research results to develop customized training solutions designed to drive business success

Delivering the Results

Outcomes are what training is all about, and the Professional Skills Center insures your training dollars are well-spent by increasing employee productivity, improving morale, and reducing costly turnover. Most importantly, our support does not end when the training is over:

- Immediate post-training assessments detail what employees have learned and provide customized individual action-plans
- Follow-up post-assessments reinforce key concepts to sustain peak productivity, ensuring employees are performing at agreed upon expectations
- Post training tip-sheets provide easy-to-reference terms and concepts for top-of-mind awareness



Providing the Hands-on Training



As a division of Bryant & Stratton College, the Professional Skills Center offers a complement of healthcare-related courses and training solutions in conjunction with its comprehensive Allied Health degree and diploma programs. Utilizing a practical, hands-on approach, our courses combine real-life examples and cutting edge technology to make learning more relevant, understandable, and applicable. Offered through open enrollment and company-sponsored programs, the Professional Skills Center's courses provide your employees with convenient advantages:

- Certification exam preparation courses that enable employees to obtain critical technical credentials
- Continuing education courses to help employees fulfill their ongoing professional CE requirements
- Measurable outcomes for training programs
- Diverse delivery solutions that include classroom and online training
- A comfortable learning environment to meet individual and corporate needs
- The ability to apply skills to multiple positions within the healthcare industry

Customizing the Training



To serve your needs, The Professional Skills Center goes beyond continuing education with training programs designed for the unique and changing needs of your healthcare organization. Working in partnership with nationally recognized training leaders, PSC offers:

- Courses and workshops that help your healthcare organization promote teamwork, improve customer service, and create a clear pathway for managers to develop into exceptional leaders
- Customized training on the software used throughout the healthcare industry

Value-Added Features

In addition to superior training, the Professional Skills Center also offers these value-added features:

- Class re-take guarantee if certification outcomes are not met
- Current student discounts off first continuing education course taken after completion of any certification prep program taken with PSC
- 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
- Corporate tiered-pricing
- Flexible class delivery at your location or ours

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: hrsolutions.bryantstratton.edu.

The Professional Skills Center at Bryant & Stratton College Healthcare Series

MEDICAL BILLING

Physician Practice or 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
- Essentials of Anatomy
- Ethics & Confidentiality
- Introduction to Coding
- Reimbursement
- Electronic Billing Practicum
- Hospital Billing Overview
- Customer Service for Healthcare Providers
- Certified Medical Billing Specialist

MEDICAL TRANSCRIPTION

This course of study prepares participants for employment as medical transcriptionists interested in home-based as well as professional transcription services and physician practices.

Program Components:

- Medical Terminology
- Essentials of Anatomy
- Ethics & Confidentiality Seminar
- Transcription Practicum (will include Mechanics & Usage)
- Customer Service for Healthcare Providers

MEDICAL CODING

Physician Practice or Hospital

Participants are prepared for employment as entry-level coders, Certified Professional Coders, coding specialists, or to become eligible to sit for the national AAPC Certified Professional Coding exam.

Program Components (note all components apply to all programs):

- Medical Terminology
- Essentials of Anatomy
- Ethics & Confidentiality Seminar
- Introduction to Medical Coding
- AAPC Professional Medical Coding Curriculum
- Certified Coding Specialist Prep Course
- Certified Professional Coder-Hospital Review Class
- Customer Service for Healthcare Providers

MEDICAL OFFICE CLERICAL

Students are trained as entry-level medical secretaries

Program Components:

- Medical Terminology
- Medical Office Procedures
- Retooling for a new career

(Not all courses offered at all locations)

