

LEHIGH VALLEY HEALTHCARE INDUSTRY PARTNERSHIP
ONE-PAGE TRAINING PROGRAM DESCRIPTION

Name of Training Institution, Contact Person, Address, Email, Phone, Fax:

Bethlehem Area Vocational-Technical School
Sandra Klein
3300 Chester Avenue
Bethlehem, PA 18020
Phone – 610-866-8013, Ext. 111
Fax – 610-866-5978

Name of Training Program (please list one program per sheet):

Nurse Assistant Training

Brief Narrative Description of Training Program:

The Nurse Assistant program, a 120 hour hands-on course, prepares the adult or dislocated worker to take the PA licensing exam for Nurse Assistant. The program, operated at Holy Family Manor in Bethlehem, includes 68 classroom hours learning theory and personal care skills and 52 clinical hours practicing skills. PA Criminal Record Check results required prior to enrollment. No previous healthcare experience required. Program cost includes state testing. Review session prior to state test provided at no additional cost. This 5 week daytime program operates 8 a.m. to 1:30 p.m. daily. A one-half hour lunch break is included. Fee includes tuition, lab, texts and state testing fee. 100% attendance required for completion.

Estimated Number of training program hours per day (e.g. 4 hours a day):

5 hours per day

Estimated Number of training days (e.g. 2 days):

5 days per week for 5 weeks

Estimated Project Cost:

\$1,075.00

Certificate or Credential obtained upon completion?

Certificate of Completion

Additional information:

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Name of Training Program (please list one program per sheet):

Medical Office Skills

Brief Narrative Description of Training Program:

Approved by the National Healthcareer Association, the Medical Office Skills program, a 213 hour hands-on certificate offering, is designed for adults and dislocated workers seeking employment in today's medical offices. Program includes language of healthcare, medical office administration, computer skills for medical office, medical office clinical skills, community first aide and safety training and certification (good for 2 year period), and a 60-hour practicum in a local medical office. No previous healthcare experience required. Basic computer skills helpful. This 7-8 month program operates 2 evenings per week or can be completed full time in 11-12 weeks. Fees include tuition, lab, texts, audio tapes, and certification.

Estimated Number of training program hours per day (e.g. 4 hours a day):

3 hours per day

Estimated Number of training days (e.g. 2 days):

Daytime - 4-5 days per week for 15 weeks
Evening – 2-3 days per week for 28 weeks

Estimated Project Cost:

\$1,925

Certificate or Credential obtained upon completion?

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Name of Training Program (please list one program per sheet):

EKG Technician

Brief Narrative Description of Training Program:

Prepare to take the Cardiographic Technician Certification Exam. The EKG Technician course includes a theoretical basis; skills required to perform EKG's' atrial junctional, ventricular arrhythmias; A-V heart blocks; and two 4-hour clinical sessions on scheduled class nights. Fee includes text.

Estimated Number of training program hours per day (e.g. 4 hours a day):

3 hours per day

Estimated Number of training days (e.g. 2 days):

1 day per week for 21 weeks

Estimated Project Cost:

\$567

Certificate or Credential obtained upon completion?

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Name of Training Program (please list one program per sheet):

Phlebotomy

Brief Narrative Description of Training Program:

This 49 hour course includes complete coverage of blood collection techniques for venipuncture. Safety, special collection procedures, and blood collection equipment are discussed. Course also covers training related medical terminology, anatomy and physiology. Course fee includes 4-hour clinical session and text. Prerequisite: previous health care training and/or experience.

Estimated Number of training program hours per day (e.g. 4 hours a day):

3 hours per day

Estimated Number of training days (e.g. 2 days):

1 day per week for 15 weeks

Estimated Project Cost:

\$510

Certificate or Credential obtained upon completion?

Certificate of Completion

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Name of Training Program (please list one program per sheet):

Medical Billing & Coding

Brief Narrative Description of Training Program:

Program introduces all aspects of submitting, tracing, appealing, and transmitting claims for a full range of health care plans. Learn how to complete the HCFA-1500 form, practice diagnostic and procedural coding, office and insurance collection strategies. In level II, focus on claim management for Medicare/Medicaid plans, billing, credit and collection practices, fees for private vs. managed care plans, and critical topics in office documentation. Learn to apply your knowledge of medical office documentation in level III using the Medisoft office software program. Record patient demographics, create case files, enter charges and payments, process claims and schedule appointments.

Estimated Number of training program hours per day (e.g. 4 hours a day):

3 hours per day

Estimated Number of training days (e.g. 2 days):

2 days per week for 14 weeks

Estimated Project Cost:

\$747

Certificate or Credential obtained upon completion?

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Name of Training Program (please list one program per sheet):

Language of Health Care

Brief Narrative Description of Training Program:

Study terminology & concepts relating to anatomy, physiology, pathophysiology, diagnostic and wellness measures for each body system. Prerequisite: Reading comprehension exam.

Estimated Number of training program hours per day (e.g. 4 hours a day):

3 hours per day

Estimated Number of training days (e.g. 2 days):

Daytime – 4 days per week for 4 weeks

Evening – 2 days per week for 7 weeks

Estimated Project Cost:

\$488

Certificate or Credential obtained upon completion?

Certificate of Completion

Additional information: