

Allied Health Continuing Education Schedule Spring 2023



Completed applications will be accepted from October 10-31, 2022.
Accepted applicants will be notified via email November 1-11, 2022.

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An Equal-Opportunity Institution

Medical Assisting

Medical assistants work alongside physicians, mainly in outpatient or ambulatory care facilities, such as medical offices and clinics. Medical assistants are cross-trained to perform administrative and clinical duties. Duties vary from office to office depending on location, size, specialty, and state law.

A day in the life of a medical assistant might include:

- Taking medical histories
- Explaining treatment procedures to patients
- Collecting and preparing laboratory specimens
- Assisting the physician during exams
- Preparing and administering medications
- Using computer applications
- Updating and filing patient medical records
- Verifying patient health insurance benefits and coverage
- Scheduling appointments

Medical Assisting (AHCE Medical Assisting)

MDCA 1091

92 lecture hours including clinical practice

Tuition: \$790 (textbook & certification included)

Textbook: Cengage Medical Assisting Administrative & Clinical Competencies



Victoria Main Campus

Feb. 13-May 10, 2023*

6-9 p.m.

Monday & Wednesday

VC Main Campus

Health Sciences Center, Room 131

(*Class will not be held March 13-17.)

Gonzales Center

Feb. 15-May 15, 2023*

6-9 p.m.

Monday & Wednesday

VC Gonzales Center

(*Class will not be held March 13-17.)

Certification Exam: Student who complete this course are eligible to take the exam.

Pre-Registration is required.

For more information, view admission requirements or visit VictoriaCollege.edu/HealthcareProfessions.

Class dates and times are subject to change.

Visit VictoriaCollege.edu/HealthcareProfessions for schedule changes.



Medical Coding/Billing

Develop knowledge and skills to be able to identify different classification systems and assign codes using appropriate rules, principles, guidelines, and conventions. Student will learn to describe and explain the differences/similarities among insurance plans. Upon successful completion student will take certification exam.

Medical Coding/Billing

POFM 1000

126 hours

Tuition: \$1,695 (textbook & certification included)

Textbooks: *Medical Coding in the Real World (textbook & workbook)*

ICD-10-CM2023 The Complete Official Codebook

CPT 2023 Professional Edition

HCPCS Level II Expert 2023

Online Course: Face-to-Face tutoring sessions will be offered.

Jan. 30-May 26, 2023*

(*Class will not be held March 13-17.)

Certification Exam: Student who complete this course are eligible to take the exam.

Pre-Registration is required.

For more information, view admission requirements or visit VictoriaCollege.edu/HealthcareProfessions.

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Medication Aide Update

Intensive training in an identified area(s) to meet continuing education and/or review/update requirements associated with professional licensure or certification. Medication Aides MUST renew their permit annually. This includes taking this 7 hour WCE course and paying the \$15 fee to the Department of Aging and Disability Services (DADS). First year permit holders may renew by paying the DADS fee only. Permits that have lapsed for one year or more CANNOT be renewed. The 7 hour continuing education class should be taken at least three months before your permit expires. A medication aide is also a nurse aide and must receive nurse aide continuing in-service documentation. Course is strictly online. This course is no longer offered face-to-face.

Medication Aide Update Courses (AHCE Medication Aide Update)

NURA 1041

7 training hours

Tuition including renewal: \$55

Online Course Dates:

Feb. 1, 2023

April 5, 2023

Pre-Registration is required.

Deadline to register is the Monday prior to class by Noon.

For more information, view admission requirements or visit VictoriaCollege.edu/HealthcareProfessions.

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Nurse Aide

Certified Nursing Assistants (CNAs) provide intimate, hands-on healthcare to patients in medical settings, helping with bathing, dressing and the basic activities of life. A day in the life of a CNA might also include:

- Turning or repositioning bedridden patients
- Taking patients' temperature, blood pressure and other vital signs
- Answering patient calls
- Documenting patients' health issues and report to nurses
- Feeding patients, measuring and recording their food and liquid intake
- Cleaning rooms and bed linens
- Helping with medical procedures
- Dressing wounds

Nurse Aide Course (AHCE Nurse Aide)

NURA 1001 and NURA 1060

60 lecture hours and 50 clinical hours

Tuition: \$650 (textbook included)

Textbook: *Hartman's Nursing Assistant Care with workbook*

Victoria Main Campus

Feb. 6-May 17, 2023*

Monday & Wednesday

4:30-8:30 p.m.

VC Main Campus

Allied Health Building, Room 107

(*Class will not be held March 13-17.)

Gonzales Center

Feb. 8-May 22, 2023*

4-8 p.m.

Monday & Wednesday

VC Gonzales Center

(*Class will not be held March 13-17.)

State Exam: Student who complete this course are eligible to take the Texas Nurse Aide Registry Exam.

Pre-Registration is required.

For more information, view admission requirements or visit VictoriaCollege.edu/HealthcareProfessions.

Class dates and times are subject to change.

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Pharmacy Technician

Pharmacy technicians review dosage calculations, drug classifications, dispensing of prescriptions, billing and reimbursement in a retail or other pharmacy setting. They work in pharmacies, including those found in grocery and drug stores, and in hospitals.

Course content includes: pharmacy medical terminology; the pharmacy practice in multiple environments; pharmacy calculations and measurements; reading and interpreting prescriptions; and defining drugs by generic and brand names. Through classroom lecture and hands-on labs, students will review dosage calculations, drug classifications, the "top 200 drugs," I.V. flow rates, sterile compounding, dose conversions, aseptic technique, the handling of sterile products, total parenteral nutrition (TPN), dispensing of prescriptions, inventory control, and billing and reimbursement.

Pharmacy Technician Program (AHCE Pharmacy Technician)

PHRA 1001

64 theory hours including 10 observation hours

Tuition: \$880 (textbook included)

Textbook: *Pharmacy Practice for Technicians* by Cirrus/Paradigm Education Solutions

Gonzales Center

Feb. 7,-April 27, 2023*

Tuesday & Thursday

9 a.m.-Noon

VC Gonzales Center

(*Class will not be held March 13-17.)

State Exam: Student who complete this course are eligible to take the Pharmacy Technician Certification Board's (PTCB) exam.

Pre-Registration is required.

For more information, view admission requirements or visit VictoriaCollege.edu/HealthcareProfessions.

Class dates and times are subject to change.

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Phlebotomy

Victoria College offers a Phlebotomy course designed to develop skills in performance of a variety of blood collection methods using proper techniques and universal precautions. The classroom and laboratory portions of the course are conducted on the Victoria College campus. The clinical portion of the course is conducted in area healthcare agencies, clinics, private physicians' offices, and medical laboratory facilities.

A day in the life of a phlebotomist might also include:

- Collect blood samples from patients
- Practice proper patient identification
- Decipher the best method for drawing blood depending on the patient
- Expect to work with a patients varying in age and health status
- Be friendly, courteous and sympathetic when working with patients
- Keep your phlebotomy cart or station well-organized at all times
- Practice infection control standards at all times

Phlebotomy Course (AHCE Phlebotomy)

PLAB 1023 and PLAB 1060

72 lecture hours with 50 hours hands-on clinical component

Tuition: \$790 (textbook and certification included)

Textbook: *Phlebotomy Essentials with workbook*

Victoria Main Campus

Feb. 20-May 17, 2023*

6-9 p.m.

Monday & Wednesday

Health Sciences Center, Room 133

(*Class will not be held March 13-17.)

Certification Exam: Student who complete this course are eligible to take the exam.

Pre-Registration is required.

For more information, view admission requirements or visit VictoriaCollege.edu/HealthcareProfessions.

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