

# HEALTHCARE

- Become a Pharmacy Technician
- Train for In-Demand Healthcare Jobs
- Learn From Our Highly Experienced Instructors



# Medical Office Series

Our Medical Office Series course instructors are experts in their fields. From professors to business people, healthcare professionals to private consultants, they have been chosen carefully for LFCC Workforce Solutions because of their exceptional knowledge, skills and presentation ability.

*Pictured Left to Right*

Jada Curro, Joanne Tampkin, Lynette Buracker, Diana Atkins  
(not pictured, Rhonda Jones)



## Medical Terminology

Sep 15 - Oct 6, Wed, 6 - 9 p.m., Middletown, \$245

Every profession has its jargon, a specialized language that allows for quick, efficient communication between members of the same profession while minimizing the potential for misunderstandings. Medical terminology is a specialized language used by health care practitioners. This program will provide you with a head start in learning "medical lingo".

### Key Topics

- Suffixes, prefixes
- Root words
- Combining forms
- Rules for singular & plural terms
- Medical terms as they relate to Anatomy & Physiology
- Medical abbreviations
- Identifying prohibited abbreviations

**Instructor:** Rhonda Jones, BSN

## Medical Office Essentials

Oct 9 - Nov 6, Sat, 9 a.m. - 3 p.m., Middletown, \$495

Consider an exciting healthcare career. We asked area physicians and medical office managers what their successful administrative staff needs to know and then designed this course to teach you exactly that. It is recommended that students take Medical Terminology prior to this class.

### Key Topics

- Essential patient information
- HIPAA and patient confidentiality issues
- Medical coding
- Claims processing
- Understanding insurance card
- Introduction to insurance companies

**Instructor:** Jo Ann Tamkin, CMOM, CPC, PCS

## Medical Office Clinical Assistant

Nov 13 - Dec 11, Sat, 9 a.m. - 3 p.m., Middletown, \$495

This course will provide you with the skills to perform clinical duties including patient intake and care, routine diagnostic and recording procedures, pre-examination and examination assistance. Class will not meet 11/27/2010.

### Key Topics

- Instruction in basic anatomy and physiology
- Patient psychology and communications
- Clinical diagnostic
- Examination, testing, and treatment procedures

**Instructor:** Jada Curro

## Customer Service for Healthcare Professionals

Dec 3, Fri, 9:30 a.m. - 2 p.m., Middletown, \$95

Leading-edge technologies, innovative treatments, and state-of-the-art facilities may be the hallmarks of modern health care. But, ultimately, a health care organization is defined by the strength of a single resource - its people. From providing the highest-quality care, to building and sustaining patient loyalty, to bolstering the bottom line, great people - from frontline staff to senior executives - are a necessity for operational excellence.

**Instructor:** Diana Atkins, MSN, RN, CLNC

**FREE**

When you enroll  
in the Medical  
Office Series

# Medical Coding and Billing



**“All health care providers should take the Medical Coding and Billing courses to improve their charting and billing services.”**

*-class participant, March 2010*

## Medical Coding and Billing Boot Camp

Sep 9, 10, 22, Oct 1 & 2, 8 a.m. – 4:30 p.m.,  
Middletown, \$1595

Interested in Medical Coding and Billing? Our intensive five-day boot camp may be exactly what you have been looking for. In just 40 hours, our dynamic instructor will provide you with a solid foundation in ICD-9-CM, HCPCS and CPT coding to further your career in medical coding and prepare you for the Certified Professional Coder (CPC) examination. Our boot camp has been designed with your busy schedule in mind, allowing for study time between sessions to maximize retention. Prerequisite: It is required that participants have at least one year of experience working in the healthcare industry. Course participants desiring to take the examination will be required to register for the exam separately.

### Special Feature

As an added bonus, a 150 question practice exam is included and you will also receive a seat in our AAPC exam prep class ABSOLUTELY FREE.

### Target Audience

People who are not yet certified as medical coders and billers.

## Medical Coding Evaluation and Management

Sep 18 & Oct 16, Sat, 8 a.m. – 4 p.m.,  
Middletown, \$495

Evaluation and management charges are 50% of primary care revenue. They have been the target of OIG and carrier audits for years. Unfortunately, auditors have identified that 70% of the coding/ billing errors in a physician practice are Evaluation and Management services. With more than 50% of Medicare spending being paid to providers for E/M, you can see the importance of doing your own auditing. Our E/M auditing class will teach you the basics and help you to find and correct the errors increasing your

income. Students need to supply their own CPT/HCPCS/ and ICD-9 current year books. This class will meet for two Saturday's.

### Target Audience

Compliance Officers, Business Managers, Coders, Billers, Physicians and Physician Assistants, Nurse Practitioners

## Physician Office Compliance Seminar **NEW!**

Oct 23, Sat, 8 a.m. – 4 p.m.,  
Middletown, \$195

Due to Medicare cutbacks, a lot of offices have hired PA's and NP's to help out with follow-up patients in the office. The billing from these services is complicated and easily misunderstood. Having a Compliance Plan and implementing it is a requirement for offices these days. Is your office ready for RAC audits? Do you have a Compliance Plan? Are you billing appropriately for your PA's and NP's schedule?

### Seminar Speakers:

“Chicken Soup of Office Compliance” Edna Carpenter from 9 a.m. - 12 p.m.

“The Do's and Don'ts of Incident-To Billing Compliance”, Kari Keller from 1 - 4 p.m.

### Special Feature:

Lunch included in class fee. Enroll 2 or more people and save \$72 off the total cost. That's a 20% savings!

### Target Audience:

Office Managers, Billers, Coders, PA's, NP's, Physicians, Compliance Officers. Bring the entire office staff!

## Medical Coding and Billing Exam Prep – American Academy of Professional Coders

Nov 13, Sat, 8 a.m. – 4:30 p.m.,  
Middletown, \$195

Want to pass the AAPC certification exam? Ninety eight percent of students who take our Exam Prep following our Medical Coding and Billing boot camp are successful. You deserve success!

### Target Audience

People not yet certified as medical coders and billers and ready to take it the next step.

**Approved  
for 6  
AAPC  
CEU's**

# Healthcare

## Pharmacy Technician

Sep 29 – Nov 17, Wed, 5 – 8 p.m., Middletown, \$495

Begin a professional career in health care with a small investment and just 24 hours of class time! Our experienced instructor will focus on technician duties, patient confidentiality, dispensing, law and the technician, terminology, pharmacy abbreviations, calculations, routes and formulations, how to read prescriptions, and prescription and auxiliary labels.

### Special Feature

Includes the course manual: "Virginia Pharmacy Technician Training Program". Students will be prepared to sit for the Virginia Pharmacy Technician exam at the conclusion of this class.

### Target Audience

This program is designed for the new pharmacy technician or anyone interested in beginning a career in the field of pharmacy.

**Instructor:** Douglas Smith, Pharm. D., BCNSP, BCOP

## Basic Cardiac Rhythm Interpretation

Oct 1 – Oct 22, Fri, 9:30 a.m. – 4 p.m., Fauquier, \$495

Oct 27 – Nov 17, Wed, 9:30 a.m. – 4 p.m., Middletown, \$495

In 24 quick hours, learn the anatomy and electrophysiology of the heart, normal electrical conduction, components of the ECG, ECG Lead Placement, ECG interpretation methods and recognition of normal sinus rhythm and basic cardiac dysrhythmias. A High School diploma is required or equivalent knowledge of medical terminology (validated through completion of a medical terminology course or documented experience in healthcare) and current CPR training.

### Target Audience

Nurses interested in practicing in critical care, emergency department, or other specialty areas requiring knowledge of cardiac rhythms and graduating nursing students. In addition, entry level training for those entering the healthcare setting as a cardiac monitor technician or telemetry technician.

### Instructor

Diana Atkins, MSN, RN, CLNC

## Dental Radiation

Oct 23, Sat, 8 a.m. – 4 p.m., Middletown, \$195

You will study techniques and devices for protection from ionizing radiation and its biological effects, cell sensitivity and genetic effects of ionizing radiation. Get hands-on practice with intra-oral radiographic techniques. After successfully completing this workshop, you will be awarded a Certificate in Dental Radiation Safety. Participants must pick up class materials from the Office of Workforce Solutions one week prior to the start of the class to begin study.

### Special Feature

Upon successful completion of this workshop, you will be awarded a Certificate in Dental Radiation Safety.

### Target Audience

Designed for practicing dental assistants to meet the Virginia Board of Dentistry's regulations for certification in dental radiation safety and hygiene.

**Instructor:** Linda P. Gill, Med., RDH



**Approved  
for 20 Contact  
Hours by VNA**

This CE activity was approved by the Virginia Nurses Association Continuing Education Approval Committee, an accredited approver by the American Nurses Credentialing Center's Commission on Accreditation.

*“ Was very pleased and learned a lot from this class. Mrs Gill is an excellent instructor. ”*

*– class participant, October 2009*

# Imagine a customized program designed just for YOUR workforce!

  
**CUSTOMIZED  
DESIGNED  
PROGRAMS**



## Programs such as:

- Occupational Spanish
- Team Building
- Medical Office Essentials
- Microsoft Excel or Word for the Office
- Customer Service for Healthcare

We offer a wide variety of topics that can be customized to your needs. Our instructors are highly-qualified seasoned trainers. Call us today to discuss your training needs.

Contact us at **540-868-7021** (ask for Larry Baker or Jeanian Clark).

## Online Training

**Busy Schedule? Try Classes Online**  
**Convenient - Affordable - Effective**

**Just a Sample of What is Offered...**

- Legal Nurse Consulting
- Handling Medical Emergencies
- Assisting Aging Parents
- Certificate in Perinatal Issues
- Clinical Dental Assistant
- Medical Transcription
- Advanced Coding for the Physician's Office

Hundreds of courses are available including courses in computer technology, business and professional, and personal enrichment.

Visit [www.LFCCworkforce.com](http://www.LFCCworkforce.com) for a complete listing of online classes, course content, start dates and prices.



## Easy Registration Options



**ONLINE** - Visit our website at [www.LFCCworkforce.com](http://www.LFCCworkforce.com)



**PHONE** - Call 540-351-1524 (Fauquier Campus) or 540-868-7021 (Middletown Campus) at least five days prior to the start of the class



**WALK-IN** - Directions to our Fauquier, Middletown and Luray-Page locations can be found on our website

# Need help to jump start your career?

Check out our Pharmacy Technician  
course inside....



*In today's tight  
job market,  
competition  
for jobs and  
promotions is  
tougher than  
ever. Stand out  
in a crowd by  
getting one or  
more healthcare  
certifications.*



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