



EXTENDED LEARNING SERVICES

Health Professions Institute

*with your
future in mind*

Indiana University is known throughout the world for its tradition of excellence in educating healthcare professionals and researchers in the field of medicine.

The Health Professions Institute at IU South Bend provides ongoing opportunities for lifelong learning and professional development for healthcare providers in the region.

These accelerated programs offer a significant academic challenge to a select group of students. You may qualify for this group if you meet the following criteria:

- You are highly motivated and disciplined
- You have made a career in health care a top priority
- You are willing to put in the time outside the classroom needed to solidify your complete understanding of the material
- You are stimulated by an intensive, rigorous course of study

INDIANA UNIVERSITY SOUTH BEND

www.iusb.edu/~extendsb



Are you interested in a health care career?

IU South Bend Extended Learning Services Health Professions Institute can help you advance your current position or prepare you for a new career.

Extended Learning Services in partnership with IU South Bend's School of Nursing and Allied Health Sciences is proud to be part of the IU tradition of providing the medical community with cutting edge continuing education for the healthcare industry.

Visit

www.iusb.edu/~extendsb

**for future
course topics**

**Extended Learning
Services
We Bring IU to You.**

For more information, call
574/520-4261 or visit
www.iusb.edu/~extendsb

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Get started on your future with this checklist:

RESEARCH

- o Learn more about health care careers from the web: You can start with the occupational outlook from the U.S. Department of Labor at www.bls.gov/oco
- o Talk to local professionals: Call a hospital, clinic or pharmacy and ask to speak to someone in the position that interests you.

PLANNING

- o Review the enclosed class schedule or request a current catalog to determine the classes you should take (Be sure to leave time for any prerequisites).
- o Discuss your interest with an IU South Bend Extended Learning Services representative. Call 574/520-4261 or visit www.iusb.edu/~extendsb

FINANCING

- o For information on loans, see the enclosed sheet, contact Extended Learning Services or visit www.iusb.edu/~extendsb

RESOURCES

- o For Medical Coding: www.ahima.org
- o For Pharmacy Technician: www.in-gov/pla/bandc/ispb/ or www.ptcb.org
- o For Medical Transcription: www.aamt.org

Employment opportunities for certified pharmacy technicians are expected to grow much faster than average through 2010.

Pharmacy Technician Training

Presented in cooperation with Memorial Hospital of South Bend and Elkhart General Hospital

Approved for VA Aid

By successfully completing this class and paying a certification fee, you can become Indiana state certified. Successful completion of this class will qualify you for an entry level position.

Topics include a pharmacology overview, medical terminology, reading and interpreting prescriptions and defining drugs by brand name. Dispensing of prescriptions, inventory control, billing and reimbursement also are covered.

The program has been designed and is taught by experienced, practicing pharmacists.

Prerequisite: Pass pharmacy technician math test. Call 574-520-4261 to schedule this assessment test. It is also recommend that you take *Medical Terminology*.

As of January 1, 2004, individuals must hold a pharmacy technician certificate or pharmacy technician in training permit to work as a pharmacy technician in the state of Indiana.

Curriculum approved by the
Indiana Board of Pharmacy.

For more information on certification,
visit www.in-gov/pla/bandc/ispb/
or www.ptcb.org

NEW

Medical Interpreter Training: Bridging the Gap

Imagine the common occurrence of a patient going to the doctor and describing symptoms and the doctor giving a diagnosis and treatment. But what happens if the doctor and the patient speak two different languages? This is where the medical interpreter facilitates the communication between people who are speaking different languages. Not only is it changing one language into another, but it involves understanding and communicating the underlying meaning and intent along with the cultural context.

Students are engaged, using an active learning process, in the following topics: the roles and ethics of a medical interpreter, anatomy and basic medical procedures, managing the flow of an interpreting session, and appropriate advocacy along with cultural awareness.

Class includes extensive role play and practice.

Note: Participants must be fluent in English and one non-English language. Background in the medical field is not necessary. Students will be interviewed by the instructor prior to attending class to verify language fluency. Successful completion of this class includes passing a final oral exam.

The interpreter provides culturally competent, professional medical interpreting to support equal access to health care.

National Council on Interpreting in Health Care



**For logistics and registration:
www.iusb.edu/~extendsb or 574-520-4261**

“The quality of instruction and actual amount of material learned made this a great class.”

Kathie Seal

Medical Terminology

This class is designed to teach the basics of medical terminology, with emphasis on anatomy and physiology. Unlike the typical terminology class, this program will utilize a relaxed learning environment that has proved to be very effective. Students will gain knowledge of medical terminology through the correct usage of prefixes, suffixes and root words. By utilizing this simple breakdown methodology, participants will learn how to recognize the definitions of complex medical terms.

Notes: This class is designed for those who have no formal terminology training and would like to further or begin a career in the medical field. The program is a stepping-stone for medical coding, transcription and other health care careers. Attendance, class participation and test scores determine successful course completion. Study of terms outside of class is necessary.

This class is a prerequisite for the *Medical Coding class*.

For logistics and registration:
www.iusb.edu/~extendsb or 574-520-4261

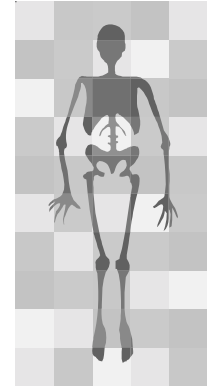
Anatomy and Physiology

Knowing the anatomy and physiology of the body is essential to working in the medical field. Medical transcriptionists, coders, billers, and general medical office staff all agree that knowing anatomy and physiology is vital to their jobs. This course, which is the first stepping-stone to knowing and understanding the human body, will take you through the body systems and how they work utilizing a variety of teaching methods and learning styles.

Notes: This class is designed for those who have no formal anatomy training. It is appropriate for those intending to become a medical coding specialist and for those who work in medical offices and want to expand their knowledge. Attendance, class participation and test scores determine successful course completion.

Prerequisite: IU South Bend Extended Learning Services *Medical Terminology* class or pass a waiver test. Call 574-520-4261 for an appointment.

This class is a prerequisite for the *Medical Coding class*.



The Department of Labor projects a 26 percent increase in the number of health care jobs between now and 2008. Health care careers are the rising stars of the employment picture.

“The instructor was very knowledgeable... she brought a lot of practical medical office experience to the class.”

Reland Sheets

Approved for VA Aid

ENROLLMENT
LIMITED

Medical Coding Specialist

Medical coders review health records and assign numeric codes to diagnoses and procedures. These codes are used to track patient care and for reimbursement of insurance claims. This concentrated course will provide you with the basic knowledge of medical office operations, coding and billing. Class topics include an overview of the health care environment, office policies and procedures, medical records management, collections and accounts receivable, ICD-9-CM coding, CPT/HCPCS coding and third-party billing.

Note: Successful completion requires 80 percent attendance and an average score of 75 percent on tests, quizzes and assignments.

Prerequisite: IU South Bend Extended Learning Services *Medical Terminology and Anatomy and Physiology* classes or pass waiver test. Call 574-520-4261 for an appointment.

Exam Preparation for Medical Coders

Prepares coders to sit for CCA, CPC and other coding certification tests

Demonstrate competency in assigning diagnosis and reimbursement codes by becoming certified. This class covers the material you need for testing and is very helpful if you have been coding in a particular field and need review of ALL coding. Test requirements determine for which test you may sit.

Using Medical Manager Software

This course provides students with basic knowledge of computerized account management (Medical Manager software) as it pertains to medical practice. Through hands-on experience working with real-life situations, students will gain the confidence and skills to perform entry-level computerized account management duties in the medical office setting.

To receive a certificate, you must attend all classes and complete all assignments.

Note: Typing speed of 30-40 words per minute and 10-key speed of 30-40 strokes per minute is recommended.

ENROLLMENT
LIMITED

Health Information Management (HIM) is one of the 20 fastest growing occupations in the United States. Medical coding and billing is a critical component in the HIM process.



For logistics and registration:
www.iusb.edu/~extendsb or 574-520-4261

Radiology Exam Preparation and Review for Dental Assistants

All persons operating diagnostic x-ray equipment in the state of Indiana must be certified by the Indiana State Board of Health. For certification, each diagnostic x-ray machine operator must complete an educational requirement and a testing requirement.

This course prepares dental assistants for the testing requirement. A mock exam is held during the final class session, followed by an individual consultation to review your results.

Notes: To take the exam, all applicants must fulfill the educational requirement by satisfactorily completing one of the following programs:

- a formal education program from a school whose radiography program is approved by the Commission on Dental Accreditation; OR
- a formal education program approved by the Indiana State Department of Health; OR
- an Indiana State Department of Health-approved on-the-job training program.

On-the-job Training

Dental assistants who are enrolled in an on-the-job training program by their dentist-employer must be:

- at least 18 years old
- a high school graduate
- in full-time attendance (equivalent of full-time employment)

For logistics and registration:
www.iusb.edu/~extendsb or 574-520-4261

Expanded Dental Functions

Receive instruction in dental terminology, dental anatomy, resin restorative techniques, amalgam restorative techniques as well as the necessary matrices techniques for each restoration.

Employers: It is necessary and important that students have opportunities for supervised lab or clinical application of their skills between instructional sessions.

Due to the advanced nature of this course, adequate knowledge of dental terminology, dental anatomy and restorative instrumentation is essential for successful participation.

Study materials will be sent to students approximately three weeks prior to the first session. This information will be reviewed during the first session and an assessment examination will be administered the following day. A passing grade must be earned on the assessment examination to receive credit for this course.

Notes: Each student will receive a typodont to take with them for their practice. Enrollment limited to certified dental assistants, licensed dental hygienists and those employed by a general dentist for a minimum of two years. Student progress will be evaluated weekly. Those not meeting minimum performance criteria will be asked to withdraw.

Enrollment strictly limited to 18 students. Early registration is strongly recommended.

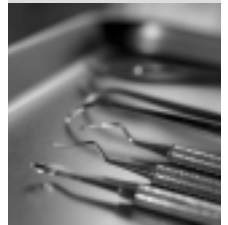
College Credit: Students enrolled at IU South Bend can apply for 3 credits that will transfer to the Dental Assisting Certificate.

"This program gave me a better understanding of what I was doing at work."

Kandace Jackson

"The night class was perfect with my schedule."

Shannon Hanft



ON-LINE CLASSES:

These six certificates are accredited by: ALLEGRA Learning Solutions, LLC is accredited as a provider of continuing education in nursing by the American Nurses Credentialing Center's Commission on Accreditation.

Gerontology

Designed to enhance the knowledge and skills of health care professionals who work with the older adults.

\$269/26 hours, starts any time

Complementary and Alternative Medicine

Enhance your professional marketability by gaining a broad understanding of alternative health care options.

\$269/27 hours, starts any time

Spirituality, Health, and Healing

Enhance your professional marketability by recognizing the impact spiritual values and beliefs have on health and healing.

\$199/26 hours, starts any time

End of Life Care

If you are a health professional who works with this population, this program will provide you with continuing professional education to help you gain a broad understanding of this special area of care and stay current with emerging trends.

\$269/26 hours, starts any time

Growth and Development Through the Lifespan

Addresses the characteristics, problems, and needs of people of various ages, giving you the additional knowledge and expertise you'll need to successfully care for all your patients.

\$209/36 hours, starts any time

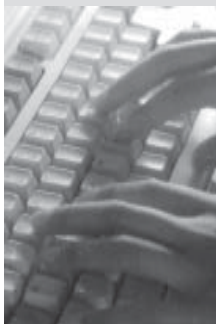
Legal and Ethical Issues in Nursing

This certificate program addresses these issues and will provide you with timely, concise, and crucial information on legal concepts and bioethical issues that most matter to you.

\$169/23 hours, starts any time

What do I need to take an online class?

You will need a Windows-based computer with word processing software and printer, Internet access, e-mail and working knowledge of the Internet.



ON-LINE CLASSES:

Certified National Pharmaceutical Representative

A CNPR™ is a federally trademarked certification which can be obtained by acquiring the necessary knowledge in pharmacology, medical terminology, physiology, and regulations for selling pharmaceuticals.

\$1595/120 hours, starts any time

Medical Transcription

This online, instructor-led program will prepare you to start a new career as a Medical Transcriptionist. A medical terminology course is included at no extra cost! Transcriber and all materials included.

\$1595/120 hours, starts any time

Veterinary Assistant

Students will learn about the care of animals, interpersonal communication, interaction with clients and their animals, as well as assisting the veterinarian during examinations. Administrative duties, such as fee collection, accounts payable, and basic information about pet insurance. Textbooks included.

\$1595/120 hours, starts any time



To register:
www.iusb.edu/~cted/online

Health Professions Institute Faculty:

Pharmacy Technician Training

The program is taught by experienced, practicing pharmacists.

Medical Terminology

Elizabeth Finley, M.S.N., Valparaiso University; R.N., APRN, BC; family nurse practitioner, St. Joseph Health Center, Plymouth.

Anatomy and Physiology

Dee Kilmer, R.N., IvyTech Community College; nurse, OSMC.

Medical Coding Specialist

Sandra Huyvaert, CPC; practicing medical office manager and experienced instructor.

Exam Preparation for Medical Coders

Elise Watts, CPC; coding and documentation trainer, Memorial Medical Group.

Using Medical Manager Software

Sandra Huyvaert. See *Medical Coding Specialist*.

Medical Interpreter Training

Susannah Bueno, B.S., Education with major in Spanish, Indiana University; certified trainer, multicultural access representative, St. Joseph Regional Medical Center.

Radiology Exam Preparation and Review for Dental Assistants

K.R. Hawkins, B.G.S., Indiana University; L.D.H.; clinical instructor.

Expanded Dental Functions

Nanci Yokom, CDA, RDH, MBA, director of dental education, IU South Bend; and **IU South Bend Dental Education Staff**.

Want to know more?

Class schedule is available at the Extended Learning Services web site: www.iusb.edu/~extendsb Click on the link for current semester class schedule, then follow the link to the Health Professions area.

For more information about Health Professions Careers visit the U. S. Department of Labor at www.bls.gov/oco