



**NURSING
ASSOCIATE IN APPLIED SCIENCE**

Your Butler experience will prepare you for licensure and practice as a registered nurse. Butler nursing graduates are highly recruited by area hospitals and clinics.

Level I

Program courses	Hours
Program Prerequisites	
___*Anatomy and Physiology (BI 240)	5
___English Composition (EG 101)	3
___General Psychology (BS 160)	3
___Math Requirement (MA 120 or above)	3

First Semester

___Nursing Process I: Health Promotion & Nursing Mgmt. of Common Altered Health State of Adults (NR 105)	10
___Developmental Psychology (BS 260)	3
___Therapeutic Nutrition (NR 110)	3

Second Semester

___Nursing Process II: Health Promotion & Nursing Mgmt. of Common Altered Health States of the Child & Family (NR 106)	10
___Microbiology (*BI 250)	5

Nursing Concepts for

Advanced Standing (NR 108)	2
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NR 108 is a requirement for Advanced Standing LPN and transfer nursing students.

The Nursing Department supports the Kansas Nursing Articulation Plan and provides the opportunity for advanced placement of the licensed practical nurse into the second level of the associate degree in nursing curriculum. Validation of current Kansas LPN license and LPN IV certification is required. Visit our Web site at <http://www.butlercc.edu/nursing/> for more information on Advanced Placement.

Students may apply for the Practical Nurse Licensure exam (NCLEX-PN) following successful completion of the first level of the nursing program. The LPN option is available only as part of the RN curriculum; there is not a separate LPN program or applicant selection process.

*Anatomy, Physiology and Microbiology must have been completed within 5 years of admission into the program of nursing.

Level II

Third Semester

___Nursing Process III: Nursing Mgmt. of Common High Acuity Altered Health States (NR 202)	9
___Humanities/Fine Arts Requirement	3
___Social/Behavioral Science Requirement	3

Fourth Semester

___Nursing Process IV: Mgmt. of Chronic or Progressive & Irreversible Alteration in Health (NR 203)	9
___English Composition II (EG 102) or Public Speaking (SP 100)	3

Required courses must be completed with a C or better for progression in the nursing program of study.

Hints for Successful Completion

Students should limit outside work to less than 25 hours per week to maintain good grades and successfully complete the nursing program.

Additional Costs

A Nursing Lab fee is assessed each semester of the nursing program. Students are responsible for cost of uniforms and the licensing exam for Registered Nursing (NCLEX-RN). Students may apply for the Practical Nurse Licensure exam (NCLEX-PN) following successful completion of the first level of the nursing program. The LPN option is available only as part of the RN curriculum; there is not a separate LPN program or applicant selection process.

Prior to Admission

Students must make a separate application to the Nursing Program. Check deadline dates for application and admission requirements. Be sure to follow the Nursing Program Selective Admission Policy.

Requirements

Program students must have a physical examination, verification of immunizations and test free from Tuberculosis prior to entering clinical experiences and annually during the nursing program. Upon admission to the nursing program, students must have a specified background check. This is a one time requirement in the nursing program. Previous background checks will not fulfill this requirement. The Kansas State Board of Nursing will not license individuals with certain criminal offense history. You may inquire via the KSBN Web site at www.ksbn.org.



Nursing - A.A.S. Degrees Continued

Nursing

Career Program/Transfer Program

Degree Offered: Associate in Applied Science

Credits Required: 72

Contact: Department of Nursing, at 316.322.3140, Dean, Trish Hutchinson, Admin. Asst., Kerri Smith.

Program Information

The nursing program has a selective admission policy in which students are rank ordered by the sum of the composite TEAS score and the grades earned in the pre-requisite courses of Anatomy & Physiology, English Composition I and General Psychology. The nursing faculty is committed to providing a program of study which prepares the associate degree nurse for licensure and practice. The required nursing courses incorporate classroom, lab and clinical instruction. Clinical assignments include a variety of hospitals and health care settings in El Dorado and Wichita metropolitan area. Students need to be prepared for both day and evening clinical assignments. Students are expected to be prepared for their clinical experiences which may require preparation time at the clinical site in addition to their assigned clinical time. Graduates take the National Council Licensing Examination for Registered Nurses (NCLEX-RN).

Articulation Agreements

The Kansas Nursing Articulation Plan developed by the Council for Nursing Articulation in Kansas permits Butler Associate Degree Nursing graduates 25 upper-division nursing credits to be awarded retroactively on the basis of the associate degree toward a Baccalaureate degree in nursing. The Butler and WSU Professional Link for the Advancement of Nurses (PLAN) assures students have an educationally sound and expedient means of completing both programs in the least amount of time.

Recommendations

Students must follow the curriculum sequence of courses, however the general education requirements may be taken prior to the indicated semester they are required. Nursing courses are rigorous and demand study and preparation time outside of the required course hours. Many students prefer taking the general education requirements before entering the nursing program to allow full focus on the challenging Nursing curriculum. Please visit the Department of Nursing web site at <http://www.butlercc.edu/nursing/>

Accreditation

National League for Nursing Accrediting Commission (NLNAC)
61 Broadway, 33rd Floor
New York, NY 10006,
800-669-1656 ext 153
www.nlnac.org

Kansas State Board of Nursing
Landon State Office Building
900 SW Jackson Street
Suite 1051
Topeka, KS 66612-1230
Main: 785-296-4929
Fax: 785-296-3929
www.ksbn.org

**MASSAGE THERAPY
ASSOCIATE IN APPLIED SCIENCE**

Your Butler experience will prepare you for employment as either a salaried or commissioned employee, or an independent practitioner.

Courses	Hours
Communications	6
___English Composition I (EG 101)	
One of the following:	
___English Composition II (EG 102)	
___Public Speaking (SP 100)	
___Interpersonal Communication (SP 102)	
___Technical Writing (EG 112)	
___Business Communications (BE 130)	
Science and Math	9
___Math Requirement (MA 114 or above)	
___Lab Science Requirement	
___Computer Science Elective	
Social/Behavioral Science	3
___General Psychology (BS 160)	
Humanities/Fine Arts	3
___One course from either Humanities or Fine Arts	
Physical Education	2
___Lifetime Fitness (PE 254)	
Required Related Courses	2
___Nutrition (NR 109)	
Required Program Courses	35
___Body Systems & Disease I (MT 137)	4
___Therapeutic Massage I (MT 140)	5
___Reflexology (MT 145)	3
___Therapeutic Massage II (MT 240)	5
___Sports Massage (MT 241)	3
___Body Systems & Disease II (MT 243)	4
___Lifespan Massage (MT 244)	3
___Mechanics of Movement (MT 246)	3
___Massage Ethics (MT 247)	2
___Therapeutic Massage III (MT 260)	3

Students must receive a C or better in all required program courses for successful completion.

Massage Therapy

Career Program

Degree Offered: Associate in

Applied Science

Credits Required: 60

Contact: JoEva Wheeler, Director of Allied Health, at 316.320.7375

Program Information

Massage Therapy is a profession in which the practitioner applies manual techniques and may apply adjunctive therapies with the intention of positively affecting the health and well being of the client. This program prepares the graduate to apply various massage therapy and bodywork modalities for a successful practice in varied practice settings. This program will augment the skills of healthcare professionals in nursing, physical therapy, occupational therapy, home health care and sports/physical trainers. Butler massage therapy graduates are eligible to take the National Certification Board for Therapeutic Massage and Bodywork (NCBTMB).

Application

Students must make a separate application to the Massage Therapy program. Be sure to follow the Massage Therapy application process as outlined on the program Web site www.butlercc.edu/allied_health/massage_main.cfm.

Accreditation

Kansas State Board of Regents. Program graduates have been approved by NCBTMB to take the national certifying exam.

Additional Costs

Lab fees include massage oils, lotions and other disposable lab supplies. The polo shirt which is part of the program uniform is included in the lab fee. Massage tables are provided during course bodywork however, students are encouraged to purchase their own tables for independent practice of skills after the first semester.

Related Programs

Butler offers a massage therapy 35-hour certificate program.

Requirements

All students must be trained and maintain certification throughout the program in American Heart Association CPR for Health Care Providers. Students must have a physical examination and test free from Tuberculosis as required by Kansas Department of Health and Environment.

After Butler

Massage therapists are employed with a group practice, private offices, physicians' offices and clinics, hospitals & wellness centers, nursing homes/hospices, chiropractic offices, onsite (chair massage in offices, airports, and public events), health clubs and fitness centers, sports teams, spas and resorts, hotels, beauty and hair salons, and cruise ships.

Salary

In private practice, a massage therapist may charge \$25 to \$60 an hour. (Source: Kansas Wage Survey, 2004 Edition, mean wage is \$14.38/hr and median wage of \$11.67 based on a 40 hr. work week.)



**MASSAGE THERAPY
CERTIFICATE**

Your Butler experience will prepare you for employment as either salaried or commissioned employees, or independent practitioners.

Students must make a separate application to the Massage Therapy program. Be sure to follow the Massage Therapy application process as outlined on the program Web site www.butlercc.edu/allied_health/massage_main.cfm.

Massage Therapy courses are in high demand and enrollment is limited.

Recommended Course Sequence for Full-Time status.

Required Courses

First Semester

		Hours
___Body Systems & Disease I	(MT 137)	4
___Therapeutic Massage I	(MT 140)	5
___Reflexology	(MT 145)	3

Second Semester

___Therapeutic Massage II	(MT 240)	5
___Body Systems & Disease II	(MT 243)	4
___Lifespan Massage	(MT 244)	3
___Massage Ethics	(MT 247)	2

Third Semester

___Sports Massage	(MT 241)	3
___Therapeutic Massage III	(MT 260)	3
___Mechanics of Movement	(MT 246)	3

Massage Therapy

Certificate of Completion

Certificate Offered: Certificate in Massage Therapy

Credits Required: 35

Contact: JoEva Wheeler, Director Allied Health, at 316.320.7375

Prior to Admission

Appropriate placement score(s), see an advisor for details.

Requirements

All students must be trained and maintain certification throughout the program in American Heart Association CPR for Health Care Providers. Students must have a physical examination and test free from Tuberculosis as required by Kansas Department of Health and Environment.

Additional Costs

Lab fees include massage oils, lotions and other disposable lab supplies. The polo shirt which is part of the program uniform is included in the lab fee. Massage tables are provided during course bodywork; however, students are encouraged to purchase their own tables for independent practice of skills after the first semester.

**ATHLETIC TRAINING
ASSOCIATE IN SCIENCE**

Your Butler experience will prepare you for a career in athletic training with an opportunity to work with Butler's nationally ranked sports programs. Students must be accepted into the program before enrolling in the Advanced Athletic Training classes. To apply for a scholarship and acceptance into the program, contact Morgan Sommers at 316.322.3220. Butler courses will fulfill the first two years toward a bachelor's degree at most colleges. Requirements vary at four-year colleges so work with a Butler advisor to answer transfer questions.

Course	Hours
Communications	9
___English Comp I (EG 101)	
___English Comp II (EG 102)	
___Public Speaking or Interpersonal Communications (SP 100) or (SP 102)	
Science and Math	11
___Math Requirement (MA 131 or above)	
___Lab Science Requirement	
___One additional course from Math, Science, or Computer Science	
Social/Behavioral Science	6
___Social Science Requirement	
___General Psychology (BS 160)	
Humanities/Fine Arts	6
___Humanities Requirement	
___Fine Arts Requirement	
Physical Education	1
___Lifetime Fitness (PE 254)	
Required Courses	Hours
___Prevention & Care of Athletic Training (PE 280)	3
___Advanced Athletic Training I (PE 285)	2
___Advanced Athletic Training II (PE 286)	2
___Personal and Public Health (HL 100)	3
___First Aid (HL 130)	2
___Substance Abuse Awareness (BS 115)	3
Related Electives	13
___Kinesiology/Biomechanics (PE 276)	
___Principles of Strength Training (PE 116)	
___Theory of Coaching (PE 240, PE 250, PE 260, PE 270)	

Contact: Morgan Sommers, Athletic Training at 316.322.3220

**PRE-MEDICINE
ASSOCIATE IN SCIENCE**

Course	Hours
Communications	9
___English Comp I (EG101)	3
___English Comp II (EG102)	3
___Public Speaking or Interpersonal Communication (SP100) (SP102)	3
Science and Math	10
Math Requirement (MA 131 or above)	3
___College Chemistry I (CH110)	5
___College Chemistry II (CH115)	5
Social/Behavioral Science	6
___Social Science Requirement	3
___General Psychology (BS160)	3
Humanities/Fine Arts	6
___Humanities Requirement	3
___Fine Arts Requirement	3
Physical Education	1
___Physical Education Requirement	1
Required Courses	Hours
___Majors Biology I (BI 120)	5
___Majors Biology II (BI 130)	5
___Organic Chemistry I (CH240)	5
___Organic Chemistry II (CH245)	5
___General Physics I (PH143)	5
___General Physics II (PH146)	5

A minimum of 62 credit hours is required for the Associate in Science degree. In addition to general education requirements, coursework to complete this Associate in Science degree is listed below:

Contact: Lori Winningham, Dean of Behavioral Science, Math, Science & Physical Education at 316.322.3129



NURSE AIDE

COURSE APPROVED FOR KANSAS DEPT OF HEALTH & ENVIRONMENT CERTIFICATION

Your Butler experience will prepare you for professional certification. A CNA gives simple, basic nursing care to patients and always works under the direct supervision of a licensed nurse (RN or LPN). CNAs may work in a hospital, nursing home, assisted living residence, Hospice, doctor's office, health clinic or rehabilitation center.

Required Courses		Hours
___Nurse Aide	(AH 122)	5

Related Courses		Hours
___Topics on Aging for Long Term Care	(*AH 150)	1

*Requirements of Kansas Department of Health and Environment to reactivate the CNA certificate.

Hints for Successful Completion

Duties for Certified Nurse Aide may be characterized by prolonged standing and walking, frequent heavy lifting, pushing, pulling, carrying, occasional climbing, stooping, balancing, kneeling, constant need for good vision and hearing, ability to tolerate stressful situations; and occasional exposure to hazardous material. Therefore, if your doctor places you under any lifting restrictions, you may not be able to complete the program.

Nurse Aide

Requirement for KDHE Certification

Credits Required: 5 credit hours

Contact: JoEva Wheeler, Director Allied Health, at 316.320.7375

Program Information

Nurse Aide is the basic course for paraprofessionals. This person might also be called a geriatric aide, nurse's aide, nursing attendant, nursing assistant or patient care assistant. A Certified Nurse Aide (CNA) gives simple, basic nursing care to patients and always works under the direct supervision of a licensed nurse (RN or LPN). The CNA course at Butler is a total of 104 clock hours which includes classroom lecture and discussion, practice of skills in the learning lab and clinical experience in a nursing home. After successful completion of all class components, the student is eligible to take the state exam and is "certified" by the Kansas Department of Health and Environment.

Additional Costs

Textbook and workbook bundle, physical examination and TB skin test, state exam, uniform(s), white leather shoes and watch with second hand

Related Courses

According to state law, you must be a Certified Nurse Aide in Kansas before you can take the following classes: Certified Medication Aide, Home Health Aide, Rehabilitative Aide.

After Butler

State exam pass rate is over 99% for Butler CNA Students. A CNA certificate is required for admission to some nursing programs (RN, LPN).

MEDICATION AIDE

COURSE APPROVED FOR KANSAS DEPT OF HEALTH & ENVIRONMENT CERTIFICATION

Prerequisite

Must have current Kansas Certified Nurse Aide Certificate
Appropriate placement score(s), see an advisor for details.

Required Courses		Hours
___Medication Aide	(AH 120)	5
___Certified Medication Aide Update	(*AH 123)	1

* This course is required every two years for certificate renewal (Continuing Education for the CMA)

Prerequisite: CNA certificate

Medication Aide Certificate

Requirement for KDHE Certification

Contact: JoEva Wheeler, Director Allied Health, at 316.320.7375

Program Information

Student must have a current Kansas CNA certificate. Student must have a TB skin test, current within one year and a statement of good health.

EMERGENCY MEDICAL TECHNICIAN-BASIC

COURSE APPROVED FOR KANSAS BOARD OF EMT CERTIFICATION

Required Courses		Hours
___ EMT-Basic	(AH 110)	9
___ EMT Skills Review	(AH 212)	3

Requirements

A score at a pre-determined level in reading, writing and math on a placement instrument.

Students must be 17 years old to attend class and 18 with a high school diploma or GED to become certified as EMT-B. Students must have a negative TB skin test or chest X-ray current within one year Documentation of immunizations. Hepatitis B immunization is highly recommended Students must have a specific background check. Previous background checks will not meet this requirement.

Some felony criminal convictions may prevent you from taking the state and national certification exams. EMT-B is a prerequisite for EMICT (paramedic).

Program Information

EMT-Basic and EMT Skills Review run concurrently. Successful completion of these two classes allows the student to challenge the registry examination to become certified as a Kansas and National EMT-B.

BUTLER/COWLEY PARTNERSHIP - MICT AAS PREREQUISITES

Required Courses		Hours
___ EMT-Basic	(AH 110)	9
___ EMT Skills Review	(AH 212)	3
___ Ethics	(PL 291)	3
___ General Psychology	(BS 160)	3
___ Anatomy and Physiology	(BI 240)	5
___ English Comp. I	(EG 101)	3
___ English Comp. II	(EG 102)	3
___ Information Processing Systems	(BA 104)	3

Emergency Medical Technician - Basic

Certification of successful completion: State of Kansas Board of EMS

Credits Required: 12

Contact: Jeb Burress, Lead Instructor, at 316.323.6269

Accreditation

State of Kansas Board of EMS Approval

Additional Costs

Lab fee cost associated with immunization update and physical examination, Uniform, and State and National Exam fees.

Related Programs

EMT-Basic is a prerequisite for MICT (paramedic) programs and EMT-Intermediate. A Butler/Cowley partnership allows students to complete an MICT AAS Degree at the Butler of Andover Campus.

ACTIVITY DIRECTOR

APPROVED FOR KANSAS DEPT OF HEALTH & ENVIRONMENT

Your Butler experience will prepare you to develop, implement, evaluate and document activities for residents in adult care facilities.

Required Courses		Hours
___ Activity Director	(AH 113)	3

Hints for Successful Completion

Experience in long-term care will be helpful

Certification of successful completion as approved by the Kansas Department of Health and Environment - Credits Required: 3
Contact: JoEva Wheeler, Director of Allied Health, at 316.320.7375

Accreditation

Course approved by KDHE

Related Programs

Social Services Designee

After Butler

Students are eligible for immediate employment in long-term care.

GERONTOLOGY

CERTIFICATE

Your Butler experience will prepare you to enhance your level of care for older adults, and enrich your practice of nursing in acute and long-term care.

The courses are designed from a needs survey of long-term care facility administrators in Kansas. Courses have also been designed to prepare students for the American Nursing Association's National Gerontology Certification Exam.

Following completion of each cluster, students will earn a completion certificate from Butler. However, courses may be taken in any order within and among the three clusters.

Prerequisites: An RN or LPN or completion of the first semester of a professional nursing program with a grade of C or better. Pre-approval from the Butler course instructor must be obtained for others interested in enrolling in these courses.

Career Advancement for LPN:

___ IV Therapy for LPN	(NR 115)	3
___ Mangt. and Leadership for LPN	(NR225)	2

Cluster 1: Administrative & Leadership Development

___ Leadership Development	(LS 230)	3
___ Introduction to Minimum Data Set	(NR 222)	2
___ Legal Issues of the Elderly	(NR 223)	2
___ Long-Term Care Administration	(NR 224)	2

Cluster 2: Social and Ethical Care

___ Issues of the Older Adult	(NR 226)	2
___ Culturally Diverse Older Adult	(NR 227)	1
___ The Older Woman	(NR 228)	2

Cluster 3: Nursing Care of Older Adults

___ Pain in Older Adults	(NR 232)	2
___ Mental Health of Older Adults	(NR 235)	2
___ Pharmacology & the Older Adult	(NR233)	1
___ Nutrition and the Older Adult	(NR236)	1



HOME HEALTH AIDE

COURSE APPROVED FOR KANSAS DEPT OF HEALTH & ENVIRONMENT CERTIFICATION

Your Butler experience will prepare you to adapt basic healthcare services to clients in their own homes under the supervision of a registered nurse.

Required Courses	Hours
___Home Health Aide (AH 117)	2

Prior to enrollment

Appropriate placement score(s), see an advisor for details.

Accreditation

Course approved by Kansas Department of Health and Environment

Program Information

Must have current Kansas CNA certificate. Students must pass a reading test administered by the Butler Advising Centers. To make an appointment, call 316.322.3163 (El Dorado) or 316.218.6259 (Andover)

Certification of successful completion by Kansas Department of Health and Environment

Credits Required: 2

Contact: JoEva Wheeler, Director Allied Health, at 316.320.7375

After Butler

Recent graduates hold positions as caregivers for clients in their homes.

OPERATOR TRAINING FOR ASSISTED LIVING

COURSE APPROVED FOR KANSAS DEPT OF HEALTH & ENVIRONMENT CERTIFICATION

Your Butler experience will prepare you to be an operator of assisted living facilities, residential healthcare facilities, home plus and adult day care facilities. Upon completion of the course, the student is eligible to take the state exam given by Kansas Department of Health and Environment.

Required Course	Hours
___Operator Training for Assisted Living (AH 225)	2

Hints for Successful Completion

Experience in long term care will be beneficial.

Certification of successful completion as approved by KDHE -

Credits Required: 2

Contact: JoEva Wheeler, Director Allied Health, at 316.320.7375

RESTORATIVE AIDE

BUTLER CERTIFICATION OF COMPLETION

COURSE APPROVED FOR KANSAS PHYSICAL THERAPIST ASSOCIATION (KTPA)

Program courses

Required Courses

___Restorative Aide (AH 124)	2
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Prerequisite: CNA certificate

Hints for Successful Completion

Students will study anatomy and physiology within this course as well as treatment modalities in both classroom and lab.

Certificate offered: Restorative Aide issued by Butler Community College, approved curriculum by Kansas Physical Therapist Association (KPTA).

Credits Required: 2

Contact: JoEva Wheeler, Director Allied Health at 316.320.7375

Program Information

Must be a Certified Nurse Aide

Requirements

Must have current Kansas certificate as CNA

After Butler

Students are eligible for immediate employment following successful completion of the course.

SOCIAL SERVICE DESIGNEE

BUTLER CERTIFICATION OF COMPLETION

COURSE APPROVED FOR KANSAS DEPT OF HEALTH & ENVIRONMENT CERTIFICATION

Your Butler experience will prepare you for certification. Social Service Designees develop and implement a social service plan for residents in adult care facilities.

Program courses

Required Courses

___Social Service Designee (AH 115)	3
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Hints for Successful Completion

Experience in long-term care will be helpful.

Accreditation

Course approved by KDHE

Certification of successful completion by the Kansas Department of Health and Environment

Credits Required: 3

Contact: JoEva Wheeler, Director of Allied Health, at 316.320.7375

Related Programs

Activity Director

After Butler

Students are eligible for immediate employment in long-term care.



**BUSINESS MEDICAL SPECIALIST
CERTIFICATE**

Your Butler experience will prepare you, under supervision of office managers and other professionals, to perform routine administrative duties in a medical, clinical, or health care facility. You will be able to perform specialized data entry, classification and record-keeping procedures related to medical diagnostic, treatment, billing and insurance documentation.

Program Entry Requirements

All students who have not taken the ACT or SAT within the last 3 years or have had no previous college English or math courses are required to take a placement test prior to enrolling in English or mathematics courses.

BE 101 Beginning Document Processing or successful completion of the placement test which will include document formatting and a minimum keyboard speed of 40 wpm.

To make an appointment for testing contact:

Sherrell King sking@butlercc.edu
Karen Waddell kwaddell@butlercc.edu

Completion Requirements

To receive this degree or certificate, a student must:

1. Attain a grade of "C" or higher in each required course.
2. Attain a minimum overall grade point average of 2.0 (C).
3. Complete at least one semester of Internship.

Required Courses

32 Hours

Semester 1		
___ Inter. Document Processing	(BE 102)	3
___ Business Math/10-Key	(BE 121)	3
___ Business English	(BE 120)	3
___ MAP 1: Word Processing	(BE 165)	1
___ MAP 1: Spreadsheet	(BE 170)	1
___ MAP 1: Database	(BE 180)	1
___ Health Prof.s Med. Terminology	(AH 201)	3
Semester 2		
___ Adv Document Proc.: Medical	(BE 107)	3
___ Human Relations	(BE 109)	3
___ Medical Billing/Coding	(BE 125)	3
___ Computerized Med. Office Mgmt.	(BE 126)	3
___ Transcribing Machines: Medical	(BE 142)	3
___ Internship I	(BE 193)	2

Business Medical Specialist

Certificate of Completion in
Business Medical Specialist
Credits Required: 32

For Information, contact:

Karen Waddell, Lead Instructor
kwaddell@butlercc.edu
316.322.3176 or 316.733.3176

Related Programs

Business Administrative Technology

After Butler

This certificate program prepares students for an entry-level position in a medical office or for continuation of education leading to an associate degree.

Accreditation

This program is accredited by the Association of Collegiate Business Schools and Programs (ACBSP). According to the ACBSP website, "The Association's educational standards reflect its strong commitment to the enhancement of student learning; the advancement of teaching excellence; the measurement of program effectiveness through outcomes assessment; the preparation of students careers; and the recognition of unique organizational missions."

Median Wage for Medical Secretaries in South Central Kansas is \$20,363 per year. (Source: Kansas Wage Survey, Local Area IV 2006 Edition, KDOL.)

**MEDICAL BILLING AND CODING SPECIALIST
SPECIALTY CERTIFICATE**

The Medical Billing and Coding Specialist Certificate is designed for the student who has a least one year prior coding experience in the medical field or has completed an approved Internship program and would like to become a certified coder. Your Butler experience will help prepare you to sit for a national coding certification test.

There is a growing need for certified coders in the medical field. Employers feel that credentials are most important for medical coding professionals. Hiring and promotion practices are influenced by credentials. Credentialed employees are rewarded financially.

American Academy of Professional Coder's (AAPC's), Certified Professional Coder (CPC) for physician and outpatient coding and American Health Information Management Association's (AHIMA's), Certified Coding Specialist (CCS) for inpatient coding are currently the only credentials recognized by employers. In short, these certifications are nationally recognized by employers seeking ethical, accurate and experience coders.

To become a certified coder, the applicant must have passed the national certification test plus have two years coding experience. Those applicants who are successful in passing the certification examination, but have not met the required "two years of coding work experience," will be awarded the apprentice certification. Upon completion of acquiring the required coding work experience, the apprentice coder submits appropriate documentation and receives the official certification diploma. This test is given in the Wichita area.

If someone wants to work in a medical office as a coder, but has no prior experience coding in a medical facility, that person should work toward the Butler Business Medical Specialist certificate, which includes the basic billing/coding classes and prepares the student for an entry-level position in a medical office.

After completion of AH201, BE125, and BE126, an application for admission into the certificate program must be completed. Only after approved admission into this program, may a student enroll in Advanced Coding (BE127).

Students interested in receiving this specialty certificate must be able to work independently and be extremely accurate. To receive the specialty certificate, students must complete all required courses with a grade of "C" or higher.

Students must be prepared to purchase reference materials that would be used in a medical office.

Required Courses	18 Hours
Semester 1	
___Health Professions Med. Term (AH 201)	3
___Medical Billing/Coding (BE 125)	3
___Computerized Medical Office Mgmt. (BE 126)	3
Semester 2	
___Health Professions Med Term. II (AH 202)	1
___Advanced Medical Coding (BE 127)	3
___Business Communication (BE 130)	3
___Coding Certification Test Prep (BE 128)	2
Optional Course:	
___Internship I (BE 193)	2
Recommended Elective:	
___Anatomy and Physiology (BI 240)	5

If a student has a strong professional background in medical terminology and coding and has at least two years of prior coding experience in an approved medical office, he/she may take only Advanced Coding (BE 127). Before enrolling in this course, the student must take a pre-test to verify prerequisite coding skills. The student would not be eligible for the specialty certificate but would be prepared to sit for national certification test.

**MEDICAL TRANSCRIPTIONIST
SPECIALTY CERTIFICATE**

Your Butler experience will prepare you to execute verbatim medical conference minutes, medical reports, and medical orders. This program includes instruction in dictation and simultaneous recording, medical terminology, data processing applications and skills, formal medical reports and correspondence formats, and professional standards.

Employees in this field must be extremely accurate and able to work independently. Students are advised to obtain at least one full year of on-the-job experience before attempting to work as an outsource agent from home.

Before enrolling in BE 107 Adv. Doc. Proc.: Medical, students must be keyboarding at a rate of 50 wpm. Make arrangements to take a keyboarding pretest with Karen Waddell, kwaddell@butlercc.edu. 316-322-3176 or 733-3176

After completion of AH201, BE107, BE120, and BE142, an application for admission into the certificate program must be completed. Only after approved admission into this program, may a student enroll in Advanced Medical Transcription.

Students interested in receiving this specialty certificate must be able to work independently and be extremely accurate. To receive the specialty certificate, students must complete all required courses with a grade of "C" or higher.

Students must be prepared to purchase reference materials that would be used in a medical office.

Required Courses	18 Hours
Semester 1	
___Health Professions Med Term (AH 201)	3
___Adv. Doc. Proc.: Medical (BE 107)	3
___Business English (BE 120)	3
___Transcribing Machines: Medical (BE 142)	3
Semester 2	
___Health Professions Med. Term II (AH 202)	1
___Keyboard Skillbuilding (BE 103)	3
___Advanced Medical Transcription (BE 143)	3
Optional Course:	
___Internship I (BE 193)	2
Recommended Elective	
___Anatomy and Physiology (BI 240)	5