



ILLINOIS HEALTH CAREERS

"Train for Tomorrow's Career Today"



Main Campus

4709 N Harlem Ave Harwood Heights, IL 60706

Locations

17759 S Halsted St, Homewood, IL 60430

1529 S Lake St, Mundelein, IL 60060

5051 E State St, Rockford, IL 61108

1010 S Arlington Heights Rd, Arlington Heights, IL 60005

224-246-2694

www.illinoisdentalcareers.com

www.illinoishealthcareers.com

administrator@illinoisdentalcareers.com

Our Mission

The school of Illinois Health Careers is committed to providing future dental professionals with the education to become highly trained, knowledgeable, and work-ready by means of hands-on classroom instruction by expert faculty as well as clinical utilization of state-of-the-art technology, and promoting the highest level of professionalism, personal growth, and real-world experience.

About Illinois Health Careers/ Dental Careers

The school of Illinois Health Careers prepares its students for a successful future in the Allied Health Career fields which include Dental, Orthodontics, Medical Office Administrative and coming soon Billing and Coding and Medical Assistant. Depending on the program in which the students enroll, they are placed with an experienced instructor who guides them through a module-based program, which is taught either twice a week in the evening on weekdays, or on Saturdays.

Illinois Health Careers currently offers a Dental Assisting Program and an Orthodontic Assisting Program. Our innovative module-based programs are designed to maximize the convenience factor for our students, and they also put them in control of their progress. Our students can choose their pace of study, their finish date, and they need not be concerned about missing a class. Together with the combination of small class size instruction and hands-on clinical training, students are prepared to become confident dental professionals by the end of the course.

Program Goals

Illinois Health Careers strives to make our students successful members of the dental community. Our school is committed to giving students opportunities to gain knowledge and develop skills while utilizing critical thinking as an integral part of the process as well. Our program goals are the following:

- Prepare our students to become work-ready as dental assistants and confident in their clinical and practice management skills.
- Provide our students with open access and a supportive environment that fosters student success in and out of the classroom.
- Prepare our students to function as integral members of the dental team while performing chairside and related office and laboratory procedures.
- Provide our students with the interpersonal skills and necessary competencies for patient-centered care.
- Educate our students about current technologies and give them the skills necessary to adapt to the changes in dental/orthodontic fields.
- Provide a curriculum that will give our students the knowledge and understanding of the professional duties and standards, incorporating legal and ethical responsibilities of a Dental Assistant.

Dental Assisting Program Description

Illinois Health Careers Dental Assistant Program is designed for a comprehensive coverage of dental assistant theory and practice in all aspects of clinical and administrative responsibilities. This program is designed to be completed on a part-time basis by enrollment in each of the 20 modules, 2.5 hours each.

Upon successful completion of the program, students will earn a Certificate for the Dental Assistant Program and Coronal Polishing and Pit and Fissure Placement and become eligible to appear for dental assistant certification examinations such as the one conducted by American Medical Technologies (AMT).

Occupational Objective

Graduates are trained to work as dental assistants and may find work in dental offices, clinics, or other dental facilities.

Program Objectives

Upon completion of the program, the student should be able to:

- Work under the direct supervision of a practicing dentist and qualify for the title of Dental Assistant, performing all tasks required in a dental office

- Demonstrate knowledge of the standards of care chairside assisting; proper use of dental instruments; and in exposing, processing, and monitoring radiographs.
- Demonstrate knowledge of disinfection, sterilization, infection control, handling and disposing of hazardous materials and sharps; mixing techniques of laboratory materials, tray setups, and assistance in chair-side restorative procedures.
- Demonstrate the use of instruments and sequential procedures of orthodontic treatments.

Orthodontic Assisting Program Description

Illinois Health Careers Orthodontic Assisting Program consists of 10 modules, 2.5 hours each, offered on Saturdays (please refer to the Academic Calendar posted in School Catalog for details) and a 20-hr. internship component. Orthodontic Assisting modules to include theoretical and clinical components, covering advanced dental and oral anatomy and physiology, basic to advanced orthodontic chairside assisting orthodontic materials and supplies, instruments and procedures, appliances, Invisalign, radiology, and impressions.

A 20-hour internship requirement needs to be completed within 1 month from the date when the 10 orthodontic modules have been finished. Internship can be completed at any of the listed Orthodontic Experts clinics (please see the addresses and contact information below). Students can also rotate between the clinics to fulfill the internship requirement in a timely manner. Please, see Orthodontic Internship forms for additional details and guidelines.

Occupational Objectives

Graduates are trained to work mostly independently. Once a patient is outfitted with corrective instruments such as aligners, braces, or expanders, it's the orthodontic assistant's job to perform any minor adjustments.

Program Objectives

- Demonstrate knowledge of replacement of wires
- Demonstrate knowledge of cutting of wires.
- Demonstrate knowledge of refitting of bands on braces.

- Demonstrative knowledge of the tightening of corrective coils.

Locations of classes and Internship

Addresses and contact information of the orthodontic clinics for the 20-hour orthodontic internship shadowing:

1. 4709 N. Harlem Ave, Harwood Heights, IL 60706. P: (773) 801-7171.
2. 1020 S. Arlington Heights Rd, Arlington Heights, IL 60005. P: (847) 749-4340.
3. 1719 W. 18th St, Chicago, IL 60608. P: (312) 767-2009.
4. 7820 S Cicero Ave, Burbank, IL 60459. P: (708) 391-5220.
5. 272 S Randall Rd, Algonquin, IL 60102. P: (847) 658-4907.
6. 2987 Kirk Road, #103A , Aurora, IL 60502. P: (331) 310-1064.
7. 3339 W. Belmont Ave Chicago, IL 60618. P: (773) 830-7056.
8. 2222 W North Ave Chicago, IL 60647. P: (312) 767-2088.
9. 2496 DeKalb Ave, Unit B Sycamore, IL 60178. P: (815) 756-5200.
10. 100 S Mannheim Rd, Ste. G04 Hillside, IL 60162. P: (708) 540-1770.
11. 17759 S Halsted Homewood, IL 60430. P: (708) 405-2122.
12. 1351 N. Larkin Ave Joliet, IL 60435. P: (815) 323-4700.
13. 5051 E. State St. Rockford, IL 61108 . P: (815) 918-4427.

Medical Office Administrative Assistant Program Description

Illinois Healthcare Careers Medical Office Administrative Assistant Program consists of 12 modules, 8 hours each. Medical Office Administrative Assistant Program modules are offered twice a week in the evening (please refer to the Academic Calendar posted in School Catalog for details) and a 20-hr. internship component, covering business and medical communications, medical/dental terminology, principles of health care operations, sales, software applications, HIPAA and OSHA, scheduling and meeting planning, applicable policy and regulations, and professional standards and ethics. Duration of the program is 12 weeks.

Occupational Objectives

Once graduated from a program Medical Office Administrative Assistants are detail-oriented people responsible for performing a wide variety of office duties that help assure the smooth operation of

medical practices, clinics, dental offices and hospitals. Because Medical Office Administrative Assistants interface with patients, doctors, nurses, and more, a combination of strong administrative and interpersonal skills is highly valued. In fact, patient experiences and improved clinical outcomes are reliant upon them.

Most Medical Office Administrative Assistants seek employment in :

Doctors' offices (general practitioners and specialists)

- Hospitals
- Minor-emergency care clinics
- Surgical centers
- Rehab centers
- Birthing centers
- Outpatient care clinics
- Dental and Orthodontic practices
- Hospice facilities

Program Objectives

Upon successful completion of the program graduates will

- Demonstrate knowledge of Greeting patients and scheduling appointments
- Demonstrate knowledge of Collecting patient information
- Demonstrate knowledge of Handling and transcribing medical records
- Demonstrate the ability to Managing communications with doctors, patients, and third-party payers
- Demonstrate the ability to Managing financials
- Demonstrate the knowledge of Sharing test results with patients as directed by the physician or professional nurse
- Demonstrate the ability to maintain accurate Bookkeeping
- Demonstrate the knowledge of Maintaining compliance with state and federal regulations

- Demonstrate the knowledge of Processing insurance claims

Billing and Coding Program Description

Illinois Healthcare Careers Billing and Coding Program consists of 16 modules, 3.5 hours each. Billing and Coding Program modules are offered once a week on Saturdays (please refer to the Academic Calendar posted in School Catalog for details) and a 15-hr. internship component, covering knowledge and skills needed to accurately report, transmit and track claims. As a medical billing and coding specialist, this will help develop needed skills and training as well as knowledge to submit proper documentation to insurance companies and federal agencies for reimbursement in order for their employees to succeed and avoid fraud charges. Duration of the program is 16 weeks blended course.

Occupational Objectives

Program will prepare students for opportunities as a medical coder in medical offices, clinics, insurance companies, and in the form of freelance home-based business.

Prepare to find a position as an Insurance Billing Specialist, Medical Coding, Claims Assistance Professional, or Electronic Claims Processor.

Program Objectives

- To understand basic anatomy and physiology
- To understand basic medical terminology
- To understand the basics of health insurance
- To learn the concept of HIPAA Compliance and Privacy
- To learn the role of the Health Insurance Billing Specialist
- To understand medical documentation
- To learn Electronic Data Interchange
- To learn the basics of Medicare and Medicaid
- To understand the lifecycle of a medical claim
- To understand payment and collection strategies
- To understand the basics of ICD-10 coding
- To understand the basics of CPT coding

Admission Requirements

Illinois Health Careers applicants must be 18 years or older by the time of their program completion.

Tuition and Fees

The tuition for a **Dental Assisting** program offered by the Illinois Health Careers is \$3,500. The program is based on 20 modules during 10 weeks, which are offered twice a week in the evening in all of our IDC campuses (please, see Academic Calendar for details).

COURSE MATERIALS TO BE PURCHASED BY STUDENT:

Text books will need to be purchased at enrollment or 2 weeks prior to class start.

Textbook: \$150.00

The tuition for the **Orthodontic Assisting** program offered by Illinois Health Careers is \$2,100.00. This program is based on 10 modules during 9 weeks and a 20-hrs orthodontic internship shadowing. The modules are offered on Saturdays at all of our campuses (please, see Academic Calendar for details). Internship can be done at the same location as well as the other orthodontic clinics (please, see Orthodontic Assisting Program description above).

For those students who choose to enroll in both programs, the total cost of tuition comes down to \$5,000 instead of \$5,600.

The tuition for an **Medical Office Administrative Assisting** program offered by the Illinois Health Careers is \$3,000. The program is based on 12 modules during 12 weeks, which are offered twice a week in the evening in all of our IHC campuses (please, see Academic Calendar for details) and a 20-hrs internship shadowing. Internship can be done at the same location as well as the other orthodontic clinics.

COURSE MATERIALS TO BE PURCHASED BY STUDENT:

Text books will need to be purchased at enrollment or 2 weeks prior to class start.

Textbook: \$150.00

The tuition for the **Billing and Coding** program offered by the Illinois Health Careers is \$3,200. This program is based on 16 modules during 16 weeks offered once a week on Saturdays at all of our campuses (please refer to the Academic Calendar posted in School Catalog for details) and 15-hrs internship shadowing.

Book Purchase with online access will be required for the Medical Office Administrative Program and the Billing and Coding program.

For those students who choose to enroll in both programs, the total cost of tuition comes down to \$5,000 instead of \$6,200.

COURSE MATERIALS TO BE PURCHASED BY STUDENT:

Text books will need to be purchased at enrollment or 2 weeks prior to class start.

Textbook: \$160.00

COURSE MATERIAL FEE INCLUDES:

- Text book
- Workbook
- Online learning platform
- EHR(Electronic Health Records) learning platform.

Phlebotomy Technician

Class schedule: Saturday or Sunday 9:00am- 1:00pm for 10 weeks.

Schedule of fees: Tuition Fee 2100.00

COURSE MATERIALS TO BE PURCHASED BY STUDENT:

Text books will need to be purchased at enrollment or 2 weeks prior to class start.

Certified Clinical Medical Assistant

Duration: 16 weeks- 80 hours Externship (based on site availability)

Tuition: 3,800.00

COURSE MATERIALS TO BE PURCHASED BY STUDENT:

Text books will need to be purchased at enrollment or 2 weeks prior to class start.

Text Book/ Workbook/ online resources: \$220.00

Military veterans and active duty get a 12% discount for Allied Health Programs.

Additional certificate courses available

- OSHA/HIPAA \$75.00
- CPR/AED \$50.00
- Coronal Polishing and Dental Sealant Placement \$499.00

Eligibility and Requirements for Coronal Polishing and Dental Sealant Placement certification:

1. Candidates must be 18 years old or older.
2. Candidates must be a graduate of a Dental Assisting Program, or have one thousand (1000) or more hours of dental assisting experience, or be certified dental assistant as designated by DANB.
3. Completed application and payment of the course.
4. Each participant must follow the OSHA guidelines for infection control, must wear scrubs and bring their own safety glasses for the clinical portion, and use clinical Personal Protective Equipment (i.e. gloves, mask, eye-wear, and clinic gown).
5. Each participant must agree to act as a patient for coronal polishing.
6. Provide an employer letter.

Upon completion of the sealant placement course, participants must perform clinical competency on a minimum of six (6) patients under the direct supervision of a licensed dentist or dental hygienist.

Certificates

All the certificates will be mailed to students after successful completion of the course. It may take up to 14 days after the class has ended for all data to be put in the system and to receive the certificate by the student.

Withdrawal and Refund Policy for Coronal Polishing and Dental Sealants Placement Program

Please read over the eligibility and requirements before making your payment. Space is limited so early registration is recommended. A Non refundable administrative fee of \$210.00 will be charged when cancellations are made up to three days prior to the course. If cancellation is made within 24 hours of course there will be a \$ 210.00 cancellation fee. No-shows are responsible for the entire amount.

Illinois Health Careers reserves the right to cancel the course with a full refund due to insufficient enrollment. Students may transfer funds to attend a different course date.

Financial Aid

At the present time, Illinois Health Careers only offers payment plans, payment deferment, and other resources for financial assistance or tuition assistance which is listed on the website at <https://www.illinoishealthcareers.com>

Illinois Health Careers has partnered with TFC financial services for student tuition. TFC offers free credit reporting to build your credit, NO credit check, low interest with no early payoff penalty, no long forms and 99% + approval.

Attendance Policy

Illinois Health Careers operates on an open enrollment basis. Students can choose the start date of their program that fits your schedule. Illinois Health Careers emphasizes the importance of students to attend all classes in order to develop the skills necessary to compete in the workforce and due to the accelerated nature of the course it is critical to proper skill building. Attendance is mandatory for all courses. Students are expected to attend every scheduled class and be on time. Students arriving later than 30 minutes will be considered absent. Tardiness and absenteeism will affect their grade and overall performance level. Any absence will need to be coordinated with the instructor for a makeup class. Any student who has missed 50% or more of the scheduled classes that have not been made up will be asked to join an upcoming course, Typically three classes, depending on the length of the courses.

Transferable Credit

The school of Illinois Health Careers does not guarantee transferability of credit and that in most cases, credits or coursework are not likely to transfer to another institution.

Approvals and Authorizations

The school of Illinois Health Careers is approved by the Private Business and Vocational Schools Division of the Illinois Board of Higher Education (IBHE-PBVS) for its allied health programs.

Program Completion Requirements

- Students must complete all assigned modules in their programs.
- Students must attain at least a 79% overall grade in their programs.

Grievances

In-house grievances not satisfied with the instructor shall be submitted in writing to Dr. Yaroslav Yarmolyuk (IDC Owner) at 4709 N. Harlem Ave., Harwood Heights, IL 60706. COMPLAINTS not satisfied with Dr. Y. Yarmolyuk MAY BE REGISTERED IN WRITING WITH THE ILLINOIS BOARD OF HIGHER EDUCATION, Division of Private Business and Vocational Schools. Information about the complaint may be submitted online through the IBHE website <http://complaints.ibhe.org/>. Additional information regarding the complaint process can be obtained by contacting the Board at 1 N. Old State Capitol Plaza, Suite 333, Springfield, IL 62701, Phone Number: (217) 782-2551, Fax Number: (217) 782-8548.

Dress Code

Students must wear black scrubs and gym shoes or clogs and no open toe shoes to class meetings. Students will need to pin up long hair as the class will be entering the clinical area on the first day and must follow all OSHA guidelines. Dress code for Medical Administrative and Billing and Coding are Casual dress.

Class Conduct

Mature behavior and conduct are expected of each and every student. Illinois Health Careers reserves the right to dismiss or suspend a student whose conduct is regarded as unsatisfactory, and who engages in such conduct as: Theft or inappropriate removal or possession of property,

attending class under the influence of alcohol or illegal drugs, boisterous or disruptive activity during class, disrespectful conduct, violation of health and safety rules, smoking in prohibited areas, unauthorized use of cellphones, violation of personnel policies, and unsatisfactory performance or conduct. We retain the right to drop any student that has violated any of these rules.

Please review the student Conduct Policy and the Principles of Conduct in your enrollment form and sign.

Students in the Illinois Health Careers Certificate Programs are expected to follow the rules of student conduct as set forth in the Illinois Health Careers Catalog. Students are also expected to abide by the conduct policies that pertain to all Allied Health programs offered through Illinois Health Careers.

One purpose of the program is to prepare the students to be caring, compassionate, well-educated Allied Health professionals who assume responsibility and accountability for his or her actions. The Director of Allied Health and all faculty expect the following behaviors from students enrolled in any of the Allied Health professionals Certificate Programs:

1. The student will interact with peers, patients, clinical personnel, and teachers in a professional and respectful manner at all times, on campus, or off campus. The student will demonstrate a professional demeanor and polished communication skills that reflect positively on themselves, the program, and the institution that they represent.
2. The student will keep confidential, at all times, all information regarding patients.
3. The student will be properly prepared for every internship experience since he or she is legally accountable for the care he or she provides.
4. The student will promote a positive atmosphere and attitude in the classroom, lab and clinical setting by attending classes, being prompt, actively participating and respecting fellow students and instructors.
5. The student must always demonstrate professional behavior and attitude in the classroom. During the semester before externship, any student who fails to demonstrate acceptable attitude and behavior or falls below 75% will not be allowed to enter or continue their externship. Denial of entry into the externship will be based on written documentation by the clinical instructor(s). The student who is denied entry into the externship will have to re-apply to enter the externship the following term.

Behavior not consistent with those behaviors described above will be brought to the attention of the Director of Allied Health in the form of a written report. Misconduct will be handled in accordance with the procedures outlined in the student handbook and with the *Illinois Health Career Code of Conduct*.

Principles of Conduct for the Illinois Health Careers Certificate Programs at the Externship Site

These principles are intended to aid Allied Health students in maintaining a high level of ethical conduct in the workplace/internship site. They are standards by which all Allied Health may determine the propriety of his or her conduct in his or her relationship with patients, physicians, and co-workers.

- 1. Everything you see, hear, or read about patients remains **confidential** and does not leave the office.*
- 2. Never criticize or make negative remarks about the Dentist or physician(s), the site or site staff you work for in front of a patient. Never make negative or critical remarks about the treatment given to a patient by another Dentist or physician.*
- 3. Be neat, clean, and dignified at all times. Professionalism is the key word. Anything less than that will not be tolerated.*
- 4. Do not do anything that could be construed as advertising the Dentist or physician's services because in many states it is illegal to solicit.*
- 5. Maintain a dignified, courteous relationship with all persons in the office-patients, co-workers, Dentist and physicians – as well as with insurance company representatives, vendors, and all others that come to the office or telephone the office.*
- 6. Do not collect payment from another Dentist or physician or member of his family for services unless your employer tells you to do so.*
- 7. Do not discuss a patient's condition within hearing distance of others.*
- 8. Do not discuss a patient with acquaintances – yours or theirs.*
- 9. Do not leave patients' records and information exposed on a counter or desk.*

Facility Policy

Maintaining and preserving school facilities and equipment is the obligation of all students and staff members. Illinois Health Careers expects all students to treat the facilities and equipment with proper care. Students will be held responsible for any destruction to school property. Any student who deliberately damages the equipment of our facility will be expelled from the school of Illinois Health Careers. Smoking is not allowed inside the school. Any smoking must take place off of the grounds of the Illinois Health Careers.

Withdrawal Procedure

- Students must submit a written notice of cancellation/withdrawal.
- Please, refer to the Refund/Cancellation Policy to determine the amount of refund requested.
- All notices of cancellation/withdrawal should be submitted in person to the Illinois Health Careers Program Coordinator.

Refund/Cancellation Policy

REFUND/CANCELLATION POLICY:

- FOR ANY CANCELLATIONS OR WITHDRAWS THERE IS A \$210.00 NON REFUNDABLE ADMINISTRATIVE/ENROLLMENT PROCESSING FEE. REFUNDS ARE BASED ON THE PERCENTAGE OF AMOUNT PAID AND MODULES COMPLETED AT THE TIME OF EMAILED REQUEST. ALL REFUND AND WITHDRAWAL REQUESTS MUST BE SUBMITTED VIA EMAIL WHICH WILL SERVE AS AN OFFICIAL DATE UNLESS OTHERWISE NOTED.
- ILLINOIS HEALTH CAREERS SHALL, WHEN A STUDENT GIVES A WRITTEN NOTICE OF CANCELLATION, PROVIDE A REFUND IN THE AMOUNT OF AT LEAST THE FOLLOWING:
- WHEN A NOTICE OF CANCELLATION IS GIVEN BEFORE MIDNIGHT OF THE THIRD BUSINESS DAY AFTER THE DATE OF ENROLLMENT BUT PRIOR TO THE FIRST DAY OF CLASS ATTENDANCE BY THE STUDENT, 100% OF TUITION PAID BY STUDENT WILL BE REFUNDED MINUS A \$210.00 NON REFUNDABLE ADMINISTRATIVE/ENROLLMENT PROCESSING FEE
- WHEN A NOTICE OF CANCELLATION IS GIVEN AFTER MIDNIGHT OF THE THIRD BUSINESS DAY FOLLOWING THE DATE OF ENROLLMENT BUT PRIOR TO THE CLOSE OF BUSINESS ON THE STUDENT'S FIRST DAY OF CLASS ATTENDANCE, THE SCHOOL MAY RETAIN NO MORE THAN THE APPLICATION REGISTRATION FEES OF \$210.00 AND BOOK FEES, LAB MODELS AN INSTRUMENTS NOT RETURNED IN ORIGINAL CONDITION OF \$295.00 AS STATED IN THE STUDENT LOANER AGREEMENT.
- APPLICANTS NOT ACCEPTED BY THE SCHOOL SHALL RECEIVE A REFUND OF ALL TUITION AND FEES PAID WITHIN 30 CALENDAR DAYS AFTER THE DETERMINATION OF NON-ACCEPTANCE IS MADE MINUS ANY BOOK FEES PAID BY SCHOOL AND \$210.00 NON REFUNDABLE ADMINISTRATIVE FEE;
- DEPOSITS OF DOWN PAYMENTS SHALL BECOME PART OF THE TUITION;
- THE SCHOOL SHALL MAIL A WRITTEN ACKNOWLEDGEMENT OF A STUDENT'S CANCELLATION OR WRITTEN WITHDRAWAL TO THE STUDENT WITHIN 15 CALENDAR DAYS OF THE POSTMARK DATE OF NOTIFICATION. SUCH WRITTEN ACKNOWLEDGEMENT IS NOT NECESSARY IF A REFUND HAS BEEN MAILED TO THE STUDENT WITHIN THE 15 CALENDAR DAYS;
- ALL STUDENT REFUNDS SHALL BE MADE BY THE SCHOOL WITHIN 30 CALENDAR DAYS FROM THE DATE OF RECEIPT OF THE STUDENT'S CANCELLATION;
- STUDENTS WHO ARE ENROLLED AND WISH TO WITHDRAW FROM THE CURRENT COURSE CAN TRANSFER FUNDS TO A DIFFERENT COURSE, DIFFERENT LOCATION OR DIFFERENT MODULE BY SENDING AN EMAIL TO THE ADMINISTRATOR FOR

- APPROVAL;
- STUDENTS NEED TO COMPLETE AT LEAST ONE MODULE EVERY WEEK TO STAY IN THE PROGRAM. NOT COMPLETING AT LEAST ONE MODULE EVERY WEEK SHALL CONSTITUTE CONSTRUCTIVE NOTICE OF CANCELLATION TO THE SCHOOL. FOR PURPOSES OF CANCELLATION, THE DATE OF CANCELLATION SHALL BE THE LAST DAY OF ATTENDANCE.

REFUNDS SHALL BE GIVEN TO STUDENTS AS FOLLOWS:

Number of Modules completed	Refund amount (% of tuition)
1	100% minus 210.00 non refundable Administrative fee
2	70% tuition
3	50% tuition
4	30%tuition
5	0% tuition

ACADEMIC CALENDAR 2024

DENTAL ASSISTING PROGRAM 10 Weeks Harwood Heights, IL

WINTER - 2024

Date	Module	Time
January 9 th - March 14 th Tues & Thur	DEN 1- DEN 20	6:00 pm – 8:30 pm

SPRING - 2024

Date	Module	Time
April 9 th - June 13 th Tues & Thur	DEN 1- DEN 20	6:00 pm – 8:30 pm

SUMMER - 2024

Date	Module	Time
July 16 th - September 19 th Tues & Thur	DEN 1- DEN 20	6:00 pm – 8:30 pm

FALL - 2024

Date	Module	Time
October 15 th - December 24 th Tues & Thur *HMD No Classes November 28 th and 29 th	DEN 1- DEN 20	6:00 pm – 8:30 pm

Class schedule is subject to change with prior notice to the students.

DENTAL ASSISTING PROGRAM 10 Weeks Homewood, IL

WINTER - 2024

Date	Module	Time
January 8 th - March 13 th Mon & Wed	DEN 1- DEN 20	6:00 pm – 8:30 pm

SPRING - 2024

Date	Module	Time
April 8 th - June 12 th Mon & Wed	DEN 1- DEN 20	6:00 pm – 8:30 pm

SUMMER- 2024

Date	Module	Time
July 8 th - September 11 th Mon & Wed	DEN 1- DEN 20	6:00 pm – 8:30 pm

FALL- 2024

Date	Module	Time
October 7 th - December 16 th Mon & Wed *HMD No Classes November 28 th and 29 th	DEN 1- DEN 20	6:00 pm – 8:30 pm

Class schedule is subject to change with prior notice to the students.

DENTAL ASSISTING PROGRAM 10 Weeks Rockford, IL

WINTER - 2024

Date	Module	Time
January 8 th - March 14 th Mon & Thurs	DEN 1- DEN 20	5:30 pm - 8:00 pm

SPRING - 2024

Date	Module	Time
April 8 th - June 13 th Mon & Thurs	DEN 1- DEN 20	5:30 pm - 8:00 pm

SUMMER - 2024

Date	Module	Time
July 8 th - September 12 th Mon & Thurs	DEN 1- DEN 20	5:30 pm - 8:00 pm

FALL - 2024

Date	Module	Time
October 7 th - December 16 th Mon & Thurs *HMD No Classes November 28 th and 29 th	DEN 1- DEN 20	5:30 pm - 8:00 pm

Class schedule is subject to change with prior notice to the students.

DENTAL ASSISTING PROGRAM 10 Weeks Mundelein, IL

WINTER - 2024

Date	Module	Time
January 8 th - March 13 th Mon & Wed	DEN 1- DEN 20	5:30 pm – 8:00 pm

SPRING - 2024

Date	Module	Time
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April 8 th - June 12 th Mon & Wed	DEN 1- DEN 20	5:30 pm – 8:00 pm
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SUMMER- 2024

Date	Module	Time
July 8 th - September 11 th Mon & Wed	DEN 1- DEN 20	5:30 pm – 8:00 pm

FALL- 2024

Date	Module	Time
October 7 th - December 16 th Mon & Wed *HMD No Classes November 28 th and 29 th	DEN 1- DEN 20	5:30 pm – 8:00 pm

Class schedule is subject to change with prior notice to the students.

ORTHODONTIC ASSISTING PROGRAM 9 Weeks + 20 Hour Internship Harwood Heights, IL

WINTER - 2024

Date	Module	Time
January 6 th - March 2 nd Saturday	ORT 1 - ORT 10	8:00 am - 1:00 pm or 1:00 pm- 6:00 pm

SPRING - 2024

Date	Module	Time
April 6 th - June 1 st Saturday	ORT 1 - ORT 10	8:00 am - 1:00 pm or 1:00 pm- 6:00 pm

SUMMER - 2024

Date	Module	Time
July 6 th - August 31 st Saturday	ORT 1 - ORT 10	8:00 am - 1:00 pm or 1:00 pm- 6:00 pm

FALL - 2024

Date	Module	Time
October 5 th - December 7 th Saturday *HMD No Class November 26th	ORT 1 - ORT 10	8:00 am - 1:00 pm or 1:00 pm- 6:00 pm

Class schedule is subject to change with prior notice to the students.

ORTHODONTIC ASSISTING PROGRAM 9 Weeks + 20 Hour Internship Homewood, IL

WINTER - 2024

Date	Module	Time
January 6 th - March 2 nd Saturday	ORT 1 - ORT 10	8:00 am - 1:00 pm or 1:00 pm- 6:00 pm

SPRING - 2024

Date	Module	Time
April 6 th - June 1 st Saturday	ORT 1 - ORT 10	8:00 am - 1:00 pm or 1:00 pm- 6:00 pm

SUMMER - 2024

Date	Module	Time
July 6 th - August 31 st Saturday	ORT 1 - ORT 10	8:00 am - 1:00 pm or 1:00 pm- 6:00 pm

FALL - 2024

Date	Module	Time
October 5 th - December 7 th Saturday *HMD No Class November 26th	ORT 1 - ORT 10	8:00 am - 1:00 pm or 1:00 pm- 6:00 pm

Class schedule is subject to change with prior notice to the students.

ORTHODONTIC ASSISTING PROGRAM 9 Weeks + 20 Hour Internship Rockford, IL

WINTER - 2024

Date	Module	Time
January 6 th - March 2 nd Saturday	ORT 1 - ORT 10	8:00 am - 1:00 pm or 1:00 pm- 6:00 pm

SPRING - 2024

Date	Module	Time
April 6 th - June 1 st Saturday	ORT 1 - ORT 10	8:00 am - 1:00 pm or 1:00 pm- 6:00 pm

SUMMER - 2024

Date	Module	Time
July 6 th - August 31 st Saturday	ORT 1 - ORT 10	8:00 am - 1:00 pm or 1:00 pm- 6:00 pm

FALL - 2024

Date	Module	Time
October 5 th - December 7 th Saturday	ORT 1 - ORT 10	8:00 am - 1:00 pm or 1:00 pm- 6:00 pm
*HMD No Class November 26th		

Class schedule is subject to change with prior notice to the students.

ORTHODONTIC ASSISTING PROGRAM 9 Weeks + 20 Hour Internship, Mundelein, IL

WINTER - 2024

Date	Module	Time
January 6 th - March 2 nd Saturday	ORT 1 - ORT 10	8:00 am - 1:00 pm or 1:00 pm- 6:00 pm

SPRING - 2024

Date	Module	Time
April 6 th - June 1 st Saturday	ORT 1 - ORT 10	8:00 am - 1:00 pm or 1:00 pm- 6:00 pm

SUMMER - 2024

Date	Module	Time
July 6 th - August 31 st Saturday	ORT 1 - ORT 10	8:00 am - 1:00 pm or 1:00 pm- 6:00 pm

FALL - 2024

Date	Module	Time
October 5 th - December 7 th Saturday *HMD No Class November 30th	ORT 1 - ORT 10	8:00 am - 1:00 pm or 1:00 pm- 6:00 pm

Class schedule is subject to change with prior notice to the students.

MEDICAL OFFICE ADMINISTRATIVE ASSISTANT PROGRAM 12 Weeks + 20 Hour Internship, Harwood Heights, IL

WINTER - 2024

Date	Module	Time
January 3 rd - March 22 nd Wed & Fri	ADM 1- ADM 12	5:30 pm – 9:30 pm

SPRING - 2024

Date	Module	Time
April 24 th - July 12 th Wed & Fri	ADM 1- ADM 12	5:30 pm – 9:30 pm

SUMMER- 2024

Date	Module	Time
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August 21 st - November 8 th Wed & Fri	ADM 1- ADM 12	5:30 pm – 9:30 pm
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Class schedule is subject to change with prior notice to the students.

MEDICAL OFFICE ADMINISTRATIVE ASSISTANT PROGRAM 12 Weeks + 20 Hour Internship, Rockford IL

WINTER - 2024

Date	Module	Time
January 8 th - March 27 th Mon & Wed	ADM 1- ADM 12	5:30 pm– 9:30 pm

SPRING - 2024

Date	Module	Time
May 6 th - July 24 th Mon & Wed	ADM 1- ADM 12	5:30 pm– 9:30 pm

SUMMER- 2024

Date	Module	Time
August 26 th - November 13 th Mon & Wed	ADM 1- ADM 12	5:30 pm– 9:30 pm

Class schedule is subject to change with prior notice to the students.

BILLING AND CODING 16 Weeks + 15 Hour Internship, Harwood Heights, IL

WINTER - 2024

Date	Module	Time
January 6 th - April 20 th Saturday	BC 1 - BC 18	8:00 am - 12:00 pm

SUMMER - 2024

Date	Module	Time
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May 4 th - August 17 th Saturday *HMD No Class July 2 nd	BC 1 - BC 18	8:00 am - 12:00 pm
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FALL - 2024

Date	Module	Time
September 7 th - December 21 st Saturday *HMD No Class July 2 nd	BC 1 - BC 18	8:00 am - 12:00 pm

Class schedule is subject to change with prior notice to the students.

BILLING AND CODING PROGRAM 16 Weeks + 15 Hour Internship, Rockford, IL

WINTER - 2024

Date	Module	Time
January 6 th - March 2 nd Saturday	BC 1 - BC 18	8:00 am - 12:00 pm

SUMMER - 2024

Date	Module	Time
May 4 th - August 17 th Saturday *HMD No Class July 2 nd	BC 1 - BC 18	8:00 am - 12:00 pm

FALL - 2024

Date	Module	Time
September 7 th - December 21 st Saturday *HMD No Class July 2 nd	BC 1 - BC 18	8:00 am - 12:00 pm

Class schedule is subject to change with prior notice to the students.

PHLEBOTOMY TECHNICIAN 10 Weeks, Harwood Heights, IL

WINTER - 2024

Date	Module	Time
January 6 th - March 9 th Saturday	PHL 1 -PHL 24	1:00 pm - 5:00 pm

SUMMER - 2024

Date	Module	Time
April 6 th - June 8 th Saturday	PHL 1 -PHL 24	1:00 pm - 5:00 pm

SUMMER - 2024

Date	Module	Time
July 6 th - September 7 st Saturday	PHL 1 -PHL 24	1:00 pm - 5:00 pm

FALL - 2024

Date	Module	Time
October 5 th - December 7 th Saturday *HMD No Class November 30th	PHL 1 -PHL 24	1:00 pm - 5:00 pm

Class schedule is subject to change with prior notice to the students.

PHLEBOTOMY TECHNICIAN 10 Weeks, Rockford, IL

WINTER - 2024

Date	Module	Time
January 7 th - March 10 th Sunday	PHL 1 -PHL 24	1:00 pm - 5:00 pm

SUMMER - 2024

Date	Module	Time
April 7 th - June 9 th Sunday	PHL 1 -PHL 24	1:00 pm - 5:00 pm

SUMMER - 2024

Date	Module	Time
July 7 th - September 8 th Sunday	PHL 1 -PHL 24	1:00 pm - 5:00 pm

FALL - 2024

Date	Module	Time
October 6 th - December 8 th Sunday *HMD No Class November 30th	PHL 1 -PHL 24	1:00 pm - 5:00 pm

PHLEBOTOMY TECHNICIAN 10 Weeks, Arlington Heights , IL (Dates to be determined)

PHLEBOTOMY TECHNICIAN 10 Weeks, Arlington Heights, IL

SUMMER - 2024

Date	Module	Time
July 26 th- September 27th Saturday	PHL 1 - PHL 24	3:00 pm - 7:00 pm

FALL - 2024

Date	Module	Time
October 4 th - December 6 th Friday	PHL 1 - PHL 24	3:00 pm - 7:00 pm

*HMD No Class November 30th		
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Class schedule is subject to change with prior notice to the students.

PHLEBOTOMY TECHNICIAN 10 Weeks, Rockford, IL

WINTER - 2024

Date	Module	Time
January 7 th - March 10 th Sunday	PHL 1 - PHL 24	9:00 am- 1:00 pm

SPRING - 2024

Date	Module	Time
April 7 th - June 9 th Sunday	PHL 1 - PHL 24	9:00 am- 1:00 pm

SUMMER - 2024

Date	Module	Time
July 20 th - September 21 st Saturday	PHL 1 - PHL 24	11:00 am- 3:00 pm

FALL - 2024

Date	Module	Time
October 6 th - December 8 th Sunday	PHL 1 - PHL 24	9:00 am- 1:00 pm
*HMD No Class November 30th		

Class schedule is subject to change with prior notice to the students.

CERTIFIED CLINICAL MEDICAL ASSISTANT PROGRAM 16 Weeks + 20 Hour Internship, Arlington Heights, IL

FALL - 2024

Date	Module	Time
August 31st - Dec 14th Wed & Satur *HMD No Class November 30th	CMA 1- CMA 19	5:30 pm – 8:00 pm & 8:30 am - 2:00 pm

Class schedule is subject to change with prior notice to the students.

CERTIFIED CLINICAL MEDICAL ASSISTANT PROGRAM 16 Weeks + 20 Hour Internship, Rockford, IL

FALL - 2024

Date	Module	Time
July 3rd - Oct 19th Wed & Satur	CMA 1- CMA 19	5:30 pm – 8:00 pm & 8:30 am - 2:00 pm

Class schedule is subject to change with prior notice to the students.

Coronal Polishing and Dental Sealants Placement Program schedule 2023:

Harwood Heights - 01/07/2024, 02/04/2024, 03/03/2024, 04/07/2024, 05/05/2024, 06/02/2024, 07/14, 08/11, 09/08, 10/06, 11/03, 12/01.

Rockford - 01/21/2024, 02/18/2024, 03/17/2024, 04/21/2024, 05/19/2024, 06/16/2024, 07/28, 08/25, 09/22, 10/20, 11/17, 12/15.

Dental Assisting Program Curriculum

Instructors: Derriece Davis/Amy Amaya/Traice Clubb/ Chandra McGee

DEN 1 - Introduction to Dental Profession

- The practice of general dentistry
- Dental specialties (orthodontics, endodontics, periodontics, prosthodontics, pediatric dentistry, oral and maxillofacial surgery)
- Role of dental assistant
- Role of expanded duty dental assistant
- Dental office overview: equipment, setting up and breaking chairs, procedure tray set up
- LAB: Dental chair set-up, tray set-up

DEN 2 - Dental and Oral Anatomy and Physiology I

- Anatomy of the Oral Cavity
- Dental anatomy (tooth structure, type of teeth)
- LAB: typodont review

DEN 3 - Dental and Oral Anatomy and Physiology II

- Numbering teeth (primary, permanent, Universal system, Palmer notation)
- Dental anomaly (missing teeth, peg-shaped laterals, etc.)
- LAB: records review

DEN 4 - Assisting in General Dentistry I

- Setting up chairs (morning)
- Procedure tray set up
- Breaking down chairs (at the end of the day)
- LAB: Chair set-up, tray set-up

DEN 5 - Assisting in General Dentistry II

- Assistant duties
- Suctioning
- Four-handed dentistry
- LAB: Four-handed dentistry

DEN 6 - Dental Biomaterials and Pharmacology I

- Anesthetics (topical, local)
- Nitrous oxide
- Anti-Anxiety/sedation
- LAB: Anesthetics

DEN 7 - Dental Biomaterials and Pharmacology II

- Antibiotic Pre-Medication
- Analgesics
- Medical history and medical records
- LAB: Medical record taking

DEN 8 - Dental and Oral Pathology I

- Pathology of teeth (decalcification, caries)
- Pathology of soft tissues (gingivitis, periodontitis)
- LAB: Case review

DEN 9 - Dental and Oral Pathology II

- Congenitally missing teeth
- Impacted teeth
- Tooth loss
- Oral and dental trauma
- LAB: Case review

DEN 10 - Dental Restorations I

- Direct dental restorations (composite filling, amalgam filling, bonding)
- Indirect restorations (crowns, onlays, inlays, bridges)
- LAB: Instrument and material review, four-handed dental assisting

DEN 11 - Dental Restorations II

- Removable dental restorations (partial dentures, fixed dentures, implant-supported dentures)
- Implants and implant-supported restorations (fixed, removable)
- LAB: Instrument and material review, four-handed dental assisting

DEN 12 - Infection Control

- Guidelines for Infection Control in Dental Health-Care Settings
- Personal protective equipment (PPE): gloves, safety goggles, masks, etc.
- Hepatitis and HIV: What Every Dental Healthcare Worker Needs to Know
- Hand Hygiene: Infection Control/Exposure Control Issues for Oral Healthcare Workers
- LAB: PPE, chair set up

DEN 13 - Infection Control

- Sterilization and Disinfection of Patient-care Items in Oral Healthcare Settings
- LAB: Disinfection and instrument processing (ultrasonic, autoclave, etc.)

DEN 14 - Radiology I

- Radiology overview
- Intraoral radiology (periapical, bitewings)
- LAB: X-ray taking

DEN 15 - Radiology II

- Radiology overview
- Extraoral radiology (panoramic, cephalometric)
- LAB: X-ray taking

DEN 16 - Assisting in Dental Specialties

- Orthodontics
- Pediatric Dentistry (extended duty assistants)
- LAB: Typodont and instrument overview

DEN 17 - Assisting in Dental Specialties

- Periodontics
- Oral and maxillofacial surgery
- LAB: Instrument and material overview

DEN 18 - Dental Biomaterials I

- Restorative dental materials (amalgam, composite, bonding agents)
- Cements
- LAB: Introduction to materials

DEN 19 - Dental Biomaterials II

- Impression materials (alginate, PVS)
- Stones
- LAB: Impression taking and model pour up

DEN 20 - Coronal Polishing, Pit and Fissure Sealants

- Coronal polishing State regulations
- Coronal polishing procedure
- Pit and Fissure sealant State regulations
- Pit and Fissure sealant placement procedure

Orthodontic Assisting Program Curriculum

Instructors: Roxanne Santana/Mildred Diaz/Lynn Hines

ORTHO 1 - Introduction to Orthodontics I

- Practice of orthodontics
- Role of an orthodontic assistant
- Advanced dental anatomy

ORTHO 2 - Introduction to Orthodontics II

- Abnormalities of teeth and malocclusions
- Common orthodontic problems
- Instrument overview

ORTHO 3 - Introduction to Assisting in Orthodontics I

- Orthodontic assistant duties
- Orthodontic procedures
- Orthodontic instruments

ORTHO 4 - Introduction to Assisting in Orthodontics II

- Orthodontic instruments cont.
- Chair setup
- Procedure tray setup

ORTHO 5 - Intermediate Assisting in Orthodontics I

- Consultation and records
- Photography

ORTHO 6 - Intermediate Assisting in Orthodontics II

- Record taking
- Radiographs
- Consultation appointments

ORTHO 7 - Intermediate Assisting in Orthodontics III

- Orthodontic appliances and procedures
- Fixed appliances

- Removable appliances

ORTHO 8 - Advanced Assisting in Orthodontics I

- Application of separators
- Bonding and banding
- Adjustments and de-bonds

ORTHO 9 - Advanced Assisting in Orthodontics II

- Patient teaching
- Oral hygiene instructions
- Appliances instructions

ORTHO 10 - Advanced Assisting in Orthodontics III

- Patient teaching cont.
- Appliances instructions
- Internship requirements

Medical Office Administrative Assistant Program Curriculum

Instructors: Deyon Coffi/ Colinda Kram

ADM 1 - The Professional Medical Assistant and the Healthcare Team

- Responsibilities of the Medical Assistant
- Characteristics of Professional Medical Assistants
- Scope of Practice and Standards of Care for Medical Assistants
- Professional Medical Assisting Organizations, Credentials, and Continuing Education
- How to Succeed as a Medical Assistant Student
- The History of Medicine
- Practicing Professionalism as a Team Member

ADM 2 - Therapeutic Communication

- First Impressions
- Diversity and Communication
- Nonverbal Communication
- Verbal Communication
- Understanding Behavior

ADM 3 - Legal Principles

- Sources of Law
- Criminal and Civil Law
- Tort Law
- Contracts
- Consent

- Patient's Bill of Rights
- Practice Requirements

ADM 4 - Healthcare Laws

- Personal and Professional Ethics
- Principles of Healthcare Ethics
- Ethical Issues

ADM 5 - Introductions to Anatomy and Medical Terminology

- Types of Medical Terms
- Decoding Terms
- Building Terms
- Singular/Plural Rules
- Common Combining Forms
- Anatomy Review
- Surface Anatomy Terminology
- Positional and Directional Terminology
- Body Cavities
- Body Planes.

ADM 6 - Patient Coaching

- Coaching
- Making Changes for Health
- Basics of Teaching and Learning
- Coaching on Disease Prevention
- Coaching on Health Maintenance and Wellness
- Coaching on Diagnostic Tests
- Coaching on Treatment Plans
- Care Coordination

ADM 7 - Technology

- Computers in Ambulatory Care
- Maintaining Computer Hardware
- Computer Workstation Ergonomics
- Purchasing Computer Hardware
- Software Used in Ambulatory Care
- Computer Network Privacy and Security
- Continual Technologic Advances in Healthcare

ADM 8 - Written Communication

- Fundamentals of Written Communication
- Written Correspondence
- Mail

ADM 9 - Telephone Techniques

- Telephone Equipment
- Telephone Equipment Needs of a Healthcare Facility
- Effective Use of the Telephone
- Managing Telephone Calls
- Typical Incoming Calls
- Special Incoming Calls
- Handling Difficult Calls
- Typical Outgoing Calls
- Using Directory Assistance
- Telephone Services

ADM 10 - Scheduling Appointments and Patient Processing

- Scheduling Appointments
- Patient Processing

ADM 11 - Health Records

- Types of Records
- Importance of Accurate Health Records
- Contents of the Health Record
- Ownership of the Health Record
- The Health Information Technology for Economic and Clinical Health Act (HITECH) and Meaningful Use
- Capabilities of Electronic Health Record Systems
- Maintaining a Connection With the Patient When Using the Electronic Health Record
- Backup Systems for the Electronic Health Record
- Retention and Destruction of Health Records
- Releasing Health Record Information
- Organization of the Health Record
- Documenting in an Electronic Health Record
- Documenting in a Paper Health Record
- Making Corrections and Alterations to Health Records
- Dictation and Transcription
- Creating an Efficient Paper Health Records Management System

ADM 12- Daily Operations and Safety

- Opening and Closing the Healthcare Facility
- Equipment and Supplies
- Safety and Security

ADM 13- Principles of Pharmacology

- Pharmacology Basics
- Drug Legislation and the Ambulatory Care Setting

- Drug Names
- Drug Reference Information
- Types of Medication Orders
- Over-the-Counter Medications and Herbal Supplements

ADM 14- Health Insurance Essentials

- Benefits
- Health Insurance Plans
- Health Insurance Models
- Participating Provider Contracts
- The Medical Assistant's Role
- Other Types of Insurance
- The Affordable Care Act

ADM 15- Diagnostic Coding Essentials

- The History of Medical Coding
- What Is Diagnostic Coding?
- Getting to Know the ICD-10-CM
- Preparing for Diagnostic Coding
- Steps in ICD-10-CM Coding
- Understanding Coding Guidelines
- Maximizing Third-Party Reimbursement
- Providers and Accurate Coding

ADM 16- Procedural Coding Essentials

- Introduction to the CPT Manual
- Code Categories in the CPT Manual
- Organization of the CPT Manual
- Documentation for CPT Coding
- Steps for Efficient CPT Procedural Coding
- Using the Alphabetic Index
- Using the Tabular List
- CPT Coding Guidelines: Evaluation and Management Section
- HCPCS Code Set and Manual
- Common HCPCS Coding Guidelines

ADM 17- Medical Billing and Reimbursement Essentials

- Medical Billing Process
- Types of Information Found in the Patient's Billing Record
- Managed Care Policies and Procedures
- Submitting Claims to Third-Party Payers
- Generating Electronic Claims
- Completing the CMS-1500 Health Insurance Claim Form
- Accurate Coding to Prevent Fraud and Abuse
- Preventing Rejection of a Claim
- Checking the Status of a Claim
- Explanation of Benefits
- The Patient's Financial Responsibility

ADM 18- Patient Accounts and Practice Management

- Managing Funds in the Healthcare Facility
- Bookkeeping in the Healthcare Facility
- Accounts Receivable (A/R)
- Accounts Payable (A/P)
- Employee Payroll

ADM 19- Advanced Roles in Administration

- Medical Office Management
- Office Management Responsibilities
- Creating a Team Environment
- Finding the Right Employee for the Job
- Policies and Procedures

ADM 20- Medical Emergencies

- Emergencies in Healthcare Settings
- Emergency Equipment and Supplies
- Handling Emergencies

Billing and Coding Program Curriculum

Instructors: Colinda Kram/Deyon Coffi

BC 1 - Role of an Insurance Billing Specialist

- Background of Insurance Claims, Coding, and Billing
- Role of the Insurance Billing Specialist
- Medical Etiquette
- Medical Ethics
- Employer Liability
- Employee Liability
- Scope of Practice
- Future Challenges

BC 2 - Compliance, Privacy, Fraud, and Abuse in Insurance Billing

- Compliance Defined
- Health Insurance Portability and Accountability Act
- The Privacy Rule: Confidentiality and Protected Health Information
- The Security Rule: Administrative, Technical, and Physical Safeguards
- Health Information Technology for Economic and Clinical Health Act
- Fraud and Abuse Laws
- Compliance Program Guidance for Individual and Small Group Physician Practices
- What to Expect from your Health Care Practice

BC 3 - Basics of Health Insurance

- History of Health Insurance in the United States
- Health Care Reform
- Legal Principles of Insurance
- Physician–Patient Contracts and Financial Obligation
- The Insurance Policy
- Choice of Health Insurance
- Types of Health Insurance Coverage
- Handling and Processing Insurance Claims

BC 4 - Medical Documentation and the Electronic Health Record

- The Documentation Process
- Incentive Programs for Adoption of Electronic Health Records
- General Principles of Health Record Documentation
- Documentation Terminology
- Abstracting from Medical Records
- Documentation Guidelines for Evaluation and Management Services

BC 5 - Diagnostic Coding

- Diagnosis Coding for Outpatient Professional Services
- International Classification of Diseases
- ICD-10 Diagnosis and Procedure Codes
- Official Guidelines for ICD-10-CM

BC 6 - Procedural Coding

- Understanding the Importance of Procedural Coding Skills
- Methods of Payment
- Format and Content of the CPT Code Book
- Code Modifiers

BC 7 - The Paper Claim CMS-1500 (02-12)

- The Paper Claim CMS-1500 (02-12)
- Abstracting From Medical Records
- Health Insurance Claim Form (CMS-1500 [02-12])
- Common Reasons why Claim Forms are Delayed or Rejected
- Additional Claim Submission Errors
- Instructions for Completing the Health Insurance Claim Form (CMS-1500 [02-12])
- Insurance Program Templates

BC 8 - The Electronic Claim

- Electronic Data Interchange
- Electronic Claims
- Advantages of Electronic Claim Submission
- Clearinghouses
- Electronic Standard HIPAA 837P
- Practice Management System
- Putting HIPAA Standard Transactions to Work
- Electronic Remittance Advice
- Methods for Sending Claims
- Records Management

BC 9 - Receiving Payments and Insurance Problem Solving

- Response From a Submitted Claim
- Explanation of Benefits
- Claim Management Techniques
- Problem Claims
- Rebilling
- Review and Appeal Process
- Filing an Appeal
- State Insurance Commissioner

BC 10 - Office and Insurance Collection Strategies

- Cash Flow Cycle
- Accounts Receivable
- Patient Education
- Credit and Collection Laws
- The Collection Process

BC 11 - The Blue Plans, Private Insurance, and Managed Care Plans

- Private Insurance
- Managed Care
- Medical Review
- Management of Plans
- Plan Administration
- Financial Management

BC 12 - Medicare

- Background
- Policies and Regulations
- Medicare Managed Care Plans
- Utilization and Quality Control
- Payment Fundamentals
- Medicare Reimbursement

- Claim Submission

BC 13 - Medicaid and Other State Programs

- Medicaid Programs
- Medicaid Eligibility
- Medicaid Benefits
- Claim Procedures
- After Claim Submission

BC 14 - TRICARE and Veterans' Health Care

- History of TRICARE
- TRICARE Programs
- Veterans Health Administration Program
- Claims Procedure

BC 15 - Workers' Compensation

- Workers' Compensation Laws and Insurance
- Eligibility
- Coverage
- Types of State Claims
- Fraud and Abuse
- Occupational Safety and Health Administration Act of 1970
- Legal Situations
- Reporting Requirements
- Claim Submission

BC 16 - Disability Income Insurance and Disability Benefit Programs

- Disability Claims
- Disability Income Insurance
- Federal Disability Programs
- State Disability Insurance

BC 17 - Hospital Billing

- Health Insurance Reimbursement
- Patient Accounts Representative
- Admissions Procedures
- Utilization Review
- Coding Hospital Diagnoses and Procedures
- Coding Inpatient Procedures
- Coding Hospital Outpatient Procedures
- Reimbursement Process
- Outpatient Insurance Claims

- Billing Problems

BC 18 - Seeking a Job and Attaining Professional Advancement

- Employment Opportunities
- Job Search
- Self-Employment

Phlebotomy Technician Program Curriculum

Instructors: Colinda Kram/Deyon Coffi

PHL 1 - Introduction to History of Phlebotomy
 PHL 2 - Introduction to Medical Terminology
 PHL 3 - Anatomy and Physiology
 PHL 4 - Anatomy and Physiology
 PHL 5 - Healthcare Settings
 PHL 6 - Blood Collection Equipment
 PHL 7 - Infection Control
 PHL 8 - Patient Relation and Skin Puncture Procedures
 PHL 9 - Bleeding Times
 PHL 10 - Venipuncture Procedures
 PHL 11 - Arterial Punctures
 PHL 12 - Blood Smears
 PHL 13 - Pipettes
 PHL 14 - Unique Collection Techniques
 PHL 15 - Blood borne Pathogens: Prevention HIV Transmission
 PHL 16 - Blood borne Pathogens: Prevention of the Spread of HBV
 PHL 17 - Communication and Transport
 PHL 18 - Quality Control
 PHL 19 - Blood Donors Interview and Physicals
 PHL 20 - Bedside Glucose Testing
 PHL 21 - Chemical Examination of Urine
 PHL 22 - Venipuncture- Butterfly and Syringe Techniques
 PHL 23 - Body Fluid Collection Techniques
 PHL 24 - Anatomy Review/Skin Puncture Review

Certified Clinical Medical Assistant Program Curriculum

Instructors: Colinda Kram/Deyon Coffi

CMA 1 - The Medical Record

- Procedure 1-1:Obtaining and Documenting Patient Symptoms

CMA 2 - Medical Asepsis and OSHA

- Procedure 2-1: Handwashing
- Procedure 2-2: Applying an Alcohol-Based Hand Rub
- Procedure 2-3: Application and Removal of Clean Disposable Gloves
- Procedure 2-A: Proper Use of a Sharps Container
- Procedure 2-B: Disposal of Hazardous Material

CMA 3 - Vital Signs

- Procedure 4-1: Measuring Oral Body Temperature—Electronic Thermometer
- Procedure 4-2: Measuring Axillary Body Temperature—Electronic Thermometer
- Procedure 4-3: Measuring Rectal Body Temperature—Electronic Thermometer
- Procedure 4-4: Measuring Aural Body Temperature—Tympanic Membrane Thermometer
- Procedure 4-5: Measuring Temporal Body Temperature
- Procedure 4-6: Measuring Pulse and Respiration
- Procedure 4-7: Measuring Apical Pulse
- Procedure 4-8: Performing Pulse Oximetry
- Procedure 4-9: Measuring Blood Pressure

CMA 4 - Phlebotomy

- Procedure 17-1: Venipuncture—Vacuum Tube Method
- Procedure 17-2: Venipuncture—Butterfly Method
- Procedure 17-3: Separating Serum from a Blood Specimen
- Procedure 17-4: Skin Puncture—Disposable Semi Automatic Lancet Device
- Procedure 17-A: Skin Puncture—Reusable Semi Automatic Lancet Device

CMA 5 - Physical Agents to Promote Tissue Healing

- Procedure 7-1: Applying a Heating Pad
- Procedure 7-2: Applying a Hot Soak
- Procedure 7-3: Applying a Hot Compress
- Procedure 7-4: Applying an Ice Bag
- Procedure 7-5: Applying a Cold Compress
- Procedure 7-6: Applying a Chemical Pack
- Procedure 7-7: Measuring for Axillary Crutches
- Procedure 7-8: Instructing a Patient in Crutch Gaits
- Procedures 7-9 and 7-10: Instructing a Patient in Use of a Cane and Walker

CMA 6 - The GYN Exam and Prenatal Care

- Procedure 8-1: Breast Self-Examination Instructions
- Procedure 8-2: Assisting with a Gynecologic Examination

- Procedure 8-3: Assisting with a Return Prenatal Examination

CMA 7 - The Physical Examination

- Procedure 5-1: Measuring Weight and Height
- Procedure 5-2: Sitting Position
- Procedure 5-3: Supine Position
- Procedure 5-4: Prone Position
- Procedure 5-5: Dorsal Recumbent Position
- Procedure 5-6: Lithotomy Position
- Procedure 5-7: Sims Position
- Procedure 5-8: Knee-Chest Position
- Procedure 5-9: Fowler Position
- Procedure 5-10: Wheelchair Transfer
- Procedure 5-11: Assisting with the Physical Examination
- Procedure 5-A: Body Mechanics

CMA 8 - The Pediatric Examination

- Procedure 9-1: Measuring the Weight and Length of an Infant
- Procedure 9-2: Measuring Head and Chest Circumference of an Infant
- Procedure 9-3: Calculating Growth Percentiles
- Procedure 9-4: Applying a Pediatric Urine Collector
- Procedure 9-5: Newborn Screening Test
- Procedure 9-A: Carrying an Infant

CMA 9 - Minor Office Surgery

- Procedure 10-1: Applying and Removing Sterile Gloves
- Procedure 10-2: Opening a Sterile Package
- Procedure 10-3: Pouring a Sterile Solution
- Procedure 10-4: Changing a Sterile Dressing
- Procedure 10-5: Removing Sutures and Staples
- Procedure 10-6: Applying and Removing Adhesive Skin Closures
- Procedure 10-7: Assisting with Minor Office Surgery
- Procedure 10-8: Applying a Tubular Gauze Bandage
- Procedure 10-A: Bandage Turns

CMA 10 - Administration of Medication

- Procedure 11-1: Administering Oral Medication
- Procedure 11-2: Preparing an Injection
- Procedure 11-3: Reconstituting Powdered Drugs
- Procedure 11-4: Administering a Subcutaneous Injection

- Procedure 11-5: Administering an Intramuscular Injection
- Procedure 11-6: Z-Track Intramuscular Injection Technique
- Procedure 11-7: Administering an Intradermal Injection
- Procedure 11-A: Locating Intramuscular Injection Sites

CMA 11 - Cardiopulmonary Procedures

- Procedure 12-1: Running a 12-Lead, Three-Channel Electrocardiogram
- Procedure 12-2: Applying a Holter Monitor
- Procedure 12-3: Spirometry Testing
- Procedure 12-4: Measuring Peak Flow Rate

CMA 12 - Colon Procedures and Male Reproductive Health

- Procedure 13-A: Testicular Self-Examination Instructions
- Procedures 13-1 and 13-2: Fecal Occult Blood Testing: Guaiac Slide Test Method and Developing the Fecal Occult Blood Test

CMA 13 - Introduction to Clinical Laboratory

- Procedure 15-1: Collecting a Specimen for Transport to an Outside Laboratory
- Procedure 15-A: Operating an Emergency Eyewash Station
- Procedure 18-1: Hematocrit
- Procedure 18-3 : Hemoglobin

CMA 14 - Urinalysis

- Procedure 16-1: Clean-Catch Midstream Specimen Collection Instructions
- Procedure 16-2: Collection of a 24-Hour Urine Specimen
- Procedure 16-3: Chemical Testing of Urine with the Multistix 10 SG Reagent Strip
- Procedure 16-4: Prepare a Urine Specimen for Microscopic Examination of Urine: Kova Method
- Procedure 16-5: Performing a Rapid Urine Culture Test
- Procedure 16-6: Performing a Urine Pregnancy Test
- Procedure 16-A: Assessing Color and Appearance of a Urine Specimen

CMA 15 - Medical Microbiology

- Procedure 20-1: Using the Microscope
- Procedure 20-2: Collecting a Throat Specimen
- Procedure 20-3: CLIA-Waived Rapid Strep Testing
- Procedure 20-4: Rapid Influenza Testing

CMA 16 - Blood Chemistry and Immunology

- Procedure 19-1: Blood Glucose Measurement Using the Accu-Chek Advantage Glucose Meter
- Procedure 19-A: Performing a Blood Chemistry Test
- Procedure 19-B: Rapid Mononucleosis Testing (QuickVue+ Mono Test)

CMA 17 - Eye and Ear Assessment

- Procedure 6-1: Assessing Distance Visual Acuity—Snellen Chart
- Procedure 6-2: Assessing Color Vision—Ishihara Test
- Procedure 6-3: Performing an Eye Irrigation
- Procedure 6-4: Performing an Eye Instillation
- Procedure 6-5: Performing an Ear Irrigation
- Procedure 6-6: Performing an Ear Instillation

CMA 18 - Sterilization and Disinfection

- Procedure 3-1: Sanitization of Instruments
- Procedure 3-2: Chemical Disinfection of Articles
- Procedure 3-3: Wrapping Instruments Using Paper or Muslin
- Procedure 3-4: Wrapping Instruments Using a Pouch
- Procedure 3-5: Sterilizing Articles in the Autoclave

CMA 19 - Clinic checkouts, Final Exam

Illinois Health Careers DBA Illinois Dental Careers was approved to operate by the Division of Private Business and Vocational Schools of the Illinois Board of Higher Education with no accreditation with the U.S. Department of Education.

Institutional Disclosures Reporting Table

July 1, 2022 through June 30, 2023 (past fiscal year)

Per Section 1095.200 of 23 Ill. Adm. Code 1095;

Institution Name: Illinois Health Careers
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The following information must be included with the enrollment agreement, catalog, and posted on the institution's website.

Disclosure Reporting Category CIP*SOC*	Program Name	Dental Assistant	Orthodontic Assistant	MOA A	Billing	Phlebotomy
		51.0601	51.0805	51.0705	51.0714	51.1009
		31-9091	29-9090	43-4051	43-3020	31-9097
A) For each program of study, report:						

1) The number of students who were admitted in the program or course of instruction* as of July 1 of this reporting period.		37	33	2	1	0
2) The number of additional students who were admitted in the program or course of instruction during the next 12 months and classified in one of the following categories:						
	a) New starts	0	0	2	1	0
	b) Re-enrollments	0	2	0	0	0
	c) Transfers into the program from other programs at the school	1	0	0	0	0
3) The total number of students admitted in the program or course of instruction during the 12-month reporting period (the number of students reported under subsection A1 plus the total number of students reported under subsection A2).		37	33	2	1	0
4) The number of students enrolled in the program or course of instruction during the 12-month reporting period who:						
	a) Transferred out of the program or course and into another program or course at the school	1	0	0	0	0
	b) Completed or graduated from a program or course of instruction	37	33	2	1	0
	c) Withdrew from the school	0	0	0	0	0
	d) Are still enrolled	0	0	0	0	0
	a) Placed in their field of study	18	13	2	0	0
	b) Placed in a related field	2	1	0	0	1
	c) Placed out of the field	10	5	0	0	0
	d) Not available for placement due to personal reasons	2	6	0	0	0
	e) Not employed	6	10	0	0	0
B1) The number of students who took a State licensing examination or professional certification examination, if any, during the reporting period.		Unknown	Unknown	Unknown	Unknown	Unknown
B2) The number of students who took and passed a State licensing examination or professional certification examination, if any, during the reporting period.		Unknown	Unknown	Unknown	Unknown	Unknown
C) The number of graduates who obtained employment in the field who did not use the school's placement assistance during the reporting period; such information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.		12	16	2	1	
D) The average starting salary for all school graduates employed during the reporting period; this information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.		\$20.00/hr.	\$18.00/hr.	\$18.00/hr.	\$23.00/hr.	\$18.00/hr.

*CIP--Please insert the program CIP Code. For more information on CIP codes: <https://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55>

*SOC--Please insert the program SOC Code. For more information on SOC codes: <http://www.bls.gov/soc/classification.htm>

*A course of instruction is a stand-alone course that provides instruction that may or may not be related to a program of study, but is either not part of the sequence or can be taken independent of the full sequence as a stand-alone option. A Course of Instruction may directly prepare students for a certificate or other completion credential or it can stand alone as an optional preparation; or in the case of students requiring catch-up work, a prerequisite for a program. A stand-alone course might lead to a credential to be used toward preparing individuals for a trade, occupation, vocation, profession; or it might improve, enhance or add to skills and abilities related to occupational/career opportunities.

} In the event that the school fails to meet the minimum standards, that school shall be placed on probation.

} If that school's passage rate in its next reporting period does not exceed 50% of the average passage rate of that class of schools as a whole, then the Board shall revoke the school's approval for that program to operate in this State. Such revocation also shall be grounds for reviewing the approval to operate as an institution.

Institutional Disclosures Reporting Table
July 1, 2023 through June 30, 2024 (past fiscal year)
Per Section 1095.200 of 23 Ill. Adm. Code 1095:

Institution Name:
Illinois Health Careers

The following information must be included with the enrollment agreement, catalog, and posted on the institution's website.

Disclosure Reporting Category CIP*SOC*		Program Name					
		Dental Assistant	Medical Assistant	Orthodontic Assist	MOAA	Billings	Phlebotomy
		51.0601	51.0801	51.0805	51.0705	51.0714	51.1009
		31-9091	31-9092	29-9090	43-4051	43-3020	31-9097
A) For each program of study, report:							
1) The number of students who were admitted in the program or course of instruction* as of July 1 of this reporting period.		28	N/A	12	0	0	2
2) The number of additional students who were admitted in the program or course of instruction during the next 12 months and classified in one of the following categories:							
	a) New starts	0		0	0	0	0
	b) Re-enrollments	0		0	0	0	0
	c) Transfers into the program from other programs at the school	0		0	0	0	0
3) The total number of students admitted in the program or course of instruction during the 12-month reporting period (the number of students reported under subsection A1 plus the total number of students reported under subsection A2).		0		0	0	0	
4) The number of students enrolled in the program or course of instruction during the 12-month reporting period who:							
	a) Transferred out of the program or course and into another program or course at the school	0		0	0	0	0

	b) Completed or graduated from a program or course of instruction	27		8	0	0	1
	c) Withdrew from the school	1		0	0	0	1
	d) Are still enrolled	8		4	0	0	0
5) The number of students enrolled in the program or course of instruction who were:							
	a) Placed in their field of study	10		2	0	0	1
	b) Placed in a related field	0		1	0	0	0
	c) Placed out of the field	3		1	0	0	0
	d) Not available for placement due to personal reasons	2		0	0	0	0
	e) Not employed	3		4	0	0	0
B1) The number of students who took a State licensing examination or professional certification examination, if any, during the reporting period.		Unknown		Unknown	N/A	N/A	Unknown
B2) The number of students who took and passed a State licensing examination or professional certification examination, if any, during the reporting period.		Unknown		Unknown	N/A	N/A	Unknown
C) The number of graduates who obtained employment in the field who did not use the school's placement assistance during the reporting period; such information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.		Unknown		Unknown	N/A	N/A	Unknown
D) The average starting salary for all school graduates employed during the reporting period; this information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.		\$22.00/hour.		\$21.00/hr.	\$18.00/hour.	\$23.00/hour.	\$18.00/hour.

*CIP--Please insert the program CIP Code. For more information on CIP codes: <https://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55>

*SOC--Please insert the program SOC Code. For more information on SOC codes: <http://www.bls.gov/soc/classification.htm>

*A course of instruction is a stand-alone course that provides instruction that may or may not be related to a program of study, but is either not part of the sequence or can be taken independent of the full sequence as a stand-alone option. A Course of Instruction may directly prepare students for a certificate or other completion credential or it can stand alone as an optional preparation; or in the case of students requiring catch-up work, a prerequisite for a program. A stand-alone course might lead to a credential to be used toward preparing individuals for a trade, occupation, vocation, profession; or it might improve, enhance or add to skills and abilities related to occupational/career opportunities.

} In the event that the school fails to meet the minimum standards, that school shall be placed on probation.

} If that school's passage rate in its next reporting period does not exceed 50% of the average passage rate of that class of schools as a whole, then the Board shall revoke the school's approval for that program to operate in this State. Such revocation also shall be grounds for reviewing the approval to operate as an institution.