

Student Name:
 Projected Start Date:
 End Date:



12900 Lake Avenue, Suite 003A, Lakewood, Ohio 44107 • 1-800-517-0857 www.lakewoodcollege.edu

Combination Pharmacy Technician and Administrative Medical Assistant Diploma Program

Course Length: 12 Month

Course Code: PHAMA013

<u>Lesson #</u>	<u>Title of Lesson</u>	<u>Credit Awarded</u>	<u># of Hours</u>	<u>MyCAA Contract Costs</u>
Lesson 1:	History of Medicine and Pharmacy & Pharmacy Federal Laws and Regulations	Clock Hours	25	\$233.33
Lesson 2:	Pharmacy Ethics, Competencies, Associations, and Settings for Technicians & Conversions and Calculations Used by Pharmacy Technicians	Clock Hours	25	\$233.33
Lesson 3:	Dosage Forms, Routes of Administration and Drug Classifications, Drug Abbreviations, and Medical Terminology & Drug Information References	Clock Hours	25	\$233.33
Lesson 4:	Prescription Processing & Over-the-Counter Medications	Clock Hours	25	\$233.33
Lesson 5:	Complementary and Alternative Medicines & Hospital Pharmacy	Clock Hours	25	\$233.33
Lesson 6:	Repackaging and Compounding & Aseptic Technique	Clock Hours	25	\$233.33
Lesson 7:	Pharmacy Stock and Billing & Medication Safeties and Error Prevention	Clock Hours	25	\$233.33
Lesson 8:	Endocrine System & Nervous System	Clock Hours	25	\$233.33
Lesson 9:	Psychopharmacology & Respiratory System	Clock Hours	25	\$233.33
Lesson 10:	Visual and Auditory Systems & Integumentary System	Clock Hours	25	\$233.33
Lesson 11:	Gastrointestinal System & Urinary System	Clock Hours	25	\$233.33
Lesson 12:	Cardiovascular System & Reproductive System	Clock Hours	25	\$233.33
Lesson 13:	Anti-infectives & Anti-inflammatories and Antihistamines	Clock Hours	25	\$233.33
Lesson 14:	Vitamins and Minerals & Vaccines	Clock Hours	25	\$233.33
Lesson 15:	Oncology Agents	Clock Hours	25	\$233.33
Lesson 16:	Microbiology & Chemistry	Clock Hours	25	\$233.33
Lesson 17:	Medical Terminology & Anatomy	Clock Hours	26	\$233.33
Lesson 18:	Becoming a Successful Student/ The Healthcare Industry	Clock Hours	26	\$233.33
Lesson 19:	Interpersonal Skills and Human Behavior/ Medicine and Ethics	Clock Hours	26	\$233.33
Lesson 20:	Medicine and Law/ Computer Concepts	Clock Hours	26	\$233.33
Lesson 21:	Telephone Techniques/ Scheduling Appointments	Clock Hours	27	\$233.33
Lesson 22:	Patient Reception and Processing/ Office Environment and Daily Operations	Clock Hours	27	\$233.33
Lesson 23:	Written Communications and Mail Processing/ The Paper Medical Record	Clock Hours	27	\$233.33
Lesson 24:	The Electronic Medical Record/ Health information Management	Clock Hours	27	\$233.33
Lesson 25:	Privacy in the Physician's Office/ Basics of Diagnostic Coding	Clock Hours	27	\$233.33
Lesson 26:	Basics of Procedural Coding/ Basics of Health Insurance	Clock Hours	27	\$233.33
Lesson 27:	The Health Insurance Claim Form/ Professional Fees, Billing and Collecting	Clock Hours	27	\$233.33
Lesson 28:	Banking Services and Procedures/ Financial and Practice Management	Clock Hours	27	\$233.33
Lesson 29:	Medical Practice Management and Human resources/Medical Practice Marketing and Customer Service	Clock Hours	27	\$233.33
Lesson 30:	Emergency Preparedness and Assisting with Medical Emergencies/ Career Development and life Skills	Clock Hours	27	\$233.34
Total Cost:		Clock Hours	800	\$7,000.00

Lakewood College's Combination Pharmacy Technician and Administrative Medical Assisting Diploma Program is a postsecondary certificate program. We allow students 12 months to complete this program. However, since it is a self-study course students are able to complete the program before the allowed time frame. The suggested time frame for completion is 8-12 months. This certificate program offered by Lakewood College is accredited by a national accrediting agency recognized by the Department of Education, which is the Distance Education Training Council. Upon completion of this certificate program, military spouses are eligible to sit for the Pharmacy Technician Certification Board Examination. This certificate program is neither a CEU/PDU program. Lakewood College is non profit 501 (c) (3) college.