The Healthcare Institute is a division of Kingsborough’s Office of Continuing Education, offering a dynamic set of certificate programs and stand-alone courses. All are designed to provide students with essential skill sets necessary for today’s burgeoning healthcare industry. With decades of experience and training, our faculty provides high quality instruction across all the disciplines. Students who successfully complete certificate programs at the Healthcare Institute are eligible to take the National Healthcareer Association’s certifying examinations, which are nationally recognized credentials in the Allied Health industry.

IN-DEMAND HEALTHCARE PROGRAMS
Below is the breakdown of the courses needed within the in-demand healthcare programs. See the following pages for the schedule of available courses.

For questions and additional information please call 718-368-5052 or email Healthcare.cep@kbcc.cuny.edu

CLINICAL MEDICAL ASSISTANT
Certified Clinical Medical Assistants perform routine administrative and clinical tasks to keep the offices and clinics of physicians running smoothly. Students must sign an Assumption of Risk. (307 clock hours)

CTF 20 - Anatomy and Physiology
RTP 40 - Basic Life Support for Healthcare Providers
CTF 90 - EKG/ECG Technician
CTF 91 - Phlebotomy Procedures
CTF 87/88 - Basic Patient Care Skills & Diagnostic Tests
CTF 89 - Certified Electronic Health Records Specialists

PHLEBOTOMY TECHNICIAN
Become a Certified Phlebotomy Technician by taking this comprehensive, hands-on program. Live needle sticks performed. Students must sign an Assumption of Risk. (127 clock hours)

CTF 20 - Anatomy and Physiology
CTF 91 - Phlebotomy Procedures
RTP 40 - Basic Life Support for Healthcare Providers

MEDICAL BILLING & CODING SPECIALIST
This program is aimed at individuals who are either currently employed or seeking employment in a healthcare provider’s office, health insurance company, or independent billing center, and who want to become a certified Medical Billing and Coding Specialist. (180 clock hours)

CTF 25 - Introduction to Terminology and Insurance
CTF 26 - Procedures and Coding (CPT 4 and ICD-10-CM)
CTF 27 - Computerized Billing and Clinical Practice

"I thoroughly enjoyed the class. I learned so much and it motivated me to move forward with my education here at Kingsborough."
CTF 20 - Anatomy and Physiology $325
Tues & Thur / Jan 12 - March 18 / 6:45pm-9:45pm
An introduction to the structure and function of
the human body, common disorders and diseases
in relation to body systems.
This course is required for CTF 87/88 Basic Patient Care
Skills & Diagnostic Tests, CTF 90 EKG/ECG and CTF 91
Phlebotomy Procedures.

CTF 25 - Introduction to Terminology and
Insurance $325
Tues & Thur / Jan 12 - March 18 / 6:45pm-9:45pm
This class is an overview of the medical
terminology used in a medical office, starting with
the basics of anatomy, including the human body
and its skeletal, pulmonary, digestive, cardiovascular and reproductive system and an
introduction to health insurance.

CTF 26 - Procedures and Coding $325
Tues & Thur / Jan 12 - March 18 / 6:45pm-9:45pm
This course covers CPT 4, a systematic linking and
coding of procedures and services used in
outpatient settings. This coding is required for
billing and reimbursement by insurers. ICD-10-CM,
the international classification of diseases, is used
worldwide by many healthcare facilities.
Prerequisite: CTF 25 Introduction to Terminology and
Insurance.

CTF 27 - Computerized Billing and Clinical
Practice $325
Tues & Thur / Jan 12 - March 18 / 6:45pm-9:45pm
You will continue your study of office procedures
and billing to include scheduling patients for
laboratory, surgical and testing procedures,
completing patient charts, and accounting
practices using state-of-the-art medical software.
Prerequisite: CTF 26 Procedures and Coding, and basic
computer skills.

RTP 40 - Basic Life Support for Healthcare
Providers $55 plus $20 for textbook
Contact registration office at 718-368-5050 for
next available dates.
This course provides the skills to recognize and
provide care in respiratory and cardiac
emergencies, using the latest 2015 AHA guidelines,
to teach adult, child and infant cardiopulmonary
resuscitation and automatic external defibrillator
use. Basic life support skills include CPR, AED use,
and ventilations.

CTF 41/42 - Pharmacy Technician Intensive $650
Mon - Thur / Jan 12 - March 10 / 6pm- 10pm
This intensive course provides an overall view of
the fundamentals of medical and pharmaceutical
terminology.
Pharmaceutical calculations, concepts of
pharmacology and medicinal therapy as it relates
to anatomy and physiology and pathophysiology.
Students will also learn about laws, ethics and
standards required in the pharmacy profession.
Application of knowledge in an on-site hospital
and retail setting. Two (2) in person labs required.
Dates and times to be provided in class.
Materials Fee: $45
Prerequisite: CTF 25 Introduction to Terminology and
Insurance.
Prerequisite: CTF 26 Procedures and Coding, and basic
computer skills.

CTF 89 - Certified Electronic Health Records
Specialist $575 (SNAP Approved Program)
Tues & Thur / Jan 12 - March 18 / 6:45pm-9:45pm
This course introduces students to the basic
functions of Electronic Health Records (EHR). It
includes discussions and illustrations on the latest
information management technologies (both
hardware and software) currently used in
healthcare. Students will be immersed in the
environment, organization, unique to the use of
EHR at all levels of patient care. Computer-based,
hands-on exercises are required.
Prerequisites: Computer proficiency (will be assessed)
and some experience in office administration.
Lab sessions will be conducted in person, on campus. Clinicals will be done in person.

**CERTIFIED NURSING ASSISTANT**

Want to become a Certified Nursing Assistant (CNA)? A CNA helps patients with activities of daily living and other healthcare needs under the direct supervision of a Registered Nurse (RN) or Licensed Practical Nurse (LPN). CNA’s are also commonly referred to as a Nursing Assistant, Patient Care Assistant (PCA), or a Nurse’s Aid. Some individuals will use their knowledge as a CNA to bridge the gap to further their career and become an LPN or RN.

**CTF 78/79 - CNA Intensive Hybrid $750**

Mon, Tues, Wed, Thurs / Jan 20 - March 17 / 6pm-10pm

This course introduces students to the needs of the patient, legal/ethical issues, effective communication and anatomical changes accompanying the aging process. It will also cover health and nutrition and the care of persons with cognitive and mental disabilities. Includes 32 hours of supervised clinical experience in a Residential Health Care Facility.

*32-hours of clinical experience will be conducted during early afternoon and evening hours.
Prerequisite: Medical clearance is required to participate in the clinical experience. Basic Life Support/CPR (RTP40) must be completed before the clinical experience. Course textbook, uniform scrubs and CNA certifying exam fees are not included in the tuition. Six (6) in person labs required on Thursdays. Burgundy uniform scrubs (top and bottom) required for labs and clinicals. Materials fee: $45

**BASIC PATIENT CARE SKILLS & DIAGNOSTIC TESTS**

**CTF 87/88 - Basic Patient Care Skills & Diagnostic Tests Hybrid $325 / Tues, Wed, Thurs / Jan 26 - Feb 25 / 6pm-10pm**

Skills common to the private practice and hospital worker are covered, including obtaining medical histories, vital signs, prepping patients, first-aid care, and emergency procedures for the medical office. Learn the importance of maintaining a sterile environment when preparing for minor surgical procedures. Collect specimens, perform simple measurements and tests, and acquire knowledge of prescription and non-prescription medications. Prerequisite: CTF 20 Anatomy & Physiology.

Four (4) in person labs required. Dates and times to be provided during class. White lab coat required. Materials fee: $45

**EKG/ECG TECHNICIAN**

**CTF 90 - EKG/ECG Technician Hybrid $325**

Mon & Wed / Jan 11 - March 8 / 6pm-10pm

This course provides opportunities to learn and practice techniques employed by EKG/ECG technicians, while learning many of the basic terms associated with cardiovascular, anatomy and physiology.

Prerequisite: CTF 20 Anatomy & Physiology

Four (4) in person labs required.

Dates and times to be provided during class. White lab coat required. Materials fee: $45
CTF 98 - Central Sterile Technician $850
Tues, Wed, Thurs / Jan 12 - March 3 / 5pm-9pm
This course, facilitated by an IAHCSMM (International Association of Healthcare Central Service Material Management) instructor, will provide you with the knowledge and skills required to work in a Central Supply/Sterile Processing Healthcare facility. Additional hours to be assigned when class is in session. Three (3) in person labs required. Dates and times to be provided during class.
Student are responsible for securing CST hands-on training necessary to meet 400-hour certification requirements.

Materials fee: $45

CTF 91 - Phlebotomy Procedures Hybrid $325
Tues & Thurs / Jan 12 - March 2 / 6pm-10pm
This course provides theoretical and laboratory preparation for entry-level performance as a phlebotomist. It focuses on vascular anatomy and physiology, performance of venipuncture techniques, and additional responsibilities of phlebotomists as members of the healthcare team. Prerequisite: CTF 20 Anatomy & Physiology.
Live needle sticks performed. Students must sign an Assumption of Risk. Six (6) in person labs required. Dates and times to be provided during class.
White lab coat required. Materials fee: $45

CTF 93 - Patient Care Technician Intensive Hybrid $750
Mon, Tues, Wed, Thurs / Jan 20 - March 17 / 6pm-10pm
Study includes comprehensive instruction on vascular anatomy and performance of venipuncture techniques. Students will also learn and practice performing EKGs and basic terms associated with cardiovascular system, anatomy and physiology. This course is for Certified Nurse Aides only. Live needle sticks performed. Students must sign an Assumption of Risk. Six (6) in person labs required.
White lab coat required. Materials fee: $45

CTF 99 - Direct Support Professional $675 (SNAP Approved Program)
Call 718-368-5052 for schedule.
In partnership with YAI: Seeing beyond disability (www.yai.org), prepare for a rewarding career as a Direct Support Professional (DSP).
DSPs empower people with intellectual and developmental disabilities who attend day programs or live in community residences. They serve a critical role in creating new opportunities for living, loving, working and learning on a daily basis. A great DSP is compassionate, caring and curious. Must be 18+ years old, and have their HS Diploma. This 80-hour training includes 20 hours of internship (on weekends) and will support you in developing critical skills and competencies needed by employers.
Note: Students who complete this course (and have a high school diploma or GED and are 18 years or older) will be considered for employment with our partner agency, YAI.
YAI is the largest provider of services to people with intellectual and developmental disabilities in the metropolitan New York area. YAI offers careers in human services, health care, education, behavioral and mental health, and administration.
Location to be determined. For more information Contact Dean Christine Beckner at CBeckner@kbcc.cuny.edu

Direct Support Professional
Kingsborough Community College’s Office of Continuing Education is recognized by the New York State Education Department’s State Board for Social Work as an approved provider to offer continuing education to Licensed Master Social Workers (LMSWs) and Licensed Clinical Social Workers (LCSWs) for Licensed Social Workers #SW-0613 as well as a Mental Health Counseling Department Approved Provider #MHC-0191.

VSE 70 - Addressing the Need for Awareness & Prevention of Family and Community Violence $140
Dates/Times TBA - call 718-368-5691 for more info.
During this time of uncertainty and stress, it is important for anyone working with children, families, and communities to have the skills and resources necessary to support those impacted by domestic violence. 7 CEU credits earned upon successful completion.

VSE 71 - Clinical Work with Fathers $80
Sunday / Jan 24 / 9:30am-2pm
Interactive workshop supporting those who work with fathers to use research and interventions to encourage greater interactions and promote positive change in families. 4 CEU credit earned upon successful completion.

Attention
Social Workers & Mental Health Counselors:
Do you have a topic you want to teach?
Do you have a topic you want us to offer?
Call 718.368.5691 or email CEUProgram.kcc@kbcc.cuny.edu

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Health Coach

COH 1600/HPE 1200 Health Coach $995 (Payment plan available)
This is a 2 part Certificate program. The program will use a combination of synchronous and asynchronous methods for instruction. Students can earn up to 6 credits upon completion of this program.

Part I Patient Engagement
Students will have acquired skills to educate, engage, and support individual patients to improve the patient's health outcomes.

Part II Concepts of Wellness
This fundamental course covers a broad spectrum of health-related topics to make students aware of the causes of mental and physical illnesses and their prevention, and demonstrates how lifestyle, perceptions and decisions affect health.

For more information and next schedule of classes:
Contact Dean Christine Beckner at CBeckner@kbcc.cuny.edu

For more information on payment plans:
Contact Patti D’Agosta at PDAgosta@kbcc.cuny.edu