

# Continued 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 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 transcriptionists, 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**

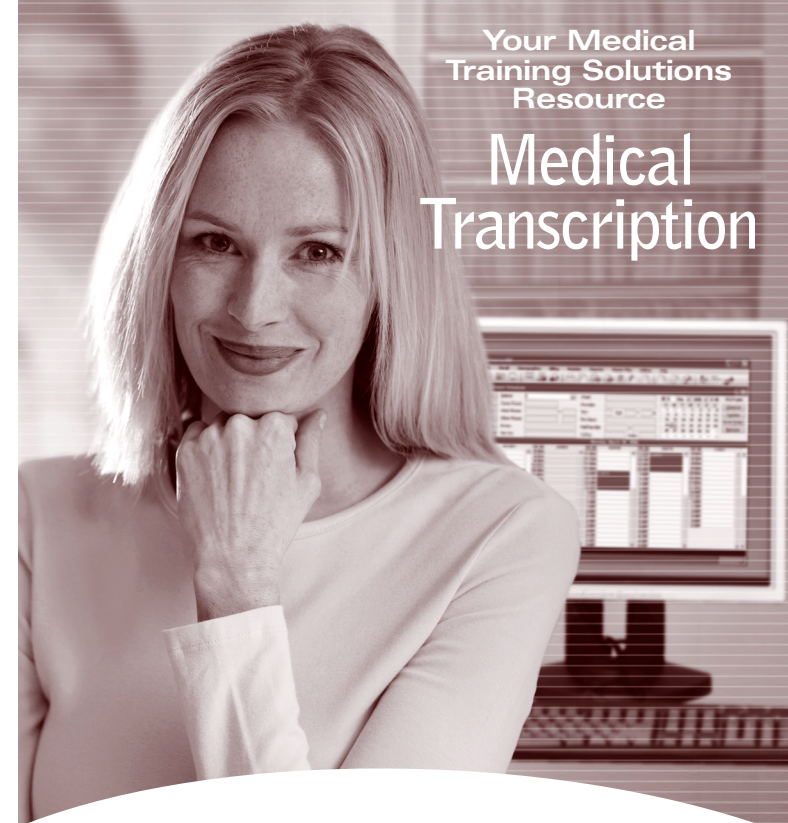
**Richmond**  
8141 Hull Street Rd.  
Richmond, VA 23235  
804.745.2444

**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 Transcription**

**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 attain employment as a medical transcriptionist. Best of all, **our help does not end when the training is over:**

- Immediate post-training assessments explain what you have learned and provide personal action-plans
- Follow-up post-assessments help you remember key concepts to sustain your peak productivity
- 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:

- Certification exam preparation courses that help you obtain needed professional credentials
- Continuing education courses to help you fulfill your ongoing professional CE requirements
- A variety of programs that include classroom and online training
- A comfortable learning environment
- The ability to apply your skills as a medical transcriptionist

## Value-Added Features:

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

- 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 TRANSCRIPTION – Physician Practice and Hospital

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 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 students will be able to:

1. Organize the contents of your hard drive by using Windows Explorer
2. Create an efficient work environment by using the Control Panel and Accessibility programs
3. Perform a variety of media tasks by using the Help and Support Center and Media Player
4. Find information on the Internet by using Internet Explorer
5. 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

Make each patient interaction a positive, memorable experience for everyone concerned. See how to build loyalty with internal as well as 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 patient service a profitable priority

#### Transcription Practicum CE 234

In this course, students will be provided with the hands-on experience needed to master the art of medical transcription.

After completing this 68 hour course, students will be able to:

1. Demonstrate an understanding of medical transcription equipment and the transcription process
2. Show a mastery of language, editing, proofreading, final revisions and using reference materials

(Not all courses offered at all locations.)

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