CUNY Can Get You There Series: CUNY Programs in Healthcare*

Now that students have been exposed to many careers and are developing preferences, they will begin to wonder, how can I work in this field? CUNY offers dozens of certificate and degree programs in healthcare. Students do not need to choose one immediately, but should become comfortable learning how to research them.

ACTIVITIES IN THIS SERIES:

5.1 • **Researching CUNY Degree and Certificate Programs in Healthcare***

5.2 • **Understanding Degree Program Requirements***

5.3 • **CUNY Certificates: Healthcare Interpreter and Medical Biller***

5.4 • **How Do I Enroll in CUNY?***

BACKGROUND ON CUNY

The City University of New York has campuses in all five New York City boroughs. It is comprised of 24 colleges in total, offering Associate's, Bachelor's, Master's, Doctoral and Professional degrees, in addition to Certificate programs. Degree programs are offered through the college's academic departments. Certificate programs are generally offered through the Continuing Education departments.

CUNY Community Colleges

CUNY's community colleges, also known as 2-year colleges, include the Borough of Manhattan Community College, Bronx Community College, Guttman Community College, Hostos Community College, Kingsborough Community College, LaGuardia Community College and Queensborough Community College. These colleges offer Associate's degrees and Certificates. Many adult education students enter degree programs through CUNY's community colleges.

CUNY Senior Colleges

CUNY's senior colleges include Baruch College, Brooklyn College, Queens College, York College, The City College of New York, Lehman College, Hunter College and John Jay College of Criminal Justice. All of these offer Bachelor's degrees. Medgar Evers College, New York City College of Technology and the College of Staten Island offer Bachelor's and Associate's degrees.

Understanding Degrees vs. Certificates

Most CUNY colleges* offer both certificate and degree programs. Following are some of the main distinctions.

WHAT ARE DEGREES AND CERTIFICATES?

College degrees require several years of study and include coursework in a student's major as well as foundational coursework in subjects like English, Math and Science. Degree programs require that students have high school or equivalent diplomas, be accepted for admission to the college, and pass placement exams before enrolling in courses for credit. Most Associate's degrees require 60-65 credits.

Certificate programs vary in their requirements and details. Some are credit-bearing, while others are not. Most require a high school or equivalent diploma, but some do not. Some certificate credits earned may transfer into a degree program if students decide to pursue a degree at a later date. Some lead to licensure, which may have requirements of its own, such as legal residency.

HOW CAN I PAY FOR DEGREES AND CERTIFICATES?*

The tuition for degree programs is a flat rate for full-time students, those who take 12 or more credits per semester. Part-time students, those who take fewer than 12 credits per semester, are charged a rate per credit hour. Students who receive Financial Aid from the federal and/or state governments can use these grants toward tuition. Other sources of financial support for degree programs include loans and scholarships. CUNY also offers a payment plan allowing students to pay tuition in installments.

The college's Financial Aid cannot be used for non-degree programs. Financial support for Certificate programs include other government grants, loans and scholarships. Public Assistance grants can be used toward many Certificate programs.

Some students who are not eligible for federal or state Financial Aid may be eligible for scholarships specifically intended for them, such as in the case of undocumented students.

WHICH IS BETTER, DEGREE OR CERTIFICATE?

Both are valid and useful forms of education. Students need to assess their own situations in order to decide which is right for them. They should consider:
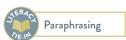
- How much time they can devote to education, on a weekly basis and in total numbers of years.

- What kind of career they are interested in preparing for.

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- How much money they can spend on education, including paying out of pocket, using payment plans, financial aid if eligible. The college websites list tuition charges as well as information on applying for financial aid, scholarships and payment plans.

- What they are willing to do in order to secure more funding for education, such as applying for scholarships.

- How much weight the credential (degree or certificate) carries in the labor market, in particular, if it is required or beneficial for the career they want to pursue.

Researching CUNY Degree and Certificate Programs in Healthcare*

> Students practice using a college website to locate degree and certificate programs in healthcare, then choose one degree program to research in further detail.

LITERACY TIE-IN | Paraphrasing

PREP

1 Choose the website of one of the CUNY* colleges to research healthcare certificate and degree offerings.

2 On that college website, explore the healthcare certificate and degree programs by reading about majors within the Academic area of the website, and reading about certificates in the Continuing Education area of the website. You will lead students through navigating these areas.

3 Write the URL of the college website you have selected on the board.

MATERIALS

- This session requires use of computers.
- *Healthcare Majors and Certificates at _____ College* worksheet*
- *Exploring a College Healthcare Degree* worksheet

DISCUSS*

In the computer lab, ask students to turn off their monitors and direct their attention to the back page of the Home Health Aide or Medical Assistant Career Map. Ask what they see.

> ❯ *Healthcare programs across CUNY campuses.*

What levels of education are shown on this chart?

> ❯ *Certificate, Associate's, Bachelor's, among others.*

What are the differences between the various level of education?

> ❯ *Amount of time in program, level of credential. Explain that in many, though not all fields, a degree is considered a higher level credential than a certification, but that some careers do not require more than a certificate, so both are important to consider.*

The certificates and degrees listed in the *Home Health Aide* and *Medical Assistant Career Maps* are only a few that CUNY colleges offer. Today you're going to explore other healthcare programs that the college offers.

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EXPLAIN

1 Distribute *Healthcare Majors and Certificates at _____ College* worksheet.

2 Ask students to navigate to the college's website, click on the Academics area, and find all of the majors related to healthcare. Explain that they may be in a variety of places, for example, there may be an Allied Health division, a Science division, or majors may be listed alphabetically.

3 Ask students to write the names of four healthcare majors on the worksheet. Then ask them to navigate to the Continuing Education area of the website and do the same with certificates.

4 Distribute *Exploring a College Healthcare Degree* worksheet.

5 Ask students to choose one major that they will explore in greater detail. They will navigate to the program's page and complete the worksheet.

Healthcare Majors & Certificates at _____ College*

Use the college website to find majors and certificates in healthcare offered at the college. For college majors that lead to degrees, look under the Academics section of the website. For certificate programs, look in the Continuing Education Department. List a minimum of 8 in total.

College Website: www._____.cuny.edu

MAJORS LEADING TO DEGREES IN HEALTHCARE

1.

2.

3.

4.

Describe where on the college website you found this information:

CERTIFICATES IN HEALTHCARE

1.

2.

3.

4.

Describe where on the college website you found this information:

Exploring a College Healthcare Degree

Choose one healthcare degree program that you will explore in detail. Use the college website to read about the major, then paraphrase the information to complete the questions below. Make sure your answers are in your own words.

1 What is the name of the program?

2 What type of degree is it (Associate's in Science, for example)?

3 Name three things you will learn or practice in this program.

4 How many credits can you earn in this program?

5 Where is the office on campus to find out more about it?

6 If there an internship, placement, or practice portion of this program, explain.

7 Write about one part of the program that sounds interesting to you and explain why. Write about one part that sounds like it might be difficult for you and explain why.

Understanding Degree Program Requirements*

🕐

60 MINUTES

> Students read a description of a sample healthcare major at one of the CUNY colleges and identify the role of general education requirements. Requirements for majors at other colleges may be organized differently from those at CUNY.

PREP

Researching college degrees involves learning about which courses are required of which majors. Every major has course requirements. Some requirements specify a particular course; other requirements allow students to choose from several related courses. Most students are required to take two semesters of English composition. Other requirements may include Math, Science, Humanities, Social Sciences, Foreign Languages and/or Arts courses. Sometimes students have difficulty understanding the relevance of general education requirements to their major.

Requirements for majors are divided into three main areas—Curriculum Requirements, which are the courses that relate directly to the major; and General Education requirements, which are divided into two parts: Required Core and Flexible Core requirements. Course requirements of the major are usually outlined in the description of the major in the Academics section of the college website. See the description of the Health Information Technology major at Borough of Manhattan Community College on the next page as an example.

Read the Health Information Technology description in the BMCC website, and practice navigating there from the Academics area of the BMCC website.

MATERIALS

This session requires use of a computer lab.

EXPLAIN

1 Today we're going to practice navigating a college website to learn how to identify the courses required for a given major. We're going to use Health Information Technology as a sample major. In the future, you will be able to research a major or certificate that you are interested in, using your skill in navigating college websites. What do you think the Healthcare Information Technology major is all about?

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> *The major prepares students for a career in working with some of the computerized systems in healthcare, such as computerized medical records, billing, etc.*

2 What courses do you think are required for this major?

3 Write **BMCC.cuny.edu*** on the board and have students navigate there, circulating to make sure they are all on the correct page. Then ask them to click on **Academics**, then **Academic Programs**, then find and click on **Healthcare Information Technology**.

4 Explain that the major requirements come in two parts: curriculum requirements and general education requirements. General education requirements are further divided into core and flexible core requirements. Curriculum requirements are the courses that directly relate to the major or career. Core and flexible core requirements are courses that students in this and other majors take across a variety of departments, many of which prepare students for further study in their major area.

5 Ask students to read through all the requirements and explain that each requirement is linked to a course description that includes more detailed information.

6 Divide students into groups of three and ask them to complete the *Understanding General Education Requirements* worksheet.

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Understanding General Education Requirements

Read the Healthcare Information Technology description on the BMCC website, www.bmcc.cuny.edu* For each course listed, click on the link to read more the course description, then reach your own conclusions about how the course will benefit Health Information Technology students to answer the questions below.

1 **English Composition**
How will this course help Health Information professionals?

2 **Mathematical and Quantitative Reasoning**
Why do Health Information professionals need math?

3 **Anatomy and Physiology**
Why do you think this course is required?

4 **Fundamentals of Speech**
What does this course have to do with Healthcare Information?

5 What do students do in HIT 430 and why is it required?

6 Read the descriptions of HIT 107, HIT 207, and CIS 207, and describe
what healthcare information professionals do.

7 Having learned about Healthcare Information Technology, is this a
career you would consider pursuing? Why or why not?

The following is a program description of the Health Information Technology major. When students access the BMCC website, each course will link to a course description that they will use to answer the questions on the Understanding General Education Requirements worksheet.

BMCC
Borough of Manhattan Community College™

Health Information Technology Program Requirements

The Health Information Technology (HIT) program* is a two-year, 5 semester 67-credit course of study offered through the Allied Health Sciences department at BMCC. The program is accredited by the Commission on Accreditation for Health Informatics and Information Management Educational Programs. Students who successfully complete the program obtain an associate of applied science (AAS) degree and are eligible for certification as a registered health information technician (RHIT) via an examination administered by the American Health Information Management Association.

THINGS TO KNOW

- HIT courses are offered only during the day, although courses in the liberal arts and sciences may be offered in the evenings and on weekends.

- Students are required to complete two professional practice experiences at participating health care facilities.

- Students must attain an average of C or better in all HIT courses to maintain eligibility in the program.

- BMCC students wishing to transfer into the HIT program must have a grade-point average of 2.0 or above and completed all remedial course requirements.

100% of employers and graduates surveyed for the past several years are satisfied that the program prepares students for employment.

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PROGRAM REQUIREMENTS

COMMON CORE

Required Common Core

English Composition	6
Mathematical and Quantitative Reasoning	4
MAT 150	
Introduction to Statistics	
Life and Physical Sciences	4
BIO 425	
Anatomy and Physiology I	
Total Required Common Core	**14**

Flexible Core

Creative Expression	3
SPE 100	
Fundamentals of Speech 1	
Scientific World	4
BIO 426	
Anatomy and Physiology II	3
PSY 100	
General Psychology	

Total Flexible Core	**10**
Total Common Core	**24**

CURRICULUM REQUIREMENTS

FALL 1

HIT 103	
Medical Terminology I	3
HIT 106	
Pathology of Diseases I	3
HIT 107	
Health Record Systems	2
HIT 108	
Health Data Information, Storage and Retrieval	3

SPRING 1

HIT 203	
Medical Terminology II	3
HIT 204	
Health Statistics	2
HIT 207	
Coding and Classifications Systems I	3

HIT 208	
Pathology of Diseases II	3

SUMMER I SESSION

HIT 210	
Professional Practice Experience I	3

FALL 2

HIT 331	
HIM Medical/Legal Applications	2
HIT 332	
Quality Management and Improvement	2
HIT 333	
Coding and Classifications Systems II	4
CIS 207	
Healthcare Information Technologies and Management Systems	4

SPRING 2

HIT 421	
Coding and Classifications Systems III	2
HIT 422	
Health Care Delivery Systems	1
HIT 423	
Management in the HIM Department	2
HIT 430	
Professional Practice Experience II	4

Total Curriculum Credits	**43**
Total Program Credits	**67**

Notes:

1. *For students whose first language is not English, SPE 102 will satisfy this requirement.*

2. *Students needing remediation in Reading, Writing or Math can take CUNY Start prior to matriculation.*

3. *Students whose first language is not English needing remediation in Reading or Writing can take the CUNY Language Immersion Program (CLIP) prior to matriculation.*

Sample CUNY Certificate Programs:

Medical Interpreter and Medical Biller/Coder*

Having researched degree programs, students will now learn about certificate programs. Certificate programs can be credit-bearing or not, require one semester or many semesters of study, may be open to diploma-holders only or may be open to those have not yet earned diplomas. There is a lot of variation in certificate programs. In CUNY, they are housed in the Continuing Education departments. As the needs of industries change, colleges are adding and updating certificate programs all the time. The most up-to-date information can be found through the Continuing Education offices.

We are going to use the Medical Interpreter certificate as an illustration. According to the Census Bureau's 2012 American Community Survey, 49% of New York City residents speak a language other than English at home. With the rise in healthcare facility and hospital use comes an increased need for foreign language interpreters in healthcare settings. CUNY campuses offer a Healthcare Interpreter certificate program for students already fluent in English and in another language.

Another CUNY certificate program is Medical Biller/Coder, which is offered in the Continuing Education departments of many CUNY colleges. The current rise in healthcare use creates administrative jobs in healthcare, including Medical Biller/ Coder. These are people who assign a code to the healthcare services a patient receives, identifying them to insurance companies and medical personnel. This is a good job for people who want a non-clinical position in healthcare, are comfortable with numbers and are very detail oriented.

The fliers on the next pages outline these certificate programs at a few CUNY colleges. There may be differences in requirements and program details in similar certificate programs at different colleges, so researching individual programs is always recommended.

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HUNTER
The City University of New York

Medical Interpreter

60 million people in the U.S., and 3 million New York City residents alone, do not speak fluent English. A rewarding career as a Medical Interpreter, one of the fastest growing professions in the nation, begins at Hunter College. The Medical Interpreter is a nationally recognized 48-hour Certificate Program in Health Care and Social Services Interpreting. The program covers basic & advanced interpreting skills, medical terminology, Code of Ethics and Standards of Practice, cross-cultural communication, memory development and note-taking, intonation makeover for less accented speech, and the U.S. health care system. By successfully completing this program, students will meet a key prerequisite of National Certification for Medical Interpreters.

Registration and Tuition:

Students must be proficient in English and any second language. Tuition is $1,100 plus a one time $20 registration fee.

FALL 2015 SCHEDULE	DAY	TIME	DATES
The Medical Interpreter, Sec.2	Mon.- Fri.	5:45-9:45pm	11/30-12/4
	Saturday	8:30-12:30pm	12/5 & 12/12

Course Information:

The Medical Interpreter: from Bilingual to Professional
(language-neutral program – students with any second language are welcome)

The program is taught by an instructor with extensive expertise in linguistically, culturally & legally fluent interpreting in healthcare and a practicing Medical Doctor providing services for the diverse population groups. Role plays and group exercises provide hands-on experience for skills development. Video segments offer demonstrations of the "right and wrong" ways to interpret. Each student receives 400-page Training manual, 90-page Exercise & Role Play workbook and 130-page 'Medical Terminology for Interpreter' handbook. Optional 150-hour Shadowing Practicum at one of the NYC area hospitals is available upon successful completion of the 48-hour Program. If you have any questions please contact Eric Candle at ecandle@ecdata.net.

The class will cover:

- Medical Interpreting as a profession, LEP population groups, language access laws

- National Certification for Medical Interpreters: the roadmap to get hired!

- Basic and advanced interpreting skills, active listening and art of prediction, modes of interpreting, note-taking and memory development techniques

- Codes of Ethics, Standards of Practice and Medical Interpreters roles

- Ethical decision making process

- 'Intonation makeover' for less-accented speech

- Medical terminology for interpreters: Greek and Latin roots, suffixes and prefixes; human body systems (anatomy and physiology); vocabulary resources for any working language pair and a strategy for overcoming linguistic/cultural terminology challenges; differential diagnosis and smart medical terminology

- Cross cultural communication; cultural humility; culture bound syndromes; high-context vs. low-context cultures

- The Culturally and Linguistically Appropriate Services in Health Care

- The U.S. health care system and the Affordable Care Act

- Interpreting in mental and behavioral health settings

- Technology and Interpreting: Over-the-Phone and Video Remote modalities

- Medical interpreting in New York City and New York State: regulatory environment & professional opportunities

Continuing Education Certificate Programs are part-time non-credited courses and therefore we do not issue student visas. To apply for a student visa, students must be enrolled in a full-time credited college program or an ESL studies program.

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Medical Billing and Coding at Hostos*

Following is a description of the Medical Billing/ Coding certificate program offered by Hostos's Continuing Education department. Similar courses are offered at other CUNY colleges.

Hostos Community College

Medical Billing and Coding Certificate Program

This series of courses teaches the skills required for employment in the health care business, including nursing homes, physicians' offices, community health groups, insurance companies and billing companies. Since the healthcare industry has an increased need for medical billers and coders, Hostos Division of Continuing Education & Workforce Development offers a Medical Billing/Coding Program that includes an array of different comprehensive courses, each with 2 classroom hours dedicated to improving basic math skills as they relate back to the course. Students are admitted into the program in the Fall and Spring semesters only. Students are required to purchase the necessary textbooks prior to the start of each course.

Total Hours: 214.5 hrs.   Cost: $2,325

For questions and concerns, you can contact our Medical Billing and Coding Coordinator:
Ms. Diane Gahagan at dianegqc@aol.com

Prerequisites:
1. Submit proof of a High School Equivalency (HSE) Diploma before the start of the second course.
2. Non-refundable registration fee of $25 per semester.
3. Maintain a 70% or "C" grade average in each course or repeat the course at student's expense.
4. Maintain a 90% attendance rating (no more than one absence per course).

COURSE 1.
Medical Terminology
Learn the different medical terms used in today's healthcare industry (their prefixes, roots and suffixes) enabling students to understand their meanings.

Sat   9:30am to 3:00pm   10/22-11/19/16
CE2041-F01   5 sessions   27.5 hrs. $325

COURSE 2.
Anatomy and Physiology
Gain knowledge of the human anatomical structure, body functions and the various diseases that affect the different systems and organs.

Sat   9:30am to 3:00pm   12/3/16-1/21/17
CE2042-F01   5 sessions   27.5 hrs. $325

COURSE 3.
Medical Billing for Private Practice
You'll quickly master the basics of the insurance billing process. Become familiar with the forms and information to be maintained and learn how to submit insurance claims following third party reimbursement regulations (and important tips for Medicare and private carriers).

Sat   9:30am to 3:00pm   1/28-3/4/17
CE2043-SP01   5 sessions   27.5 hrs. $325

COURSE 4.
Bookkeeping and Accounting for Private Practice
Learn how to manually record charges for medical services, post transactions and payments and manage account receivables from patients and insurance companies.

Sat   9:30am to 3:00pm   3/11-4/22/17
CE2044-SP01   5 sessions   27.5 hrs. $325

COURSE 5.
Computerized Medical Billing
Learn the different aspects of billing: data entry of ICD-9 and CPT-4 codes, patient and insurance information and the popular Medical Manager 10.31 computerized billing software. It is recommended that students have basic Windows experience. Basic Windows classes are offered at the College.

Sat   9:30am to 3:00pm   4/29-6/3/17
CE2045-SP01   5 sessions   27.5 hrs. $325

COURSE 6.
ICD-10-CM/PCS Coding
This ICD-10-CM/PCS course is a necessary introductory class for both program students and current medical personnel, who assign diagnostic codes for medical billing and medical charting purposes. The International Classification of Diseases (ICD) arranges diseases and injuries into coded groups. Together with CPT-4 codes, insurance companies interpret ICD-10-CM/PCS codes in order to pay claims, prioritize patient diagnoses for medical record purposes and record statistical data for health care entities. Textbooks required.

Sat   9:30am to 3:00pm   8/19-10/14/17
CE2049-SU01   7 sessions   38.5 hrs. $350

COURSE 7.
CPT-4 Coding
Common Procedural Terminology is used for reimbursement of the healthcare provider's services to the patient. CPT codes list the descriptions of procedures and services of physicians and other medical professionals. Learn how to use the CPT-4 coding system to eventually become a certified coder.

Sat   9:30am to 3:00pm   10/21-12/9/17
CE2047-F01   7 sessions   38.5 hrs. $350

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How Do I Enroll in CUNY?*

CERTIFICATES

CUNY certificate programs are administered through the colleges' Continuing Education departments. Students should contact the college's Continuing Education office to determine if there are any prerequisites, as well as the cost, schedule, location, deadlines and other pertinent information. Many programs require a high school diploma or equivalency as a prerequisite, but some, such as home health aide, do not.

In addition to the programs that CUNY offers, there are a range of low-cost or free short-term certificate programs in New York City offered at community-based organizations.

DEGREES

Once students have received a high school diploma or equivalent, they may apply to a CUNY college. They should research which college they want to attend, in order to find the best fit for their needs and interests. Once they are accepted, they will take placement exams in Reading, Writing and Math, which will determine whether they are placed into credit or developmental (remedial) courses. Students who need remediation should consider enrolling in CUNY Start or CLIP to improve basic skills at a low cost.

STEP 1: **Research programs and colleges**

There are many factors to consider when researching a college program, such as:

- *Does it offer the major I am interested in?*

- *Where is the college located and how will I get there?*

- *Can I afford the tuition, either through payment, financial aid or scholarships?*

- *Are classes offered at times that work for me?*

- *How much time will I need to devote to attending classes, commuting and class preparation, including reading, completing assignments, group projects, and preparing for exams?*

STEP 2: (May be concurrent to Step 1) **Earn high school or equivalent diploma.**

STEP 3: **Apply to CUNY through the college's Admission Office,** known as Direct Admit, or online through the college website.

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STEP 4: Apply for Financial Aid—Pell, the federal grant and TAP, the New York State grant, through the website, www.fafsa.gov

STEP 5: Once accepted, take **CUNY placement exams** in Reading, Writing and Math.

STEP 6: If remediation is required, enroll in CLIP or CUNY Start.

The CUNY Language Immersion Program is for students who are non-native English speakers and need to improve their reading and writing in English before enrolling in credit-bearing college courses.

CUNY Start is for fluent English speakers who need to improve reading, writing or math skills before enrolling in credit-bearing courses.

STEP 7: Attend New Student Orientations.

Special Programs

Beginning college can be overwhelming to many new students. The following CUNY programs provide students with smaller settings and more individual attention, academic support, such as instructional immersion and tutoring, financial support, such as contributing to tuition, travel expenses and book costs, and personal and academic advisement.

LOW COST PROGRAMS FOR STUDENTS WITH REMEDIAL NEEDS

CLIP (CUNY Language Immersion Program)—An intensive English as a Second Language (ESL) program for CUNY students who need to improve their academic English language skills. Classes meet five hours a day, five days a week, in day or evening sessions in all five boroughs.

CUNY Start—Provides intensive preparation in academic reading, writing, math, and advisement. An academic program with social supports, CUNY Start helps students prepare for college level courses and re-take placement exams in Reading, Writing and Math.

FINANCIAL AND ACADEMIC SUPPORTS FOR DEGREE STUDENTS

ASAP (Accelerated Studies in Associate's Programs)—Helps associate degree students earn their degrees as quickly as possible, ideally within three years. ASAP includes a consolidated block schedule, cohorts by major, small class size, and requires full-time study. It also includes tuition waivers for financial aid-eligible students, textbook assistance, and monthly MetroCards.

College Discovery—Available to financially eligible students, College Discovery offers a pre-college summer program, tutoring, counseling and advisement, tuition assistance, book and materials stipends.

The above programs are university-wide programs. Individual CUNY colleges offer additional programs. Representatives are often available to present on panels or to classes.

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