For Office Use Only Approval Date: 7/1/2011

Rhode Island Department of Labor and Training

Workforce Investment Act Eligible Training Program

Provider Name: 911Programs Inc

Contract #:4050- 28

Address:
1275 Ministerial Rd
Wakefield, RI 02879

Address if program is held at a another site:

Until July 31st	As of August 1s
984 Charles St	555 Jefferson Blvd
North Providence, RI 0204	Warwick, RI 02886

Program Name: Medical Coding and Billing Specialist

Office use only: ONET CODE 29-2071

CONTACT INFORMATION

Program Contact Person: William Howe or Valerie Howe
Phone: 401-789-5486
Email: valerie@911programs.com
Fax: 401-789-5487
Website: www.911Programs.com

Course Outline/Topics to be Covered

The didactic portion has 2 phases: General Medical Studies and the Core Curriculum. During the GMS portion (about 5 weeks) students receive training in Infection Control, Basic Human Anatomy & Physiology, Medical Terminology, CPR, 1st Aid, Legal issues, Communication, & Documentation. During the Core Curriculum portion (about 10 -12 weeks), students learn about the Medical Coding & Billing profession, basic concepts of medical coding and billing, appointment scheduling, medical office accounting procedures, reports in the medical office, as well as ICD-9 and CPT coding using Medi-Soft. Students will work in a computer lab. Upon completion of the didactic portion, students sit for the National Healthcareer Association Certification Examination.

Required academic grade levels to enter program

Reading Grade Level	8th
Math Grade Level	6th
English Proficiency	Must be able to read, write, and speak English Fluently

Required to enter training program

	Yes	No
Physical	☐	☑
Vaccinations	☐	☑
Drug test	☐	☑
BCI	☑	☐
License	☐	☑
Tools	☐	☑
Experience	☐	☑

Other : High School Diploma / GED

MAY be required for employment

	Yes	No
Physical	☑	☐
Vaccinations	☑	☐
Drug test	☑	☐
BCI	☑	☐
Certification	☑	☐
License	☐	☑
Tools	☐	☑
Experience	☑	☐

Other :

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

1) Coding & Billing
2) Health Information Technicia
3) Medical Office Assistant
4)

Is this program Pell grant eligible? ☐ Yes ☑ No

PROGRAM COSTS:

TUITION INCLUDES:

Tuition	$2,900.00
Fees	$50.00
Books	included
Licensing	$105.00
Certificate fees	included
Other, provide explanation	
Student Liability	
Uniform	$31.50
Fee: Application fee	
Total Tuition Cost	**$3,086.50**

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

Please indicate Yes, No or enter the amount

	YES	NO	AMOUNT
Books	☐ Yes	☑ No	
Licensing	☐ Yes	☑ No	
Tools	☐ Yes	☑ No	
Uniforms	☐ Yes	☑ No	
Travel	☐ Yes	☑ No	
Miscellaneous	☑ Yes	☑ No	$5.00
- BCI Check			
		Total	**$5.00**

Participant is responsible for :

Prerequisites	
Memberships	
Cost above tuition cap	**$0.00**
Expenses that MAY be reimbursed	**$5.00**
Total	**$5.00**

Maximum ITA Responsibility (Max. $5500)

$3,086.50

PROGRAM LENGTH
Weeks and Hours and Additional Information

First 5 weeks 2 nights a week from 6-9 followed by 10 weeks core curriculum 2 nights a week 5 to 9, and 2 weeks Job Readiness training 2 nights a 6-9.

What type of certificate will be awarded and by whom?

Graduates receive certificates from the Program and the NHA

DLT is an equal opportunity employer/program. Auxiliary aids & services are available upon request to individuals with disabilities. TDD (401) 462-8006