



Workforce Investment Act Eligible Training Program

Provider Name: Rhode Island College (Outreach Programs)

Contract #: 5050-11

Address:

Address if program is held at a another site:

600 Mt. Pleasant Avenue
East Campus, Bldg. 8
Providence, RI 02908-1991

Program Name: Medical Assistant +ESL and/or remediation(TRAMA-Training Responsible Adults to be Medical Assistants)

Office use only: ONET CODE

CONTACT INFORMATION

Program Contact Person:

Phone: 401-456-8698

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Jenifer Giroux

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Website: www.ricoutreach.org

Course Outline/Topics to be Covered

TRAMA is a 30- week medical assistant certificate training program which includes medical terminology, overview of third-party billing, clinical testing techniques, pharmaceuticals, ICD-9 and CPT coding, electronic charting, CPR and First Aid certification. Skill sets gained are as follows :medical assisting, front desk procedures,(reception and scheduling), office and computer and electronic charting skills, microsoft office, keyboarding, financial literacy,oral communications and business writing,math/english basic skills and workplace social media instruction. Minimum 120 hour unpaid internship in a health care setting. CAELL (computer assisted english language learning) is also a component of this program. Attitudinal counseling and case management services are provided as are job placement assistance and support. A comprehensive soft skills sequence is taught as well.

Required academic grade levels to enter program

Reading Grade Level 6

Math Grade Level 6

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) Medical Assistants
- 2) Medical Office administrator
- 3) Medical Biller Assistant
- 4) _____

Is this program Pell grant eligible?

Yes No

PROGRAM COSTS:

TUITION INCLUDES:

Tuition	\$5,500.00
Fees	inc
Books	inc
Licensing	N/A
Certificate fees	inc
Other, provide explanation	

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 type="checkbox"/> No	
Licensing	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Tools	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Uniforms	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Travel	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Miscellaneous	<input type="checkbox"/> Yes	<input 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

30 week program, 30 hours per week. 720 classroom hours, 60 lab hours, 120 internship hours TOTAL: 900 hours.

What type of certificate will be awarded and by whom?

Certificate of completion as Medical Assistant by RIC Outreach Progra