



Pharmacy Technician with Medical Administration

Pharmacy Technician with Medical Administration Program

This program combines in-demand healthcare disciplines with important front office Microsoft end user computer skills. This program will prepare students to enter the pharmacy field and take the Pharmacy Technician Certification Board's PTCB exam. Course content includes pharmacy terminology, pharmacy calculations, reading and interpreting prescriptions and defining generic & brand names drugs. Additionally, this program includes a Medical Administration course covering key topics such as medical ethics and law, basics of insurance billing and coding, telephone techniques, scheduling appointments, medical records management and a detailed review of Microsoft Office end user tools including Word, Power Point, Access, Outlook and Excel. Program also includes an optional clinical externship at a local healthcare provider.

Education and Certification

A major objective of this program is to prepare students for important national healthcare competency certification examinations and to prepare them to work as Pharmacy Technicians and Medical Administrative professionals.

- Students should have or be pursuing a high school diploma/GED.
- National certification examination opportunities for students:
 - Pharmacy Technician Certification Board (PTCB) pharmacy technician certification exam
 - The National Healthcareer Association (NHA) Certified Medical Administrative Assistant (CMAA) certification exam
 - The Microsoft Office Desktop Skill modules will prepare students to sit for the Microsoft Office User exams.

Key Course Module Topics Covered

Pharmacy Technician Module

- The history of pharmacy and healthcare
- Pharmacy technician role and responsibilities
- Pharmacy technician certification and registration process
- Pharmacy calculations
- Medical terminology specific to the pharmacy
- Skills to read and interpret prescriptions
- Review of the top 200 drugs
- Skills to identify drugs by generic and brand names
- Dosage calculations, I.V. flow rates, drug compounding, and dose conversions
- Dispensing of prescriptions, inventory control, and billing and reimbursement

Medical Office Administration Module

- History and background of the medical assisting profession
- Ethical and legal issues, fraud abuse, and compliance
- Office and patient communication techniques, appointment scheduling and general office duties
- Telephone techniques and skills for scheduling appointments
- Technology in the healthcare environment
- Medical terminology
- Basics of insurance billing and coding
- Medical records management and management of practice finances
- HIPAA review and patient bill of rights and confidentiality

Microsoft Office Module

- Common features found in Word 2010, Excel 2010, PowerPoint 2010, Access 2010 and Outlook 2010.
- Microsoft Office Suite - "How to Utilize Features" including File, Home, Insert, Page Layout, References, Mailings, Review, View, Developer Tabs Formula, Data, Design, Transitions, Animations, Slide Show, Adobe Presenter Tabs, External Data, Database Tools, and Add-Ins tabs.

Program

Features

& Benefits

- Program includes a "clinical externship" at a local healthcare provider
- National certification exam information and review material
- A personal "instructor mentor" to guide you through your course
- Program includes: textbooks, labs, activities, videos, and other material