



**MIDDLESEX**  
Community College

# **Academy Of Health Professions**

## *Certificate Programs*

Program Information and  
Admission Requirements for  
Medical Billing and Coding  
Phlebotomy

**Application Deadline:** Admission to the Academy of Health Professions is on a rolling basis. Applicants are admitted on a space-available basis as their applications, including all requirements, are completed. Although there is no deadline, students are encouraged to apply early, as space is limited.

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**Special Note Regarding Residency:** Non-Massachusetts residents will be admitted on a space available basis.

## **Program Description**

The Academy of Health professions at Middlesex Community College offers certificates in Medical Billing and Coding, and Phlebotomy. Students achieve success through a variety of traditional and non-traditional courses, career counseling and support, tutoring, and hands-on experience in health careers. Students will take approximately 6 credits (2 courses) in each 9-week session for a total of 27 weeks. Small class size ensures students receive individualized attention and support throughout the program.

### **Medical Billing and Coding:**

Medical Billing and Coding Certificate program consists of 21 college credits. The objective of this program is to provide the students with the skills to perform a variety of administrative health information functions, including those associated with organizing, analyzing, and technically evaluating health insurance claim forms and coding diseases, surgeries, medical procedures, and other therapies for billing and collection.

### **Phlebotomy:**

The Phlebotomy Certificate program in the Academy of Health Professions enables the student to build the skills necessary to work in hospitals, clinics, doctors' offices, nursing homes, research settings, and reference labs as a phlebotomist. The student will be trained to perform a variety of blood-collection methods, using proper techniques and precautions including: vacuum-collection devices, syringes, capillary skin puncture, butterfly needles, and blood culture specimen collection on adults, children and infants.

Emphasis will be placed on infection prevention, proper patient identification, proper labeling of specimens, and quality assurance. Students will be taught specimen handling, processing and accessioning, as well as the essentials of OSHA Safety Control procedures and regulations. Topics include professionalism, ethics and medical terminology. After completion of the program, students will be eligible to sit for a national certification exam.

### **Career and Transfer Outlook:**

Graduates receive a certificate that enables them to pursue entry-level employment in a variety of healthcare settings. Students may find career opportunities in hospitals or clinics, or group or individual physician's offices. Graduates will be able to move up the career ladder by taking additional college-level courses to meet requirements for other certificates or associate degrees in a health career.

### **Program Specifics**

- All classes are held at the Lowell campus in an accelerated format.
- Time commitment: Courses are offered in a variety of formats including evenings/weekends/online. Please contact an admissions representative for detailed class times.
- Homework averages two to three hours of study/reading for each hour in class.
- Students are responsible for the purchase of uniforms, if needed, and textbooks.
- Transportation to any off-site clinical sites is not provided.
- The cost of attendance will be at the prevailing college rate. Rates are subject to change.
- Due to the availability of clinical sites, all **Externships** take place during the day regardless of how the program is offered
- **Students are encouraged to apply for Financial Aid to help meet the expenses of attending college. The Financial Aid Office packages awards for each student, based upon the student's eligibility and financial need, fund restrictions and fund availability. General information is available at the Student Information Centers, or by calling the Financial Aid Offices in Bedford 781-280-3650 or Lowell 978-656-3242.**

### **Standard Skills for the Certificates in Health Sciences:**

The following is a list of standard and/or technical skills required for performing duties of the various certificate programs in the Academy of Health Professions. These skills are not conditions for admission to the program, but do indicate abilities and characteristics necessary for successful completion of each program and to perform duties required in the career upon graduation.

#### **General:**

- Comprehend and communicate clearly in English in both oral and written form
- Read and comprehend technical and professional materials
- Accurately record patient history, vital signs and other information
- Work without supervision
- Manage multiple assignments simultaneously and effectively
- Retain and recall medical terms and phrases accurately and efficiently
- Perform for a prolonged period without breaks, i.e. typical shift of 8 hours
- Exhibit appropriate professional and social skills in all interactions
- Manipulate dials, levers, keyboard devices, plugs and other switches, devices associated with medical equipment and/or office procedures
- Be able to lift 20+ pounds

## **Specific:**

### **Medical Billing and Coding**

- Provide accurate and detailed information to patients and healthcare personnel
- Possess excellent organizational skills with attention to detail
- Demonstrate effective computer and administrative skills
- Accurately interpret patient notes to determine appropriate medical codes.

### **Phlebotomy**

- Accurately explain specimen collection procedures to patients
- Work efficiently and confidently with patients in a clinical setting
- Properly handle specimens including manipulating syringes, needles and other invasive devices
- Read small print (e.g., on tubes, vials, package inserts, etc.)
- Move/operate patient conveyance devices and equipment such as wheelchairs and monitors
- Respond appropriately to various types of patient responses including sounds; e.g. patient voice, movements and distress behaviors
- Function without causing harm to self or others
- Follow universal safety precautions and infection control procedures

## **Getting Started:**

- Complete the Middlesex Community College admission application and indicate your program of interest.
- Review the Admission Checklist
- Achieve eligibility for ENG 088, ENG 089, or ENG 092
- Schedule a meeting with an academic and financial aid counselor

## **Criminal Offender Record Information and Sex Offender Registry Information Checks.**

In order for a student to be eligible to participate in an academic, community or clinical program that involves potential unsupervised contact with children, the disabled, or the elderly, the student may be required to undergo a Criminal Offender Record Information (CORI) check and/or a Sex Offender Registry Information (SORI) check. Students found to have certain criminal convictions or pending criminal actions will be presumed ineligible to participate in such activities. The College is authorized by the Commonwealth's Criminal History Systems Board, pursuant to Massachusetts General Laws, Chapter 6, Sections 167-178B, to access CORI records. The College shall refer to regulations issued by the Commonwealth's Executive Office of Health and Human Services, 101 Code of Massachusetts Regulations 15.00-15.16, as guidance when assessing student CORI records. Sex Offender checks shall be performed pursuant to Massachusetts General Laws, Chapter 6, Sections 178C-178P. If a student is allowed to enroll or participate in such a program despite having certain criminal convictions or pending for criminal actions, this is no guarantee that a future employer would also disregard such criminal record.

**Some clinical sites may require that students undergo CORI checks for any state that they have lived in for the past 5-7 years. In these cases, students will be responsible for the cost of these additional CORI checks.**

For more information regarding the College's CORI/SORI check process, please contact Alisa Chapman, Director of Compliance at 781-280-3620 or chapmana@middlesex.mass.edu.

## **Services Available to Academy of Health Professions Students:**

All Academy students will receive on-going academic and career support by the Program Director in both group and individual settings. The Program Director will work with students to determine individual needs and refer students to MCC services such as tutoring, personal counseling, disability support, and outside resources if required.

## **Admissions Information:**

The Admissions office will review applicants in their entirety. Applicants are admitted on a rolling admissions basis. Rolling admissions means that applicants will be admitted in the order that they meet all of the admission requirements, until the class is filled. If the college is unable to admit all qualified applicants for a particular program, students will be admitted for the next available session. Non-Massachusetts residents will be admitted on a space available basis only.

## **Requirements after Admission to the Academy of Health Professions Program:**

- Students accepted to Health Programs must be in compliance with the current immunization requirements specified by the Massachusetts Department of Public Health for Health Care Personnel (HCP) and in accordance with state law, MGL, Chapter 76, Section 15C, and its regulations at 105 CMR 220.700 in order to participate in an externship placement or clinical experience.
- Students must submit the **Required Student Health Record** form, provided by Middlesex Community College. Required documentation of health status includes a completed physical examination, a two-step Mantoux (TB/PPD) skin test or blood test (T-Spot or Quantiferon Gold) for tuberculosis, a color deficiency test, proof of immunization against Measles, Mumps, Rubella, Varicella, a positive Hepatitis B titer, one lifetime dose of TDAP (Tetanus/Diphtheria/Acellular Pertussis – after 2006), and one dose of MenACWY meningococcal vaccine administered on or after 16th birthday for any newly enrolled full-time student 21 years of age or younger.
- Students must achieve a grade of "C" (73%) or better in each of the Academy of Health Professions (AHP) courses as well as Medical Terminology to progress in the program.
- Students enrolled in these programs must demonstrate a satisfactory level of performance in class and clinical settings in order to remain in the program.

## Medical Billing and Coding

### Module I

AHP 111	Medical Writing	2 credits	
AHP 112	Soft Skills	1 credit	
MAS 101	Medical Terminology	3 credits	

### Module II

AHP 103	Computers in the Medical Office	3 credits	
AHP 104	Medical Office Administration	3 credits	
AHP 105	Medical Coding I	3 credits	Completion of MAS 101 with C or better Co-requisite: AHP 104

### Module III

AHP 108	Medical Coding II	3 credits	Completion of AHP 105 with C or better
AHP 110	Medical Billing	3 credits	

<b>Total credits</b>	<b>21 credits</b>
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## Phlebotomy

### Module I

AHP 111	Medical Writing	2 credits	
AHP 112	Soft Skills	1 credit	
MAS 101	Medical Terminology	3 credits	

### Module II

AHP 113	Phlebotomy Theory	4 credits	Completion of AHP 111, AHP 112 and MAS 101, all with a C or better
AHP 114	Phlebotomy Lab	2 credits	Completion of AHP 111, AHP 112 and MAS 101, all with a C or better

### Module III

AHP 107	Phlebotomy Externship	1 credit	
AHP 109	Laboratory Administration	3 credits	

<b>Total credits</b>	<b>16 credits</b>
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