According to the U.S. Bureau of Labor Statistics, the medical records & health information (technicians) field is anticipated to grow 49% by 2010. 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 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
    - 414.299.9000

**Your Medical Training Solutions Resource**

**Medical Coding**

[www.psctraining.com](http://www.psctraining.com)
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 national certification exam(s) for professional coders. 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 coder

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.

MEDICAL CODING – Physician Practice and Hospital
This course of study prepares participants for employment as entry-level medical coders, Certified Professional Coders, or Certified Coding Specialists.

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:
- Build analyze and define medical words
- Identify bodily organs and structures
- Discuss how bodily systems are interrelated
- 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.

After completing this 12 hour course, participants will be able to:
- Organize the contents of your hard drive by using Windows Explorer
- Create an efficient work environment by using the Control Panel and Accessibility programs
- Perform a variety of media tasks by using the Help and Support Center and Media Player
- Find information on the Internet by using Internet Explorer
- 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:
- Explain why the knowledge of ethical behavior is important in the healthcare setting
- Understand the consequences of illegal and unethical behavior
- 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:
- Identify specific behaviors that create a positive, memorable experience
- Find ways where patient loyalty pays off
- Determine key components of quality patient service
- 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:
- Apply medical terminology and anatomy together with coding practice
- Show an understanding of coding documentation, principles, and procedures

AAPC Professional Medical Coding CE 239
This comprehensive medical coding curriculum is the official instructional program of the American Academy of Professional Coders and culminates in the national certification examination for Certified Professional Coders (CPC).

After completing this 86 hour course, you will be able to:
- Take the national certification examination: professional coding for physicians
- Obtain a working knowledge of ICD-9-CM Diagnostic Coding, CPT-4 Procedural Coding and HCPCS Supply Coding
- Demonstrate an understanding of Medicare law and guidelines, plus physician documentation requirements

Certified Coding Specialist Prep Course CE 279
In this course, students will be prepared for the national certification examination by AHIMA for a Certified Coding Specialist for inpatient hospital services.

After completing this 90 hour course, you will be able to:
- Demonstrate an understanding of facility-based diagnosis and procedural coding
- Show an understanding of ICD-9-CM conventions, plus coding guidelines related to sequencing of diagnosis and procedures
- Exhibit the skills required to complete a comprehensive review of a medical record according to the UHDDS and Coding Clinic

Certified Professional Coder – Hospital Review Class CE 239HR
In this course, credentialed coders will be prepared for the national certification exam for Certified Professional Coders—Hospital, the outpatient facility credential.

After completing this 12 hour course, you will be able to:
- Take the national certification examination for professional coding for outpatient hospital coding
- Develop a working knowledge of ICD-9-CM procedural coding and diagnostic coding, ASC and hospital billing differences, charge master descriptors, and unbundling coding issues

Includes 24 total hours for pre-approved 24 CEU’s from AAPC. Specialty Medical Coding Boot Camps available for Credentialing Coders.

(Not all courses offered at all locations.)