XMB103 INTRODUCTION TO BILLING IN THE MEDICAL OFFICE **Tuition $115.00**

This course introduces students to billing in the medical office. Upon completion, the student will be able to identify medical terms necessary for the billing process, identify and work with the HCFA 1500 insurance form, and handle form submission and follow-up of claims.
(2 or 3 meetings, depending upon section)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99661	Eastern	Saturday	11/7-11/14	9:00am-1:30pm	Orient Bldg., 135
99662	Ammerman	Wednesday	11/4-11/18	7:00pm-10:00pm	Southampton Bldg., 114
99663	Grant	Thursday	11/5-11/19	7:00pm-10:00pm	Sally Ann Slacke Ctr., 103
99664	Sayville	Friday	11/6-11/20	6:30pm-9:30pm	129

XMB104 COMPUTERIZED MEDICAL BILLING **Tuition $185.00**

Learn how to use Medical Manager software, a medical billing software program. Learn how to automate the paperwork required by insurers. Prerequisite: XMB101, XMB102 AND XMB103. Students must purchase *The Medical Manager, Student Edition, Version 10.31* published by Delmar, Cengage Learning. (ISBN 9781428336117) (3 or 6 meetings, depending upon section)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99665	Eastern	Saturday	12/5-12/19	9:00am-3:30pm	Orient Bldg., 135
99666	Ammerman	Mon/Wed	12/2-12/21	6:30pm-9:30pm	Smithtown Bldg., 118
99667	Grant	Tu/Th	12/1-12/17	6:30pm-9:30pm	Sally Ann Slacke Ctr., 118A

MEDICAL TERMINOLOGY

XMB110 INTRODUCTION TO MEDICAL TERMINOLOGY **Tuition $240.00**

This course is designed for individuals planning to enter or upgrade their skills in the health care field. Positions such as medical records clerk, health unit clerk, medical transcriber, medical office biller, or nurse require this knowledge. Prefixes, suffixes, and acronyms will be covered. Students will develop a working knowledge of the medical language needed in a health care setting. Required text for this course is *Medical Terminology, 7th Edition* by Barbara Janson Cohen, published by Wolters Kluwer/Lippincott Williams and Wilkins.
(ISBN 9781451187564) (6 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99668	Ammerman	Monday	9/21-10/26	6:00pm-10:00pm	Riverhead Bldg., 214

XMB310 ADVANCED MEDICAL TERMINOLOGY **Tuition $240.00**

Continuation of the introductory course, concentrating on terms related to diagnoses and procedures. Required text for this course is *Medical Terminology, 7th Edition* by Barbara Janson Cohen, published by Wolters Kluwer/Lippincott Williams and Wilkins.
(ISBN 9781451187564) (6 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99669	Ammerman	Monday	11/2-12/7	6:00pm-10:00pm	Riverhead Bldg., 214

PHARMACY TECHNICIAN PROGRAM

Please contact Michael Riggio in the Office for Continuing Education (631-451-4892) prior to 9/26/15 to arrange for an interview and an admissions assessment to determine your eligibility. Note: Certain income-eligible students may be able to take these courses free of charge. Please contact Jeanne Durso at 631-451-4470 to find out if you qualify.

XAH510 PHARMACY TECHNICIAN PART I* **Tuition $1,595.00**

Part I of a two-semester program. Acquire the knowledge and skills necessary to obtain employment in pharmacies under the supervision of registered pharmacists or licensed pharmacy technicians. Students must possess a high school diploma or a High School Equivalency diploma. Note: Class times will vary and students must be available Monday through Friday from 9:00 am to 5:00 pm. Field placement is required.

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99670	Grant	M/Tu/W/Th/F	10/5-12/18	9:00am-5:00pm	Sally Ann Slacke Ctr., 101
99671	Sayville	M/Tu/W/Th/F	10/5-12/18	6:00pm-10:00pm	119

*Course Carries Student Accident Insurance Fee of $9.50