



COMPUTER TECHNOLOGY

Medical Classes and Medical Coding for Certification

CURRICULUM AND COURSE DESCRIPTIONS

2021-2022



ADULT LEARNING CENTER

**4 Lake Street
Nashua, NH 03060**

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nashuaalc.org

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MISSION STATEMENT

The Adult Learning Center (ALC) was founded in Nashua 1972 with a mission to excel as an educational agency designed to provide the academic skills, job training and support services needed for adults and young adult to achieve more productive lives for themselves and their children.

Medical Coding for Certification is a hands on course with one-on-one instruction and covers all topics needed to obtain your certification. This course uses the latest Coding-ICD 10 and books as well as practice tests and testing at the Adult Learning Center.

We are licensed by the New Hampshire Department of Education; however, we do not offer credit nor do we accept transfer of credit from other schools. Start and end dates are determined on an individual basis during enrollment for each student. When a student enrolls, a mutually agreeable start date is determined by the instructor and the student / student's advisor.

The 2021-2022 school year begins September 8, 2021 and tentatively ends June 15, 2022. ALC Summer School days and hours are TBD.

Computer Technology

Computer Courses

KEYBOARDING 1 & KEYBOARDING 2 (SPEED/REFRESHER)

Learn how to type and use proper keyboarding techniques as well as proper ergonomic posture. Students use computer software to learn and practice correct keying as well as work on speed. Keyboarding 1 is an approximately 21-hour course (\$180) with no text, and Keyboarding 2 is an approximately 9-hour course (\$80) with no text.

MEDICAL COURSES

Classroom Hours

2021 - 2022 School Year: Monday through Friday, 8:00am – 2:00 pm
(By appointment with Michelle Lenzi during the pandemic.)
Summer 2022: TBD

MEDICAL CODING for CERTIFICATION

Learn medical Coding and required practice tests in order to take the CPC® – AAPC Certification. Course is hands on with one on one instruction as need be and covers all topics needed to obtain your certification. This course uses the latest Coding – ICD-10 and books for the course, as well as practice tests and testing at ALC for actual AAPC certification. AAPC Certified instructor teaches the course. Prerequisite: Medical Terminology & Medical Billing. Course is **80 hours, \$2,400 all inclusive**

MEDICAL CODING TEST PREP COURSE FOR CERTIFICATION

Prepare for the Certified Professional Coder (CPC®) exam with an introduction to test taking techniques which will provide options for multiple choice and medical coding research. Finding the answer in your coding books will be reviewed, in addition to making notations. This will also include unlimited CPC® practice exams. At the end of the course, exam will be given at Adult Learning Center. AAPC Certified instructor teaches the course. Course is **8 Weeks – 5 hours first week – then 1 hour for 7 weeks. \$500**

MEDICAL TERMINOLOGY

Learn the foundation of medical terminology through a thorough study of the roots, prefixes, and suffixes which form the medical language as they relate to the systems of the body, with emphasis on spelling, definitions, and pronunciation. This course serves as a foundation for all other medical courses. 48 hours, \$380 course, Text book (\$95)

MEDICAL OFFICE PROCEDURES

Become an administrative assistant in a medical office setting by learning correct telephone procedures, schedule and maintain appointments, prepare and maintain medical records, input patient information, work with patient records and prepare written communications. This course emphasizes workplace expectations related to HIPPA guidelines, patient confidentiality, work ethics, professionalism, and interpersonal skills needed for success in a medical office setting. Finally, the student will use a simulated

Computer Technology

office environment to learn and practice his or her acquired administrative skills. Text book (\$245)

Prerequisites: Medical Terminology

Recommended also: Keyboarding, and Microsoft Word 1. 48 hours, \$380 course, Book \$245

MEDICAL PATIENT BILLING

Extensive hands-on experience medical billing to enter patient and case information, process charges and copayments; process claims and insurance forms; create statements and produce reports. 48 hours, \$380 course, Text book (\$158)

Prerequisite: Medical Terminology

ELECTRONIC HEALTH RECORDS

Welcome to the world of Integrated Electronic Health Records. Throughout this course you are going to be using hands-on software utilizing PrimeSUITE. This course and software will expose you the world of Electronic Health Management (HIM) by showing you how Practice Management (PM) and Electronic Health Records (EHR) systems are used. The overall goal of this course is to help you achieve an understanding of PM and EHR systems used in the medical office and how health information is transferred. 48 hours, \$380 course, Text book (\$112) Recommended: Medical Terminology and Medical Patient Billing.

MEDICAL INSURANCE CODING - BASICS

Learn about basic health insurance information, policy types, health plans, and how to effectively use ICD-10 (Diagnostic) and CPT (Procedural) reference books for coding administrative reports required for insurance reimbursement. Students are prepared for entry-level positions in insurance coding in a doctor's office or other medical facility. This course will benefit students interested in pursuing a career in the rapidly growing field of medical insurance, billing, and coding or experienced coders already employed in the health care field who would like to enhance their skills. 48 hours, \$380 course, Text book (\$119)

Prerequisite: Medical Terminology. Recommend: Medical Billing

MEDICAL CODING for Certification - Complete

This course prepares students on coding involves organizing and assigning codes to diagnoses and procedures found in the Current Procedural Terminology (CPT), International Classification of Diseases, 10th Revision (ICD-10) and Healthcare Common Procedural Coding System (HCPCS) coding books. Students will review case studies that demonstrate real life scenarios and use them to learn the coding guideline for diagnosis and procedure coding that need to be followed for patient care as well as the CPC® exam. Certified coders would have to pass an exam issues by American Academy of Professional Coders (AAPC) that includes Medicare guidelines, medical terminology, anatomy and coding scenarios.

COURSES REQUIRED

Keyboarding
Medical Terminology
Medical Patient Billing
Electronic Health Records
Medical Coding for Certification CPC

***Textbook costs vary**

TUITION COST*

\$ 280 +cost of textbook
380 +cost of textbook (\$95)
380 +cost of textbook (\$158)
380 +cost of textbook (\$112)
\$2,400 – includes books, practice test, test fee

MEDICAL CODING for Certification

This course prepares students on coding involves organizing and assigning codes to diagnoses and procedures found in the Current Procedural Terminology (CPT), International Classification of Diseases, 10th Revision (ICD-10) and Healthcare Common Procedural Coding System (HCPCS) coding books. Students will review case studies that demonstrate real life scenarios and use them to learn the coding guideline for diagnosis and procedure coding that need to be followed for patient care as well as the CPC® exam. Certified coders would have to pass an exam issues by American Academy of Professional Coders (AAPC) that includes Medicare guidelines, medical terminology, anatomy and coding scenarios.

COURSES REQUIRED

Medical Coding for Certification CPC

TUITION COST*

\$2,400 – includes books, practice test, test fee

MEDICAL CODING Test Prep for Certification

This course prepares students for the AAPC coding test for certification. It involves unlimited practice test, tips and tricks on how pass the exam by organizing and assigning codes to diagnoses and procedures found in the Current Procedural Terminology (CPT), International Classification of Diseases, 10th Revision (ICD-10) and Healthcare Common Procedural Coding System (HCPCS) coding books. Books provided by student (or may be purchased separately through us); 24 hours, \$500

OTHER INFORMATION

Computer Technology is a program of the Adult Learning Center. The Center is governed by a Board of Directors, and the Executive Director, who is responsible to the Board.

BOARD OF DIRECTORS FY 2021-2022

President, Sharon Cowen, Retired
Vice President, Kathie Nannicelli, Retired
Treasurer, Heather Booth, Department of Justice
Secretary, Barry Garside, AVP Nashua Community College
Sharad Agarwal, Sirius Computer Solutions
Captain Craig Allard, Nashua Police Department
Steven Greenwood, Director of IT, Pennichuck Corporation
Carol Kreick, Retired School Administrator
Doreen Manetta, SVP Enterprise Bank
Dave Smith, Pastor Crossway Christian Church
Caryl Sullivan, HP
Tim Thyne
Dr. Amir Toosi, Rivier University

STAFF

Carol Baldwin, Executive Director
Michelle Lenzi, Medical Course Instructor, CPC Certified trainer, ICD-10 Certified trainer

FACILITIES

The Medical Coding for Certification Program is located at 4 Lake Street, Nashua, NH. Training space is approximately 196 square feet and includes an office for interviews, semi-private room for study, and area for group instruction, and an area for small group or individual instruction. The center is brightly lit, carpeted, air conditioned, and designed to simulate a professional office. It meets all safety codes, is equipped with sprinklers, and is handicapped accessible, with entrances to the hallway and outdoors.

STUDENT INFORMATION AND RULES

ATTENDANCE

Regular and punctual attendance is expected of all students. If you will be absent for any reason, you are expected to tell teachers in advance by calling or emailing the Center before class starts. Over two unexcused absences per month or extensive absences of any type will result in dismissal from your class with no refund.

Contact us at: 603-882-9080

Michelle Lenzi x 2218 mlenzi@nashuaalc.org

*CHILDREN ARE NOT ALLOWED TO ACCOMPANY ADULTS TO THE CLASSROOM.

PARKING POLICY

Ten-minute parking is used ONLY for drop-off and pick-up, no extended parking. NO PARKING on Bridle Path in front of the homes across the street from school.

PLEASE:

DO NOT take up two spaces – park between the lines

DO NOT block the entrance of the parking lot

DO NOT park directly behind another car

DO NOT block a neighbor's driveway - \$50 fine

DO NOT park in handicap parking spots without special plates - \$50 fine

DO NOT park in the wrong direction - \$50 fine

DO NOT park in neighboring business' parking lots (your vehicle may be towed without warning). Parking is available on side streets and in the large parking lot at 300 Main Street Market Place.

Keep the volume on your radio down, especially in warm weather

BEWARE: The city meter maid patrols the school twice each day

SCHOOL CANCELLATION / DELAY POLICIES

If Nashua School District closes because of bad weather, ALC classes are cancelled. Please do not call the Center for information. Cancellations are listed on TV, radio or the web: TV9, WHOB 106.3 FM, WZID 95.7 FM, WQLL 96.5, www.wmur.com

DELAYS: When Nashua school has any delay, we start at 10 a.m (no matter how long the delay is)

CELL PHONES, TEXTING

Cell phones must be on vibrate during class time. There is absolutely no texting during class time. Please use your break time for these activities.

SMOKING POLICY

There is NO SMOKING in or around this building or the playground.

NO DRINKS OR FOOD ALLOWED IN THE COMPTUER LAB – allowed in seating areas

STUDENT INFORMATION AND RULES, CONT.

Breaks - All three hour courses have a 15 minute break. If you are not sure, check with your instructor. Students are free to bring their own food and drink and use our refrigerator, use the vending machines next door, get coffee on the third floor during break, or go to a nearby facility to obtain food and drink.

BUSINESS ENVIRONMENT GUIDELINES FOR STUDENTS

At the Adult Learning Center we promote courses that are geared for the business environment. The Adult Learning Center does not discriminate against clients or employees on the basis of sex, race, religion, national origin, or qualified handicap. We ask our students to dress and behave in a business professional manner. We want students to understand the importance of meeting expectations set, and, as a result we have some guidelines around the length of the classes as well as grading.

Dress Codes:

Shorts, extremely short skirts, low tops, low riding slacks, revealing or suggestive outfits (men and women) are not acceptable. Jeans are acceptable, however, unclean or jeans with large holes are not acceptable. If you are not sure, ask.

Course Length Expectations:

We are flexible on schedule and number of days a week a student can take a course in order to accommodate any work schedules or other conflicts. The timeframes are guidelines, and we work with students on an individual basis for any exceptions. Your instructor will give you a sheet detailing your schedule.

Computer Technology – Approximately 24 hours

Keyboarding – Approximately 21 hours; Key Refresher/Speed – Approximately 9 hours

Medical – 48 hours, Certification – 80 hours, Certification Test Prep Review – 24 hours

Accounting – Approximately 48 hours

QuickBooks – Approximately 36 hours

Absences: If you are going to be out of class for any reason, please let your instructor know via email or a voice message. If you do not keep your instructor informed of your times out of class, you will be dismissed from that class, without any refund.

Certificates: In order to obtain a certificate, students must complete a course within the time limit above (or the approved extension time) and obtain a 70 or above average for the course.

If a student does not complete the course with the above criteria, they will not receive a certificate. Quizzes (open book homework) and Tests (closed book) are graded for each class using standard answer sheets for each individual course. Technology, Medical and Accounting courses each have their own answer sheets that the teachers follow.

Extending Class Length: Students wanting a few more days to complete a course may pay in advance (non-refundable) for extra days, upon agreement from the teacher and availability of a seat. A student may extend their course no more than 8 extra days. Each incremental day is \$40 and payment is not refundable. Vendors will need to approve extra days but will only be billed for those extra days that the student uses. If a student does not complete the course with the above criteria, by the end of the extension, they will not receive a certificate.

STUDENT INFORMATION AND RULES, CONT.

Payments –

Individual Students: All classes are paid at the start of class. Extensions are paid in advance. Vendors: Even though a student may be approved for a courses (multiple classes), we bill at the beginning of each class. A bill may include any extra hours that have been approved in advanced.

Regular Courses are paid for based on September through June of a school year. Classes cannot be carried over from one year to the next. If a student does not complete the course, and wishes to come back the following September, they would need to pay for the course again.

Summer Courses are paid for based on mid-June through August. These courses must be paid for during the summer period but can be finished during the following school year.

CREDIT CARD PAYMENTS:

Any student wishing to pay for the class (books must be paid for via cash or check) may do so via the Adult Learning Center web site. In order to start the class, a copy/receipt of the email received from PayPal must be given to the instructor prior to the start of the first class. When you complete the transaction you may print a receipt, but that just shows you entered the transaction. If for some reason you are unable to obtain an email receipt from PayPal, you may not start the class until the payment registers in our ALC pay system, or choose to pay via check or cash.

REFUND POLICY:

Federal Courses Refund. Students receiving benefits from federal programs shall be subject to federal refund policies, rules, and regulations.

Full Refund. A school shall provide a student with a full refund, of all monies paid within 30 days upon written notification from a student of cancelation or withdraw if:

- (a) The school procured the student's enrollment as the result of any false representations in the written materials used by the school or in oral representations made by or on behalf of the school; or
- (b) The student withdraws from the courses or course on or before the first day of instruction, a full refund, less an administrative fee, not to exceed \$150. The Adult Learning Center administrative fee is \$50.

Other Refunds.

Pursuant to Hedc 304.01(3)(1) All refunds shall be paid within 30 days upon written notification from a student of cancellation or withdrawal.

- (a) A school shall provide a student with a partial refund of monies paid within 30 days if:
 - (1) A student who withdraws or is dismissed before 50% of the instruction period shall receive a pro-rata refund, less an administrative fee, not to exceed \$350; The Adult Learning Center administrative fee is \$50.
 - (2) A student who withdraws or is dismissed after more than 50% of the instruction period shall receive no refund.
- (c) All efforts shall be made to refund prepaid amounts for books, supplies and other charges unless the Student has consumed or used those items and they can no longer be used or sold to new students, or returned by the school to the supplier.

Computer Technology

Notice of Withdrawal. A school shall require that notice of withdrawal be in writing, but shall not require a specific manner of delivery.

STUDENT GRIEVANCE PROCEDURE: Our teachers strive to create an effective learning environment where students receive the support and guidance that promote success.

Any student who has a grievance with the school or an instructor should first discuss the problem with the instructor. If the matter is not successfully resolved, the student should then speak with the Courses Coordinator. If a resolution is not reached, the student should prepare a written complaint and submit it to the Executive Director asking for a written response. When a satisfactory resolution of the problem is not obtained, the student may contact: Division of Educator Support and Higher Education, 101 Pleasant St, Concord NH 03301, 603.271.6443.

Student Conduct and Conditions for Dismissal: Any student not conducting themselves in an orderly and professional manner, which includes use of drugs and alcohol during school hours, dishonest, disrupting classes, use of profanity, excessive tardiness, insubordination, violation of safety rules, or not abiding by the school rules will lead to dismissal from class.

Signing below means you have read and agree to the conditions for attending classes, payments, extensions, and obtaining certificates and the terms of enrollment at the Adult Learning Center.

Student Signature: _____ Date: _____

Instructor Signature: _____ Date: _____

Nashua Public School Calendar 2020-2021

These are the scheduled days off:

9/7/2021 Labor Day
10/11/2021: Columbus Day
11/2/2021 Election Day
11/11/2021: Veterans Day
11/24-26/2021: Thanksgiving Recess
12/24/2021 – 1/3/2022: Holiday Recess and New Year's Day
1/17/2022: Martin L. King Jr. Day
2/21/2022: President's Day
2/28-3/4/2022: Winter Break
4/25/2022 – 4/30/2022: Spring Recess
5/30/2022: Memorial Day
6/15/2022: Tentative last day of 2021-2022 ALC school year
2022 ALC Summer School - TBD