



Workforce Investment Act Eligible Training Program

Provider Name: Family Resources Community Action

Contract #: 4050-20

Address: 55 Main St.
Woonsocket, RI 02895

Address if program is held at a another site:

Program Name: Healthcare Reimbursement Specialist Training

Office use only: ONET CODE 43-6013

CONTACT INFORMATION

Program Contact Person:
Joseph Potenza

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Course Outline/Topics to be Covered

This training program focuses on converting a medical procedure, diagnosis, or symptom into specific code to submit a claim for reimbursement for various payers using electronic health record and medical manager software. Students will have the opportunity to earn certifications in the following subjects: Customer Service, Coding & Billing Specialist, and iCritical Thinking. Individuals will learn how to fill out cms 1500 claim forms for various insurance payers. Students will learn HIPAA regulations, customer service skills, as well as, critical thinking skills. Students will also learn how to utilize an electronic health record system, medical manager billing software, and ICD-9, CPT, and HCPCS coding manuals. Word and Excel will be taught at a beginner through intermediate level. Students will also learn medical terminology using our Dean Vaughn and Delmar Flash systems.

Required academic grade levels to enter program

Reading Grade Level 7

Math Grade Level 7

English Proficiency ≥ English effectively to meet most routine social and wo

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 : HS diploma or GED / BCI not required but criminal record is a barrier to employment in the healthcare field

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 : HS diploma / GED

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

- 1) Medical Records and
- 2) Information Clerk
- 3) Medical Secretary
- 4) Receptionist

Is this program Pell grant eligible?

Yes No

PROGRAM COSTS:

TUITION INCLUDES:

Tuition	\$5,100.00
Fees	_____
Books	_____
Licensing	_____
Certificate fees	_____
Other, provide explanation	_____
Total Tuition Cost	\$5,100.00

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 <u>MAY</u> be reimbursed	\$0.00
Total	\$0.00

Maximum ITA Responsibility (Max. \$5500)

\$5,100.00

PROGRAM LENGTH

Weeks and Hours and Additional Information

12 weeks, 30 hrs. per week. Mon - Fri 9:30 am - 3:30 pm

What type of certificate will be awarded and by whom?

Record Specialist Certification (CEHR)- Customer Service (CSC) - Rockhurst Univ. / iCritical Thinking - ETS /