For Office Use Only | Approval Date: 11/21/2011

Rhode Island Department of Labor and Training

Workforce Investment Act Eligible Training Program

Provider Name: MedCerts | Contract #:4050- 80

Address:
ONLINE Program
14115 Farmington Road
Livonia, MI 48154

Address if program is held at a another site:
ONLINE Program
14115 Farmington Road
Livonia, MI 48154

Program Name: Medical Front Office Administration Specialist HI-1200

Office use only: ONET CODE 43-6013

CONTACT INFORMATION

Program Contact Person: Foy Ann Plohr
Phone: 734 237-3960
Email: fplohr@medcerts.com
Fax: 734 237-3960
Website: www.mecerts.com

Course Outline/Topics to be Covered

Medical Ofice Procedures and Administration Automated Medical Office Microsoft Office Specialist

Required academic grade levels to enter program

Reading Grade Level	HS/GED
Math Grade Level	HS/GED
English Proficiency	HS/GED

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) Health and Medical
2) Medical Administrative/Assis
3) Clinical
4) Health/Health Care Administ

Is this program Pell grant eligible? ☐ Yes ☑ No

PROGRAM COSTS:

TUITION INCLUDES:

Tuition	$2,000.00
Fees	Included
Books	Included
Licensing	Included
Certificate fees	Included
Other, provide explanation	

Total Tuition Cost $2,000.00

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

Please indicate Yes, No or enter the amount

	YES	NO	AMOUNT
Books	☐ Yes	☑ No	
Licensing	☐ Yes	☑ No	
Tools	☐ Yes	☑ No	
Uniforms	☐ Yes	☑ No	
Travel	☐ Yes	☑ No	
Miscellaneous	☐ Yes	☑ 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)

$2,000.00

PROGRAM LENGTH
Weeks and Hours and Additional Information

3 months/192 Hours

What type of certificate will be awarded and by whom? (CMAA) Certified Medical Administrative Assistant (MOS) Microsoft Of

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