

HEALTHCARE COURSES

Healthcare

The Workforce and Professional Education (WPE) department offers a range of healthcare courses and certificate programs designed to equip you with the skills and credentials needed for a successful career in the healthcare industry. Our in-person, hands-on training prepares students for certification exams from recognized accrediting bodies, ensuring you are job-ready upon completion. Whether you're advancing in your current role or exploring a new career path, WPE provides the education and support to help you achieve your professional goals.

Certified Clinical Medical Assistant (CEHS-305)

The Medical Assistant Certificate program prepares students for a career performing clinical tasks in a healthcare setting under the supervision of a physician, health practitioner, or registered nurse. OCC offers both daytime and evening sections of this course.

Students will learn clinical skills including obtaining and monitoring patient vital signs, taking medical histories, preparing patients for minor surgical procedures, CPR training and certification, using phlebotomy techniques, assisting in the collection of laboratory specimens and more.

Upon completing the program, students will be eligible to sit for three national certifications through the National Healthcareer Association (NHA):

- Certified Clinical Medical Assistant (CCMA)
- Certified EKG Technician (CET)
- Certified Phlebotomy Technician (CPT)

Medical Billing and Coding Specialist (CEHS-188)

Our comprehensive Medical Billing and Coding Certificate Course is designed to equip students with the knowledge and skills needed to excel in the fast-growing field of medical billing and coding. Whether you're starting fresh or seeking to enhance your existing healthcare career, OCC's Medical Billing and Coding program covers all essential areas to ensure success.

Medical Billing and Coding Specialists are responsible for processing health insurance claims using a special coding system, which is recorded onto patients' electronic health records and used to properly process insurance claims. Through this online course, students will obtain the skills necessary to work in this field, where specialists are in high demand in physicians' offices, healthcare facilities, and at insurance and medical billing companies.

This intensive training will enable students to:

- Acquire a strong foundation of knowledge related to medical terminology and anatomy and physiology.
- Understand the importance of law and ethics in the healthcare field, with an emphasis on HIPAA regulations.
- Recognize the association between the delivery of healthcare services and the need to appropriately secure reimbursement.
- Demonstrate an ability to use the electronic health record and other medical software programs to perform billing and coding duties.
- Transfer diagnostic and procedure coding knowledge to electronic and/or paper claim forms.

Our fully online and asynchronous course offers a blend of foundational knowledge and practical skills essential for any

medical billing and coding professional. This 10-month program includes 6 comprehensive courses:

- Introduction to Healthcare (4 weeks)
- Medical Terminology and Anatomy and Physiology (12 weeks)
- CPT/HCPCS (8 weeks)
- ICD-10-CM (8 weeks)
- Medical Procedures with Insurance (4 weeks)
- Integrated Electronic Health Records (4 weeks)

Hands on Advisement

Throughout the course, you will benefit from the guidance of an expert advisor. This personalized support ensures that each student can navigate complex topics, receive timely feedback, and gain the confidence needed to excel.

After completion of the program, students will be eligible to sit for the following national certification exams (at no additional cost):

- NHA CBCS (Certified Billing & Coding Specialist)
- CMAA (Certified Medical Administrative Assistant)
- CEHS (Certified Electronic Health Records Specialist)

The following two certificates can be achieved by completing the online courses listed below. Courses can be taken individually and at your own pace. NHA exam coordination and costs are not included with the following programs. For students looking to complete all three of the following certificates, we recommend the Medical Billing and Coding Specialist Certificate.

Medical Coding Professional Certificate

The Medical Coding Professional program is designed to meet the needs of those seeking careers in Medical Coding by teaching students to interpret doctor-originated information from patient charts, classify it, and assign appropriate numerical codes necessary for billing, quality assurance, and statistics. Students will learn the latest industry standards and practices needed for a career in this vital profession. This program prepares students for the NHA CBCS exam.

Required Courses:

CEHO-114 Medical Terminology and Anatomy and Physiology
 CEHO-120 CPT/HCPCS Coding
 CEHO-126 ICD-10-CM Coding
 CEHO-103 Medical Procedures with Insurance

Certified Medical Billing and Electronic Health Record Specialist (CEHS) Certificate

Experienced medical billers are in great demand in today's healthcare fields. OCC's Medical Billing and Electronic Health Records Certificate program provides students with the skills necessary to become a certified medical billing professional and work for a physician's office, billing or insurance company, or healthcare facility. The EHR knowledge and experience gained through this certificate program is an integral part of the competencies and skills needed in the healthcare workplace. This program prepares students for the National Healthcareer Association (NHA) CMAA and CEHS exams.

Required Courses:

CEHO-114 - Medical Terminology and Anatomy and Physiology
 CEHO-103 Medical Procedures with Insurance
 CEHO-109 Integrated Electronic Health Records

Medical Terminology and Anatomy and Physiology (CEHO-114)

Learn to decipher complex medical terms, prefixes, suffixes, and root words, enabling precise documentation and coding. This course is the prerequisite for several certificate programs in the healthcare field and can be completed in one semester.

Medical Procedures with Insurance (CEHO-103)

This module covers various types of insurance plans, the insurance claims process, and how to work with insurance companies to ensure proper reimbursement. Learn about patient eligibility, benefits verification, and the nuances of private, public, and government insurance.

Integrated Electronic Health Records (CEHO-109)

This course explores the importance of electronic records. You will obtain hands-on experience working with an electronic health records software package. The course includes preparation for the NHA Certified Electronic Health Record Specialist Exam (CEHRS) with study guide.

CPT/HCPCS Coding (CEHO-120)

Learn the basics of CPT coding and the current procedural terminology manual, exploring the descriptive terms and identifying codes. Topics include a more in-depth look at coding evaluation and management services, modifiers, and surgical procedures.

Prerequisites: Medical Terminology and Anatomy and Physiology.

ICD-10-CM Coding (CEHO-126)

This course explores the practices and conventions of ICD-10-CM coding classifications. Learn to assign alphanumeric codes for medical diagnoses and procedures carried out in ambulatory surgery centers, hospitals, medical offices and other healthcare facilities, and to utilize approved guidelines and coding conventions.

Dental Assisting (CEHS-126)

This foundational course is designed for students with little or no dental background. Explore dental anatomy, procedures, equipment, fourhanded dental assisting techniques, infection control and dental terminology. CPR certification is included. A minimum of one hour of job shadowing is required to receive an Ocean County College certificate of completion.

EKG Technician (CEHS-168)

Explore cardiac anatomy and physiology and learn electrode application technique, operation of the EKG machine and other monitoring devices, and interpreting the fundamental elements of an EKG strip. This program also covers basic medical office procedures and instruction on taking vital signs. Upon completing the course, students will be eligible to take the national accreditation exam through National Healthcareer Association (NHA) for EKG Technician certification.

Phlebotomy Technician (CEHS-283)

Prepare to earn a credential as a Certified Phlebotomy Technician (CPT) through the National Healthcareer Association. Topics include anatomy and physiology, blood collection equipment and procedures, medical terminology, safety, legal and ethical responsibilities, and interpersonal relations. Upon completion of this course, students will be eligible to take the exam to attain National Healthcareer Association (NHA) certification.

Veterinary Assistant (CEHS-430)

Through this NAVTA-approved program, students are trained to aid in patient care, behavior, and restraint. This course also includes laboratory, radiology, pharmacy skills, preventative care, surgery, and recovery. Additionally, students will be trained in animal CPR. Successful graduates will receive an OCC Certificate of Completion. Those that complete the 100 clinical externship hours will also be eligible to sit for the National

Association of Veterinary Technicians of America (NAVTA) Veterinary Assistant exam.

Certified Personal Trainer (CEHS-193)

Learn essential skills through hands-on practical labs. Gain expertise in designing client assessments. Our NCCA-accredited program includes 15 hours of virtual lectures on core knowledge like anatomy and nutrition. The course provides a national test voucher (\$450 value) and a 30-hour bonus employer internship (Level 2 certification) to enhance your job prospects. *Required: Textbook (sold separately).*

Certified Professional Coder (CPC) Exam Prep (CEHS-267)

This course provides a comprehensive overview of the medical coding of physician services, expanding and enhancing the coding skills students need to sit for the CPC national board exam.

Prerequisite: Medical Terminology and Anatomy and Physiology, ICD-10-CM Coding, CPT/HCPCS Coding, and/or relevant work experience recommended.