• Kelli Albrecht
Healthcare Program Director
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• Thank you for your interest in the Collin College Continuing Education Healthcare Programs. We hope that you find the following information helpful.
Important Phone Numbers

- Registration 972-985-3711
- Bookstore 972-985-3710
- Continuing Education Offices 972-985-3750
- Financial Aid 972-377-1760
Collin College Campuses

- Courtyard Center – West Plano
- Central Park – McKinney
- Spring Creek – East Plano
- Preston Ridge – Frisco
- Collin Higher Education Center (CHEC) - McKinney

Maps, addresses and contact numbers are located in the back of the CE Catalog and on the website, [www.collin.edu](http://www.collin.edu)
Nurse Aide Training

• 75-hour course ($1,699.00)
  – 51 hours in classroom/lab setting at Health Care Careers Institute
  – 24 hours at an approved Long Term Care facility (Saturdays and Sundays)
  – Students take nurse aide registry exam upon successful completion of course to become Certified Nurse’s Aide (CNA)
Nurse Aide Training

• Application procedures
  – Mandatory Information Session
  – Completed application
  – Completed immunizations
  – Criminal background check
  – Drug screen
Health Unit Coordinator

• 128 hour classroom
  – Monday thru Thursday
  – 9am-1pm

• 80 hour clinical internship
  – Learn the skills needed to become a vital member of the patient care team.
  – Certification through the National Association of Health Unit Coordinators, Inc. (www.nahuc.org)
Health Unit Coordinator Requirements

• Application procedures
  – Mandatory Information Session
  – Completed application
  – Completed immunizations
  – Criminal background check
  – Drug screen
Health Unit Coordinator

• Career Opportunities
  – HUC
  – Unit Clerk
  – Unit Coordinator
  – Unit Secretary
  – Unit Assistant
  – Ward Clerk
Personal Care Attendant Training

• Training to assist aging and/or disabled clients or family members

• Training covers:
  – Basic caregiving
  – Medical terminology
  – Disease process
  – Communication
Medical Front Office

• Basic skills to work as a front desk receptionist in a healthcare office

• Topics include:
  – Patient confidentiality
  – Medical terminology
  – Basic billing and documentation
Medical Coding Certificate Series

• Day, evening, online or weekend classes available
  – Prerequisites
    • Medical Terminology
    • Basic Anatomy & Physiology
Medical Coding
Certificate Series

• Medical Coding required courses
  – Healthcare Ethics and HIPAA
  – Computers in the Medical Office
  – Pathophysiology
  – Introduction to Medical Coding & Billing
  – Medical Coding I
  – Medical Coding II
Medical Coding Certificate Series

**Fast Track Option** – allows students to complete the coding certificate series in two semesters (days or evenings)

- **1st semester**
  - Medical Terminology
  - Basic A&P
  - Introduction to Medical Coding & Billing
  - Pathophysiology

- **2nd semester**
  - Computers in the Medical Office
  - Medical Coding I
  - Healthcare Ethics & HIPAA
  - Medical Coding II
Medical Coding Certificate Series

• 352 hours total*
• $2392 total tuition*
• Books $70-$120 each
• Taught by industry experts
• Prepares students for entry level position
• National certification strongly recommended

*Hours and total tuition include prerequisites and core courses
Medical Coding

• Certifications for Medical Coding can be obtained through
  – AHIMA (American Health Information Management Association) [www.ahima.org](http://www.ahima.org)
  – AAPC (American Academy of Professional Coders) [www.aapc.com](http://www.aapc.com)
Medical Billing Certificate Series

• Coursework includes:
  – Medical Terminology
  – Healthcare Ethics & HIPAA Compliance
  – Medical Billing & Reimbursement
  – Computers in the Medical Office
  – Claims Cycle in the Central Billing Office
  – Electronic Health Records
  – Communication Skills for Healthcare Workers
Medical Billing Certificate Series

Evening, online, day and weekend classes available

– 216 hours total
– $1453 total tuition
– Books needed for most classes
– NO national certification
Externship Opportunities for Coding & Billing Students

- Limited competitive externships may be available
  - Range 80-200 hours
  - Most are **unpaid**
  - Resume, interview and selection process in most cases
  - Instructor recommendations are **critical**
Long Term Care Activity Director

• National Certification Council for Activity Professionals
  – www.nccap.org

• Blended course
  – online and onsite learning

• Onsite learning is the required practicum to be completed at an approved LTC facility
Long Term Care Activity Director

- Application procedures
  - Mandatory Information Session
  - Completed application
  - Completed immunizations
  - Criminal background check
  - Drug screen
Dental Assisting/RDA

- Dental Assisting
  - 70 hour program
  - 2-nights per week or all day
    Friday class options available
  - Must have Hep B shot series completed prior to direct
    patient care
  - BLS for Healthcare Providers required
Dental Assisting/RDA

• Registered Dental Assistant
  – 8 hour class plus state exam
  – Approved by the Texas State Board of Dental Examiners
  – Must submit BLS Card along with test results
  – Required to work in the state of Texas
Dental Assisting/RDA

• Administrative Dental Staff
  • Learn the essential administrative tasks for managing the front office of a dental practice
  • Topics include:
    – Dental terminology
    – Insurance filing
    – Patient billing
    – Overview of Dentrix, dental software program
Nitrous Oxide for Dental Professionals

• State certification
  – Hygienists and Assistants
  – 8 hour class plus exam
  – Approved by the Texas State Board of Dental Examiners
  – Optional Certification
Ophthalmic Assistant Training

• Ophthalmic Assistant (COA)
  – Take medical histories, administer eye medications, instruct patients in care and use of corrective lenses, perform all the ophthalmologic tests necessary for preliminary and highly specific eye exams, assist in ophthalmic surgery, and maintain ophthalmic and surgical instruments, as well as office equipment.
  – 80 hour program
  – 60 hours lecture/20 hours clinical
Optician

• Optician (ABOC)
  – Dispensing opticians make glasses using the prescriptions ophthalmologists and optometrists write for their patients.
  – Opticians make recommendations to the patient about which type of frames and lenses would be best for them.
  – 80 hour program
  – 60 hours lecture/20 hours clinical
Pharmacy Technician Certification Preparation

- 50 hour course
  - Preparation to take the national certification exam administered by the Pharmacy Technician Certification Board
  - Fee includes books, lab materials and study guides
  - Prepares students to work in a retail pharmacy setting
  - National exam and certification information can be obtained at www.ptcb.org
Pharmacy Compounding and Sterile Preparations

• 50 hour course
  – Offered every Spring
  – Must be a Pharmacist or a Certified Pharmacy Technician (CPhT)
  – Fee includes books, lab materials and study guides
  – Prepares students to work with sterile compounding, IV admixtures and aseptic techniques
  – Prepares students to work in a hospital or compounding pharmacy setting
  – Approved by the Texas Pharmacy Association & ACPE
Electrocardiography (EKG) Certification Training

• 50 hour course
  – Preparation to take the National Certification Exam
  – Certification exam is proctored onsite after course is completed
  – Exam results take about 12 weeks
Electrocardiography (EKG) Certification Training

- Certified EKG Technician career opportunities
  - Monitor Technician
  - EKG Tech
  - Cardiac Tech
  - Entry level position
Basic Life Support for Healthcare Providers

- Offered every month
- Required for most healthcare professions
  - Dental/RDA
  - Health Unit Clerk
  - EKG
  - Personal Fitness Trainer
Personal Fitness Trainer Certification

• FREE Information Session
  – Saturday, January, 29
  – 11am-12pm, SCC-I112

• Classroom and practical coursework
  – Five Saturday sessions from 9am-4pm
  – 9am-12pm, classroom, SCC-I112
  – 1pm-4pm, practical @ LA Fitness

• Written and practical exams
  – 6th Saturday, ½ written & ½ practical

• CPR & 30-hour internship required

• For more information visit
  www.witseducation.com
Continuing Education for Current Healthcare Professionals

- Instructor led CEU courses available
  - Medical Coding & Billing
  - Licensed Professional Counselors

- Online CEU courses
  - Leadership Skills for the Health Professional

- Additional CEU online resources
  - [www.ed2go.com/collince](http://www.ed2go.com/collince)
  - [www.ccccd.theelearningcenter.com](http://www.ccccd.theelearningcenter.com)
Informational Websites

• For further information about healthcare careers
  – www.texashotjobs.org
  – www.discoverhealthcareers.com
  – www.bls.gov
Free Resources Available

• Resume and Interview Workshop
  – Available at no cost, but you MUST register
  – Classes are Saturdays from 9am-noon

• Career Services
  – Career Services offices located at SCC, PRC and CPC
  – Job postings on-site and online
  – Resume posting online
  – Career Assessments, helpful in deciding on a major or career
  – www.collin.edu
Financial Aid

• Available for CE students
• Must complete a FAFSA
• Takes 6-8 weeks to process
• CE financial aid office is at the PRC campus in Frisco
• 972-377-1760
Thank you!

- For more information, call 972-985-3750
- To view our schedule of classes, visit www.collin.edu/ce
- You may register for classes in person, online or over the phone at 972-985-3711