



# Workforce Investment Act Eligible Training Program

Provider Name: Rhode Island College (Outreach Programs)

Contract #:5050-11

Address:

Address if program is held at a another site:

600 Mt. Pleasant Avenue  
East Campus, Bldg. 8  
Providence, RI 02908-1991

Program Name: Medical Assistant

Office use only: ONET CODE

### CONTACT INFORMATION

Program Contact Person: Jenifer Giroux Phone: 401-456-8698 Fax: 401-456-8582  
Email: [jgiroux@ric.edu](mailto:jgiroux@ric.edu) Website: [www.ricoutreach.org](http://www.ricoutreach.org)

### Course Outline/Topics to be Covered

TRAMA is a 24 week medical assistant certificate training program which includes medical terminology, overview of third-party billing, clinical testing techniques, pharmaceuticals, ICD-9 and CPT coding, electronic charting, CPR and First Aid certification. Skill sets gained are as follows :medical assisting, front desk procedures,(reception and scheduling), office and computer and electronic charting skills, microsoft office, keyboarding, financial literacy,oral communications and business writing,math/english basic skills and workplace social media instruction. Minimum 120 hour unpaid internship in a health care setting. Attitudinal counseling and case management services are provided as are job placement assistance and support. A comprehensive soft skills sequence is taught as well.

### Required academic grade levels to enter program

Reading Grade Level 7  
Math Grade Level 7  
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 Assistants
- 2) Medical Office administrator
- 3) Medical Biller Assistant
- 4) \_\_\_\_\_

### Is this program Pell grant eligible?

Yes  No

### PROGRAM COSTS:

#### TUITION INCLUDES:

Tuition \$5,000.00  
Fees inc  
Books inc  
Licensing N/A  
Certificate fees inc  
Other, provide explanation \_\_\_\_\_

**Total Tuition Cost \$5,000.00**

#### 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 type="checkbox"/> No	<input type="checkbox"/> No	_____
Licensing	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> No	_____
Tools	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> No	_____
Uniforms	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> No	_____
Travel	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> No	_____
Miscellaneous	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> 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)

**\$5,000.00**

### PROGRAM LENGTH

Weeks and Hours and Additional Information

**24 week program, 30 hours per week. Total classroom hours:570, lab hours 30, internship hours 120 TOTAL:720**

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

Certificate of completion as Medical Assistant by RIC Outreach Progra