



Workforce Investment Act Eligible Training Program

Provider Name: Tailor-Made Training

Contract #5050-32

Address: 15 Barnes Street
Greenville, RI 02828

Address if program is held at a another site:
Training is completed at libraries throughout RI
Training is set up by the trainer at locations that are
convenient to the student's home.

Program Name: Medical Office Administration Program

Office use only: ONET CODE 43-1011

CONTACT INFORMATION

Program Contact Person:
Joyce A. Perry, President

Phone: 401-300-9418
Email: tailormadetraining@cox.net

Fax: 401-349-0308
Website: www.tailor-madetraining.com

Course Outline/Topics to be Covered

- Medical Terminology
- Anatomy
- Medical Office Procedures
- Introduction to Medical Coding
- Vital Signs
- Introduction to Computers
- Microsoft Word
- Microsoft Excel
- Keyboarding
- Career Development

Required academic grade levels to enter program

Reading Grade Level 8th or better
Math Grade Level 8th or better
English Proficiency 8th or better

Required to enter training program

Physical Yes No
 Vaccinations Yes No
 Drug test Yes No
 BCI Yes No
 License Yes No
 Tools Yes No
 Experience Yes No
 Other :

MAY be required for employment

Physical Yes No
 Vaccinations Yes No
 Drug test Yes No
 BCI Yes No
 Certification Yes No
 License Yes No
 Tools Yes No
 Experience Yes No
 Other :

Participants will be qualified to seek employment in the following occupations:

- 1) medical admin. Assistant
- 2) clerk
- 3) receptionist
- 4) administrative assistant

Is this program Pell grant eligible?

Yes No

PROGRAM COSTS:

TUITION INCLUDES:

Tuition	\$5,350.00
Fees	\$0.00
Books	\$0.00
Licensing	\$0.00
Certificate fees	\$150.00
Other, provide explanation	\$0.00

Total Tuition Cost \$5,500.00

These are expenses that **MAY** be reimbursed after successful completion of training.

Please indicate Yes, No or enter the amount

	YES	NO	AMOUNT
Books	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Licensing	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Tools	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Uniforms	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Travel	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Miscellaneous	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		

Total \$0.00

Participant is responsible for :

Prerequisites	
Memberships	

Cost above tuition cap \$0.00

Expenses that **MAY be reimbursed \$0.00**

Total \$0.00

Maximum ITA Responsibility (Max. \$5500)

\$5,500.00

PROGRAM LENGTH

Weeks and Hours
and

Additional Information

This 110-hour course trains clients on what they need to learn to be successful as medical office administrative assistant. Each client will create a portfolio that can be used on a interview. Instruction is conducted in a library most convenient to the client so travel time is kept to a minimum and class time is maximized. Convenient scheduling times are tailored to our client's schedule to fit in with work and family life.

1. Certificate of Achievement by Tailor-Made Training
2. MOS certification through Certiport upon successful completion of e

What type of certificate will be awarded and by whom?