

# NEW! REGISTERED BEHAVIOR TECHNICIAN

## Occupational Outlook

### What Registered Behavior Technicians (RBT) Do

An RBT is a paraprofessional who practices under the supervision of a BCBA or BCaBA. The RBT's primary responsibility is the direct implementation of treatment plans developed by the supervisor.

### RBT Training Requirement

The RBT training is for educators, parents or other professionals who would like to learn evidence-based Applied Behavior Analysis (ABA) principles and strategies for helping clients or family members with developmental behavior challenges. You must be 18 or older and a high school or equivalent graduate.

### Job Outlook

Employment of psychiatric technicians\* is projected to grow 5% from 2014 to 2024, about as fast as the average for all occupations.

\*Information provided by onenetonline.com. Behavioral Technicians are considered under this job title.

This training program is based on the Registered Behavior Technician Task List and is designed to meet the 40-hour training requirement for the RBT credential. The program is offered independent of the BACB. For a detailed breakdown of the requirements, visit the BACB website at <http://bacb.com/>

DCB 2113-01      T-R      5/2-6/8      6-9pm      KSU      \$399



# MEDICAL ADMINISTRATIVE ASSISTANT

## Occupational Outlook Information

### What Medical Administrative Assistants Do

Medical Administrative Assistants review and answer practice correspondence, use a computer to accomplish office tasks, schedule appointments, and greet patients. They also update and maintain practice-specific information.

### Education

Upon completion, students can sit for the Certificated Medical Administrative Assistant exam.

### Pay

\$30,000 annually. Entry-level wages are often lower than the median.

### Skills

Medical Administrative Assistants should be able to convey information effectively, have good listening skills, be service orientated, possess good reading comprehension and be able to multi-task.

### Work Environment

Certified Medical Administrative Assistants keep healthcare offices running efficiently and effectively. Medical Assistants are often the first to greet and help patients, and can help set the stage for a patient's experience.

### Job Outlook

Employment of medical administrative assistants is expected to increase 21% by 2024.

Source: Onetonline.com

Approved by the National Healthcareer Association, this six month, 200 hour program is designed to prepare students to earn the Certified Medical Administrative Assistant (CMAA) credential. Students learn Microsoft Word and Excel, healthcare documentation and reimbursement, medical terminology, basic anatomy, and medical office management skills. Students receive e-books and a voucher to take the CCBMA exam after course completion.

DCB 1168-12      ONLINE      \$1,995



# MEDICAL TRANSCRIPTION

## Occupational Outlook Information

### What Medical Transcriptionists Do

Medical Transcriptionists, sometimes referred to as healthcare documentation specialists, listen to voice recordings that physicians and other healthcare workers make and convert them into written reports. They may also review and edit medical documents created using speech recognition technology.

### Education

Medical Transcriptionists typically have a high school diploma or equivalent and need a postsecondary training program and certificate.

### Pay

\$34,000 annually – May 2015. Entry-level wages are often lower than the median.

### Skills

Knowledge of word processing, managing files and records, stenography and transcription, and office procedures are required skills. Working knowledge of the English Language – including the meaning and spelling of words and the rules of composition, and grammar. Computer skills are essential. Students should be dependable and able to work independently.

### Work Environment

Most Medical Transcriptionists work for hospitals, physicians' offices, and third-party transcription service companies. Others are self-employed. A career in medical transcription offers a number of benefits, including the opportunity to work at home, flexible work schedules and productivity-based income.

### Job Outlook

The growing volume of healthcare services is expected to continue to increase the demand for transcription services.

*Source: Onetonline.com and Bureau of Labor Statistics.*

CareerStep is committed to providing the best online education experience by incorporating interactive learning tools. Students have access to resources such as resume reviews, interview tips and tutorials, and new job opening notifications.

Visit <http://careerstep.com/ap/sunylster>, or call 877-225-7151. Payment plans are available.



## MEDICAL TRANSCRIPTION EDITOR

Approved by the Association for Healthcare Documentation Integrity (AHDI), the Medical Transcription Editor program focuses on teaching the skills needed to work as a medical transcriptionist and medical transcription editor. This formal medical transcriptionist training will teach you the medical terminology, anatomy and physiology, healthcare documentation practices, and listening skills you need to create high quality work and start a successful career as a medical transcriptionist.

**DCB 1030-14**

**ONLINE**

**\$2,995**



# EKG TECHNICIAN

## Occupational Outlook Information

### What EKG Technicians Do

An EKG Technician specializes in performing tests on a patient's heart via a stress test, a portable monitor, or a basic EKG.

### Education

Students should complete a postsecondary education program then complete an EKG training program. National certifications are available through the American Society of Phlebotomists or the National Healthcareer Association and application is required.

### Pay

Approximately \$30,000 annually. Entry-level wages are often lower than the median.

### Skills

While the technical aspects of an EKG Technicians job duties are important, it is also necessary to have strong communication skills. A key component of the EKG Technicians duties is to reassure patients and help them relax. Technicians also interact with other medical professionals throughout the workday, particularly the attending physician, so they must be able to communicate effectively with these individuals.

### Work Environment

EKG Technicians work in hospitals, or are employed by cardiologists and physicians in private practices. Medical clinics and similar healthcare facilities are another option.

### Job Outlook

Stable within the Hudson Valley, however growing nationwide.

*Source: Bureau of Labor Statistics and Onetonline.org*

## EKG TECHNICIAN CERTIFICATION PREPARATION

This course covers the role of the technician, patient privacy, medical terminology, the cardiovascular and respiratory system, and the function of electrocardiography. The course also includes a clinical portion that covers identifying the normal anatomy of the chest, proper procedures for recording and mounting the standard 12-lead electrocardiogram, recording and measuring EKG tracings, and recognition of abnormal tracings. Approved by New York State Bureau of Veterans Education for payment of VA Education Benefits. Prerequisite: high school diploma.

Required textbook: *EKG Plain and Simple*.

Instructor: D. Dittus.

DCB 1352-24	T	3/7-5/23
6-9pm		\$459
Exam date	T	5/30
6-8pm		\$85

Exam check made payable to ASPT is required with application which is due by 4/15.

Class meets at Health Alliance Educational Building, 394 Hasbrouck Avenue, Kingston.



# PHARMACY TECHNICIAN

## Occupational Outlook Information

### What Pharmacy Technicians Do

Pharmacy Technicians measure amounts of medication for prescriptions. They help pharmacists dispense prescription medication to customers or health professionals.

### Education

Becoming a Pharmacy Technician usually requires earning a high school diploma or the equivalent. Pharmacy technician may complete a postsecondary education program. Most states regulate pharmacy technicians, which requires passing a certification exam.

### Pay

\$30,410 annually in May of 2015. Entry-level wages are often lower than the median.

### Skills

Technicians should be observant and organized. They should possess good communication skills and have the ability to work with computers. Technicians should be detail-orientated.

### Work Environment

Pharmacy Techs work in a wide variety of practice settings, including community pharmacies, hospitals, in-home health care settings, long term care facilities, mail service pharmacies, managed health care organizations, and educational programs.

### Job Outlook

Employment of Pharmacy Technicians is projected to grow 9% from 2014 to 2024.

*Source: Bureau of Labor Statistics.*

## PHARMACY TECHNICIAN CERTIFICATION

This certification course provides the basic math skills and the knowledge and practical skills for a career in hospital, home healthcare, mail-order and retail pharmacy environments. The course prepares students for the National Pharmacy Technician Certification Examination. Dosage forms, inventory management, drug regulation and control, and metric conversions are covered. This course is ideal for anyone looking to enter the pharmacy field as well as those already in the industry looking to enhance their skills. Approved by New York State Bureau of Veterans Education for payment of VA Education Benefits.



Prerequisite: high school diploma.

**Instructors: K. Horton, PharmD and V. Leser**

DCB 2077-02

T

2/21-5/23

6:30-9pm

KSU

\$539

# PHLEBOTOMY TECHNICIAN

## Occupational Outlook Information

### What Phlebotomists Do

Phlebotomists draw blood for tests, transfusions, research, or blood donations.

### How to Become a Phlebotomist

Phlebotomists typically enter the occupation after a postsecondary non-degree phlebotomy program. Almost all employers look for phlebotomists who have earned professional certification.

### Pay

The median annual wage for phlebotomists was \$31,630 in May 2015. As the technician's experience and education increases, he or she can expect to earn more. Entry-level wages are often lower than the median.

### Skills

Phlebotomists must be extremely accurate and careful. They must be able to work under pressure without sacrificing accuracy or safety. Phlebotomists should be comfortable using a computer.

### Work Environment

Phlebotomists work in clinical laboratories, hospitals, community health centers, nursing homes, doctors offices, blood donation centers and other health care facilities.

### Job Outlook

Employment of phlebotomists is projected to grow 25% from 2014 to 2024, much faster than the average for all occupations.

*Source: Economic Modeling, the Bureau of Labor Statistics and Onetonline.org.*

## **NEW!** Phlebotomy Technician Program

This 90-hour Phlebotomy Technician Program prepares professionals to collect blood specimens from clients for the purpose of laboratory analysis. Students will become familiar with all aspects related to blood collection and develop comprehensive skills to perform venipunctures completely and safely. Classroom and lab work includes terminology, anatomy and physiology; blood collection procedures; specimen hands-on practice; and training in skills and techniques to perform venipunctures.

DCB 1895-02    T/R    3/7-5/23    6-9:30pm    KSU    \$1799  
(includes textbook)

No class 3/14 & 3/16.

In addition class meets on  
Saturdays: 3/25, 4/15 & 5/6 9am-3pm





# MEDICAL CODING & BILLING

This online series is for individuals interested in gaining insurance coding skills for an entry-level position, the experienced coder looking for educational enrichment and the coder preparing for the American Academy of Professional Coders (AAPC) Certification Exam. Each course consists of 39 instructional hours over a period of 11 weeks. Students must have test scores of 80% or better to pass. Certification exam information is available at [www.aapc.com](http://www.aapc.com).

## Occupational Outlook Information

### What Medical Coders and Billers Do

Medical Coding students learn how to use the CPT manual and ICD-10-CM to find medical codes for any disease, condition, and treatment. Medical billing is a payment process that involves a healthcare provider submitting claims with health insurance companies to receive payment for services rendered. Billers and Coders ensure that the information maintains its quality, accuracy, accessibility, and security in both paper files and electronic systems.

### Education

Health information technicians typically need a postsecondary certificate.

### Pay

The median annual wage was \$37,110 in May 2015. Entry-level wages are often lower than the median.

### Skills

These medical professionals should be detail oriented, understand the importance of the patients right to privacy, be cooperative in nature since there is interaction between other professionals and comfortable with technology.

### Work Environment

Most coders and billers work in hospitals, physicians' offices, clinics or labs.

### Job Outlook

Employment of health information technicians is projected to grow 15% from 2014 to 2024. The demand for health services is expected to increase as the population ages.

*Source: Bureau of Labor statistics*



## MEDICAL TERMINOLOGY

Medical terminology serves as a foundation for all other medical courses in this series.

DCB 1193-22

ONLINE

\$269



## MEDICAL BILLING

This course prepares students for entry-level jobs with the accounting skills necessary to work in a doctor's office or other medical facility. This course includes Front Office Management, Filing Part B CMS 1500, part A CMS 1450, Medicare Billing Problems, Medicare as Secondary Payer, Medicare and Home Health, and Medicare and Women's Health. An Electronic Medical Records module is included.

DCB 1316-22

ONLINE

\$269



## INTRO TO ICD 10 USING SpeedECoder

This course prepares students for entry-level jobs in a doctor's office or other medical facility. CPT Coding is covered including Medicare Fraud and Abuse, and Evaluation and Management. STUDENTS MUST REGISTER FOR DCB 2000-03, SpeedECoder unless they already have a subscription.

DCB 2035-03

ONLINE

\$269

# MEDICAL CODING & BILLING



## ADVANCED MEDICAL CODING CPT & CERTIFICATION

Course prepares students to take the Certified Professional Coder Examination (Hospital) administered by the American Academy of Professional Coders, the Certified Coding Associate exam administered by the American Health Information Management Association, and the Certified Medical Reimbursement Specialist exam administered by the American Medical Billing Association.

**STUDENTS MUST REGISTER FOR DCB 2000-04, SpeedECoder unless they already have a subscription.**

DCB 1381-22      ONLINE      \$269



## SpeedECoder

A one year online subscription that provides online access to ICD-10 and CPT codes.

DCB 2000-04      ONLINE      \$159

## PATIENT CARE TECHNICIAN / ASSISTANT

### Occupational Outlook Information

#### What Patient Care Technicians Do

Patient Care Technicians work with patients under the direct supervision of health care professionals. They help patients with tasks such as bathing, dressing, and eating. They also assist with taking patients' temperature, blood pressure, pulse, and respiration.

#### Education

Additional training is needed to attain competency in the skills necessary for this occupation. It prepares technicians to take the National Healthcareer Association (NHA) - Certified Patient Care Technician (CPCT); Certified Nurse Technician (CNT); and/or Certified Patient Care Associate (CPCA) national certification exams.

#### Pay

\$20,980 annually, based on median pay for 2015. Entry-level wages are often lower than the median.

#### Skills

Patient Care Technicians should be service orientated and actively look for ways to help people. They should be perceptive and aware of others' reactions. They should possess good critical thinking skills, think logically and exercise good judgment. Patient Care Technicians should have decision making skills and be good time managers.

#### Work Environment

Most personal care aides work in large care communities or clients' homes, or small group homes.

#### Job Outlook

The average growth rate for this occupation is 7%.

## PATIENT CARE TECHNICIAN

Patient Care Technicians work in hospitals, clinics, rehabilitation centers, long term care facilities, physician offices and assisted living facilities. These professionals must possess the technical skills necessary to service complex patient care issues including: rehabilitation services, diagnostic tests, basic bedside care, collection of laboratory specimens, phlebotomy and EKG's. In addition to labs requiring a student to practice and demonstrate EKG, phlebotomy and base line nursing skills, program topics include: medical terminology, anatomy and physiology and patient care concepts. Other topics include: HIPAA; vital signs; personal hygiene and grooming. This program meets the necessary requirements to take the National Healthcareer Association (NHA) - Certified Patient Care Technician (CPCT); Certified Nurse Technician (CNT); and/or Certified Patient Care Associate (CPCA) national certification exams. **Textbook included in price.**

DCB 2100-01	M/W	3/6-6/7	6-9:30pm	KSU	\$1,899
	S	4/1, 4/22, 5/6, 5/20, 6/3	9am-4pm	KSU	