

Aquarius Institute



MICROSOFT OFFICE (MOUS), ACCOUNTING AND MEDICAL BILLING PROGRAM CATALOG

Update: March 28, 2014;



CATALOG Contents

	<u>Page</u>
The <i>Aquarius Institute</i> Mission Statement	2
<i>Aquarius</i> Methodology	2
<i>Aquarius Institute</i> Information	3 - 10

<i>Program Name</i>	<i>Program #</i>	<i>Page #</i>
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1. MICROSOFT (MOUS), ACCOUNTING & MEDICAL BILLING		
CIP Code 51-0713 & 51-0714	CS - 650	11

INCLUDES:

MICROSOFT OFFICE USER SPECIALIST (MOUS)

COMPUTERIZED ACCOUNTING

MEDICAL BILLING AND CODING

Certificate of Approval to operate issued by the Division of Private Business and Vocational Schools of the Illinois Board of Higher Education, 431 East Adams, Second Floor, Springfield, IL 62701

CATALOG GOOD THRU: JULY 2013 – JUNE 2014
PUBLICATION DATE: April 15th 2013

WELCOME

TO THE *AQUARIUS INSTITUTE*

The *Aquarius Institute* offers comprehensive software and health care educational training and placement assistance in the Chicagoland area.

Programs consist of **6 - 20** weeks of hands-on classroom instructions, depending on the type of Program selected. We limit the size of our classes to **18** students in order to provide good interaction with every student.

The professionals at the *Aquarius Institute* are always available to support its every student's needs. We take a hands-on personal and professional interest in our student's enrollment. By providing qualified and skilled instructors, career seminars, and placement assistance in the Chicagoland area, we are not only more than capable to educate our students, but to also prepare them for the job market that lies ahead.

Our Mission

To be the leading provider of career training with a specific interest in high demand job trends in America's ever changing job market.

Aquarius Methodology

Aquarius Institute provides information technology and Healthcare training through the use of adult learning methodology, cutting-edge course content, technology, and real hands on practice. In an age of technological globalization, companies must find methods to garner the employee skills and technology and transform it into a competitive advantage. At *Aquarius*, we train our students to enter the business world with the knowledge and skills necessary to add immediate value to a company. However, technical knowledge alone is not enough. But rather, a fine integration of core competencies in knowledge, technical and communication skills empower the individual to deliver value-added work products in a clear and concise manner.

To achieve the aforementioned goal, *Aquarius* stresses the importance of individual attention and state-of-the-art facilities. The facilities are open for the students during the weekly normal business hours to accommodate even the most hectic of schedules.

***Check regularly for expanded hours and holidays with your local *Aquarius Institute* center.**

Aquarius provides training in certification programs like ***Ultrasound/Sonography Technician, MRI Technologist, and Medical Administrative Assistant***

TO ENROLL: 1-847-296-8870

Our training is focused on empowering employees with the ability to grasp the core concepts in the software system giving them the flexibility in the medical business world to record and solve patient billing issues that may arise during the course of a physician office or hospital visit encounters. Certified professionals earn higher salaries than non-certified professionals; *our professional certification programs give our students the edge in today's demanding job market.*

Aquarius strives to achieve providing its students with the feeling of complete satisfaction. Student satisfaction is *Aquarius'* motivation to move ahead as one of the leaders in the Information Technology and the Allied Healthcare industry.

Graduation Guidelines

Graduation depends on the valid marks scored in the examinations conducted at appropriate times after sufficient instruction has been provided. Passing and graduation are based upon the final examination and the percentage of marks scored in all the assignments.

Note: Students who achieve a below “C” grade point average are considered to have failed and will need to repeat the program until they have achieved a passing grade.

Grading

90 % - or higher	“A”
80% - 89%	“B”
70% - 79%	“C”
60% - 69%	“D”
59% or less	“F”

Note: Students who score a below “C” course grade are considered to have failed and will need to repeat the course again until they have completed it successfully.

Scoring Procedure

The scoring procedure is determined by successful completion of all take-home assignments and scheduled exams. The number of exams is dependent on the duration of the program. All courses have a minimum of a mid-term and final exam; programs with multiple modules require, on average, one exam per module. Take-home assignments are also dependent on program duration and require, on average, one take-home assignment per module. All exercises, specifically, take-home assignments and examinations, are combined and then averaged to produce a final program grade.

Attendance

Besides a grade of "C" or better, **80% attendance is MANDATORY** to be considered for the graduation.

If a student acquires a sickness or gets into an accident that precludes them from attending classes via the established schedule, the student can retake the program at a later time without any penalty, or if the student wants to drop the program as a result of the aforementioned possibility than the refund policy process is applicable to them.

Student /Teacher Ratio

Aquarius Institute believes in providing quality training and individual attention to each of its students. As a result, *Aquarius* limits its classroom size to no more than **18** students - an **18:1** student to teacher ratio.

Methods of Student Payments

Several payment options are available for registration fees and tuition payment:

- Students can obtain a private educational loan from their desired private bank.
- Students who are eligible to obtain the WIA Grant through the State of Illinois unemployment agencies, can submit their approved WIA Grant Voucher towards their payments
- Students can make their payments by cash/checks.
- *Aquarius* Institute also accepts student payments via Visa, MasterCard, American Express, or Discover.

Installment Plans

Students have the option of paying for their program of choice via an installment plan.

Tuition Fees: \$ 4,495.00

*Payment Plan Option: \$500 down payment followed by \$300 monthly payments
(No interest is charged for using the installment method of payment)*

Note: A late fee of \$10 per week applies to all installment payments not paid on schedule; see installment plan sheet for details.

TO ENROLL: 1-847-296-8870

Financial Aid

We are listed with:

Work Force Development Council

Illinois Employment & Training Center

We are approved by the above agencies to provide financial aid for unemployed and under-employed individuals for updating their skills in computer information systems and Healthcare programs. Ask our career counselor how to contact the above agencies directly to find out if you are eligible for financial aid. Prior to admission, if applicable, the prospective student is required to gain approval from one of the above approved agencies.

Repeating a Program

After the completion of a program, ***a student may repeat the completed program*** within twelve months of its completion. There is no fee for repeating a program. However, space must be available. An application must be submitted 2 weeks prior to class start date.

Buyers *Right to Cancel*

The student has the right to cancel the *enrollment agreement* until midnight of the 5th business day after the enrollment agreement has been signed by the student and the student has been accepted by *Aquarius Institute*; and if the right to cancel is not given to any prospective student at the time the enrollment agreement is signed, then the student has the right to cancel the agreement at any time and receive a refund of all monies paid to date within 10 days of the cancellation.

Notice of cancellation must be made in writing and sent to:

Aquarius Institute of Computer Science
1011 E. Touhy Avenue
Suite #335
Des Plaines, IL. 60018
847-296-8870

Or:

Aquarius Institute of Computer Science
3420 W. Peterson Avenue
Suite #201
Chicago, IL. 60659
773-604-4305

AQUARIUSINSTITUTE.COM

Refund Policy

Aquarius Institute wants its students to be completely satisfied. Our refund policy allows our students to withdraw from the program up until 60% of the program has been completed. *Our refund policy also follows the guidelines set by Illinois statutes in relation to private business and vocational schools as per 105 ILCS 425.*

The detailed refund policy is as follows:

- A. When the notice of cancellation is given before midnight of the 5th business day after the enrollment but prior to the first day of class, all application/registration fees, tuition and any other charges shall be refunded to the student.
- B. When the notice of cancellation is given after midnight of the 5th business day following acceptance but prior to the close of business on the student's first day of class attendance, *Aquarius* will retain no more than the application/registration fee – which may not exceed \$150 or 50% of the cost of tuition, whichever is less.
- C. When the notice of cancellation is given after the student's completion of the first day of scheduled class attendance, but prior to the student's completion of 5% of the program, *Aquarius* will retain the application/registration fee, an amount not to exceed 10% of the tuition and other instructional charges or \$300.00 - whichever is less, plus the cost of any books or materials, which have been provided by *Aquarius*.
- D. When the student has completed in excess of 5% of the program of instruction, *Aquarius* will retain the application/registration fee, and the cost of any books and materials which have been provided by *Aquarius*, but shall refund a part of the tuition and other instructional charges in accordance with the following:

Aquarius will retain an amount computed pro rata by days in class plus 10% of tuition and other instructional charges up to completion of 60% of the program of instruction. When the student has completed in excess of 60% of the program of instruction, *Aquarius* will retain the application/registration fee and the entire tuition and other charges.

- E. Applicants not accepted by *Aquarius* shall receive a refund of all tuition and fees paid within 30 days of the determination of non-acceptance.
- F. Application/registration fee will be \$150.00 at initial enrollment.
- G. Deposits and down payments shall become part of tuition.
- H. All student refunds will be made by *Aquarius* within 30 calendar days from the date of receipt of a student's written cancellation notice.
- I. *Aquarius* will refund all money paid to it under any of the following circumstances:
 - 1. *Aquarius* did not provide the prospective student with a copy of the student's valid Enrollment agreement.
 - 2. *Aquarius* cancels or discontinues the program of instruction in which the student has enrolled.
 - 3. *Aquarius* fails to conduct classes on days and times scheduled; detrimentally affecting the student, with the exception below.
- J. Due to bad weather (natural calamities), or due to the instructor's sickness, under this circumstance *Aquarius Institute* will reschedule the classes to make-up for the lost time.

TO ENROLL: 1-847-296-8870

- K. If a student is on a payment plan with *Aquarius* for their tuition payments, the above refund policy is applicable for that student also.
- L. In the event a student withdraws from a program, or if the student made lesser payments than determined by the refund policy, the student has to make up the difference of payment in 7 days from official withdrawal otherwise collection procedures will begin.
- M. Students who enroll in a package deal have to finish all the programs within one year from the date of enrollment. Otherwise, they are not eligible to attend the programs after one year and all the tuition fees paid for the programs will be retained by the *Aquarius Institute*.
- N. If there is an unresolved problem, please first address your written grievance to the School Director at the following address:
Aquarius Institute, Corporate Office, 1011 East Touhy Avenue, Suite 335, Des Plaines, IL 60018.

If after first contacting the School Director the grievance relating to the return policy and/or student contract/enrollment agreement remains unresolved, students may submit complaints to the following Board of Education office or website:

Illinois Board of Higher Education
431 East Adams Street, 2nd Floor
Springfield, IL 62707

Or at www.ibhe.org

Job Placement *Assistance*

We have created several programs designed to assist with placing you in the best possible **career** that compliments your specialization. Aquarius also conducts regular job fairs with local employers and other career services.

1. Our job placement program starts with an interview performed by our Job Placement Director to help you prepare a dynamic resume illustrating your core-competencies and skill sets.
2. Several companies ask us to submit resumes for different IT & healthcare skills. We forward to those companies resumes of our graduating students with qualifying performances.
3. Aquarius Institute job placement staff makes frequent calls to legal employers to find possible job openings for the students.
4. **Student Services** facilitate each student's intellectual, academic, social and career development. This reflects respect for cultural, racial, religious, social, intellectual, and economic diversity. Our commitment empowers students to become self-confident, self-reliant, productive, resilient, compassionate, and creative individuals. Services include making copies, resume review, interview skills and job placement assessment and assistance.

Computer Labs

Students have access to the computer labs any time during regular hours while enrolled in a class at *Aquarius*.
Food & drink is not allowed in the computer labs.

Conduct & Courtesy

Students should conduct themselves in a manner appropriate and conducive to a business / educational environment. Any student involved in obstruction/disruption of the training/business activities, theft, damage of *Aquarius* property, or misconduct, will be subject to dismissal and no refunds will be issued. ***Theft or damage will be reported to the police.***

STUDENT SUGGESTIONS

1. All the students are welcome to put their comments and suggestions into the “Comment, Suggestion and Complaint” box located in the administrative office.
2. If the complaints are not resolved within 5 business days by the administration, the student must see or write to the Director of Education at Aquarius Institute.

STUDENT COMPLAINTS

1. If there is any problem, please first address your written grievance/complaint to:

Director of Education
Aquarius Institute
Corporate Office
1011 East Touhy Avenue Suite 335
Des Plaines, IL 60018

2. If there is an unresolved problem, please first address your written grievance to the School Director at the above address. If after first contacting the School Director the grievance relating to the return policy and/or student contract remains unresolved, students may submit complaints to the following Board of Education office or website:

Illinois Board of Higher Education
431 East Adams Street, 2nd Floor
Springfield, IL 62707

Or at www.ibhe.org

EQUAL OPPORTUNITY ASSURANCE STATEMENT

It is the policy of Aquarius to comply with Section 188 of the Workforce Investment Act of 1998 (WIA), which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, sexual orientation, disability, political affiliation or belief and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIA Title 1 financially assisted program or activity.

Aquarius complies with Title VI of the Civil Rights Act of 1964, as amended which prohibits discrimination on the basis of race, color, and national origin.

Aquarius complies with the American with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities.

Aquarius complies with Section 188 of the WIA, which provides that persons with disabilities must be provided with reasonable accommodations and modifications for their disabilities. The section also requires that individuals with disabilities be given services alongside (not segregated from) people without disabilities, unless the program or activity providing services performs an individualized assessment of a particular individual with a disability and concludes that the individual needs special, segregated services.

Aquarius complies with the Age Discrimination in Employment Act of 1975, as amended, which prohibits discrimination on the basis of age.

The Aquarius Institute also assures that it will comply with 29 CFR, Part 37 and all other regulations implementing the laws listed above. The Aquarius Institute is an “equal opportunity employer/program” and “auxiliary aids and services are available upon request to individuals with disabilities.”

If any individual feels discriminated against based on any of the above conditions by an Aquarius Institute staff member, that individual may file a complaint with the director of Aquarius Institute. The director of Aquarius Institute is Jameel Ahmed; he can be reached at (847) 296-8870. If any individual needs to file a complaint, the individual can do so by contacting the director of Aquarius Institute or by writing to Aquarius Institute at 1011 East Touhy Avenue Suite: 335 Des Plaines, IL 60018.

SEXUAL HARASSMENT STATEMENT

The courts have determined that sexual harassment is a form of discrimination under Title VII of the U.S. Civil Rights Act of 1964, as amended in 1991.

Policy Statement:

It is the responsibility of each individual employee and program participant to refrain from sexual harassment, and it is the right of each individual employee and program participant to work in an environment free from sexual harassment.

Definition of Sexual Harassment:

According to the Illinois Human Rights Act, sexual harassment is defined as:

Any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when

1. Submission to such conduct is made either explicitly or implicitly a term of condition of an individual's employment or program participation in a Aquarius Program,

2. Submissions to or rejection of such conduct by an individual is used as the basis for employment or program participation decisions affecting such individual, or
3. Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Other conduct commonly considered to be sexual harassment includes:

- Verbal: Sexual innuendos, suggestive comments, insults, humor and jokes about sex, anatomy – or gender – specific traits, sexual propositions, threats, repeated requests for dates, or statements about other employees, even outside of their presence, of a sexual nature.
- Non-verbal: Suggestive or insulting sounds (whistling), leering, obscene gestures, sexually suggestive bodily gestures, “catcalls,” “smacking” or “kissing” noises.
- Visual: Posters, signs, pin-ups or slogans of a sexual nature.
- Physical: Touching, unwelcome hugging or kissing, pinching, brushing the body, coerced sexual intercourse, or actual assault.

Sexual harassment most frequently involves a man harassing a woman. However, it can also involve a woman harassing a man or harassment between members of the same gender.

The most severe and overt forms of sexual harassment are easier to determine. On the other end of the spectrum, some sexual harassment is more subtle and depends to some extent on individual perception and interpretation. The trend in the courts is to assess sexual harassment by a standard of what would offend a “reasonable woman” or a “reasonable man,” depending on the gender of the alleged victim.

An example of the most subtle form of sexual harassment is the use of endearments. The use of terms such as “honey,” “darling,” and “sweetheart,” is objectionable to many women who believe that these terms undermine their authority and their ability to deal with men on an equal and professional level.

Responsibility of Individual Employees or Program Participants:

Each individual employee or program participant has the responsibility to refrain from sexual harassment in the workplace.

An individual or program participant who sexually harasses a program participant or fellow program participant is, of course, liable for his or her individual conduct.

The harassing employee or program participant will be subject to disciplinary action up to and including discharge or dismissal from employment or the program in accordance with the employment and/or program policy.

All Aquarius Institute students must refrain from sexual harassment and follow the policies set forth for the Aquarius Institute students. Students should read the details on sexual harassment found in this course catalog.

If any individual feels sexually harassed based on any of the above conditions by an Aquarius Institute student, that individual may file a complaint with the director of Aquarius Institute. The director of Aquarius Institute is Jameel Ahmed; he can be reached at (847) 296-8870. If any individual needs to file a complaint, the individual can do so by contacting the director of Aquarius Institute or by writing to Aquarius Institute at 1011 East Touhy Avenue Suite: 335 Des Plaines, IL 60018.

MICROSOFT OFFICE (MOUS), ACCOUNTING AND MEDICAL BILLING

CIP Code 51-0713 & 51-0714

DESCRIPTION: This program is designed to enable candidates to learn about Microsoft Office Suite including Word, Excel, PowerPoint and Outlook to handle day to day activity in office environments. This course also enables candidates to handle medical billing and basic computerized accounting programs such as QuickBooks.

Vocational Objectives:

This course has been designed to meet the increasing demand of office managers in clinics, physician's offices and hospitals. According to present job market analysis a large number of trained people are required in the medical field. The objective of this course is to provide efficient and well trained office workers in the healthcare field to satisfy the present day job market needs.

Program Objectives:

Having completed this program the student will have sufficient knowledge and skills to work in an office environment

FINANCIAL AID:

Aquarius Institute is approved to accept the Workforce Investment Act (WIA) funding for students. Aquarius Institute accepts some GI Bill and VA tuition payments. There are no other financial aid programs available.

TUITION & FEES

Registration Fee	\$ 150
Text Books	\$300
Tuition Fee	\$4,495
Total Program Cost	\$ 4,945

Installment Payment Plan Option: \$500 down payment followed by \$300 monthly payments. No interest is charged for using the installment method of payment.

Note: A late fee of \$10 per week applies to all installment payments not paid on schedule; see installment plan sheet for details

OTHER ESTIMATED COSTS: There are none at this time

Length of Program: Six months of course work

Aquarius Institute is not accredited:

Aquarius Institute is not accredited by a U.S. Department of Education recognized accrediting body.

Aquarius Institute does not have any articulation Agreements:

Aquarius Institute does not have any articulation agreement with any college, organization, or facility.

Therefore the certificate or courses are not transferable to any other College, University or Institute. Please consult with any institute of higher learning you are applying to for their transfer requirements.

Credentials Received:

Upon completion of the program the student will receive a Certificate of Completion and Official Transcript from Aquarius Institute.

Program Instructor License Requirements:

Instructors teaching the field specialty part of the program must be Registered/Licensed/Certified per industry requirements.

Who Should Attend:

The course has been designed for the candidates who want to make a career in the Medical Field. The program can be a benefit to those who are already in health careers/services and want to improve their skills and widen their spectrum of activity.

Program Benefits:

Besides pursuing a career in Computerized Accounting and Medical Billing and Coding this program acts as a base for the candidate to go for further advanced programs in the medical field, perhaps C.N.A., LPN, or RN programs.

Job Prospect:

Microsoft Office is utilized in many parts of the healthcare field. Computerized accounting and medical billing and coding are a diversified branch in healthcare. It is being applied in the healthcare industry within insurance companies, clinics, physician offices, and hospitals.

Admission Requirements:

General Requirements:

- Minimum 18 years of age
- Proof of graduation from a U.S. High School or equivalent as determined by appropriate accrediting agencies
- Graduates from foreign schools require local evaluation
- Official High School Transcript and have a **Grade Point Average (GPA) of 2.5** or above
- Provide a current resume if applicable
- Must possess knowledge of computers; must be able to use word processing programs
- Complete a personal interview with the Job Developer

Program Outline:

1. Microsoft Office User Specialist:

1.1 Microsoft Word Core	15 hrs
1.2 Microsoft Excel Core	15 hrs
1.3 Microsoft Outlook	15 hrs
1.4 Microsoft PowerPoint	15 hrs
1.5 Microsoft Access	15 hrs

2. Computerized Accounting:

2.1 Basic Accounting Concepts	10 hrs
2.2 Introduction to QuickBooks	20 hrs
2.3 Introduction to QuickBooks Software	20 hrs

- 3. Medical Billing and Coding:**
- | | |
|--|--------|
| 3.1 Medical Billing and Coding Basic | 20 hrs |
| 3.2 Medical Billing and Coding Advance | 20 hrs |
- 4. Communication/Interpersonal Skills** 10 hrs

Total Lecture Clock Hours: 175

Textbooks:

- a. **Microsoft Office Certification Specialist Study Guide: 2010 Microsoft Office System**
Authors: Joyce Cox, Joan Preppernau and Online Training Solutions, Inc.
Publisher: ; Published 2008
ISBN: 9780735625488
- b. **Microsoft Access 2010 Step by Step**
Authors: Joyce Cox and Joan Lambert
Publisher: Microsoft Press: A division of Microsoft Corporation; Published: 2013
ISBN: 978-0-7356-2692-8
- c. **QuickBooks 2013: A Complete Course, 14/e**
Author: Janet Horne
Spiralbound with CD-ROM
Publisher: Prentice Hall; Published: 2013
- d. **A Guide to Health Insurance Billing 4th Ed.**
Author: Marie A. Moisio
Publisher: Cengage; Published: 2013
ISBN13: 978-1-285-19358-8
- e. **Medical Billing & Coding Demystified, 1st Edition**
Authors: Marilyn Burgos, Donya Johnson, and James Keogh
Publisher: McGraw-Hill; Published 2006
ISBN-13: 9780071472203
- f. **Computers in the Medical Office 8e with Medisoft v17**
Author: Susan M. Sanderson
Publisher: McGraw-Hill; Published 2013
ISBN-13: 9780073402130
- g. **Human Relations: Interpersonal Job-Oriented Skills, 12th ed.**
Author: Andrew J. DuBrin
Publisher: Prentice Hall; Published 2014
ISBN-10: 0133506827 | ISBN-13: 9780133506822

Textbooks May Vary Due To Instructor Recommendations

Course 1: MICROSOFT OFFICE USER SPECIALIST 75 HRS

DESCRIPTION: This portion of the program is designed to enable candidates to handle all parts of Microsoft Office. Student will be able to work as entry level MS Office user specialists and will be capable to accomplish word processing.

Microsoft Word 2010

15 Hrs

Prerequisites; Sharing and maintaining documents; formatting documents; Applying page layout and reusable content; Including illustrations and graphics in a document; proofreading documents

Microsoft Excel 2010

15 Hrs

Applying references and hyperlinks; performing mail merge operations; Managing the worksheet environment; Creating cell data; Formatting cells and worksheets; Managing Worksheets and Workbooks; Applying Formulas and functions; Presenting Data Visually; Sharing Worksheet Data with other users; Analyzing and organizing data

Microsoft Power Point 2010

15 Hrs

Managing the Power Point Environment; Creating a Slide presentation; Working with graphical and Multimedia Elements; Creating charts and tables; Applying transitions and animations; Collaborating on presentations; preparing presentations for delivery; delivering Power Point presentations

Microsoft Outlook 2010

15 Hrs

Managing the Outlook Environment; Creating and formatting item content; Managing email messages; Managing contacts; Managing calendar objects; Working with tasks, notes, and journal entries

Taking Microsoft Office Specialist Exam; Using this book to study for a certification exam; Using the book's companion content; Modifying the display of the ribbon; Your companion eBook; Getting support and giving feedback

Microsoft Access:

15 Hrs

Introducing Microsoft Access 2010

Modifying the Display of the Ribbon; Features and Conventions of the book; using the practice files; Your companion eBook

Simple Database Techniques

Explore an access 2010 Database; create databases and simple tables; create simple forms; display data; create simple reports

Rational Data Reports

Maintain data integrity; create custom forms; create queries; create custom reports

Database Management and Security

Import and export data; make databases user friendly; protect data bases; customize Access

Course 2: Computerized Accounting clock Hours

50 Hrs

DESCRIPTION: This program is designed to enable candidates to handle computerized accounting. Student will be able to work as entry level accountant and will be capable to manually as well as electronically accomplish accounting.

Part 1: COMPUTERIZED ACCOUNTING

1. Introduction to QuickBooks® 2013 and Company Files
2. Sales and Receivables: Service Business
3. Payables and Purchases: Service Business
4. General Accounting and End-of-Period Procedures: Service Business Section 1 Practice Set, Service Business: Your Name At Your Service
5. Sales and Receivables: Merchandising Business
6. Payables and Purchases: Merchandising Business
7. General Accounting and End-of-Period Procedures: Merchandising Business
8. Payroll

Part 2: The Insurance Billing Specialist

Overview; Personal and technical qualifications; Employment opportunities; educational, certification, and career opportunities; abbreviations

Legal Aspects of Insurance Billing

Origin of legal issues; general legal terms; confidential information; Insurance fraud and abuse laws; Patient protection and Affordable Care Act

Introduction to Health Insurance

Overview; Defining Healthcare; Managed Care; Managed Care Organizations; Health Insurance Terminology; Paying the Bill with Health Insurance

International Classification of Diseases, Tenth Revision

International Classification of Diseases, Tenth Revision; clinical Modification (ICD-10-CM); ICD-10-CM components; ICD-10-CM Official Guidelines for Coding and Reporting; Assigning ICD-10-CM Diagnostic Codes; International Classification of Diagnosis, Tenth Revision, Procedure Coding System ICD-10-PCS; Assigning ICD-10-PCS; Procedure Codes

International Classification of Diseases, Ninth Revision Clinical Modification (ICD-9-CM)

Overview; International Classification of Diseases, Ninth Revision Clinical Modification (ICD-9-CM); ICD-9-CM Components; ICD-9-CM Official Guidelines for Coding and Reporting; Assigning ICD-9-CM Diagnostic Codes; Supplementary Classifications; Miscellaneous Coding Guidelines; Assigning ICD-9-CM Procedure Codes; Miscellaneous Coding Guidelines for procedures and biopsies

Current Procedural Terminology (CPT) and Healthcare Common Procedure coding System (HCPCS)

Overview; Current Procedural Terminology; Healthcare Common Procedure coding System (HCPCS); Abbreviations

Developing and Processing an Insurance Claim

Overview; Developing an Insurance Claim; Clinical Assessment and Treatment; Patient Departure Procedures; New and Established Patients; Assigning Numeric Codes; Insurance Claims Processing; Credit and Collections; Abbreviations

CMS-1500 Completion Guidelines: Private and Commercial Insurance Claims

Overview; Optical Scanning Guidelines; CMS-1500 Guidelines; CMS-1500 Patient Information; CMS-1500 Treatment and Provider Information; Common Errors in completing CMS-1500; Abbreviations

Electronic Claims Submission

Overview; Electronic Claims Submission options; Interactive Communication; Processing Electronic Health Insurance Claims; Confidentiality and Electronic Claims Processing; Electronic Record Management; Abbreviations

Common UB-04 (CMS-1450) Completion Guidelines

Overview; Hospital Reimbursement; Developing the Insurance Claim

Blue Cross/Blue Shield

Overview: Blue Cross/Blue Shield general information; Blue Cross/Blue Shield Health Insurance Plans; Participating and Non-participating Providers; Provider Reimbursement; Blue Cross/Blue Shield Claims Submission

Medicare

Overview; Medicare Part A; Medicare Part B; Medicare Part C; Medicare Part D: Prescription Drug Benefit; Other Medicare Health Plan Choices; Medicare Fee Schedule (MFS); National Correct Coding Initiative (NCCI); Medicare Claims Submission; Processing Medicare Payments

Medicaid

Overview; Medicaid Coverage; Medicaid Billing

Tricare

Overview; Tricare Health Benefits Programs; Deers enrollment and Tricare Reimbursement; Tricare Billing; Fraud and Abuse; CHAMPVA; CHAMPVA Billing; CMS-1500 Guidelines for CHAMPVA

Workers' Compensation

Overview; Federal Workers' Compensation Programs; Occupational Safety and Health; state Sponsored Workers' Compensation Programs; Workers' Compensation Basics

Course 3: Medical Billing and Coding

50 Hrs

DESCRIPTION: This program is designed to enable candidates to handle medical billing and coding. Student will be able to work as entry level medical biller and coder and will be capable to manually as well as electronically bill and code.

Couse Outline:

<i>1.1 Medical/ Insurance Terminology</i>	<i>12 Hrs</i>
<i>1.2 CPT/ ICD-9 & 10/ UB-92 Coding</i>	<i>12 Hrs</i>
<i>1.3 Insurance/ Medicare/ Medicaid Billing</i>	<i>13 Hrs</i>
<i>1.4 MEDISOFT Electronic Billing & Coding</i>	<i>13 Hrs</i>

Introduction to Medical Billing and Coding: Billing process --- start to finish; Intro to types on Insurance coverage; Insurance billing

Ethical and Legal Aspects of Medical Billing

Medical Terminology and Procedures: Terminology used in CPT, Terminology used in ICD-10, Study and use of CPT Codes; Reporting services and procedures, Identify a patient's diagnosis

Medical Office Procedures

Introduction to Diagnostic Procedures

Introduction to Procedural Coding; Introduction to Insurance Plans: types on Insurance coverage, Insurance billing, Insurance Terminology used in Benefits; Insurance Terminology used in Medical Review; Insurance Terminology used in Documentation Review;

The Insurance Claim Cycle; Billing and Coding Errors -- How to Avoid Them

Strategies for Handling Claim Disputes: Proper use of modifiers, Verify insurance benefits; Complying with pre-certification requirements; Use of HCFA 1500 Claim form; Patient registration

Medical Billing: Billing Medicare - Identifying medical records; Identifying limitation of coverage; Billing to 5th digit classification; Billing Public Aid - Processing public aid claims, DPA 2360 Claim Form, Hospital inpatient billing; UB92 Claim form; DRG assignment

Software Programs and Systems

Finding Employment in the Healthcare Industry: Career pathways; Certifications; Resume writing; Job search; Specialties

Part 1: INTRODUCTION TO COMPUTERS IN THE MEDICAL OFFICE

1.0 Introduction to Health Information Technology and Medical Billing

1.1 THE INCREASING USE OF TECHNOLOGY IN HEALTHCARE

1.2 FUNCTIONS OF PRACTICE MANAGEMENT PROGRAMS

Creating and Transmitting Claims; Monitoring Claim Status; Receiving and Processing Payments

1.3 FUNCTIONS OF ELECTRONIC HEALTH RECORD PROGRAMS

Health Information and Data Elements; Results Management; Order Management; Decision Support; Electronic Communication and Connectivity; Patient Support; Administrative Processes; Reporting and Population Management; Advantages of Electronic Health Records

1.4 THE MEDICAL DOCUMENTATION AND BILLING CYCLE: PRE-ENCOUNTER

Step 1: Preregister Patients

1.5 THE MEDICAL DOCUMENTATION AND BILLING CYCLE: ENCOUNTER

Step 2: Establish Financial Responsibility

Step 3: Check In Patients

Step 4: Review Coding Compliance

Step 5: Review Billing Compliance

Step 6: Check Out Patients

1.6 THE MEDICAL DOCUMENTATION AND BILLING CYCLE: POST-ENCOUNTER

Step 7: Prepare and Transmit Claims

Step 8: Monitor Payer Adjudication

Step 9: Generate Patient Statements

Step 10: Follow Up Payments and Collections

1.7 THE IMPACT OF LEGISLATION: HIPAA

HIPAA Electronic Transaction and Code Sets Standards; HIPAA Privacy Requirements; HIPAA Security Requirements; State Regulation

1.8 THE IMPACT OF LEGISLATION: HITECH AND ACA

Health Information Technology for Economic and Clinical Health Act (2009); Patient Protection and Affordable Care Act (2010)

Part 2: MEDISOFT ADVANCED TRAINING

2.0 Introduction to Medisoft

2.1 THE MEDISOFT DATABASES

2.2 THE MEDISOFT MENUS

File Menu; Edit Menu; Activities Menu; Lists Menu; Reports Menu; Tools Menu; Window Menu; Help Menu; Medisoft Menus

2.3 THE MEDISOFT TOOLBAR

Toolbar Buttons

2.4 ENTERING, EDITING, SAVING, AND DELETING DATA IN MEDISOFT

Entering Data; Editing Data; Editing Data; Saving Data; Deleting Data

2.5 CHANGING THE MEDISOFT PROGRAM DATE

Windows XP; Windows Vista and Windows 7

2.6 USING MEDISOFT HELP

Hints; Built-In; Using Built-in Help

2.7 CREATING AND RESTORING BACKUP FILES

Creating a Backup File While Exiting Medisoft; Backing Up; Restoring the Backup File; Restoring a Backup File

2.8 MEDISOFT'S FILE MAINTENANCE UTILITIES

Rebuilding Indexes; Packing Data; Purging Data; Recalculating Patient Balances

2.9 USING MEDISOFT SECURITY FEATURES TO ENSURE HIPAA AND HITECH COMPLIANCE

User Logins and Audit Controls; Auto Log Off and Unapproved Codes

3.0 Scheduling

3.1 THE OFFICE HOURS WINDOW

Program Options; Entering and Exiting Office Hours

3.2 ENTERING APPOINTMENTS

Entering an Appointment, Leila Patterson; Entering an Appointment, Elizabeth Jones; Looking up a Provider and Entering an Appointment

3.3 BOOKING FOLLOW-UP APPOINTMENTS

Booking an Appointment with a Follow-up

3.4 SEARCHING FOR AVAILABLE TIME SLOTS

Searching for Open Time, Ramos; Searching for Open Time, Klein

3.5 ENTERING APPOINTMENTS FOR NEW PATIENTS

Entering an Appointment for a New Patient

3.6 BOOKING REPEAT APPOINTMENTS

Booking Repeat Appointments

3.7 RESCHEDULING AN APPOINTMENT

Rescheduling Appointments

3.8 VERIFYING INSURANCE ELIGIBILITY APPOINTMENTS

Eligibility Verification Icons; Verifying a Patient's Eligibility

3.9 CHECKING PATIENTS IN AND OUT

Checking In a Patient

3.10 CREATING AN OVERDUE BALANCE REPORT FOR PATIENTS WITH APPOINTMENTS

Creating an Overdue Balance Report

3.11 CREATING A PATIENT RECALL LIST

Adding a Patient to the Recall List; Adding a Patient to the Recall List

3.12 CREATING PROVIDER BREAKS

Entering a Provider Break

3.13 VIEWING AND PRINTING SCHEDULES

Viewing a Provider Schedule; Enter an Appointment for a New Patient; Search for an Open Time; Preview a Physician's Schedule

4.0 Entering Patient Information

4.1 HOW PATIENT INFORMATION IS ORGANIZED IN MEDISOFT

4.2 ENTERING NEW PATIENT INFORMATION

Name, Address Tab; Chart Numbers; Other Information Tab; Payment Plan Tab; Adding a New Patient; Adding an Employer to the Address List; Adding an Employer

4.3 SEARCHING FOR PATIENT INFORMATION

Search for and Field Option; Search Using Field Box; Locate Buttons Option; Search Using Locate Button

4.4 EDITING PATIENT INFORMATION

Editing Patient Information; Entering a New Patient

5.0 Working with Cases

5.1 UNDERSTANDING CASES

When to Set Up a New Case; Case Examples

5.2 NAVIGATING CASES IN MEDISOFT

Case Command Buttons; The Case Dialog Box

5.3 ENTERING PATIENT AND ACCOUNT INFORMATION

Personal Tab; Entering Data in the Personal Tab; Account Tab; Entering Data in the Account Tab

5.4 ENTERING INSURANCE INFORMATION

Policy 1 Tab: Entering Data in the Policy 1 Tab, Policy 2 Tab, Policy 3 Tab; Medicaid and Tricare Tab

5.5 ENTERING HEALTH INFORMATION

Diagnosis Tab: Entering Data in the Diagnosis Tab, Condition Tab

5.6 ENTERING OTHER INFORMATION

Miscellaneous Tabs: Entering Data in the Comment Tab; EDI Tab

5.7 EDITING CASE INFORMATION

Editing a Case; Copying a Case; Creating a Case for a New Patient

6.0 Entering Charge Transactions and Patient Payments

6.1 UNDERSTANDING CHARGES, PAYMENTS, AND ADJUSTMENTS

6.2 SELECTING A PATIENT AND CASE

Chart; Case; Additional Information

6.3 ENTERING CHARGE TRANSACTIONS

Buttons in the Charges Area of the Transaction Entry; Dialog Box; Color Coding in Transaction Entry; Saving Charges; Editing Transactions; Entering a Charge for Hiro Tanaka; Entering a Charge for Elizabeth Jones

6.4 ENTERING PAYMENTS MADE AT THE TIME OF AN OFFICE VISIT

Applying Payments to Charges; Saving Payment Information; Entering a Copayment; Entering Charges and Copayment

6.5 PRINTING WALKOUT RECEIPTS

Creating a Walkout Receipt

6.6 PROCESSING A PATIENT REFUND

Processing a Refund

6.7 PROCESSING A NONSUFFICIENT FUNDS (NSF) CHECK

Processing an NSF Check; Add a Diagnosis and Enter; Procedure Charges

7.0 Creating Claims

7.1 THE BASICS OF MEDICAL INSURANCE

Types of Health Plans

7.2 THE ROLE OF CLAIMS IN THE BILLING CYCLE

Medical Necessity; Clean Claims; CMS-1500 and X12 837 Health Care Claim; Exploring the CMS-1500 in Medisoft Help

7.3 CLAIM MANAGEMENT IN MEDISOFT

7.4 CREATING CLAIMS

Creating Claims

7.5 LOCATING CLAIMS

Using the List Only Feature

7.6 EDITING CLAIMS

Carrier 1 Tab; Carrier 2 and Carrier 3 Tabs; Transactions Tab; Comment Tab; EDI Note Tab; Reviewing a Claim

7.7 CHANGING THE STATUS OF A CLAIM

Changing Claim Status

7.8 ELECTRONIC CLAIMS WORKFLOW

Perform an Electronic Claim Edit Check

7.9 SENDING ELECTRONIC CLAIM ATTACHMENTS

Reviewing Claims

8.0 Posting Payments and Creating Patient Statements

8.1 THIRD-PARTY REIMBURSEMENT OVERVIEW

Indemnity Plan Example; Managed Care Example; Medicare Participating Example

8.2 REMITTANCE ADVICE (RA) PROCESSING

Claim Adjustments and Denials; Processing Payments

8.3 ENTERING INSURANCE PAYMENTS IN MEDISOFT

The Deposit List Dialog Box; The Deposit Dialog Box; Entering a Deposit: ChampVA

8.4 APPLYING INSURANCE PAYMENTS TO CHARGES

Applying Payments to Charges: ChampVA; Entering a Deposit and Applying Payments: East Ohio PPO;
Entering a Deposit and Applying Payments: Blue Cross and Blue Shield

8.5 PROCESSING A PATIENT PAYMENT RECEIVED BY MAIL

Entering a Patient Payment Received by Mail

8.6 ENTERING CAPITATION PAYMENTS

Entering a Capitation Payment; Entering a Zero Amount Payment; Adjusting a Capitated Account

8.7 CREATING STATEMENTS

Statement Management Dialog Box; Create Statements Dialog Box; Creating Statements

8.8 EDITING STATEMENTS

General Tab; Transactions Tab; Comment Tab; Reviewing a Statement

8.9 PRINTING STATEMENTS

Selecting a Format; Selecting the Filters and Printing the Statements; Printing Statements; Enter Insurance Payments; Create Statements

9.0 Creating Reports

9.1 CREATING REPORTS IN MEDISOFT

Selecting Print Options; Selecting Data for a Report

9.2 THE IMPORTANCE OF ACCOUNTS RECEIVABLE REPORTS

Daily Reports; Monthly Reports

9.3 CREATING DAY SHEETS

Patient Day Sheet; Printing a Patient Day sheet; Procedure Day Sheet; Payment Day Sheet

9.4 CREATING ANALYSIS REPORTS

Billing/Payment Status Report; Practice Analysis Report; Save a Practice Analysis Report as a PDF File;
Insurance Analysis Report; Referring Provider Report; Referral Source Report; Unapplied
Payment/Adjustment Report; Unapplied Deposit Report; Co-payment Report; Outstanding Co-Payment
Report; Appointment Eligibility Analysis—Detail and Summary; Electronic Claims Analysis—Detail and
Summary

9.5 CREATING PATIENT LEDGER REPORTS

Printing a Patient Account Ledger

9.6 CREATING STANDARD PATIENT LIST REPORTS

Printing a Patient by Insurance Carrier List

9.7 NAVIGATING IN MEDISOFT REPORTS

The Medisoft Reports Menus; The Medisoft Reports Toolbar; The Medisoft Reports Find Report Box; The Medisoft Reports Help Feature

9.8 CREATING AGING REPORTS

Printing a Patient Aging Report

9.9 CREATING CUSTOM REPORTS

Printing a List of Patients; Printing a List of Procedure Codes

9.10 USING REPORT DESIGNER

Modifying a Report; Print a Patient Day Sheet; Print an Insurance Payment by Type Report

10.0 Collections in the Medical Office

10.1 FOLLOWING UP ON INSURANCE CLAIMS

Prompt Payment Laws; Working Claim Denials; Aging Insurance Claims; Resubmitting Claims

10.2 THE IMPORTANCE OF A FINANCIAL POLICY

10.3 LAWS GOVERNING PATIENT COLLECTIONS

Using Payment Plans

10.4 WORKING WITH COLLECTION AGENCIES

Posting a Payment from a Collection Agency

10.5 WRITING OFF UNCOLLECTIBLE ACCOUNTS

Writing off a Patient Balance

10.6 USING A PATIENT AGING REPORT FOR COLLECTIONS

Identifying Overdue Accounts

10.7 ADDING AN ACCOUNT TO THE COLLECTION LIST

Using the Collection List Window; Entering a Tickler Item; Creating a Tickler

10.8 CREATING COLLECTION LETTERS

Creating a Collection Letter

10.9 CREATING A COLLECTION TRACER REPORT

Creating a Collection Tracer Report; Print a Patient Aging Report; Add a Patient to the Collection List; Create a Collection Letter

Part 3: APPLYING YOUR SKILLS

11.0 Appointments and Registration

Scheduling an Appointment: Lawana Brooks; Scheduling an Appointment: Edwin Hsu; Scheduling an Appointment: Anthony Battistuta; Scheduling an Appointment: Stewart Robertson; Scheduling an Appointment: Hannah Syzmanski; Making an Appointment Change; Juggling Schedules; Scheduling an Appointment: Michael Syzmanski; Print a Provider Schedule

12.0 Cases, Transactions, and Claims

Entering Transactions; An Unscheduled Visit; Changing a Transaction Record; Scheduling an Appointment: Diane Hsu; Entering Charges and Payments: Stewart Robertson; Entering Charges and Payments: Diane Hsu; Entering Charges and Payments: Michael Syzmanski; Entering and Applying an Insurance Carrier Payment; Creating Insurance Claims; Finding a Patient's Balance

13.0 Reports and Collections

Creating a Patient Day Sheet Report; Creating a Patient Aging Report; Creating a Practice Analysis Report; Adding Items to the Collection List; Create Collection Letters

14.0 Putting It All Together

Scheduling Appointments; Rescheduling and Canceling Appointments; Printing Schedules; Creating Cases; Entering Transactions; Creating Claims; Entering Insurance Payments; Creating Patient Statements; Printing Reports; Entering Collection Agency and Patient Payments; Reviewing Overdue Accounts; Adding Patients to the Collection List and Creating Collection Letters

Part 4: SOURCE DOCUMENTS

Course 4: Communication/Interpersonal Skills

10 Hrs

1. A Framework for Interpersonal Skill Development
2. Understanding Individual Differences
3. Building Self-Esteem and Self-Confidence
4. Interpersonal Communication
5. Interpersonal Skills for the Digital World
6. Developing Teamwork Skills
7. Group Problem Solving and Decision Making
8. Cross-Cultural Relations and Diversity
9. Resolving Conflicts with Others
10. Becoming an Effective Leader
11. Motivating Others
12. Helping Others Develop and Grow
13. Positive Political Skills
14. Customer Satisfaction Skills
15. Enhancing Ethical Behavior
16. Stress Management and Personal Productivity
17. Job Search and Career Management Skills

Addendum: Institutional Disclosures Reporting Table

Institutional Disclosures Reporting Table

Reporting Period: July 1, 2011 – June 1, 2012

INSTITUTION NAME: Aquarius Institute	Indicate all ways the disclosure information is distributed or made available to students at this institution: <input checked="" type="checkbox"/> Attached to Enrollment Agreement <input checked="" type="checkbox"/> Provided in Current Academic Catalog <input type="checkbox"/> Reported on School Website Other: _____
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Per Section 1095.200 of 23 Ill. Adm. Code 1095:

The following information must be submitted to the Board annually; failure to do so is grounds for immediate revocation of the permit of approval.

DISCLOSURE REPORTING CATEGORY	Magnetic Resonance Imaging (MRI) Technologist	Ultrasound/Sonography Technician	Medical Administrative Assistant, Phlebotomy, EKG	Insert Name of Program or Course of Instruction Here	Insert Name of Program or Course of Instruction Here
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.	22	17	4		
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	26	32	4		
b) Re-enrollments	0	0	0		
c) Transfers into the program from other programs at the school	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).	48	49	8		
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		
b) Completed or graduated from a program or course of instruction	6	3	4		
c) Withdrew from the school	4	2	0		
d) Are still enrolled	12	12	0		
5) The number of students enrolled in the program or course of instruction who were:					
a) Placed in their field of study	0	2	0		
b) Placed in a related field			3		
c) Placed out of the field					
d) Not available for placement due to personal reasons					
e) Not employed					
B1) The number of students who took a State licensing examination or professional certification examination, if any, during the reporting period.	0	3	0		
B2) The number of students who took and passed a State licensing examination or professional certification examination, if any, during the reporting period.	0	2	0		
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.	0	1	0		
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.	25	20	15		

Information Updated: April, 2013

*Course of Instruction is defined as a stand-alone course that meets for an extended period of time and is directly creditable toward a certificate or other completion credential; individual courses that make up a Program of Study are not considered courses of instruction.

Note: As indicated in the PBVS Administrative Rules, Section 1095.200, student retention and graduation rates must be maintained that are appropriate to standards in the field. Furthermore, a State licensing examination or professional certification examination passage rate of at least 50% of the average passage rate for schools within the industry for any State licensing examination or professional certification examination must be maintained.

- 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.

**MICROSOFT OFFICE (MOUS), ACCOUNTING,
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