

ANYTHING BUT ORDINARY.

CONNECT WITH US AND SEE WHAT STUDENTS
AND FACULTY ARE UP TO!



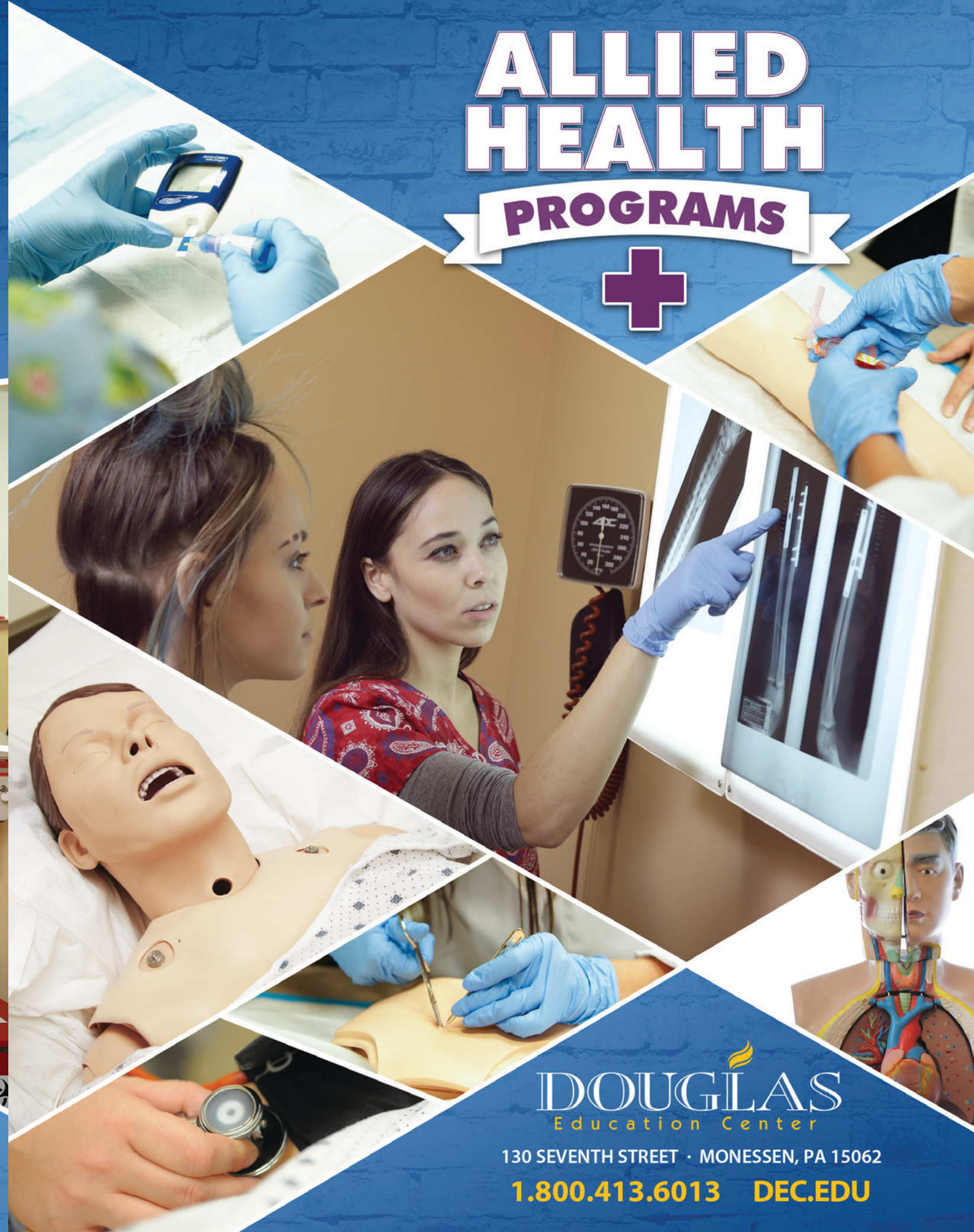
SUPPORT

- 24/7 online tech support
- Dedicated Information Technology staff
- Tutoring available online (via Skype, webinar, chat, etc.) and on-ground (one-on-one)
- Caring and understanding faculty and administration to help you to succeed in your career and in your life
- Open computer labs and free tutoring for all subjects available
- No boring online standard courses. Each course is interactive and was customized in house.
- Free Microsoft Office downloads for all students (Word, Excel, PowerPoint, etc.)
- Career Services Department to assist you in career advice, career counseling, and guidance.
- Less expensive than most 100% on-ground programs.
- Financial aid available to those who qualify.

DEC.EDU

Important information about the educational debt, earnings, and completion rates of students who attended all programs: www.dec.edu/consumerinfo

ALLIED HEALTH PROGRAMS



DOUGLAS
Education Center

130 SEVENTH STREET • MONESSEN, PA 15062

1.800.413.6013 DEC.EDU



Healthcare is one of the fastest growing sectors of the economy. Professionals in every area of Medicine are in high demand. Mixing on-ground learning with online course work, the Medical Assistant and Medical Billing and Coding programs at DEC provide you with the necessary skills to achieve a successful career in the healthcare field. Designed to provide the convenient and flexible schedule working adults need. Students complete academic work online and reinforce the application of this knowledge during on-campus lab sessions in a collaborative learning environment.

ANYTHING BUT ORDINARY.

MEDICAL ASSISTANT PROGRAM

ASSOCIATE IN SPECIALIZED BUSINESS DEGREE PROGRAM



This sixteen-month hybrid program is designed to provide graduates with skills and knowledge necessary for entry-level medical assisting positions. Students complete academic work online and reinforce the application of this knowledge during the campus lab sessions. This course highlights phlebotomy skills, injections, EKGs, and electronic records.

The student will be prepared to function as a clinical and office professional for the physician, or obtain employment in hospital departments, such as laboratory or EKG. They will also be prepared to work in such settings as clinics, physicians' offices, nursing homes, hospitals, and ancillary hospital departments.

WHAT YOU WILL LEARN:

| | |
|---|---------------------------------|
| Anatomy & Physiology | Insurance Procedures |
| Clinical Procedures | Medical Law & Ethics |
| Diagnostic & Procedural Coding | Medical Terminology |
| Electronic Health Records | Patient Education |
| Pathophysiology & Pharmacology | Workplace Safety |

For more information visit our website:
DEC.EDU/ma

What is Hybrid Learning?

"Hybrid learning" is a unique course design that combines hands-on, face-to-face class time (on-ground) with online and away-from-class course work using technology. This blended learning method is developed to provide a hands-on learning experience coupled with a flexible schedule. The method of delivery of each course (to achieve the ultimate in learning experience) will be one of these methods:

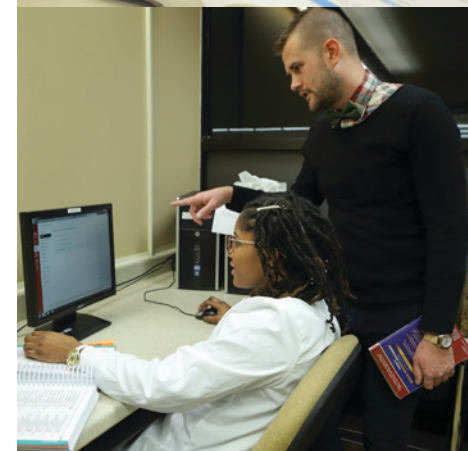
ONLINE COURSE - Courses that are 100% online

HYBRID COURSE - Courses that are partly on ground/partly online

Program graduates who successfully complete the program are eligible to take the National Association for Health Professionals (NAHP) medical assistant, phlebotomy technician, and coding specialist certifications. DEC graduates have consistently scored above the national average. Additionally, these graduates are eligible to become First Aid and CPR certified. Certification may open doors to higher earning potential and career development.

MEDICAL BILLING AND CODING PROGRAM

ASSOCIATE IN SPECIALIZED BUSINESS DEGREE PROGRAM



This sixteen-month hybrid program provides the skills and knowledge necessary for graduates to obtain entry-level positions in the fields of medical billing and coding, as well as medical records. Students complete academic work online and reinforce the application of this knowledge during on campus lab sessions. This program includes coursework in areas such as electronic health records, billing, CPT/ICD-10 coding, office procedures, medical terminology, and pathophysiology.

Graduates will effectively use their medical and technology skills from this program to obtain employment in such areas as medical billing and coding, medical records, medical accounting and office management, patient care and coordination, and medical claims adjusting.

WHAT YOU WILL LEARN:

| | |
|---------------------------------|--|
| Diagnostic Coding | Administrative Duties & Office Management |
| Anatomy & Physiology | Medical Terminology |
| Insurance Procedures | Pathophysiology & Pharmacology |
| Procedural Coding | Electronic Health Records |
| Workplace Safety | Medical Law & Ethics |

For more information visit our website:
DEC.EDU/mbc

LIFETIME CAREER SERVICES



The moment you step onto DEC's campus, our Career Services Department becomes a resource to match your talent, aspiration and intellectual discovery with a wide variety of possibilities. There is not set formula, because every student is different, but the assistance you receive is first-rate. Career Services at DEC will help you develop as an individual ready to be successful in the world. That may be as a medical billing clerk, medical assistant or something altogether different.

The keys to unlocking and managing a successful career are research, networking, preparation, professionalism, and the ability to stay current with industry practices and trends. The Career Services Department helps students and graduates to navigate through their chosen fields and prepare for contact with potential employers – as well as realities of the real-world – ensuring that they have the necessary skills to secure employment, build a career, and sustain it successfully. We are here to help you define your future!

EMPLOYERS OF DEC ALLIED HEALTH ALUMNI INCLUDE:

American Medical
Any Lab Test Now
Central Blood Bank
Centerville Clinic
Cherry Tree Nursing Center
Country Meadows
DeRienzo Family Practice
Davenport Hall
Greater Pittsburgh Heart and Vascular
Homestead Unlimited
Laurel Pediatrics
Monongahela Valley Hospital
Mon Valley Primary Care
Prime Medical Group
Quick Med Claims
Western PA Diagnostics
UPMC Shadyside

Program graduates who successfully complete the program are eligible to take the National Association for Health Professionals (NAHP) Coding Specialist Certification. DEC graduates have consistently scored above the national average. Certification may open doors to higher earning potential and career advancement. Additionally these graduates are eligible to become certified in First Aid and CPR.

