



HEALTH & MEDICAL



COURSE CATALOG

Adult and Community Education Programs

REGISTER AT
www.aceclasses.fcps.edu

ACE | ADULT AND
COMMUNITY
EDUCATION

 **Fairfax County**
PUBLIC SCHOOLS
ENGAGE • INSPIRE • THRIVE

ABOUT

ACE Health and Medical Programs provide accessible and affordable training for entry-level healthcare careers. Our flexible options offer something for everyone whether you need a specific skill, improved career readiness, or anything in between!

Professional certifications and credentials are in high-demand! Why? Half of America's jobs require more than a high school diploma and less than a college degree. Certification programs help build job-specific skills without a significant investment of time and money.

Our courses focus on specific skill sets, so if you're applying for jobs, exploring career options, or are short on time, ACE Health & Medical programs can give you a boost in achieving your career goals.

Getting started is easy!

- No previous academic requirements
- Short and long-term programs
- In-person, Online, and self-paced options

This catalog contains a sampling of ACE Health & Medical offerings. Please visit <https://aceclasses.fcps.edu> for additional information on classes, locations, schedules, and fees.

HEALTH & MEDICAL



healthmed@fcps.edu



703.658.1201



<https://aceclasses.fcps.edu>



- Certified Clinical Medical Assistant (CCMA)
- Certified Medical Administrative Assistant (CMAA)
- Certified Patient Care Technician/Assistant (CPCT/A)
- Certified Billing and Coding Specialist (CBCS)
- Certified Phlebotomy Technician (CPT)
- Certified EKG Technician (CET)
- Certified Electronic Health Records Specialist (CEHRS)



CREDENTIALS



Our partnership with NHA (National Healthcareer Association) means success is just a training program away! From study guides and online practice tests to continuing education and stacked credentials, NHA and ACE are with you every step of the way! Every program we offer which qualifies for NHA testing will include an exam voucher. For most programs, students sit for the exam on the last day of class. For more information about the benefit of NHA alignment, please visit www.nhanow.com.



MEDICAL ASSISTANT

EDUCATE



Medical Assistants are critical to a patient's experience and are often the first and last person with whom the patient interacts. They work directly with doctors by collecting information and preparing patients for appointments.

Tasks include taking vital signs, assisting providers with exams and procedures, and performing essential laboratory procedures such as EKG and phlebotomy. A medical assistant's daily routine may include checking patients in and out upon arrival, answering phone calls, and maintaining electronic health records (EHRs). Whether performing administrative or clinical tasks, medical assistants are critical to a patient's experience and are essential health care workers. The Certified Clinical Medical Assistant (CCMA) exam is included!

HM05000 (online anytime)

Total 540 hours | \$2,995.00

COMING SOON!

HM01860 (in-person)

Total 128 hours | \$2,998.00

Medical Administrative Assistant

A medical office cannot function without the support of the administrative team to schedule appointments, file documents, assist with billing and answer phones. A Medical Administrative Assistant is often the first person a patient sees and can set the tone of the clinic.

HM05011 (online anytime)

Total 160 hours | \$1,899.00

The Bureau of Labor Statistics (BLS) reports that the healthcare field is expected to add 2.4 million new jobs from 2016 to 2026—which is more than any other occupational group!





MEDICAL BILLING AND CODING

Interested in the healthcare field but prefer non-clinical work? Medical Billing and Coding is one of many administrative options in the healthcare industry!

Coding allows for uniform documentation across multiple medical platforms. This standardized information is necessary for data management and billing purposes. Medical coders are employed in hospitals, urgent care facilities, private clinics, nursing homes, insurance agencies and even some law firms.

Most employers require or encourage certification for medical billing and coding specialists. (Source: 2020 Industry Outlook)

HM01950 (in-person)

Total 72 hours | \$2,399.00

HM05012 (online anytime)

Total 370 hours | \$2,995.00

Invoice

Invoice #: 00001009



CERTIFIED NURSE AIDE

Certified Nurse Aides (CNAs) help patients with a wide variety of basic needs such as eating, grooming, bathing, walking and more. They provide direct patient care in hospitals, nursing homes, and home care. This curriculum is approved by the Virginia Board of Nursing.

HM01780 (in-person)
Total 120 hours | \$1,299.00

Invest in
yourself.

EMERGENCY RESPONSE



Emergency Medical Technicians (EMTs) are first responders who respond to emergencies ranging from life threatening issues to minor complaints. They assess the severity of the patient's condition and determine a course of action. They provide first aid treatment and ambulance transport.

HM01655

Total 160 hours | \$1,455.00

① EMT

CPR is performed to restore and maintain breathing and circulation and to provide oxygen and blood flow to the heart, brain, and other vital organs, especially during cardiac arrest.

HM01625 CPR AED First Aid

Total 6 hours | \$159.00

HM01695 CPR AED

Total 4.5 hours | \$117.00

HM01697 Basic Life Support (BLS)

Total 5 hours | \$151.00



② CPR classes

Ask about private group classes!
healthmed@fcps.edu

Dental



Dental Assistant

Dental Assistants are critical to the smooth operation of a dental clinic. Responsibilities include preparing patients for procedures and/or surgeries; assisting with fillings, crowns, and extractions; making dental impressions; and sterilizing dental tools and equipment.

HM01647 (in-person)

Total 120 hours | \$2,799.00

Administrative Dental Assistant

Learn to manage medical records, accounts receivable, bill patients and insurance, schedule patients, and perform procedural and diagnostic coding. Includes training with Dentrix software.

HM05006 (online anytime)

Total 150 hours | \$1,999.00



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VETERINARY STUDIES

Veterinary Assistant

Blended class!

Veterinary Assistants play a major role as they perform routine animal care such as feeding, bathing, watering, and exercising animals. They also help by holding animals during exams and treatments.

HM01988

Total 70 hours | \$2,999.00

Veterinary Office Manager

Learn the essential skills to manage the business aspects of a veterinary practice. Includes vouchers for QuickBooks Certified User (QBCU) Exam and the Microsoft exams 77-727 and 77-728 (Excel) and 77-725 and 77-726 (Word).

HM05017 (online anytime)

Total 465 hours | \$3,995.00



CREDENTIALS THAT STACK



Phlebotomy Technician

The primary function of a Phlebotomy Technician is to collect blood from patients and prepare the samples for testing. They work in diagnostic laboratories, blood donor centers and hospitals. Tasks include drawing blood from patients; putting the patient at ease before, during and after collection; preparing blood, urine and other specimens for testing; and maintaining equipment such as test tubes, blood vials, and needles.

HM01617 (in-person)

Total 90 hours | \$2,199.00

- includes BLS training

HM05002 (online anytime)

Total 150 hours | \$2,395.00

optional externship available



EKG Technician

EKGs are used to diagnose and monitor patients' heart problems. Operating the equipment that monitors, measures and traces the electrical activity of the heart is the key function of an EKG Technician.

This critical work can help prevent and treat heart disease.

HM01614 (in-person)

Total 36 hours | \$999.00

HM05001 (online anytime)

Total 100 hours | \$1,995.00



Medical Assistant

Certified Clinical Medical Assistant (CCMA) plus Phlebotomy Technician and EKG Technician certifications make a powerful combination!

MORE CREDENTIALS THAT

STACK



Certified
Billing and
Coding
Specialist

HM05012



Certified
Medical
Administrative
Assistant

HM05011



Certified
Electronic
Health Records
Specialist

HM05004

CLIMB THE CAREER LADDER

BUNDLED CLASSES

HM05013

Certified Medical
Administrative Assistant
(CMAA)



Medical Billing and Coding



HM05014

Certified Medical
Administrative Assistant
(CMAA)



Certified Electronic Health
Records (CEHRS)



Medical Terminology



HM05015

Medical Billing and Coding



Certified Electronic Health
Records (CEHRS)



Online anytime options are available for many classes. Contact healthmed@fcps.edu for more information.



① Patient Care Technician

A Patient Care Technician works directly with patients providing essential assistance with daily tasks ensuring they receive quality care.

HM05003

Total 300 hours | \$2,795.00



② Certified Electronic Health Records Specialist

Utilizing medical office software, an EHR Specialists ensures a patient's health record is current and accurate.

HM05004

Total 134 hours | \$1,999.00



③ Certified Medical Transcriptionist

Converting voice recordings from healthcare workers into formal reports and editing medical records for accuracy are key functions of a Medical Transcriptionist.

HM05005

Total 195 hours | \$2,849.00



④ Certified Physical Therapy Aide

A PT Aide supports the physical therapist by preparing equipment, performing clerical duties, and communicating with the patients.

HM05007

Total 190 hours | \$2,149.00



⑤ Medical Interpreter Spanish/English

Help a Spanish speaker communicate with doctors, nurses and other medical professionals.

HM05008

Total 200 hours | \$2,599.00



⑥ NASM Certified Personal Trainer

Help clients increase muscle mass, reduce body fat, and improve overall health.

HM05009

Total 80 hours | \$1,295.00



⑦ NASM Certified Nutrition Coach

Increase clients' success in health/fitness goals by designing an individualized nutrition plan tailored to their needs.

HM05010

Total 80 hours | \$1,295.00



⑧ Medical Office Manager

A Medical Office Manager oversees the daily functioning of a medical practice by making sure all administrative tasks are performed accurately and timely. May also include supervisory responsibilities.

HM05016

Total 555 hours | \$3,995.00



⑨ Medical Math

Learn math principles relevant to medical professions, healthcare, and veterinary studies.

HM05018

Total 24 hours | \$125.00



⑩ HIPAA Compliance

The how and why of keeping patients' personal healthcare data private.

HM05020

Total 24 hours | \$115.00



⑪ Certificate in Legal and Ethical Issues in Healthcare

Become proficient in the legal and ethical risks, including those related to HIPAA rules, medication errors, social media and healthcare, and organ donation.

HM05019

Total 12 hours | \$89.00



⑫ Aging and Health Bundle

Learn about various aspects that affect the way we age, including nutrition and physical activity, happiness and its effects on brain health, and the role of intimacy and sexuality. Great for healthcare workers who care for older adults. Includes three certificates: Certificate in Healthy Aging, Certificate in Gerontology, and Certificate in Brain Health.

HM05021

Total 45 hours | \$259.00

CONTACT
HEALTHMED@FCPS.EDU
FOR MORE INFO



FAIRFAX

ADULT AND COMMUNITY EDUCATION

CO



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