



# Workforce Investment Act Eligible Training Program

Provider Name: MedCerts LLC.

Contract #5050 80

Address: 14115 Farmington Rd.  
Livonia, MI 48154

Address if program is held at a another site:  
Online training

Program Name: HI- 3000 Medical Front Office and Electronic Health Records Program

Office use only: ONET CODE 43-6013

### CONTACT INFORMATION

Program Contact Person:  
Sandy Mead

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Website: www.medcerts.com

### Course Outline/Topics to be Covered

The Medical Front Office and Electronic Health Records program is designed to equip you with the skills necessary to provide excellent support in a Medical Office environment and the knowledge to achieve the Certified Electronic Health Records Specialist (CEHRS) and Certified Medical Administrative Assistant (CMAA) certifications awarded by the nationally recognized National Healthcareer Association (NHA). This comprehensive program prepares students for proper handling of patient data, fundamental records and document management, medical office procedures, and insurance forms. Student will learn HIPAA, HITECH, ICD 9 and ICD 10. **Students also receive 5 FREE Business Skills Courses.** Upon completion of the program and achieving certification, students may find work in varies medical settings such as hospitals, nursing homes, clinics, etc.

### Required academic grade levels to enter program

Reading Grade Level 9  
Math Grade Level \_\_\_\_\_  
English Proficiency \_\_\_\_\_

### 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) Electronic Health Records
- 2) Clinical Assistant
- 3) Medical Secretary
- 4) Medical Records

### Is this program Pell grant eligible?

Yes  No

### PROGRAM COSTS:

#### TUITION INCLUDES:

Tuition	\$4,000.00
Fees	\$0.00
Books	\$0.00
Licensing	\$0.00
Certificate fees	\$0.00
Other, provide explanation	All fees included in tuition cost.
<b>Total Tuition Cost</b>	<b>\$4,000.00</b>

#### 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	_____
<b>Total</b>			<b>\$0.00</b>

#### Participant is responsible for :

Prerequisites	_____
Memberships	_____
_____	_____
_____	_____
<b>Cost above tuition cap</b>	<b>\$0.00</b>
<b>Expenses that <u>MAY</u> be reimbursed</b>	<b>\$0.00</b>
<b>Total</b>	<b>\$0.00</b>

Maximum ITA Responsibility (Max. \$5500)

**\$4,000.00**

### PROGRAM LENGTH

Weeks and Hours and Additional Information

**6 Months/ 384 Hours- Monitored online training with progress reports emailed to student and Case Manager every 2 weeks!!** MedCerts Career Advisors call each student within 30 days of enrollment to begin assistance with updating their resume, as well as discussing the importance of externships, and volunteering.

### What type of certificate will be awarded and by whom?

CEHRS and CMAA national certifications awarded by NHA