



Workforce Investment Act Eligible Training Program

School Name: MTTI (MotoRing Technical Training Institute)

Contract #: 4050-52

Address: 1241 Fall River Avenue (Route 6)
Seekonk, MA 02771

Address if program is held at a another site:

Program Name: Medical Billing & Coding / Office Administrator

Office use only ONET Code: 29-2071

CONTACT INFORMATION

Program Contact Person: Susan Donovan	Phone: (508) 336-6611	Fax: (508) 336-8887
	Email: sdonovan@mtti.edu	Website: www.MTTI.edu

Course Outline/Topics to be Covered

Medical Billing and Coding /Office Administrative Staff are in high demand in the growing health care industry. MTTI is a licensed facility to provide instruction and testing for medical coding certification. During the program, the student will become enrolled as a member of the American Academy of Professional Coders (AAPC), receive instruction from the Professional Medical Coding Curriculum only offered through a licensed facility with a Certified Professional Coding Instructor, and be eligible to take the certified professional coding examination. Upon the student passing the CPC test, they will become an AAPC Certified Coding Apprentice. Students will also be trained in administrative office skills, health claims specialist, and office procedures. Graduates will have a wide range of entry-level positions available in such areas as physician offices, insurance companies, medical billing companies, and hospitals. A required 120-hour internship and job placement assistance is available. Small class sizes; approximately 15-17 students.

Required academic grade levels to enter program

Reading Grade Level 7th grade
 Math Grade Level 7th grade
 English Proficiency Must be proficient

Required to enter training program

Physical	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Vaccinations	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Drug test	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
BCI	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
License	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Tools	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Experience	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Other :	Drivers License Instructor Interview	

MAY be required for employment

Physical	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Vaccinations	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Drug test	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
BCI	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Certification	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
License	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Tools	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Experience	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Other :		

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

- 1) Medical Secretary
- 2) Medical Billing Specialist
- 3) Medical Ins. Claims Process

Is this program Pell grant eligible?

Yes No

PROGRAM COSTS:

TUITION INCLUDES:	
Tuition	\$14,550.00
Fees	\$50.00
Books	\$100.00
Licensing	
Certificate fees	Included
Other, provide explanation:	
Uniforms	Included
ICD-10 books	Included
Total Tuition Cost	\$14,700.00

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	N/A
Memberships	
Cost above tuition cap*	\$9,200.00
Expenses that MAY be reimbursed	\$0.00
Total*	\$9,200.00

Maximum ITA Responsibility (Max. \$5500)
\$5,500.00

Additional Information Program runs 5 days per week for 30 weeks, 6 hours per day. Financial aid is available (if you qualify).

What type of certificate will be awarded and by whom?

Medical Billing & Coding AAPC Certificaton /Office Administration and VA Approved