



Medical Terminology/ Anatomy (MTA) Diploma Program

This **Medical Terminology and Anatomy (MTA)** course is designed for anyone wishing to pursue a career in the healthcare field. Taught in an easy to understand format, the student will be guided through a series of audio/video presentations using colorful animation and real life examples and is intended for those with little to no background or education in Medical Terminology and Anatomy. The instructor lectures as if in a physical classroom setting while the student follows along with the material provided.

Moreover, while the course is completed entirely online it is designed to be taken in a disciplined fashion. A Faculty Advisor is available for questions. The Faculty Advisor is in charge of making sure all students complete their weekly lessons and are able to retain the information. This course also includes the use of medical records, laboratory and operative reports to achieve the level of understanding needed as a Certified Coder, Billing Specialist or Front Office Specialist. This online 24/7 diploma class is the only national medical terminology/anatomy course of its kind as this has been developed and is maintained by @PHIA - Professional Healthcare Institute of America™. By successfully completing the MTA course, the student will be eligible to take the Fundamentals of Billing and Coding (FOBC) course.

This **8 week course** is available **on-line** in an audio/video streamed format. Here is how it works:

- The student listens to the lecture while watching the animated full-color format.
- When prompted by the instructor, the student follows along with the written material and completes exercises as if they were sitting in a physical classroom.
- Students may go back and review a lesson as many times as is needed in order to fully understand it.
- Students must complete assignments within the week and successfully pass a quiz in order to move on to the next week's lesson.
- Tests are graded immediately and you may view your student grade report any time.
- Each student will be assigned to a Faculty Advisor for additional help if needed and to make sure the student is keeping up with the class.

Prerequisites:

- ◆ High School Diploma or GED

Course Fee: \$695 includes textbook "Language of Medicine" by Davi-Ellen Chabner

Registration Fee \$40 (If this is the first course you've taken with PHIA there is a one time, non-refundable fee)

* "Experienced" students can opt to "test out" of the **Medical Terminology/Anatomy** course before going in to the FOBC course. RN's are not required to test out of the MTA course before going in to the FOBC course. A score of 75% or greater is required. For details or questions contact us through email at contactus@phia.com or call us at 502.473.8806 or 866.473.3036.

MTA COURSE START DATES FOR 2012

January 2nd
July 2nd

February 6th
August 6th

March 5th
September 3rd

April 2nd
October 1st

May 7th
November 5th

June 4th
December 3rd



A division of Medical Staff S.O.S., Inc.

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Course Outline

Week One

LECTURE: The Basics of Medical Terminology,
Prefixes, Suffixes & Combining Forms
Translating the Medical Record
EXAM

Week Two

LECTURE: More of the Basics of Medical Terminology,
Prefixes, Suffixes & Combining Forms
Translating the Medical Record
EXAM

Week Three

LECTURE: The Digestive System
Translating the Medical Record – Office Visit
Translating the Medical Record – Digestive
EXAM

Week Four

LECTURE: The Urinary System
The Male/Female Reproductive Systems
Translating the Medical Record – Urinary
Translating the Medical Record – Female Reproductive
QUIZ

Mid-Term Review

Mid-Term Exam- *Cumulative*



Week Five

LECTURE: The Cardiovascular System
The Nervous System
Translating the Medical Record – Cardiovascular
Translating the Medical Record – Nervous
QUIZ

Week Six

LECTURE: The Respiratory System
The Musculoskeletal System
Translating the Medical Record – Respiratory
Translating the Medical Record – Musculoskeletal
QUIZ

Week 7

LECTURE: The Integumentary System
Oncology
Translating the Medical Record – Integumentary
Translating the medical Record - Oncology

Week 8 Review for Final Exam Final Exam - *Cumulative*

PHIA-Professional Healthcare Institute of America™
Dupont Professional Towers
4010 Dupont Circle, Suite 418
Louisville, KY 40207

502-473-8806 Office
866-473-3036 Toll Free

www.PHIA.com