Background

At MEMBA Institute, we are more than educators – we are change agents striving to be catalysts for transformation. Since our inception in March 2022, we've been dedicated to empowering individuals with the skills and knowledge needed to thrive in today's workforce market.

MEMBA Institute started as a subsidiary of MEMBA Healthcare Consulting Firm, focusing solely on Medical Coding; however, we quickly realized the need to bridge the gap with employers and offer certification(s) for those striving to gain an industry recognized certification as a Clinical Medical Assistant and/or a Certified Pharmacy Technician.

MEMBA Institute has partnered with the Indiana Department of Education (**IDOE**) in partnership with Indiana Commission for Higher Education (**CHE)** through the Indiana Career Scholarship Account (**CSA**), to offer Indiana High School Seniors with graduation pathways and an industry recognized certification. Working in partnership with the local medical communities and MEMBA Healthcare Consulting, all students will participate in a minimum of 75 hours of internship.

Upon successful completion of the course and a passing exam score, students may have the opportunity to gain employment.

Course Offering and Description(s):

CPC – Certified Professional Coder (Virtual)

The student will learn principles of medical coding related to the three main code books: CPT®, ICD-10- CM Code Set and HCPCS Level II. This course is recommended for anyone who is preparing for a career in medical coding for a physician's office.

Course Objectives
- Identify the purpose of the CPT®, ICD-10-CM, and HCPCS Level II code books
- Understand and apply the official ICD-10-CM coding guidelines
- Apply coding conventions when assigning diagnoses and procedure codes
- Identify the information in appendices of the CPT® code book
- Explain the determination of the levels of E/M services
- Code a wide variety of patient services using CPT®, ICD-10-CM, and HCPCS Level II codes
- List the major features of HCPCS Level II codes
- Provide practical application of coding operative reports and evaluation and management services

Includes:
- Student Books
- Online access
- Medical Terminology & Anatomy Course
- Exam Fees

CCMA – Clinical Certified Medical Assistant – (Virtual w/ 1 Clinical Lab per month)

The student will learn principles of what it takes to become a Certified Medical Assistant.   Medical assistants (MAs) are critical members of healthcare teams in a variety of medical settings. As an MA, students are often the first and last person a patient interacts with, making a lasting impact on the patient's experience.

Course Objectives

- Taking patient vital signs
- Assisting providers with exams and procedures
- Administering injections or medications
- Performing EKG, phlebotomy, and other essential laboratory procedures
- Checking patients in and out upon arrival and departure
- Updating and maintaining electronic health records (EHR)

Includes:

- Online access
- Exam Fees
- MEMBA Institute Scrub Top
- Stethoscope
- Medical Terminology & Anatomy Course
- CPR Certification
- Phlebotomy Certification ***those interested in obtaining this dual certification, will require 1 week of face-to-face training**

CPhT – Certified Pharmacy Technician – (Virtual w/ 1 Lab per month)

The student will learn principles of what it takes to become a Certified Pharmacy Technician. Pharmacy Technicians play a critical role in providing safe and effective patient care.

Course Objectives

- Pharmacy Communication
  - Reviewing and answering pharmacy correspondence
  - Operating computer systems to accomplish pharmacy tasks
  - Answering calls
- Managing inventory
- Receiving prescription requests from patients and doctors' offices
- Accurately measuring medication amounts
- Establishing and maintaining patient records
- Accepting payment for prescriptions and processing insurance claims

Includes:

- Student online access
- Lab Kits
- MEMBA Institute Lab Coat
- Exam Fees