



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- 1200 Medical Front Office Administration Specialist

Office use only: ONET CODE 43-6013

CONTACT INFORMATION

Program Contact Person:
Sandy Mead

Phone: (800) 734-1175 x.102
Email: smead@medcerts.com

Fax: (734) 237-3960
Website: www.medcerts.com

Course Outline/Topics to be Covered

This 3-Month program provides specialized training in areas including medical office procedures and administration, medical office computer applications, and administrative computer functions and procedures. Students will learn HIPAA, HITECH, ICD 9 and ICD 10. Upon completion of the program, students will become skilled in areas of Medical Office Administration, and will be prepared to sit for the Certified Medical Administrative Assistant (CMAA) exam provided by the National Healthcareer Association (NHA).
Students also receive 5 FREE Business Skills Courses including Time Management, Business Etiquette, Customer Service, Communication, and Problem Solving Skills.

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) Medical Secretary
- 2) Medical Office Assistant
- 3) Clinical Assistant
- 4) Medical Receptionist

Is this program Pell grant eligible?

Yes No

PROGRAM COSTS:

TUITION INCLUDES:

| | |
|----------------------------|------------------------------------|
| Tuition | \$2,000.00 |
| Fees | \$0.00 |
| Books | \$0.00 |
| Licensing | \$0.00 |
| Certificate fees | \$0.00 |
| Other, provide explanation | All fees included in tuition cost. |
| 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 | <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)

\$2,000.00

PROGRAM LENGTH

Weeks and Hours and Additional Information

3 Months/ 192 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?

Certified Medical Administrative Assistant (CMAA) awarded by NHA