

Anatomy, Medical Terminology & HIPAA

COURSE BROCHURE



YOUR Course Overview

IN BRIEF

Blackstone Career Institute's online certificate courses enables you to learn new skills at your own pace without disrupting your present job or lifestyle. Upon completion, you will have an Anatomy, Medical Terminology & HIPAA certificate, along with the skills and confidence necessary to achieve your professional development goals.

Additionally, some employers will sponsor your training through tuition assistance and reimbursement programs.

Unit 1 Blackstone's Skills for Success

In this unit, you will discover how you learn best as well as your learning style by reading about intrinsic versus extrinsic motivation, field dependence and independence, self-efficacy and self-determination. Visual, auditory, and kinesthetic learners will be discussed along with the differences between them. You will also receive some tips regarding your study space, the best time to work, and goal setting. Learning strategies, along with note-taking and memory tricks, are also an important part of this unit.

Unit 2 English Usage & Written Communication

In this unit, you will gain knowledge about the English language and written communication. This information is important to the successful allied health professional. Begin with parts of speech, then review parts of a sentence, pronouns, verbs and agreement, and finally, sentence types and punctuation. Included is a simplified grammar tutorial to help you learn about writing in active versus passive voice, paragraph formation, and topic sentences; and you gain some valuable tips for business communication.

Unit 3 Anatomy and Medical Terminology 1: An Introduction

This unit begins your study of medical terminology. It breaks down how medical terms are constructed and analyzed to determine meaning; the parts of medical terms, including roots, prefixes, and suffixes; the function of combining vowels; and how terms are pluralized. The lesson also introduces the basic organization of the human body and discusses the body cavities, planes of the body, and directional terms.

Stedman's Medical Dictionary for the Health Professions and Nursing Online

Unit 4 Anatomy and Medical Terminology 2

Expanding your knowledge in anatomy, you will study four of the body systems—skeletal, muscular, integumentary (skin), and respiratory—and the relevant medical terms and abbreviations, as well as common injuries and diseases.

Unit 5 Anatomy and Medical Terminology 3

This unit covers the anatomy and physiology of the cardiovascular, urinary, digestive, and nervous systems, leading up to the relevant medical terms as well as common diseases, tests and procedures, and terminology abbreviations.

Unit 6 Anatomy and Medical Terminology 4

This final anatomy and medical terminology unit completes the study of the body, addressing the endocrine and sensory (eyes and ears) systems; the blood, lymphatic and immune systems; and the male and female reproductive systems. The unit discusses diseases associated with these body systems and also lists common abbreviations for terms related to these systems.

Unit 7 Medical Ethics and HIPAA

In conclusion, you will read about professional development and medicolegal ethics. Attitude, self-esteem, professional attire, and grooming are all topics presented in this unit. Also, business etiquette; verbal and nonverbal communication; proper introductions; and continuing education are encompassed. Know more about ethics in healthcare, codes of ethics, and the purpose of healthcare records. Important information about making corrections, timeliness, and confidentiality is explored in this lesson. Also examined are the HIPAA guidelines, the Privacy and Security Rules, Protected Health Information, access control, de-identified information, and work area security.

What you receive with your course

Your course consists of seven units, including the following e-books and electronic resources, to assist you step-by-step through the course.

Stedman's Medical Dictionary for the Health Professions and Nursing

This online reference is yours for a full year! You will have access to more than 56,000 terms and definitions, more than 42,000 audio pronunciations, anatomical videos, and over 5,600 images.



Blackstone Typing Tutor

Blackstone's exclusive Typing Tutor will help to increase your typing speed and accuracy.

Online Student Center

Included with your tuition, you will have online access to your study guides and study units, exams, grades, payment history, discussion boards, and more.

Graduation Documents

Upon successful completion of the entire course, you will receive an official transcript and a certificate. A copy of your transcript will be on permanent file and available at a nominal fee.

