



Workforce Investment Act Eligible Training Program

Provider Name: Community College of Rhode Island

Contract #: 5050-62

Address: 400 East Avenue
Warwick, RI 02886

Address if program is held at a another site:

Program Name: Certificate in Administrative Office Technology with a Medical Insurance Billing Specialist Concentration

Office use only: ONET CODE 29-2071

CONTACT INFORMATION

Program Contact Person:
Sarah Cichon, Chairperson

Phone: 401-825-2061
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Fax: 401-825-2283 OFTD Dept
Website: www.ccri.edu/oftd

Administrative Questions:

Course Outline/Topics to be Covered

This program provides students with the knowledge, skills and abilities to process medical insurance forms and to code medical records using CPT and ICD-CM coding systems. Upon completion of the program, students are eligible to take the national CPC (Certified Professional Coders) examination. Employment of medical records and health information technicians is expected to grow much faster then average for all occupations.

Required academic grade levels to enter program

Reading Grade Level Grade 9
Math Grade Level Grade 9
English Proficiency Grade 9

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 Records
- 2) Medical Information Techs.
- 3) _____
- 4) _____

Is this program Pell grant eligible?

Yes No

PROGRAM COSTS:

TUITION INCLUDES:

Tuition (Part-time)	\$6,480.00
Fees	\$800.00
Books	\$2,000.00
Licensing	
Certificate fees	\$40.00
Other, provide explanation	
Placement Test	\$40.00
Total Tuition Cost	\$9,360.00

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	_____
Membership	_____
_____	_____
_____	_____
Cost above tuition cap	\$3,860.00
Expenses that <u>MAY</u> be reimbursed	\$0.00
Total	\$3,860.00

Maximum ITA Responsibility (Max. \$5500)

\$5,500.00

PROGRAM LENGTH

Part-time 75 weeks, 435 hours

Weeks and Hours and

Additional Information

What type of certificate will be awarded and by whom?

Certificate in Administrative Office Technology with a Medical Insurance Billing Concentration