



# Workforce Investment Act Eligible Training Program

**Provider Name:** MedCerts LLC.

**Contract #** #5050 80

**Address:**  
14115 Farmington Rd.  
Livonia, MI 48154

**Address if program is held at a another site:**  
Online training

**Program Name:** HI- 4000 Electronic Health Records Specialist and Reimbursement Specialist

Office use only: ONET CODE 43-6013

### CONTACT INFORMATION

Program Contact Person:  
Sandy Mead

Phone: (800) 734-1175 x.102  
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Fax: (734) 237-3960  
Website: [www.medcerts.com](http://www.medcerts.com)

### Course Outline/Topics to be Covered

The Electronic Health Records and Reimbursement Specialist program is designed to equip you with the skills necessary to provide excellent support in a Medical Back Office environment and the knowledge to achieve the Certified Electronic Health Records Specialist (CEHRS) and Certified Billing and Coding Specialist (CBCS) certifications awarded by the nationally recognized National Healthcareer Association (NHA). This comprehensive training prepares students for proper handling of patient data, fundamental records and document management, medical insurance reimbursement, and includes Microsoft Word, Excel, Medical Terminology, Insurance billing forms, HIPPA laws, ICD9 and ICD10. Upon completion of the program and achieving certification, students may find work in physician offices, insurance billing offices etc.  
**Students also receive 5 FREE Business Skills Courses!!**

### Required academic grade levels to enter program

Reading Grade Level 9  
Math Grade Level \_\_\_\_\_  
English Proficiency \_\_\_\_\_

### 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) Electronic Health Records
- 2) Insurance Biller
- 3) Medical Billing Specialist
- 4) Medical Records

### Is this program Pell grant eligible?

Yes  No

### PROGRAM COSTS:

#### TUITION INCLUDES:

Tuition	\$4,000.00
Fees	\$0.00
Books	\$0.00
Licensing	\$0.00
Certificate fees	\$0.00
Other, provide explanation	All fees included in tuition cost.
<b>Total Tuition Cost</b>	<b>\$4,000.00</b>

#### 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	_____
<b>Total</b>			<b>\$0.00</b>

#### Participant is responsible for :

Prerequisites	_____
Memberships	_____
_____	_____
_____	_____
<b>Cost above tuition cap</b>	<b>\$0.00</b>
<b>Expenses that <u>MAY</u> be reimbursed</b>	<b>\$0.00</b>
<b>Total</b>	<b>\$0.00</b>

**Maximum ITA Responsibility (Max. \$5500)**

**\$4,000.00**

### PROGRAM LENGTH

Weeks and Hours and Additional Information

**6 Months/ 384 Hours- Monitored online training with progress reports emailed to student and Case Manager every 2 weeks!!** MedCerts Career Advisors call each student within 30 days of enrollment to begin assistance with updating their resume, as well as discussing the importance of externships, and volunteering.

### What type of certificate will be awarded and by whom?

CEHRS and CBCS national certifications awarded by NHA