

MCRC/On-Track Training

# Healthcare Foundations



## Prepare for an exciting career in healthcare!

This course will give the student foundation skills for healthcare-related careers. Completion of the course will assist the student to become more marketable for entry-level healthcare positions, advance in a current healthcare career path, or pursue more advanced/specific healthcare training programs.

### **Recommended Skills/Interests for this program:**

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Interest in the medical field                   | <input checked="" type="checkbox"/> Basic computer skills                    |
| <input checked="" type="checkbox"/> Ability to follow written policies & procedures | <input checked="" type="checkbox"/> Ability to learn & memorize new material |
| <input checked="" type="checkbox"/> Effective study skills                          | <input checked="" type="checkbox"/> Good English communication skills        |

**Length of Course:** 50 hours (30 hrs-classroom & 20 hrs-self directed)

### **Schedule of Course:**

***This class meets 2 times/week or once a week on Saturdays.***

Morning schedules available (9:00am – 12noon) *for 5 weeks.*

Afternoon schedules available (1:00pm – 4:00pm) *for 5 weeks.*

Evening schedules available (5:30pm – 8:30pm) *for 5 weeks.*

Saturday schedules available (9:00am – 2:00pm) *for 6 weeks.*

**Cost:** \$480

***Minimum class size is 3, maximum class size is 10.***

### **Prerequisites Required:**

There are no prerequisite requirements for this course, however, it is recommended that participants have basic computer skills and good English communication skills.

### **Instruction includes 30 hours instructor-led classroom delivery and 20 hours Blended/Self-Directed Learning:**

- Introduction to Medical Terminology
- Introduction to Medical Abbreviations
- HIPAA Awareness (Federal Healthcare Privacy Guidelines)
- Bloodborne Pathogens/Universal Precautions (OSHA Standard)
- Healthcare Compliance/Patient Bill of Rights
- Introduction to Medical Billing and Coding
- Introduction to Medical Records
- Introduction to Appointment Scheduling
- Introduction to Medical Insurance

***Ask us about: Referrals to agencies offering training funds. No-Interest Payment Plans.***

Manchester Community Resource Center  
177 Lake Ave. Manchester, NH 03103  
PH: 603-647-8967 FAX: 603-647-8971