

New Hours & Prices

Messick

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ADULT EDUCATION CENTER Careers & Technology Department Medical Technology Schedule

703 South Greer Memphis, TN 38111 901-416-4840

<http://www.mcsk12.net/schools/messickvotech.vt/messick.html>

Fall 2014

August 4-December 19, 2014

- Session #1: August 4-September 30, 2014
- Session #2: October 20- December 19, 2014

Holidays

- Labor Day- Sept. 1, 2014
- Fall Break—Oct. 6-10, 2014
- Veterans Day—Nov. 11, 2014
- Thanksgiving Holiday—Nov. 26-28, 2014
- Christmas Holiday—Dec. 22, 2014 - Jan. 2, 2015
- Items in *ITALIC* indicates **NIGHT CLASSES**

Registration begins **JULY 28-AUGUST 15, 2014**

- Tuition fees do not include textbooks, supplies or materials.
- Textbooks must be paid for in CASH.
- **NO REFUNDS** unless class is canceled due to insufficient enrollment.
- Accredited by the Southern Association of Colleges and Schools.
- Some courses may require more than one session to complete certificate requirements. Please refer to individual course descriptions available in the office.
- **Costs and class schedule are subject to change.**

MEDICAL COURSES	DAYS	TIMES	DATES	TUITION
Medical Insurance Billing & Coding (120 hours)	M/W	12:00-3:00	Sept. 8, 2014	\$385
	<i>M/W</i>	<i>5:30-8:30</i>	Sept. 8, 2014	
	T/TH	12:00-3:00	Sept. 9, 2014	
Medical/Conversational Spanish I, II & III (32 hours each level)	<i>M</i>	<i>5:30-7:30</i>	Session 1,2	\$105 each level
Medical Transcription I & II (32 hours each level)	M/W	9:00-11:00	Session 1, 2	\$105 each level
MediSoft—Computers in the Medical Office (42 hours)	M/W	12:00-3:00	TBA	\$175
	<i>M/W</i>	<i>5:30-8:30</i>		
Anatomy & Physiology (64 hours)	T/TH	9:00-11:00	Session 1,2	\$210
Anatomy & Physiology (64 hours)	<i>TH</i>	<i>5:30-8:30</i>	<i>Aug 5-Dec 9</i>	<i>\$210</i>
Medical Terminology (64 hours)	<i>M</i>	<i>5:30-8:30</i>	<i>Aug 4-Dec 8</i>	\$210
	T/TH	11:45-1:45 1:45-3:45	Aug 5-Dec 11	
Pharmacology (54 hours)	<i>TH</i>	<i>5:30-8:30</i>	<i>TBA</i>	<i>\$210</i>

*There is a medical lab fee for all medical courses.

This schedule is subject to change.

Shelby County Schools does not discriminate in its programs or employment on the basis of race, sex, color, religion, national origin, genetics, age, or disability. For more information, please contact the Office of Equity Compliance at 901-416-6670.



COURSE DESCRIPTIONS

MESSICK ADULT CENTER Career & Technology Department

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MEDICAL

Anatomy & Physiology

This course provides a basic understanding of the organization of the human body and how the body works. Organs of the body will be studied to understand their structure, location in the body, their function and how they interact with other parts of the body. Students will acquire the knowledge necessary to understand what the body is doing and how they can help the body cope with many different situations (exercise, relaxation, disease, injury, etc.). **Prerequisites:** Medical Terminology.

Introduction to the Medical Insurance Process

Learn the life cycle of an insurance claim, the purpose of diagnostic coding, and how it affects the payment process. Learn about HMOs and UCR formulas and how to coordinate benefits. Information is included on BlueCross/BlueShield, Medicaid, and Medicare, TriCare as well as workers' compensation and disability. Practice filing electronic insurance claims forms. **Prerequisites:** Computer Applications and Medical Terminology.

Introduction to Medical Coding I (Diagnostic)

This course provides an in-depth study of diagnostic coding. Emphasis is placed on ICD coding system. Upon completion, students should be able to properly code diagnoses in a medical facility. **Prerequisites:** Medical Terminology, A & P.

Introduction to Medical Coding II (Procedural)

The course provides an introduction to hospital & physician coding concepts, nomenclature and classification systems. It includes discussion of inpatient & outpatient reimbursement systems, including prospective payment, managed care and other third party payers. An introduction to basic current hospital & physician coding systems principles in assigning valid diagnostic and procedural codes is presented. *"Official Inpatient Coding Guidelines"* developed by the American Hospital Association (AHA) are utilized for accurate coding assignment of diagnoses and procedures. **Prerequisites:** Successful completion of Medical Coding I, and Medical Terminology.

Computers in the Medical Office - MEDISOFT

Using this computer-based patient accounting software, the student will learn to enter information about patients, schedule appointments and automatic recalls, record payments, print reports, super bills, and produce patient statements. **Prerequisites:** Computer Applications I & II, Medical Terminology and/or Introduction to the Medical Insurance Process.

Medical/Conversation Spanish I, II, & III

Students completing this course will have acquired the language skills necessary to interact at a basic level in a medical context. They will learn how to introduce themselves, greet patients, obtain personal information, ask about symptoms, and describe medical conditions. They will learn the necessary terms to refer to the external parts of the body, family relationships, common illnesses, and different types of medication. They will acquire medical Spanish basic reading and listening comprehension skills, as well as cultural insights into the Hispanic world. **Prerequisites:** Medical Terminology.

Medical Terminology

If considering a career in the medical field, your first step is to learn the vocabulary. This course is an intensive study of medical terminology, including word elements, prefixes, suffixes, pronunciation, spelling, and definitions. Study terminology related to the body structure and functions, diseases, diagnoses, surgical procedures, and abbreviations. **No prerequisite.**

Medical Transcription – Levels I & II

Using the Dictaphone, word processor, and your knowledge of medical terminology and procedures, transcribes dictated reports from the following units: History & Physicals, Radiology, Pathology, Surgical, **Discharge** Summaries, and Autopsies. **Prerequisites:** Medical Terminology and Word Processing.

Pharmacology Level I & II

This is a basic pharmacology course in which principles underlying the actions of drugs are presented, including pharmacokinetics, drug-receptor interactions, and drug metabolism. In addition, mechanisms of action, therapeutic effects, adverse effects and therapeutic indications are noted for major classes of drugs and for commonly used drugs within each class.



Optional: Bring this form with you to registration

Memphis City Schools

Adult Vocational Enrollment Form

Location _____

Date Entered _____

Referral Service _____

Session Dates _____

Name _____

SS# _____

Address _____

City _____ State _____ Zip Code _____

Phone _____ D.O.B. _____ Sex _____ Race _____

Emergency contact _____ Phone _____

Highest Grade Completed _____ Employed ☐ No ☐ Yes ☐ Full time ☐ Part time

Employer _____ Address _____

Courses Enrolled	Days	Times	Room	Tuition/Fees
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Receipt

#L320 Sub Total

Supplies

Supplies Received/Fees

Initial

	#L316 Sub Total
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FOR OFFICE USE ONLY

Type 1 2 3 4

Total Cost

Participant Signature

Date

School Representative

Date